



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Pt. Mohan Lal S.D. College for Women, Gurdaspur
• Name of the Head of the institution	Dr. (Mrs.) Neeru Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01874502681
• Mobile No:	9463284185
• Registered e-mail	ptmlsd@gmail.com
• Alternate e-mail	iqac.sd@gmail.com
• Address	Kahnuwan Road, Gurdaspur
• City/Town	Gurdaspur
• State/UT	Punjab
• Pin Code	143521
2.Institutional status	
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Self-financing

• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Coordinator	Dr. (Mrs.) Rama Gandotra				
• Phone No.	01874502681				
• Alternate phone No.	9888283580				
• Mobile	9888283580				
• IQAC e-mail address	iqac.sd@gmail.com				
• Alternate e-mail address	ptmlsd@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://ptmlsdc.ac.in/public/web_images/63/aqar_report_2019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://ptmlsdc.ac.in/public/web_images/188/academic_calendar_2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.62	2009	29/09/2009	30/09/2014
Cycle 2	A	3.03	2016	17/03/2016	18/03/2021
6. Date of Establishment of IQAC			14/07/2008		
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	
NA	NA	NA	NA	NA	
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	03
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>The IQAC played the acted as driving force as well as monitoring agency in the context of all institutional activities. Acting as a policy making and implementing agency, it finalized the action plan for the institution, ensured its implementation and reviewed its progress and drafted the action plan for the next year.</p>	
<ul style="list-style-type: none"> Extensive training of students and teachers with regard to online teaching and learning, routine operations and administration. 	
<ul style="list-style-type: none"> Released College Journal Shodh Dhara and CA newsletter. 	
<ul style="list-style-type: none"> Introduction of new short-term courses and value-added courses. 	
<ul style="list-style-type: none"> A series of online webinars with prominent alumni and experts from renowned universities at national and international level. 	
<ul style="list-style-type: none"> Monitoring and mentoring of academic and administrative activities. Mentoring of students and parents in the times of pandemic scenario was ensured to improve physical and mental wellbeing. 	
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
<p>To ensure sustenance and quality enhancement in academics</p>	<p>Online Orientation Programmes were organized for the first year UG and PG students. An orientation on effective usage of e-learning tools was organized for the under graduate and post graduate. Bridge Classes were organized for fresher on UG level. Activity based learning was promoted. As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and online remedial classes were organized for them. Special sessions were arranged for Advanced Learners.</p>
<p>To enhance involvement of students via online resources to ensure research capabilities.</p>	<p>Students were guided to maximize usage of INFLIBNET, NPTEL, CEC, e-pg Pathshala and other learning resources to widen their horizon of knowledge. They were mentored to conduct online surveys and write research report on the areas of their choice.</p>
<p>To promote vocational training in Cosmetology, Home Science, Fine Arts and Fashion Designing Departments by arranging expert talks and industrial visits.</p>	<p>Webinars and Workshops were organized in which renowned experts from different universities and prominent alumni were invited.</p>
<p>To provide the employment opportunities through skill development trainings to the students on the lines of</p>	<p>Online Trainings were provided by the prominent alumni and career guidance cell and mentoring was done regularly.</p>
<p>To promote participation of students on District, State and National Level co-curricular events and organize extra-curricular activities in the college to ensure overall</p>	<p>Various online and offline extra-curricular activities were organized. Also, students participated in different intercollege and national level competitions and won many</p>

development of the students and to promote learning and interaction.	prizes.
To create new clubs & committees for the benefits of the students or improve the working of the college	New clubs & committees were created.
To generate financial resources by seeking financial grants under different heads from funding agencies.	The proposals were made but no proposals were granted due to covid scenario.
To motivate the faculty to present and publish Research work in International & National Journals and publish books or edit chapters in books.	Motivated and many got published their work in edited books and journals.
To organize Faculty Development Programmes and e-content development workshops to provide enhanced opportunities for faculty development in pandemic scenario.	Online Short-term courses and faculty development Programmes were attended by the whole faculty. A series of webinars were organized by the college for the overall development of the faculty as well as institution.
To introduce recreational activities for staff members	Teej, Karwa Chauth and Diwali Fest were organized for staff.
To celebrate days of National & International importance	Celebrated online by making posters, ppts and slogan writing. Video making competitions, online quizzes were also conducted on important national and International days.
To organize webinars, online workshops and guest lectures by each department of the college	A series of online and offline webinars, workshops and guest lectures were organized
IQAC planned to organize INFLIBNET and EBSCO workshops and purchase new books and journals for library	Books and Journals were purchased. Workshops for teachers and PG students were organized.
To contribute to the society by	Online activities were organized

<p>organizing outreach Programmes running campaigns on the lines of campaigns run by governments such as Azadi Ka Amrit Mahotsav Swachh Bharat Mission, Awareness campaign of various govt. Schemes, conducting surveys on social issues etc.</p>	<p>and surveys were conducted. Program chalked out to celebrate monthly activities on Azadi ka Amrit Mahotsav.</p>
<p>Promotion of usage of ICT and online platforms for routine operations with staff, students and management.</p>	<p>College Website and Email system were used for official correspondence. Google Meet and Cisco WebEx platforms were used for official staff meetings, Governing body meetings and student meetings of various clubs and committees. Instant messaging applications WhatsApp and Telegram were promoted for communication. Important activities were uploaded on Facebook Page and Instagram page and college YouTube Channel.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>Academic Council of College</p>	<p>02/09/2021</p>
<p>14. Whether institutional data submitted to AISHE</p>	
<p>Year</p>	<p>Date of Submission</p>
<p>2019-20</p>	<p>28/05/2020</p>

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description Data Template	Documents No File Uploaded
2.Student	
2.1 Number of students during the year	938
File Description Data Template	Documents No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	397
File Description Data Template	Documents No File Uploaded
2.3 Number of outgoing/ final year students during the year	279
File Description Data Template	Documents No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	44
File Description Data Template	Documents View File
3.2 Number of Sanctioned posts during the year	44
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	21
4.2 Total expenditure excluding salary during the year (INR in lakhs)	91,62283/-
4.3 Total number of computers on campus for academic purposes	79

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

The college ensures effective curriculum delivery in a well-planned manner. The college follows the academic calendar prescribed by the university and the annual plan of the college are made before the start of the session in which both curricular and co-curricular activities are planned.

The timetable committee headed by the Vice-principal draws up a detailed timetable that efficiently deploys the units of time for academic purposes.

At the onset of the session, the orientation programme is conducted in which students are acquainted with all curricular and co-curricular activities. Bridge classes are also conducted to fulfil the knowledge gap among the newcomers. Teachers prepare blueprint of the curriculum for the whole semester.

The institution is focusing on curriculum delivery through ICT tools. Project work, lab work, webinars, surveys, etc. are conducted as per the curriculum. In courses with project works expert guidance is provided to the students. In order to boost vocational knowledge, departmental workshops are organized from time to time.

The college promoted the use of library among students to update their knowledge and also provided a book bank facility. The academic results of the students of the pre-semester test are evaluated and recorded.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is prepared well in time. The dates given by the university for admission, examination and vacations are adhered to strictly. Departmental plans are also devised to plan the academic and non-academic activities for the session. The examination committee pre-plans the schedule for the pre-semester

test in each semester. At the end of examinations, Parent-Teacher meet is organized to declare the results and inform parents about the performance of their wards. The students who are slow learners are given special attention and remedial classes are arranged for them wherein short and easy notes are given to them. Advanced learners are motivated to work hard and excel in examinations. Meetings of incharges and Principal are arranged wherein they are guided and provided tips to get merits in the University. The university calendar is followed for the conduct of the final examination, practical and viva-voce. For the enhancement of in-depth knowledge of the students, guest lectures, webinars and workshops are organized during every semester. Series of webinars are organized to spread awareness about career opportunities to students. All the guidelines regarding the COVID-19 period received from time to time from the university, Punjab government and UGC are considered.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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.

B. Any 3 of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

7

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

15

File Description	Documents
Any additional information	No File Uploaded
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

583/938

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

583

File Description	Documents
Any additional information	No File Uploaded
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

The development of curriculum is the prerogative of the university; we are to implement it as designed by GNDU, Amritsar.

On gender sensitivity, in Philosophy, students study about gender discrimination and in Political Science about universal adult franchise. In Sociology topic of gender and in Languages many prose and poetry related to gender equality are taught.

Under Social Sciences students study the topics on national integration, stress management, national movement, human rights, fundamental duties and sustainability.

In Commerce, Professional Ethics are included with subjects like Insurance, Fundamental of Entrepreneurship, Accountability, Corporate Governance, Mercantile Law, Company Law, Business Environment and Business Communication.

The subject of EVS is taught as a compulsory paper in the 2nd year of degree classes wherein types of pollution, its causes, remedies, conservation of plants and trees are taught. Environment Protection Act is covered in M. Com 1st Sem curriculum under Business environment.

On environment and sustainability, students of Political Science study the topic of environmental protection. There is a topic on Bio-diversity and Ecology in Zoology of B. Sc Medical. In physics, topic of energy consumption as a use of natural resource is covered. In Commerce, contemporary accounting deals with the topic of corporate social responsibility.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

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

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

58

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://ptmlsd.ac.in/campus/feedback-analysis/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

810

File Description	Documents
Any additional information	No File Uploaded
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

193

File Description	Documents
Any additional information	No File Uploaded
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 organized Orientation Programme for the entrants in the beginning of every academic year. They are oriented on the academic rules and regulations, library facilities and various clubs and committees. Institution has a Guidance and Counseling Cell to help students regarding subject choice as well as course. Bridge classes are also conducted at the departmental level to enhance the level of students. Students are identified as slow and advanced learners based on their lower examination marks and performance in university examinations. After pre-semester exams principal personally interact with students.

Remedial classes

- Online remedial classes are conducted to clarify doubts about difficult topics.
- After the declaration of results, remedial in -charges prepare the list of weak students
- Easy notes and previous years' question papers are discussed with slow learners.

Strategies for advanced learners:

Special classes for the advanced learners are conducted for a better understanding of the difficult concepts. They are provided reference material for additional learning. Students are encouraged to participate in the Inter College competitions like debate, group discussion, and quiz programs. The academic achievements of the students are highly appreciated and posted on Facebook, Instagram and newspapers. Special fee concession and scholarships are also given to them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
938	44

File Description	Documents
Any additional information	No File Uploaded

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

Experiential learning

- Each department conducts add-on programs to support students.
- Well -equipped Laboratories are available for conducting experiments for science department.
- Guest lecture by eminent and academic experts from university and colleges.
- Project work is organized by computer and science departments.
- Workshops, Field visits, Educational Trips are regular feature of the college.
- Role play method is adopted by English department.

Participative learning

- Online webinars and workshops for students are organized by the respective departments.
- The activities like NSS camp, Tree plantation drive, Swachh Bharat, Village Adoption and Health Awareness camp help the students to learn social and community welfare.
- Talent Hunt is organized every year.
- Online National level competitions like E-Comfest, E-Scifest, Quiz, essay writing etc.
- Students participated in Mobile-learning, Blog and E-learning.

Problem solving methodology:

- Remedial classes are conducted for students who are slow learners.
- For all students, mentor facilities are available in the college to solve their academic and personal problems.
- Technical problems of rural students are solved by posting short videos like PDF and Email composing.
- Students participating in sports, inter-college events, competitions, youth festival, are taught to manage time accordingly and improve their performance in extracurricular as well as in academics.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

- The College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms, digital library resources, printers, seminar room, etc.
- workshops are arranged to guide the teachers about online apps and websites like INFLIBNET, SWAYAM, Edmodo, EBSCO etc. for assessing e-resources.
- The College library is fully computerised.
- Power-Point Presentations: - Faculty members are encouraged to prepare presentations in their teaching by using LCDs and projectors. Students are also taught to prepare ppts for departmental activities and class seminars.
- Online Quiz: -Teachers prepare an online quiz related to subject and general awareness for students.
- Video lecture: - Recorded video/ audio lecturers are made available to students for clarity and long-term learning.
- Video Conferencing: - Students are counselled with the help of Zoom, Google Meet, Cisco WebEx Meet, skype, etc. some of these apps are used to conduct online classes.
- Online competition: - Various events such as poster making, debates, paper presentation, e-card making, power point presentation, Quiz, etc. are being organized with the help of various information communication tools.
- Workshops & webinars: - Faculty members use various ICT tools

for conducting departmental webinars, workshops and conferences. It helps students to develop a practical and realistic approach.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://ptmlsdc.ac.in/campus/ict-enabled-tools-for-effective-teacher-learning-process/

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

43

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
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**

26

File Description	Documents
Any additional information	No File Uploaded
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.

Under the continuous internal evaluation system, class tests and mid semester exams are conducted during each semester. Examination committee of the college looks after the smooth conduction of exams and teachers of the committee are rotated after every two-three years. The answer books are evaluated and shown to the students. Every student is given individual attention and guidance by the teacher regarding way of presentation in exams, the points where students performed very well and the points where students need improvement. The students are honored for their better performance in academic, sports and extracurricular activities. Parent Teacher Meet is conducted to inform parents about the performance, attendance, behavior and aptitude of their wards. Re-test for absent students is taken. Slow learners are encouraged to attend remedial classes, prepare short and easy notes to attain good result.

Sessions are arranged for Advance Learners where they are motivated to work hard and excel in university examinations. Advance Learners are guided and provided reference books, question bank. An initiative is taken by our worthy Principal to discuss the problems faced by students in academic and nonacademic areas under the program titled 'Vidyarthi Darbar'. It is organized before examination and feedback is taken.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

- An examination committee, comprising of a senior teacher as a registrar or other teaching and non-teaching staff as members is constituted to handle the issues regarding the evaluation process.
- The Date sheet of pre-semester is prepared and displayed, if students have any grievances regarding holidays or clashes in subjects, they approach examination committee.
- The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTV in each room.
- If a student is not able to appear for examination due to medical or any genuine reason, the examination is conducted for that student as per norms provided that she submits its application with proper documents.
- Each department prepared a compiled result record and submitted the same to the examination committee.
- Parent-teacher meeting is organized to familiarize the parents with the academic performance of their ward.
- The answer sheets are shown to the students by teachers and they are given a chance to clarify if they have any doubt regarding evaluation.
- The students have the freedom to use a suggestion box to put in the note of dissatisfaction with the internal examination mechanism.
- The Principal and Registrar, supervises the overall procedure by conducting the meeting with the examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes offered by the institution are uploaded on the website. The curriculum of the Programmes is designed by the university. The curriculum of self-financed certificate courses and their Programme outcomes are designed by the college faculty. After admission students are made aware of the course through counselling cell.

The objectives of the Programme and course outcomes are communicated to the teachers and the students in the following ways.

- POs and Cos are displayed on departmental Notice Board, and libraries.
- POs and Cos are communicated to the Alumni during Alumni meet.
- The Vision and mission of the institute are displayed to the parents during the parent teacher meeting.
- The college has started many self-designed certificate courses. Their Programmes outcomes are also clearly stated and communicated to the students in regular classes.
- The assessment of the students provides feedback to faculty and benefits in improving the teaching learning process.
- The Programme outcomes are measured over a period of time by assessing the performance of students in various activities like NSS, youth festival and co-curricular activities.
- The performance of students in university examinations and in different internal examinations is parameter of outcomes assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ptmlsdc.ac.in/campus/programme-and-courses-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The programme outcomes are measured on the basis of the aggregate results of all courses in a given programme. The College takes care of the attainment to measure the Pos and Cos and implements the mechanism as follows

- The institute followed the academic calendar
- The Internal examination committee analyzed evaluation reports of results
- The college authorities prepare a feedback form to measure and reckon the attainment of the programme outcomes. Online student feedback system provides information pertaining to the relevance of the course, the availability of which helps the college measure its learning.
- The Placement cell took the review of students progress to higher studies and their placements.
- 75% attendance is compulsory for appearing in the examination so to ensure students' interest and participation in the class.

Programme Outcomes -

1. Critical thinking
2. Responsible citizens and Leadership Qualities
3. Awareness regarding Gender Issues
4. Women Empowerment
5. Inclusive Education and Explicit Inetraction
6. Employment

Course outcome

1. Knowledge and skill of the subject
2. Interest and capacity for research
3. Employment

4. Higher education
5. Social awareness
6. Active participation in NSS

Attainment of Cos are calculated by using university examination results. attainment levels are finalized at college level and conveyed to IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

279

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	No File Uploaded
Paste link for the annual report	http://ptmlsdac.ac.in/campus/annual-report/

2.7 - Student Satisfaction Survey

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

<http://ptmlsdac.ac.in/campus/criteria-2-data-templates/>

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)

NA

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

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

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

000000

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

39

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

31

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

3.3 - Extension Activities

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

The NSS unit takes part in various initiatives like organizing a seven day camp in college, tree plantation, Swachh Bharat Abhiyaan, group discussion on social issues, Beti Bachao Beti Padao Abhiyaan, stitching classes for village ladies, Each One Teach One, Azadi Ka Diwas, Patriotic week, Poshan Pakhwara, Republic Day celebrations and Voter awareness. It has adopted two nearby villages.

Besides NSS, Central Association remains active in extension activities like charitable programmes, Neki Ki Deewar, festival celebrations, visiting the orphanage/ old age home/ slum areas and also distribute stationery, clothes and many more needful things. Red Ribbon Club and the Environment Association conduct various

programmes like environment awareness campaigns, personal health and hygiene programmes, diet awareness, road safety, tree plantation drives, plastic eradication, health checkup camps and female foeticide programmes.

The college has near about 60 clubs and committees to sensitize students and community. Each and every club performs duty with full zeal and zest. These activities develop student-community relationships, leadership skills and self-confidence among the students. It also helps in nourishing personality of students. All these activities help in sensitizing the students and thus facilitates in their holistic development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

17

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

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

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

15

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

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

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

2905

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

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

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

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

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

The college has adequate facilities for academic activities. The college has magnificently and aesthetically framed building which is grouped into six blocks. All the blocks have well-furnished 20 classrooms. Besides the college has 16 laboratories and one seminar hall with a portable LCD projector. Every department of the college has its book bank facility. Audio-visual aids like OHP, LCD and computers are available in almost all the departments. Ten smart classrooms have been installed in the college. The department of English has a language lab, consisting of computer systems with headphones where classes are held for the students.

The college has one central computerized library with internet facility. The college library carries tranquil of aura for learners to delve deep into the treasure of knowledge. Access to INFLIBNET and EBSCO are available for teachers and students. The college has hostel accommodation for outstation students which provides modern amenities with an atmosphere conducive for studies.

The college has 79 computer systems employed for better teaching-learning outcomes. There is a recreational room, student restroom, sweeper's restroom and a heritage room in college. For students with special needs there are ramps, a wheelchair and washroom in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college provides the best infrastructural facilities to its players. The institute has large open grounds for a Volleyball court (16x9m), and a Boxing court (16x24feet) and a Basketball court (28x15m) which the students utilize. The total area of the Playground measures 1.5 acres. The maintenance of these sports facilities is taken care of by the coaches of respective games and the Physical Education department. Indoor games facilities such as badminton, chess, ropes for skipping, ludo and carrom board etc. are bought and maintained properly. There is one indoor gym for fitness purposes located in the college hostel. Yoga and meditation activities are conducted on the college grounds and hostel.

Special classes on self defence are organized especially for female students. First aid kits and sports kits are provided to students.

The college has a well-lighted and ventilated seminar hall (1600sqft) and a student centre (1600sqft) for cultural activities. Dean ECAs allocates seminar halls for different events. Lush green lawns are used for cultural and sports activities like Teej, Lohri, Basant, Independence Day, Republic Day celebrations, and alumni meet etc. The music department of the college has one music room which is used for music-related activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

823880

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is maintained through Integrated Library Management System (E-Lib Ver 2.4). Record keeping of books, issuing and returning of books is processed through ILMS. The library has both online and offline book search facilities. The Library has subscription of INFLIBNET and EBSCO which provides a union catalog of books and offers access to millions of Library records for reference and borrowing purposes. The Library is provided with a wi-fi facility with adequate bandwidth for fast and seamless access to the Internet. Facilities available in the Library are computer systems, Printer, Photo Copier, Notice Boards and Bar code Scanner.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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 **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	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)

0.21719

File Description	Documents
Any additional information	No File Uploaded
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

185

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college frequently upgrades the IT facilities including network management, internet and wi-fi facility. There is one Functional English lab with computer systems and headphones and four IT labs in the college including 79 computers for the use of students, which are connected to the internet. The college campus networking was upgraded with a fibre optics network for providing the internet facility and eight Wi-Fi access points were installed throughout the college. The college has a biometric facility.

The administrative block is also equipped with latest IT facilities. The college library is fully computerized with all necessary equipments. All the classrooms and prominent areas are under CCTV surveillance. The college has 4 smart classrooms with fixed projectors along with computers. The speed of the college wi-fi connections is upgraded from 100 to 300 Mbps. For maintenance and upkeep of computers and other I.T infrastructure, the institution has a full-time technical expert and lab attendant. The computer systems were upgraded in the office and the library of the college. The college website is maintained and upgraded regularly under an annual maintenance contract.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

79

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

283480/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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.

Maintenance of Campus Infrastructure: Adequate human resources are scheduled exclusively for the maintenance and the upkeep of campus infrastructure. A maintenance supervisor assists in the upkeep and maintenance of infrastructure facilities. This person is available 24 X 7 to monitor the maintenance.

Maintenance of Equipment Computing Facilities: All the electrical and electronic equipments are looked after by the team of the Maintenance Committee. Routine computer maintenance, software installations, and networking is handled by the administrative office, technical expert and computer faculty. Antivirus software is purchased and is installed annually.

Science labs are maintained by the lab assistants with the help of assistant professors. Lab attendant instructs students about different combinations of salts, chemical gases and handling of physical equipments.

Library: To keep proper track maintenance of the library books, 'Stock Verification' process is conducted once in a year.

Sports: Maintenance of the sports facilities are taken care of by the coaches of respective games and the Physical Education department.

Classrooms: A team of efficient workers is responsible for keeping the classrooms clean. Floor in-charges on every floor instruct sweepers for the cleaning and dusting of classrooms. The servicing of Class Projectors' lenses and filters is done annually.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

432

File Description	Documents
Upload any additional information	View File
Number of students benefitted 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	http://ptmlsdc.ac.in/gallery/
Any additional information	No File Uploaded
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

760

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

760

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

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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**

97

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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**

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.**

29

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

The college has a well functional Student Council known as Central Association. It is a platform to give students representation in the academic, extra - curricular and charitable activities of the college. The association is constituted every year through a personal interview in college. Investiture ceremony for various posts like Head girl, Vice-head girl, Secretary, Treasurer, Swatch Ambassador and other elected student representatives is organized. After the oath ceremony, all the members of the Central Association are assigned duties according to their posts. The class representatives bring forward the views and suggestions of the class with respect to academic and non-academic issues. In order to ensure fair representation of the students, they are designated as President, Secretary and members in different clubs and committees such as: Wall magazine, Patriotic club, Electoral literacy club, Buddies club, Jigyasa- quiz club, Library committee, Science club, Social Sciences Society, Sports Club, Open Mike Club, Enactus club, IT club, Motivational corner, Entrepreneurial activities, BYAS (Books You and Silence), Newspaper club, SD Swatch committee, Beautification committee, Save Energy club, Anti- Ragging cell, Hostel committee, Youth Welfare club, Rotaract Club, NSS, Heritage Walk, Red Ribbon club, Environment Association & Green Audit committee etc.

File Description	Documents
Paste link for additional information	http://ptmlsdc.ac.in/campus/clubs-and-committees/
Upload any additional information	No File Uploaded

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

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

80

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

Alumni association conducts regular meetings throughout the session in order to plan and ensure successful conduction of events and activities. The process of registration of the society has been taken up by the incharge and the alumni of the college.

The activities organized by Alumni association are: -

- Regular job openings have been communicated to alumni through WhatsApp groups.
- Well placed alumni are invited to deliver one-day lectures to the UG classes.
- 205 books were donated by our alumni in the college library.
- Alumni group has been created on WhatsApp and all activities, achievements and news clippings are being shared in that group.
- Webinar on 'How to Excel in Exams' was organized by Sociology Department wherein Ms. Shilpa Randev graced the occasion.
- Hindi Department in collaboration with Alumni Association organized a webinar on 'Bhakti Era: Golden Era of Hindi Literature' wherein alumnus Ms. China Puri acted as speaker.
- Language Society and the Punjabi department organized a

webinar on Importance of Mother Tongue: Punjabi wherein alumnus Ms. Babita Rani acted as speaker.

- Research Promotion Committee and Career Counselling and Placement Cell organized a webinar on 'How to prepare for research work and its avenues' wherein Ms. Sherry was the speaker.
- Entrepreneur Club, Fashion Designing Department in collaboration with Alumni association organized webinar on 'My journey as an Entrepreneur' in which our alumnus Ms. Deepika Sharma- founder of Riwaaz Boutique, was the speaker.
- Science Club in collaboration with Alumni association organized a webinar on 'Career Guidance in Banking Sector' wherein our alumnus from Science Dept. Ms. Neha Parshar, CTO (Clerical), Punjab National Bank, was the speaker.
- Our Alumnae Miss Jyoti contributed by arranging workshop on preparing snacks and quick recipes for staff and students.
- English department organized a webinar on 'Contribution of Matthew Arnold English Literature' wherein Ms. Rajbir Kaur acted as the keynote speaker.
- Computer Science department organized a webinar on 'Documentation & Network Analysis' wherein Ms. Nikhila Abrol was the guest speaker.
- Motivational corner in collaboration with Alumni association organized a webinar on 'Value of Time in Student's Life' wherein Ms. Kanwalpreet Kaur was the guest speaker.
- Computer Science department organized a webinar on 'Fuzzy Logic' wherein Ms. Samiksha acted as speaker.
- Political Science department and Electoral Literacy Club in collaboration with Alumni association, celebrated National Voters day and Republic day wherein Ms. Athira Nair and Ms. Kajal Mahajan were invited as the speakers.
- Alumni meet was organized in the campus to celebrate the Silver Jubilee of the college. Our distinguished alumnus Maharaja Ranjit Singh Awardee Ms. Veena Arora was invited as the keynote speaker. Alumni of the past 25 years were invited to "Punarmilan-.2021". Ms. Komal Mahajan, incharge, presented a PPT highlighting the achievements of alumni of the college in the past few years.
- Ms. Veena Arora demonstrated Self-Defence Techniques during online workshop on 8th March 2021.
- Commerce department in collaboration with Alumni Association organized a webinar on 'Choosing CA as an Entrepreneur' on 10th October 2020 where in Ms. Heena Mahajan, CA Practitioner, was the guest speaker.
- Commerce department in collaboration with Alumni Association organized a webinar on 'Scope of Finance & Accounts in

Corporate Sector' on 3rd June 2021, wherein Ms. Kritika Abrol, Senior Financial Analyst, Clifford Chance Ltd., Gurgaon, was the guest speaker.

- Commerce department in collaboration with Alumni Association organized a webinar on 'Career in Law' on 10th June 2021, wherein Ms. Nipun Sharma, Advocate, New Delhi, was the guest speaker.
- On Lohri our Alumnae presented Gidha for college students.
- Our Alumnae contributed for our charitable project 'Neki Ki Diwar'

File Description	Documents
Paste link for additional information	http://ptmlsdc.ac.in/campus/alumni-activities/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	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

Vision:-

To emerge as a premier institution to empower women through holistic education.

Mission:-

To disseminate knowledge that nurtures students to meet the highest standards of competence and professionalism along with grounding them firmly in a sound value system.

The institutional leadership consisting of the Management and the Principal ensures that the policies and action play of the institution are in line with the vision mission statement of the

institution. The Principal makes action plans in consultation with the advisory committee to review outcomes from the implementation of action plans. The Management takes review of quality policies and makes amendments in quality policies if required. Continuous efforts are done to maintain praise worthy results. We are offering a strong academic foundation to enable students to pursue various professions. We provide value based education through programmes promoting discipline, social awareness and patriotism. The College is striving in every possible way to equip female folk of the region with fittest tools of self actualization and is committed to empowerment of women through learning beyond education. To keep the students abreast with the knowledge and latest developments, various skill development courses are introduced from time to time. The Principal provides guidelines to faculty and supporting staff for the development and motivate the teamwork to create healthy work culture.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The practice of decentralization and participative management is evident in every sphere as each stakeholder performs a respective role in planning and implementing activities for the overall development of the institution.

The Principal is the administrative and academic head followed by Vice Principal, Dean Admission, Dean Administration, NAAC Coordinator, NAAC Co-Coordinator, Dean ECA, Registrar, Bursar, and Staff Secretary for enhancing admission, the smooth conduct of administration, organizing cultural activities, smooth conduct of examination in the college, etc.

- The institution formed various academic and non-academic committees to devise plans and strategize academic, cultural and socially relevant value-based projects, which would promote the all-around development of all the stakeholders. Various camps, campaigns and charity programmes are held in a year by NSS, Rotaract Club and Central Association. Students are empowered to play an important role

in different activities

The heads of the departments are given full autonomy to arrange departmental activities and to solve the matters at the departmental level. Regular meetings are convened amongst the management, the principal, the committee members and the student representatives through which matters of strategic importance are discussed. The college prepares a financial budget in the beginning of the year. Non-teaching staff also has representation in the governing body and the Internal Quality Assurance Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 25 years, the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. The plans are projected after a discussion based on analysis, assessment and estimates. Students are the primary focus of the institution. Hence to meet the changing demands of students the Management has adopted a 'student centric approach' and innovative teaching-learning methods. Laboratory infrastructure has been upgraded with respect to number of computers and software packages. Website has been updated. Softwares are used for Accounts and Admission. Environment conducive to effective student learning is promoted. In order to make students employable various skill enhancement and career guidance activities are organized.

Activity-: ICT is very much helpful to teacher and students. Due to these tools, the teaching-learning process becomes easier. It made teaching and learning interactive and collaborative instead of the traditional teacher-talking and students listening approach. ICT appears as a 'bridge' to break the distance and 'survive' the learning. Different apps such as Zoom, Google meet, Webex, Edmodo, Swayam etc. are used for meetings, online teaching learning process. We used different platforms through which online classes are taken, videos are uploaded, recorded lectures are sent and different E-content are also prepared for students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has a well- structured administrative and academic setup to consistently improve the quality and standard of education. Even during pandemic through online video conferencing the Management played a participative role in the functioning of the College. All important decisions of the College are guided by Management representatives, Principal, IQAC members, Heads of the departments, alumni representatives. IQAC ensures efficient progression of the College with regard to academic and quality initiatives. Principal is fully supported by Vice Principal, Dean Administration, Bursar, Registrar and Dean ECAs in taking decisions and implementing them. Heads of the departments have the major responsibility of planning and executing various activities of the program. Notices regarding various events, examinations, scholarship, government schemes are issued by office for faculty and students from time to time. Appointments and service rules are followed as per GNDU and UGC norms

The institution has formed various committees at the institute and department level for the effective functioning of the organization.

Institute Level Committees:

- Internal Quality Assurance Cell
- Think Tank
- Advisory Committee
- Admission Committee
- Career Counseling & Placement Cell
- Tutorials, Academic Council and Academic Audit
- Purchase Committee
- Examination Cell
- Grievance Redressal Cell
- Women Cell
- Sexual Harassment Cell

- Discipline Committee
- UGC Committee
- Red Ribbon and Red Cross Society
- Research Promotion Committee
- Alumni Association
- Scholarship Club
- NSS
- Library Committee & Book Bank
- Parent -Teacher Association
- Youth Welfare Club
- Internal Audit Committee
- Student Welfare and Feedback Committee
- Udaan Newsletter
- Wall Magazine
- College Magazine
- Newspaper Club
- Open Mike Club
- BYAS (Books, you and silence)
- Motivational Corner
- Competitive Cell etc.
- Hospitality committee
- Language society
- Social Sciences society
- Patriotic club
- Electoral literacy club
- Jigyasa Quiz club
- Heritage walk

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://ptmlsdc.ac.in/campus/criteria-6-data-templates/
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The institute has established the following welfare measures for teaching and non-teaching staff:

Welfare Measures for Teaching Staff:- Faculty members are motivated to participate in self-development programmes and to upgrade their qualifications. Various leaves are available to teaching staff such as casual leave, earned leave, medical leave, duty leave, maternity leave, COVID leave and compensatory leave in distress time. Diwali bonus is given to the faculty members. Financial aid is provided to the faculty members in times of need by other faculty members. An accommodation facility for teaching staff is provided. The study leaves for Ph.D. and other exams are also given. Incentives are given to attend FDP, Workshops, Conferences, etc. Group insurance is also offered.

Welfare Measures for Non-teaching Staff:- Various leaves are available to non-teaching staff such as casual leave, earned leave, medical leave and maternity leave. Diwali bonus is given to the non-teaching staff. Employee provident fund is provided for the non-teaching staff. An accommodation facility for the support staff is provided. The institute provides monetary benefits on the occasion of festivals. College uniform is also provided to the supportive staff. The institute organizes Neki Ki Diwar to help support staff twice a year. Financial help is given in need. Group insurance is offered. Support Staff is honoured on labour day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

11

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

6

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

20

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

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

To ensure quality sustenance and quality enhancement, and also to ensure the personal growth of the employees, the institution has introduced the policy and system of performance appraisal. This is done at two levels: the level of teaching staff and the level of non-teaching staff. At the end of the academic session, each faculty member is asked to fill comprehensive Self Appraisal Form which enlists the former's teaching performance, academic achievements and contribution in co-curricular activities. These forms are submitted to the Internal Quality Assurance Cell which after a thorough examination of the same, gives recommendations to the principal who gives his remarks and takes decisions accordingly. The reward for the better performing employees of the permanent teaching staff are monetary benefits such as annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades as the conditions permit. The teachers working on adhoc basis are also asked to fill in self appraisal forms for performance appraisal. The teachers performing well are appointed again in the next session too. For the non-teaching staff an Annual Performance Assessment Report (APAR) for each employee is evaluated by principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Auditing is an important part of the functioning of the institute. With an objective to introduce fairness and transparency in financial matters, the institution has introduced a system of both internal and external audits. The institution maintains and follows a well-planned process for the mobilization of funds and resources. The student tuition fee is the major source of income for the institution. The management provides need-based assistance to the college. Sponsorships are sought from individuals and NGOs for cultural events. An accounts wing has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. We have our internal audit mechanism in addition to the external auditors to verify and certify the entire income and expenditure. The bursar supervises the financial aspects of the college and a team constituted by the principal checks the physical stock. Auditing is done once in a year. It is conducted by a chartered accountant appointed by GGSDS College society, Chandigarh.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

39000/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

The college is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor the effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development.

Every year the institutional budget is prepared by the accounts department taking into consideration of recurring and non-recurring expenditures. Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. All the major financial decisions are taken by the Principal and the accounts department with the management of the college. As and when urgent requirements arise it is given after sanctioned revived from accounts office.

The institute adheres to the utilization of budget approved for academic expenses and administrative expenses by the management. After final approval of the budget, the purchasing process is initiated by the purchase committee which includes all heads of departments and account officer; accordingly, the quotations are called and after the negotiations the purchase order is placed. The bill payments are passed after testing and verification of items. Only authorized person operate the transaction through bank. Financial audit is conducted by a chartered accountant every financial year to verify compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. The Internal Quality Assurance Cell meets every quarterly to plan, direct, implement and evaluate the teaching, research and student oriented activities in the college. Significant improvements in quality have been made by institutionalizing the following Internal Quality Assurance Cell initiatives:

Contributing for national development:-

- Skill development initiatives
- Extension activities:- Benefiting neighbouring villages through the provision of health care facilities, Neki ki Deewar, placement support, etc.
- Other NSS activities
- Entrepreneurial training in skill- based courses
- Smart campus and effort for clean and green campus
- Effort in underprivileged sections of society
- Contribution to National Missions- Swachh Bharat Mission, Skill India, Make in India, Digital India, Beti Bachao Beti Padhao.

Fostering Global Competencies and Values among students:-

- Culture of hard work and disciplined lifestyle
- Training for fulfilling daily targets
- Enhancement of communication skills through soft skill courses.
- Students participation in conferences, meeting and visits to industries
- Visits of experts, guest lectures from resource persons
- Celebration of various days for giving holistic education
- Organization and participation in various co-curricular activities and games
- Morning prayer and assembly
- Students wear uniform on Monday and Friday
- Tobacco-free and ragging-free campus

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Internal Quality Assurance Cell continuously reviews and takes steps to improve the quality of the teaching- learning process.

The academic calendar is prepared in advance, displayed and circulated in the institute. It is also displayed on college website and strictly followed.

Admission to various programmes, summer/winter vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the orientation programme, in which they are made aware of the vision and mission of the college, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the institute. All students are also given a guided tour of the campus and various facilities.

The students are apprised of the time - table, programme structure, and syllabi of the courses before the semester commences.

Important announcements are made in the morning assembly, and the attendance and the conduct of classes are monitored by the deans of faculties. WhatsApp groups have been created for sharing every information related to activities, examination schedule and vacations.

Class committee meeting are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching - learning process. Feedback from students is also taken individually by teachers for their respective courses. A result-oriented, performance-based model is adopted at the college that emphasizes accountability based on student learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://ptmlsdc.ac.in/campus/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The institution promotes gender sensitization through various curricular and co-curricular activities. The college is committed to the empowerment of girls by offering special opportunities for students through various activities:

- To familiarize students with Shakti App, community police helped students in installation of this App in their mobiles.
- Various webinars on social issues in a society such as a dowry problem, female foeticide, women health and hygiene have been organized.
- 24 hours CCTV surveillance is maintained in the college

campus.

- Married students are honored for continuing their education.
- The institute keeps a visitor log register to record the details of any person entering the college campus.
- Access to menstrual hygiene managed by providing adequate material to students through vending machine.
- For the security of girls, and to restrict unwanted entry in the college campus, proper boundary wall with fencing has been constructed.
- Women cell helps students regarding gender discrimination, any kind of abuse and adopting new environment in the campus.
- Awareness campaigns on women safety and gender sensitivity through rallies & camps by NSS unit of the college have been organized in collaboration with various NGOs.
- Through SVEEP Campaign, girls are being motivated for enrollment in voters' list and to cast the vote for their rights.

File Description	Documents
Annual gender sensitization action plan	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/
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	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

1. **Solid waste management:** The solid waste (separated as biodegradable and non-biodegradable) is appropriately disposed off through municipal cooperation. At regular periods, paper trash is sold to vendors for recycling. The NSS unit of the college has arranged a clean-up initiative to raise awareness about solid waste among students. In campus, composting bins have been constructed for composting garden and kitchen waste to prepare manure. There are three vermicomposting units in campus. All the biodegradable waste like stale food from the hostel, dry leaves, paper, etc. are decomposed in these units. Organic waste is turned into manure which is used for the kitchen garden and surplus is sold to the faculty members.
2. **Liquid waste management:** The internal sewage system, which is connected to the sewer line, safely disposes off liquid waste from hostels and washrooms. Waste water of the hostel mess is drained out in the kitchen garden.
3. **Hazardous chemicals waste management:**
 - Waste chemicals in the laboratories are disposed off by dissolving them in water.
 - Chemicals and glassware are put in different bins. Blue and yellow bins are placed in laboratories. Blue bins are used for dumping non-reacting chemicals and yellow bins are for tubes, bulbs, gloves and pipettes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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 with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

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

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

The institution also believes in equality of all cultures and traditions. We welcome students from different religions, castes and social backgrounds, without any prejudice. For linguistic unity, three language formula has been adopted in teaching. Different Webinars like *Bhagwat Gita - A Nostrum for COVID-19*, Webinar on *Importance of Mother Tongue- Punjabi*, World Dictionary Day etc. have been organized. The institute has a focus on value-based education coupled with an emphasis on secular ethos. For the promotion of cultural diversity, the college has organized Lok Utsav-2020 in collaboration with North Zone Culture Centre, Patiala. Artists from different states viz Punjab, Haryana, Gujrat, Madhya Pardesh, Maharashtra, Orissa etc. have presented folk dances of their respective states. For creating tolerance and harmony, all festivals concerning different religions are celebrated in the campus with full fervor. We celebrated Ambedkar Jayanti, National Youth Day, Mahashivratri, Good Friday, Kabir Jayanti, Maharishi Valmiki Jayanti, Id-Ul-Fitar Idulzuha, Gurupurab of Sikh Gurus, Birthday of Guru Ravidas, Martyrdom days of Saints and Gurus. 'Neki Ki Deewar', 'Samvedna', 'Arpit' and 'sharing happiness with others' are our

special projects taken up in the campus. These programs are directed towards imparting nationalistic, social and cultural values among students.

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	No File Uploaded

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

To make students responsible citizens, each department and various clubs and committees have organized various curricular and co-curricular activities. The students have enthusiastically participated in various programs like seminars, webinars and guest lectures on different topics which enriched the awareness to show respect towards National Anthem, National Flag, obey the laws of our country, safeguard public property and maintain the unity and integrity of the country. Various activities like poster making, slogan writing, essay writing competitions and wall magazine, etc. have been organized by different departments. The college provides three polling booths in the campus. Three BLOs are available in the campus to guide new voters as well general public. Electoral Literacy Club conducted various SVEEP activities and seminars to impart knowledge of various schemes of protection to citizens under NALSA. The college has organized student activities like oath-taking ceremonies, celebrating Patriotic Week and competitions on Independence Day, Republic Day, Human Rights, Voter Day and Constitutional Day wherein a large number of students participated. NSS Unit, Political Science department, Rotaract Club, Central Association, Red Ribbon Club, Social Sciences Club, Language Society and Electoral Literacy Club keep on celebrating birth and death anniversaries of great freedom fighters throughout the year.

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

7.1.10 - The Institution has a prescribed code **A. All of the above**

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

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	No File Uploaded

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

To make the students aware of the national pride and rich cultural heritage, the national/International commemorative days are regularly celebrated in the campus such as Save Water Day, World Environment Day, World population Day, Kargil Vijay Diwas, Independence Day, National Youth Day, World Literacy Day, National Unity Day, International Yoga Day, Birth anniversary of Mahatma Gandhi ,World Mental Health Day, World Dictionary Day, Birth anniversary of Banda Bahadur, World AIDS Day, Martyrdom of Shri Guru Gobind Singh ji, National Voters day , Republic day, 2-minute silence on death anniversary of Mahatma Gandhi ji, International Women Day, Birth and death anniversary of Dr. B.R. Ambedkar, World Health Day, anniversary of Shri Guru Teg Bahudur ji, Labour Day, Punjab Day, International Family Day, World No Tobacco Day, World Food Safety Day, Webinar on Bhagwat Gita- A Nostrum for COVID- 19, Van Mahotsav , Lohri, Basant Panchami, Shivratri, Baisakhi, Ganesh Chaturthi, Nirjala Ekadashi, Dussehra, Ram Naomi, Diwali and Christmas. Such practices inculcate self-discipline, high spirit, gratitude, diligent and confidence in students. The college has prepared annual calendar to celebrate 'Azadi Ka Amrit Mahotsav'. Many more events are organized as instructed by Guru Nanak Dev

University, Amritsar, Higher Education Department, Chandigarh and UGC, New Delhi.

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.

Best Practice I

Title: "Altruism Drive"

Objective:

The objective of the Altruism drive of the college is to inculcate the spirit of volunteerism among the students through community interaction. Volunteerism is a basic expression of human relationships. We aim to engage our students to participate in their societies and to feel that they matter to others. We strongly believe that the social relationships intrinsic to volunteer work are essential to individual and community well-being. And we are proud to say that our college is promoting public service.

The Context:

The college has two units of NSS comprising 100 volunteers with a primary focus on the development of the personality of students through community service and promotion of national solidarity and to develop among themselves a sense of social and civic responsibility. Community service rendered by the students has covered several aspects like the adoption of villages for intensive development work, carrying out the social surveys, sanitation drives, adult education Programmes, work for the weaker sections of the community, helping patients in hospitals, helping inmates of orphanages and slum area people, etc. The students carry out many activities like the cleanliness of nearby localities and rallies to

spread awareness about Covid precautions, cleanliness, energy conservation and environmental protection. The students are suggested to do something relevant so that the life of the villagers might be raised to a higher material and moral level. Three villages - Kothe, Babowal and Jaffarwal have been adopted by Pt. Mohan Lal S.D. College for Women, Gurdaspur.

The Practice:

The units have been organizing activities related to the social problems of these villages widely. Specific programmes relate to:

1. Environment

i. Plantation drives on Van-Mahotsav and plantation activities at old age home, slum areas, Kushath Ashram and temples.

ii. Cleanliness drives under Swachh Bharat Abhiyan at these three villages.

iii. Anti-plastic movement-awareness campaign at these villages.

iv. Environmental awareness campaigns

v. Cycle rally on World Environment Day

vi. Organic kitchen garden

vii. Mushroom farming

1. Health and Hygiene: Organized workshops, seminars, surveys and projects at the college and these villages by the college staff and the prestigious personage on various issues of society such as:

1. Survey on awareness about organic products among people
2. Survey on skin care
3. Survey on hemoglobin level and awareness about iron - rich food
4. AIDS
5. Drug abuse
6. Menstrual hygiene and distribution of sanitary pads
7. Lectures on Covid care and Dengue prevention
8. Seminar on 'Personality Development'

9. Balanced and nutritious diet
2. Education: Installation through programmes such as
 1. Importance of girls and women education
 2. Awareness of fundamental rights and duties
 3. Lecture on women empowerment at village Babowal
 4. Wall paints and stationery for school students
 5. Perspicacity of Government Policies
 6. Awareness seminar on SVEEP
 7. Educational scholarship schemes
1. Small-scale Enterprise: The villagers are drilled to organize and operate a business venture through camps in which rustics/churls learned:
 1. Stitching and tailoring
 2. Various recipes
 3. Mask making
 4. To make products from waste materials
 5. To do facials, threading, manicure, pedicure and basic make-up, etc.
2. Camps: A one day camp is organized from time to time in the college campus. In relation to these camps, NSS Units usually render services in respective villages to donate:
 1. Woolen clothes, masks, sanitizer etc.
1. Eatables and stationery for needy children
2. Ration and crockery
3. Necessary household items like soap, handwash etc.
4. Plant saplings
1. Cavalcade: NSS Units organize periodic marches on various issues and events:
 1. Swachta Abhiyaan
 2. Voting rights
 3. Digital India
 4. Poshan Pakhwara
 5. Azadi Ka Amrit Mahotsav
 6. Yoga day
 7. A seven-day programme to commemorate 150th birth anniversary of Mahatma Gandhi

Various Projects Undertaken:

- Under the project 'Sharing Happiness with others', the Central Association of the college celebrated Diwali festival with

slum school near Pandori road, old age home, Sewa Sadan (Kushat Ashram) CA students distributed grocery items, eatable things, stationery, clothes and other useful things among them.

- Message of Green Diwali was circulated by the Motivational Corner of the college.
- Under the Diwali Project 'Basket of Care', the Central Association in collaboration with District Legal Services, Gurdaspur distributed clothes and eatables.
- The College Management Committee distributed uniforms to support staff and gave financial help by providing cheques to parentless and needy students of villages.
- Environment Association of the college organized events such as plantation drive, Be friendly with Birds, Bicycle rally under the theme 'Share for Cleaner Air'. The main aim of the activity is to develop green consciousness and promote health awareness as well as social responsibility among students and society.
- To promote a green and clean environment, the students and the guests on different occasions are honored with organic plants. The students and local people were motivated to plant one sapling at their home and take proper care of it.
- Mushroom cultivation is an innovative step towards organic farming. The students and all the staff members are motivated to purchase mushrooms that are fresh and organic. Button mushrooms and oyster mushrooms both kinds are available.
- 'Offering water to a thirsty person is the greatest service.' Our college students organized Jal Sewa- and offered "Chabeel" to the general public on hot days of May and June in remembrance of the martyrdom of Guru Arjun Dev Ji and Nirjala Ekadashi. It spreads the message of eternal optimism.
- To create awareness about Covid-19 among people of these villages during the lockdown, the students used various means such as video making, essay writing, slogan writing, poster making, poetry and then shared it through WhatsApp and also on Facebook and Instagram page of the college.
- Rotaract Club started tiffin facility for covid suffering families during Covid -19.
- The Central Association of the college started PRAYAS- a project wherein members visited a slum area and distributed eatables among the children. Another project- ARPIT was organized by Environment Association in which 60 indoor plants were distributed to staff members.
- Labour Day was celebrated by the Central Association to honour all the supporting staff by giving gifts and essentials.

- The students of FD Department stitched and distributed face masks among weaker sections of the nearby villages.
- NSS Unit organized three events- *Experience a Divinity, Drink the Nectar of Health, You Are What You eat* to celebrate International Yoga Day.

Evidence of Success:

Our student volunteers are highly active to organize various activities to aware villagers of several social and economical issues:

- They gain skills in mobilizing community participation and understand the community in which they work.
- They practiced national integration and social harmony, and also a sense of social and civic responsibilities are developed among them.
- The participated students appeared more sensitized and motivated as their participation in other social activities, conducted by the college enhanced.
- A change in villagers' attitude towards cleanliness was evident.
- The college received various calls and invitations from the Sarpanches of the villages to organize more training and guidance sessions on yoga and mental well-being.

Constraints and Limitations

- Lack of funds and resources available.
- Sometimes the villagers do not show interest when they are busy in their agricultural activities.

Best Practice-II

Title of the Practice: "Student Care"

Objective

"Education process" is one of the most important means of empowering women with the knowledge, skills and self-confidence necessary to participate fully in the development. The college believes that each student is special and has the potential to excel in many different ways. Every aspect of students is taken care of whether it is physical well-being or intellectual personality or academic

performance.

Context

The following are the issues that motivated college for choosing this best practice:

- Inculcating value system and discipline among students.
- Ensuring holistic development of students.
- This system aims at addressing conflicts in attitudes and habits of the students towards learning practices and solving day to day problems.

The Practice:

The college imparts formal education with a difference through carefully crafted interaction and activities within and outside the classroom. We provide experiences that help the students discover innate capabilities, set life-long goals and proactively work towards their fulfilment.

The college has many programmes to monitor and nourish various aspects involved in a student's growth and development:

- The college campus is built in a safe and peaceful area with high boundary walls. A security guard is deputed at the main gate of the college. The college provides 24-hours security to students. CCTV cameras have been installed in the campus as well as in women's hostel.
- The college provides financial aid to needy students. Liberal concessions and incentives are made available to deserving students in academic, sports and extra-curricular fields. Free books, scholarships and fee concessions are also given to economically weak students. Various govt. and private scholarships are:
 - Post matric Scholarship Scheme for minorities.
 - Bedi Jagjit Singh Memorial Scholarship.
 - Punjab Govt. Asheerwaad Scheme for SC/BC/ST students.
 - Pt. Mohan Lal Hira Devi Trust, Chandigarh.
 - Pt. Dhirat Ram Memorial Scholarship.
 - Smt. Bhagwan Devi Memorial Scholarship.
 - Smt. Hira Devi Memorial Scholarship.
 - Sh. Dharam Dutt Sharma Memorial Scholarship.
 - Smt. Ram Pyari Memorial Scholarship
 - Students Welfare Fund
- Principal personally helps needy students by providing

financial assistance.

- Cosmetology Department arranged a cosmetic and jewellery stalls in the college premises. Apart from this, Start-up have been established under the name of " Eco Care" and "Safety First" by Commerce and Fashion Designing departments respectively, and the teachers are assigned to the students to mentor them in this regard. This exercise helps in developing the entrepreneurial skill among the young generation which is commensurate with the government's goal to achieve a good employment rate in our area.
- Safe transport facility is also available to facilitate the students. Transportation committee of the college keeps and check on transportation facility, first aid kits and pollution free certificates, etc. In case of sudden emergency or health issues transportation facility is provided to the students.
- Special attention is paid by the women cell of the college to tackle the troubles of the girl's students travelling by bus from far off village regarding eve-teasing, etc. The required action is solicited through the district police station in this regard, if required. Self-defence tips are also imparted to girls to make them feel safe and help others in times of need.
- Principal Dr. Neeru is member of community police. Being an active member, she participates in meetings organized by community police for welfare of students. She arranged seminars in the college with the help of community police. A talk was organized in the college campus regarding the use of the "Shakti App" and this app was installed by students.
- Amongst the increasing rate of mental health issues amongst adolescents, our college has a counselling cell within its premises. The counselling cell provides services both for personal and career counseling. The students are quite often not clear about career options and opportunities. To advise them in this matter, the college has a career guidance and placement cell to help students with career choice and placements under the dynamic leadership in collaboration with the Punjab government.
- Lectures are organized on Stress Management by experts before the commencement of final examinations.
- Student centre and cafeteria are available for their recreation. The students are provided with a canteen facility in the college at subsidized rates. The cafeteria committee regularly check the nutritious values of the food items being served as per the instructions of Covid -19.
- Special online notes and personal assistance is provided for married woman students who are mothers as well; thus,

achieving the goal of "educating a girl, educating the whole family". Counseling sessions and time management sessions are highly helpful to both unmarried and married girls who hail from far-flung areas where they have to do studies along with handling household chores as well.

- Provision for hobby classes is also there in career-oriented courses. The college shapes not only the future but also the personalities through Skill Development Certificate Programmes in personality development, spoken English and computer literacy, etc. Add-on courses like Functional English, IT, Basic Cooking and Catering management, Banking and Insurance, Apparel Designing, Biotechnology, etc. are offered through online mode during Covid -19.
- Online remedial classes are organized to help slow learners and provide extra support to help them catch up to their peers. The students benefit through these classes as they get personal attention and positive responses to their queries. Advanced learners are also given special attention like giving tough most questions, important notes and important books to walk extra mile to get merits to improve the positions in the university.
- Alumni helps students by donating books in library, through webinars and seminars on topics of their expertise and by conducting counselling session for students from time to time.
- Mentoring sessions are also there for student progression. 20-25 students are allotted to each teacher who keeps an eye on the overall development of the student.
- The college celebrates seasonal festivals like Teej, Lohri, Diwali and national festivals like Independence Day, Republic Day, etc. to promote national integration among the students. The important days of the world and national level like Women's Day, Earth Day, AIDS Day, Red Cross Day, National Youth Day, etc. are celebrated through both online and offline mode.
- The college has Central Association in the college headed by incharges and the head girl with Vice-head girl, Secretary and Executive members. It helps in giving representation to the students on various matters concerning the college administration or activities. It further helps in the overall maintenance of the discipline of the college. It plays an important role in organizing the important functions of the college and provides a platform for the students to raise their concerns and give suggestions.
- S.T.D/P.C. O and photostat machine is also available to facilitate students. A book shop and a tuck shop is inside the campus which caters to the needs of the students.

- Vending machine is installed in the campus to provide adequate material to students in order to maintain quality menstrual hygiene.
- To ensure an uninterrupted power supply, the college has a 24-hour power backup.
- The staff members interact with alumni association to obtain feedback regarding staff, courses, curriculum and campus.
- Every department has its club which remains hyperactive in organizing development activities like quiz competitions, debates and group discussions, seminars, presentations, etc. under faculty guidance.
- The institution has a grievance redressal cell. This cell has been formed to look into the grievance of the students. Suggestion box has been installed for the students to put their complaints in. It is opened every week and the complaints are looked into by the committee members. Also 'Vidyarthi Darbar' has been formed by Principal Madam for the students to address their concerns.
- Students' achievements are highlighted in Newspapers, Facebook and Instagram page of the college. They are honored with mementos and certificates.
- The college offers hostel accommodation for the outstation students. Surrounded by a green, clean and serene environment, the hostel provides modern amenities with a conducive environment for studies and is built with an aim to provide the best environment to girl students hailing from far off villages. In order to ensure full security, the boarders are forbidden to contact outsiders without permission of the warden/Principal. The kitchen garden has also been set up where hostellers assist the maintenance staff to grow various organic vegetables.
- Special care is given to hostel students like proper maintenance and cleanliness has been ensured, personal attention is given by hostel warden to hostlers. The hostel warden supervises kitchen operations, taking care of hygiene and cooking norms. Since the principal stays in the college hostel, so she is in direct contact with every hostler and pays special attention to them.
- The college takes utmost care of the students. Separate medical room is available in the campus. In case of illness or any emergency faced by any student or hostler, medical treatment is also available and the college bears all medical expenditures. Keeping in mind the well-being of the students, the college conducts regular medical checkups and awareness camps free of cost.
- The college encourages a variety of sports allowing the

students to explore and excel in whichever way they like. The college has a big playground which is suitable for all kinds of games and sports activities. Sports days is also organized every year to encourage them to participate in the game of their choice. Refreshment and sports kits are provided to them so that girls from financially backward families could concentrate on their games.

Evidence of success

- Improved student feedback over the past few years.
- Extremely efficient student mentoring and counselling system.

Constraints and Limitations

- The modest and diffident students were reluctant to cross their academic borders affecting the successful conduct of awareness programmes.
- Women students' impulsiveness in the matter of love in the adolescent age is a sensitive issue to be dealt with by women teachers.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Under the "Go Grow Green and Save Planet Earth" theme, a plantation drive is organized by the Environment Association every year. The college in collaboration with Environment Protection Society Gurdaspur, PAU, Regional Campus, Gurdaspur and Bharat Vikas Parishad organized plantation drive and Van Mohotsav to spread awareness among society. A well-maintained botanical garden and lush green lawns adds beauty to the campus including many medicinal and ornamental plants. The Environment Association has organized district level plantation drive, national level activities 'be friendly with birds' and bicycle rally under the theme "Share for Cleaner Air". Every month Environment association declares "Plant of the month" which highlight a particular vegetable or fruit. Mushroom

farming has been done successfully in the campus. The organic vegetables and fruits grown in the kitchen garden are consumed in the hostel mess and the surplus is sold to the faculty members. Students and faculty members are encouraged to adopt plant saplings on their birthdays and anniversaries under the "Plant Adoption Scheme". Different events like lectures, debates, discussions, poster making competitions, etc. are organized on Environment Day, Save Water Day, Food Safety Day and World Ozone Day. Meritorious students and distinguished guests are honored by saplings.

NAAC

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

The college ensures effective curriculum delivery in a well-planned manner. The college follows the academic calendar prescribed by the university and the annual plan of the college are made before the start of the session in which both curricular and co-curricular activities are planned.

The timetable committee headed by the Vice-principal draws up a detailed timetable that efficiently deploys the units of time for academic purposes.

At the onset of the session, the orientation programme is conducted in which students are acquainted with all curricular and co-curricular activities. Bridge classes are also conducted to fulfil the knowledge gap among the newcomers. Teachers prepare blueprint of the curriculum for the whole semester.

The institution is focusing on curriculum delivery through ICT tools. Project work, lab work, webinars, surveys, etc. are conducted as per the curriculum. In courses with project works expert guidance is provided to the students. In order to boost vocational knowledge, departmental workshops are organized from time to time.

The college promoted the use of library among students to update their knowledge and also provided a book bank facility. The academic results of the students of the pre-semester test are evaluated and recorded.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The academic calendar is prepared well in time. The dates given by the university for admission, examination and vacations are adhered to strictly. Departmental plans are also devised to plan the academic and non-academic activities for the session. The examination committee pre-plans the schedule for the pre-semester test in each semester. At the end of examinations, Parent-Teacher meet is organized to declare the results and inform parents about the performance of their wards. The students who are slow learners are given special attention and remedial classes are arranged for them wherein short and easy notes are given to them. Advanced learners are motivated to work hard and excel in examinations. Meetings of incharges and Principal are arranged wherein they are guided and provided tips to get merits in the University. The university calendar is followed for the conduct of the final examination, practical and viva-voce. For the enhancement of in-depth knowledge of the students, guest lectures, webinars and workshops are organized during every semester. Series of webinars are organized to spread awareness about career opportunities to students. All the guidelines regarding the COVID-19 period received from time to time from the university, Punjab government and UGC are considered.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 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	No File Uploaded

1.2 - Academic Flexibility

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

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

7

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

15

File Description	Documents
Any additional information	No File Uploaded
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

583/938

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

583	
File Description	Documents
Any additional information	No File Uploaded
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	
<p>The development of curriculum is the prerogative of the university; we are to implement it as designed by GNDU, Amritsar.</p> <p>On gender sensitivity, in Philosophy, students study about gender discrimination and in Political Science about universal adult franchise. In Sociology topic of gender and in Languages many prose and poetry related to gender equality are taught.</p> <p>Under Social Sciences students study the topics on national integration, stress management, national movement, human rights, fundamental duties and sustainability.</p> <p>In Commerce, Professional Ethics are included with subjects like Insurance, Fundamental of Entrepreneurship, Accountability, Corporate Governance, Mercantile Law, Company Law, Business Environment and Business Communication.</p> <p>The subject of EVS is taught as a compulsory paper in the 2nd year of degree classes wherein types of pollution, its causes, remedies, conservation of plants and trees are taught. Environment Protection Act is covered in M. Com 1st Sem curriculum under Business environment.</p> <p>On environment and sustainability, students of Political Science study the topic of environmental protection. There is a topic on Bio-diversity and Ecology in Zoology of B. Sc Medical. In physics, topic of energy consumption as a use of natural resource is covered. In Commerce, contemporary accounting deals with the topic of corporate social responsibility.</p>	

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

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

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

58

File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://ptmlsdc.ac.in/campus/feedback-analysis/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
810	
File Description	Documents
Any additional information	No File Uploaded
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

193

File Description	Documents
Any additional information	No File Uploaded
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 organized Orientation Programme for the entrants in the beginning of every academic year. They are oriented on the academic rules and regulations, library facilities and various clubs and committees. Institution has a Guidance and Counseling Cell to help students regarding subject choice as well as course. Bridge classes are also conducted at the departmental level to enhance the level of students. Students are identified as slow and advanced learners based on their lower examination marks and performance in university examinations. After pre-semester exams principal personally interact with students.

Remedial classes

- Online remedial classes are conducted to clarify doubts about difficult topics.
- After the declaration of results, remedial in -charges prepare the list of weak students
- Easy notes and previous years' question papers are discussed with slow learners.

Strategies for advanced learners:

Special classes for the advanced learners are conducted for a better understanding of the difficult concepts. They are provided reference material for additional learning. Students are encouraged to participate in the Inter College competitions like debate, group discussion, and quiz programs. The academic achievements of the students are highly appreciated and posted on Facebook, Instagram and newspapers. Special fee concession and scholarships are also given to them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
938	44

File Description	Documents
Any additional information	No File Uploaded

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

Experiential learning

- Each department conducts add-on programs to support students.
- Well -equipped Laboratories are available for conducting experiments for science department.
- Guest lecture by eminent and academic experts from university and colleges.
- Project work is organized by computer and science departments.
- Workshops, Field visits, Educational Trips are regular feature of the college.
- Role play method is adopted by English department.

Participative learning

- Online webinars and workshops for students are organized by the respective departments.
- The activities like NSS camp, Tree plantation drive, Swachh Bharat, Village Adoption and Health Awareness camp help the students to learn social and community welfare.
- Talent Hunt is organized every year.
- Online National level competitions like E-Comfest, E-

Scifest, Quiz, essay writing etc.

- Students participated in Mobile-learning, Blog and E-learning.

Problem solving methodology:

- Remedial classes are conducted for students who are slow learners.
- For all students, mentor facilities are available in the college to solve their academic and personal problems.
- Technical problems of rural students are solved by posting short videos like PDF and Email composing.
- Students participating in sports, inter-college events, competitions, youth festival, are taught to manage time accordingly and improve their performance in extracurricular as well as in academics.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

- The College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms, digital library resources, printers, seminar room, etc.
- workshops are arranged to guide the teachers about online apps and websites like INFLIBNET, SWAYAM, Edmodo, EBSCO etc. for assessing e-resources.
- The College library is fully computerised.
- Power-Point Presentations: - Faculty members are encouraged to prepare presentations in their teaching by using LCDs and projectors. Students are also taught to prepare ppts for departmental activities and class seminars.
- Online Quiz: -Teachers prepare an online quiz related to subject and general awareness for students.
- Video lecture: - Recorded video/ audio lectures are made available to students for clarity and long-term learning.
- Video Conferencing: - Students are counselled with the help of Zoom, Google Meet, Cisco WebEx Meet, skype, etc. some of these apps are used to conduct online classes.
- Online competition: - Various events such as poster making,

debates, paper presentation, e-card making, power point presentation, Quiz, etc. are being organized with the help of various information communication tools.

- **Workshops & webinars:** - Faculty members use various ICT tools for conducting departmental webinars, workshops and conferences. It helps students to develop a practical and realistic approach.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://ptmlsdc.ac.in/campus/ict-enabled-tools-for-effective-teacher-learning-process/

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

43

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
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

26

File Description	Documents
Any additional information	No File Uploaded
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.

Under the continuous internal evaluation system, class tests and mid semester exams are conducted during each semester. Examination committee of the college looks after the smooth conduction of exams and teachers of the committee are rotated after every two-three years. The answer books are evaluated and shown to the students. Every student is given individual attention and guidance by the teacher regarding way of presentation in exams, the points where students performed very well and the points where students need improvement. The students are honored for their better performance in academic, sports and extracurricular activities. Parent Teacher Meet is conducted to inform parents about the performance, attendance, behavior and aptitude of their wards. Re-test for absent students is taken. Slow learners are encouraged to attend remedial classes, prepare short and easy notes to attain good result. Sessions are arranged for Advance Learners where they are motivated to work hard and excel in university examinations. Advance Learners are guided and provided reference books, question bank. An initiative is taken by our worthy Principal to discuss the problems faced by students in academic and nonacademic areas under the program titled 'Vidyarthi Darbar'. It is organized before examination and feedback is taken.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

- An examination committee, comprising of a senior teacher as a registrar or other teaching and non-teaching staff as members is constituted to handle the issues regarding the evaluation process.
- The Date sheet of pre-semester is prepared and displayed, if students have any grievances regarding holidays or clashes in subjects, they approach examination committee.
- The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTV in each room.
- If a student is not able to appear for examination due to medical or any genuine reason, the examination is conducted for that student as per norms provided that she submits its application with proper documents.

- Each department prepared a compiled result record and submitted the same to the examination committee.
- Parent-teacher meeting is organized to familiarize the parents with the academic performance of their ward.
- The answer sheets are shown to the students by teachers and they are given a chance to clarify if they have any doubt regarding evaluation.
- The students have the freedom to use a suggestion box to put in the note of dissatisfaction with the internal examination mechanism.
- The Principal and Registrar, supervises the overall procedure by conducting the meeting with the examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes offered by the institution are uploaded on the website. The curriculum of the Programmes is designed by the university. The curriculum of self-financed certificate courses and their Programme outcomes are designed by the college faculty. After admission students are made aware of the course through counselling cell.

The objectives of the Programme and course outcomes are communicated to the teachers and the students in the following ways.

- POs and Cos are displayed on departmental Notice Board, and libraries.
- POs and Cos are communicated to the Alumni during Alumni meet.
- The Vision and mission of the institute are displayed to the parents during the parent teacher meeting.
- The college has started many self-designed certificate courses. Their Programmes outcomes are also clearly stated and communicated to the students in regular classes.
- The assessment of the students provides feedback to faculty

and benefits in improving the teaching learning process.

- The Programme outcomes are measured over a period of time by assessing the performance of students in various activities like NSS, youth festival and co-curricular activities.
- The performance of students in university examinations and in different internal examinations is parameter of outcomes assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ptmlsdc.ac.in/campus/programme-and-courses-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

The programme outcomes are measured on the basis of the aggregate results of all courses in a given programme. The College takes care of the attainment to measure the Pos and Cos and implements the mechanism as follows

- The institute followed the academic calendar
- The Internal examination committee analyzed evaluation reports of results
- The college authorities prepare a feedback form to measure and reckon the attainment of the programme outcomes. Online student feedback system provides information pertaining to the relevance of the course, the availability of which helps the college measure its learning.
- The Placement cell took the review of students progress to higher studies and their placements.
- 75% attendance is compulsory for appearing in the examination so to ensure students' interest and participation in the class.

Programme Outcomes -

1. Critical thinking
2. Responsible citizens and Leadership Qualities

3. Awareness regarding Gender Issues
4. Women Empowerment
5. Inclusive Education and Explicit Inetraction
6. Employment

Course outcome

1. Knowledge and skill of the subject
2. Interest and capacity for research
3. Employment
4. Higher education
5. Social awareness
6. Active participation in NSS

Attainment of Cos are calculated by using university examination results. attainment levels are finalized at college level and conveyed to IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

279

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	No File Uploaded
Paste link for the annual report	http://ptmlsdc.ac.in/campus/annual-report/

2.7 - Student Satisfaction Survey

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

<http://ptmlsdc.ac.in/campus/criteria-2-data-templates/>

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)

NA

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

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

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

000000

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

39	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

31

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

3.3 - Extension Activities

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

The NSS unit takes part in various initiatives like organizing a seven day camp in college, tree plantation, Swachh Bharat Abhiyaan, group discussion on social issues, Beti Bachao Beti Padoo Abhiyaan, stitching classes for village ladies, Each One Teach One, Azadi Ka Diwas, Patriotic week, Poshan Pakhwara, Republic Day celebrations and Voter awareness. It has adopted two nearby villages.

Besides NSS, Central Association remains active in extension activities like charitable programmes, Neki Ki Deewar, festival celebrations, visiting the orphanage/ old age home/ slum areas and also distribute stationery, clothes and many more needful things. Red Ribbon Club and the Environment Association conduct various programmes like environment awareness campaigns, personal health and hygiene programmes, diet awareness, road safety, tree plantation drives, plastic eradication, health checkup camps and female foeticide programmes.

The college has near about 60 clubs and committees to sensitize students and community. Each and every club performs duty with full zeal and zest. These activities develop student-community relationships, leadership skills and self-confidence among the students. It also helps in nourishing personality of students. All these activities help in sensitizing the students and thus facilitates in their holistic development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

17

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

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

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

15

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

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

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

2905

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

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

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

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

26

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

The college has adequate facilities for academic activities. The college has magnificently and aesthetically framed building which is grouped into six blocks. All the blocks have well-furnished 20 classrooms. Besides the college has 16 laboratories and one seminar hall with a portable LCD projector. Every department of the college has its book bank facility. Audio-

visual aids like OHP, LCD and computers are available in almost all the departments. Ten smart classrooms have been installed in the college. The department of English has a language lab, consisting of computer systems with headphones where classes are held for the students.

The college has one central computerized library with internet facility. The college library carries tranquil of aura for learners to delve deep into the treasure of knowledge. Access to INFLIBNET and EBSCO are available for teachers and students. The college has hostel accommodation for outstation students which provides modern amenities with an atmosphere conducive for studies.

The college has 79 computer systems employed for better teaching-learning outcomes. There is a recreational room, student restroom, sweeper's restroom and a heritage room in college. For students with special needs there are ramps, a wheelchair and washroom in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college provides the best infrastructural facilities to its players. The institute has large open grounds for a Volleyball court (16x9m), and a Boxing court (16x24feet) and a Basketball court (28x15m) which the students utilize. The total area of the Playground measures 1.5 acres. The maintenance of these sports facilities is taken care of by the coaches of respective games and the Physical Education department. Indoor games facilities such as badminton, chess, ropes for skipping, ludo and carrom board etc. are bought and maintained properly. There is one indoor gym for fitness purposes located in the college hostel. Yoga and meditation activities are conducted on the college grounds and hostel.

Special classes on self defence are organized especially for female students. First aid kits and sports kits are provided to students.

The college has a well-lighted and ventilated seminar hall (1600sqft) and a student centre (1600sqft) for cultural activities. Dean ECAs allocates seminar halls for different events. Lush green lawns are used for cultural and sports activities like Teej, Lohri, Basant, Independence Day, Republic Day celebrations, and alumni meet etc. The music department of the college has one music room which is used for music-related activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

823880

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is maintained through Integrated Library Management System (E-Lib Ver 2.4). Record keeping of books, issuing and returning of books is processed through ILMS. The library has both online and offline book search facilities. The Library has subscription of INFLIBNET and EBSCO which provides a union catalog of books and offers access to millions of Library records for reference and borrowing purposes. The Library is provided with a wi-fi facility with adequate bandwidth for fast and seamless access to the Internet. Facilities available in the Library are computer systems, Printer, Photo Copier, Notice Boards and Bar code Scanner.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	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)

0.21719

File Description	Documents
Any additional information	No File Uploaded
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

185

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college frequently upgrades the IT facilities including network management, internet and wi-fi facility. There is one Functional English lab with computer systems and headphones and four IT labs in the college including 79 computers for the use of students, which are connected to the internet. The college campus

networking was upgraded with a fibre optics network for providing the internet facility and eight Wi-Fi access points were installed throughout the college. The college has a biometric facility.

The administrative block is also equipped with latest IT facilities. The college library is fully computerized with all necessary equipments. All the classrooms and prominent areas are under CCTV surveillance. The college has 4 smart classrooms with fixed projectors along with computers. The speed of the college wi-fi connections is upgraded from 100 to 300 Mbps. For maintenance and upkeep of computers and other I.T infrastructure, the institution has a full-time technical expert and lab attendant. The computer systems were upgraded in the office and the library of the college. The college website is maintained and upgraded regularly under an annual maintenance contract.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

79

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)**

283480/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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.

Maintenance of Campus Infrastructure: Adequate human resources are scheduled exclusively for the maintenance and the upkeep of campus infrastructure. A maintenance supervisor assists in the upkeep and maintenance of infrastructure facilities. This person is available 24 X 7 to monitor the maintenance.

Maintenance of Equipment Computing Facilities: All the electrical and electronic equipments are looked after by the team of the Maintenance Committee. Routine computer maintenance, software installations, and networking is handled by the administrative office, technical expert and computer faculty. Antivirus software is purchased and is installed annually.

Science labs are maintained by the lab assistants with the help of assistant professors. Lab attendant instructs students about different combinations of salts, chemical gases and handling of physical equipments.

Library: To keep proper track maintenance of the library books, 'Stock Verification' process is conducted once in a year.

Sports: Maintenance of the sports facilities are taken care of by the coaches of respective games and the Physical Education department.

Classrooms: A team of efficient workers is responsible for keeping the classrooms clean. Floor in-charges on every floor instruct sweepers for the cleaning and dusting of classrooms. The servicing of Class Projectors' lenses and filters is done annually.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

432

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	http://ptmlsdc.ac.in/gallery/
Any additional information	No File Uploaded
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	
760	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
760	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
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

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

97

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

29

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

The college has a well functional Student Council known as Central Association. It is a platform to give students representation in the academic, extra - curricular and charitable activities of the college. The association is constituted every year through a personal interview in college. Investiture ceremony for various posts like Head girl, Vice-head girl, Secretary, Treasurer, Swatch Ambassador and other elected student representatives is organized. After the oath ceremony, all the members of the Central Association are assigned duties according to their posts. The class representatives bring forward the views and suggestions of the class with respect to academic and non-academic issues. In order to ensure fair representation of the students, they are designated as President, Secretary and members in different clubs and committees such as: Wall magazine, Patriotic club, Electoral literacy club, Buddies club, Jigyasa-quiz club, Library committee, Science club, Social Sciences Society, Sports Club, Open Mike Club, Enactus club, IT club, Motivational corner, Entrepreneurial activities, BYAS (Books You and Silence), Newspaper club, SD Swatch committee, Beautification committee, Save Energy club, Anti- Ragging cell, Hostel committee, Youth Welfare club, Rotaract Club, NSS, Heritage Walk, Red Ribbon club, Environment Association & Green Audit committee etc.

File Description	Documents
Paste link for additional information	http://ptmlsdc.ac.in/campus/clubs-and-committees/
Upload any additional information	No File Uploaded

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

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

80

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

Alumni association conducts regular meetings throughout the session in order to plan and ensure successful conduction of events and activities. The process of registration of the society has been taken up by the incharge and the alumni of the college.

The activities organized by Alumni association are: -

- Regular job openings have been communicated to alumni through WhatsApp groups.
- Well placed alumni are invited to deliver one-day lectures to the UG classes.
- 205 books were donated by our alumni in the college library.
- Alumni group has been created on WhatsApp and all activities, achievements and news clippings are being shared in that group.
- Webinar on 'How to Excel in Exams' was organized by Sociology Department wherein Ms. Shilpa Randev graced the occasion.
- Hindi Department in collaboration with Alumni Association organized a webinar on 'Bhakti Era: Golden Era of Hindi Literature' wherein alumnus Ms. China Puri acted as speaker.
- Language Society and the Punjabi department organized a webinar on Importance of Mother Tongue: Punjabi wherein alumnus Ms. Babita Rani acted as speaker.
- Research Promotion Committee and Career Counselling and Placement Cell organized a webinar on 'How to prepare for

research work and its avenues' wherein Ms. Sherry was the speaker.

- Entrepreneur Club, Fashion Designing Department in collaboration with Alumni association organized webinar on 'My journey as an Entrepreneur' in which our alumnus Ms. Deepika Sharma- founder of Riwaaz Boutique, was the speaker.
- Science Club in collaboration with Alumni association organized a webinar on 'Career Guidance in Banking Sector' wherein our alumnus from Science Dept. Ms. Neha Parshar, CTO (Clerical), Punjab National Bank, was the speaker.
- Our Alumnae Miss Jyoti contributed by arranging workshop on preparing snacks and quick recipes for staff and students.
- English department organized a webinar on 'Contribution of Matthew Arnold English Literature' wherein Ms. Rajbir Kaur acted as the keynote speaker.
- Computer Science department organized a webinar on 'Documentation & Network Analysis' wherein Ms. Nikhila Abrol was the guest speaker.
- Motivational corner in collaboration with Alumni association organized a webinar on 'Value of Time in Student's Life' wherein Ms. Kanwalpreet Kaur was the guest speaker.
- Computer Science department organized a webinar on 'Fuzzy Logic' wherein Ms. Samiksha acted as speaker.
- Political Science department and Electoral Literacy Club in collaboration with Alumni association, celebrated National Voters day and Republic day wherein Ms. Athira Nair and Ms. Kajal Mahajan were invited as the speakers.
- Alumni meet was organized in the campus to celebrate the Silver Jubilee of the college. Our distinguished alumnus Maharaja Ranjit Singh Awardee Ms. Veena Arora was invited as the keynote speaker. Alumni of the past 25 years were invited to "Punarmilan-.2021". Ms. Komal Mahajan, incharge, presented a PPT highlighting the achievements of alumni of the college in the past few years.
- Ms. Veena Arora demonstrated Self-Defence Techniques during online workshop on 8th March 2021.
- Commerce department in collaboration with Alumni Association organized a webinar on 'Choosing CA as an Entrepreneur' on 10th October 2020 where in Ms. Heena Mahajan, CA Practitioner, was the guest speaker.
- Commerce department in collaboration with Alumni Association organized a webinar on 'Scope of Finance & Accounts in Corporate Sector' on 3rd June 2021, wherein Ms. Kritika Abrol, Senior Financial Analyst, Clifford Chance

Ltd., Gurgaon, was the guest speaker.

- Commerce department in collaboration with Alumni Association organized a webinar on 'Career in Law' on 10th June 2021, wherein Ms. Nipun Sharma, Advocate, New Delhi, was the guest speaker.
- On Lohri our Alumnae presented Gidha for college students.
- Our Alumnae contributed for our charitable project 'Neki Ki Diwar'

File Description	Documents
Paste link for additional information	http://ptmlsdc.ac.in/campus/alumni-activities/
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	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

Vision:-

To emerge as a premier institution to empower women through holistic education.

Mission:-

To disseminate knowledge that nurtures students to meet the highest standards of competence and professionalism along with grounding them firmly in a sound value system.

The institutional leadership consisting of the Management and the Principal ensures that the policies and action play of the institution are in line with the vision mission statement of the institution. The Principal makes action plans in consultation with the advisory committee to review outcomes from the

implementation of action plans. The Management takes review of quality policies and makes amendments in quality policies if required. Continuous efforts are done to maintain praise worthy results. We are offering a strong academic foundation to enable students to pursue various professions. We provide value based education through programmes promoting discipline, social awareness and patriotism. The College is striving in every possible way to equip female folk of the region with fittest tools of self actualization and is committed to empowerment of women through learning beyond education. To keep the students abreast with the knowledge and latest developments, various skill development courses are introduced from time to time. The Principal provides guidelines to faculty and supporting staff for the development and motivate the teamwork to create healthy work culture.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The practice of decentralization and participative management is evident in every sphere as each stakeholder performs a respective role in planning and implementing activities for the overall development of the institution.

The Principal is the administrative and academic head followed by Vice Principal, Dean Admission, Dean Administration, NAAC Coordinator, NAAC Co-Coordinator, Dean ECA, Registrar, Bursar, and Staff Secretary for enhancing admission, the smooth conduct of administration, organizing cultural activities, smooth conduct of examination in the college, etc.

- The institution formed various academic and non-academic committees to devise plans and strategize academic, cultural and socially relevant value-based projects, which would promote the all-around development of all the stakeholders. Various camps, campaigns and charity programmes are held in a year by NSS, Rotaract Club and Central Association. Students are empowered to play an important role in different activities

The heads of the departments are given full autonomy to arrange departmental activities and to solve the matters at the departmental level. Regular meetings are convened amongst the management, the principal, the committee members and the student representatives through which matters of strategic importance are discussed. The college prepares a financial budget in the beginning of the year. Non-teaching staff also has representation in the governing body and the Internal Quality Assurance Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 25 years, the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. The plans are projected after a discussion based on analysis, assessment and estimates. Students are the primary focus of the institution. Hence to meet the changing demands of students the Management has adopted a 'student centric approach' and innovative teaching-learning methods. Laboratory infrastructure has been upgraded with respect to number of computers and software packages. Website has been updated. Softwares are used for Accounts and Admission. Environment conducive to effective student learning is promoted. In order to make students employable various skill enhancement and career guidance activities are organized.

Activity-: ICT is very much helpful to teacher and students. Due to these tools, the teaching-learning process becomes easier. It made teaching and learning interactive and collaborative instead of the traditional teacher-talking and students listening approach. ICT appears as a 'bridge' to break the distance and 'survive' the learning. Different apps such as Zoom, Google meet, Webex, Edmodo, Swayam etc. are used for meetings, online teaching learning process. We used different platforms through which online classes are taken, videos are uploaded, recorded lectures are sent and different E-content is also prepared for students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college has a well-structured administrative and academic setup to consistently improve the quality and standard of education. Even during pandemic through online video conferencing the Management played a participative role in the functioning of the College. All important decisions of the College are guided by Management representatives, Principal, IQAC members, Heads of the departments, alumni representatives. IQAC ensures efficient progression of the College with regard to academic and quality initiatives. Principal is fully supported by Vice Principal, Dean Administration, Bursar, Registrar and Dean ECAs in taking decisions and implementing them. Heads of the departments have the major responsibility of planning and executing various activities of the program. Notices regarding various events, examinations, scholarship, government schemes are issued by office for faculty and students from time to time. Appointments and service rules are followed as per GNDU and UGC norms

The institution has formed various committees at the institute and department level for the effective functioning of the organization.

Institute Level Committees:

- Internal Quality Assurance Cell
- Think Tank
- Advisory Committee
- Admission Committee
- Career Counseling & Placement Cell
- Tutorials, Academic Council and Academic Audit
- Purchase Committee
- Examination Cell
- Grievance Redressal Cell

- Women Cell
- Sexual Harassment Cell
- Discipline Committee
- UGC Committee
- Red Ribbon and Red Cross Society
- Research Promotion Committee
- Alumni Association
- Scholarship Club
- NSS
- Library Committee & Book Bank
- Parent -Teacher Association
- Youth Welfare Club
- Internal Audit Committee
- Student Welfare and Feedback Committee
- Udaan Newsletter
- Wall Magazine
- College Magazine
- Newspaper Club
- Open Mike Club
- BYAS (Books, you and silence)
- Motivational Corner
- Competitive Cell etc.
- Hospitality committee
- Language society
- Social Sciences society
- Patriotic club
- Electoral literacy club
- Jigyasa Quiz club
- Heritage walk

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://ptmlsdc.ac.in/campus/criteria-6-data-templates/
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The institute has established the following welfare measures for teaching and non-teaching staff:

Welfare Measures for Teaching Staff:- Faculty members are motivated to participate in self-development programmes and to upgrade their qualifications. Various leaves are available to teaching staff such as casual leave, earned leave, medical leave, duty leave, maternity leave, COVID leave and compensatory leave in distress time. Diwali bonus is given to the faculty members. Financial aid is provided to the faculty members in times of need by other faculty members. An accommodation facility for teaching staff is provided. The study leaves for Ph.D. and other exams are also given. Incentives are given to attend FDP, Workshops, Conferences, etc. Group insurance is also offered.

Welfare Measures for Non-teaching Staff:- Various leaves are available to non-teaching staff such as casual leave, earned leave, medical leave and maternity leave. Diwali bonus is given to the non-teaching staff. Employee provident fund is provided for the non-teaching staff. An accommodation facility for the support staff is provided. The institute provides monetary benefits on the occasion of festivals. College uniform is also provided to the supportive staff. The institute organizes Neki Ki Diwar to help support staff twice a year. Financial help is given in need. Group insurance is offered. Support Staff is honoured on labour day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

11

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

6

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

20

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

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

To ensure quality sustenance and quality enhancement, and also to ensure the personal growth of the employees, the institution has introduced the policy and system of performance appraisal. This is done at two levels: the level of teaching staff and the level

of non-teaching staff. At the end of the academic session, each faculty member is asked to fill comprehensive Self Appraisal Form which enlists the former's teaching performance, academic achievements and contribution in co-curricular activities. These forms are submitted to the Internal Quality Assurance Cell which after a thorough examination of the same, gives recommendations to the principal who gives his remarks and takes decisions accordingly. The reward for the better performing employees of the permanent teaching staff are monetary benefits such as annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades as the conditions permit. The teachers working on adhoc basis are also asked to fill in self appraisal forms for performance appraisal. The teachers performing well are appointed again in the next session too. For the non-teaching staff an Annual Performance Assessment Report (APAR) for each employee is evaluated by principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Auditing is an important part of the functioning of the institute. With an objective to introduce fairness and transparency in financial matters, the institution has introduced a system of both internal and external audits. The institution maintains and follows a well-planned process for the mobilization of funds and resources. The student tuition fee is the major source of income for the institution. The management provides need-based assistance to the college. Sponsorships are sought from individuals and NGOs for cultural events. An accounts wing has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. We have our internal audit mechanism in addition to the external auditors to verify and certify the entire income and expenditure. The bursar supervises the financial aspects of the college and a team constituted by the principal checks the physical stock. Auditing is done once in

a year. It is conducted by a chartered accountant appointed by GGSDS College society, Chandigarh.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

39000/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

The college is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor the effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development.

Every year the institutional budget is prepared by the accounts department taking into consideration of recurring and non-recurring expenditures. Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. All the major financial decisions are taken by the Principal and the accounts department with the management of the college. As and when urgent requirements arise it is given after sanctioned revived from accounts office.

The institute adheres to the utilization of budget approved for academic expenses and administrative expenses by the management.

After final approval of the budget, the purchasing process is initiated by the purchase committee which includes all heads of departments and account officer; accordingly, the quotations are called and after the negotiations the purchase order is placed. The bill payments are passed after testing and verification of items. Only authorized person operate the transaction through bank. Financial audit is conducted by a chartered accountant every financial year to verify compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. The Internal Quality Assurance Cell meets every quarterly to plan, direct, implement and evaluate the teaching, research and student oriented activities in the college. Significant improvements in quality have been made by institutionalizing the following Internal Quality Assurance Cell initiatives:

Contributing for national development:-

- Skill development initiatives
- Extension activities:- Benefiting neighbouring villages through the provision of health care facilities, Neki ki Dewar, placement support, etc.
- Other NSS activities
- Entrepreneurial training in skill- based courses
- Smart campus and effort for clean and green campus
- Effort in underprivileged sections of society
- Contribution to National Missions- Swachh Bharat Mission, Skill India, Make in India, Digital India, Beti Bachao Beti Padhao.

Fostering Global Competencies and Values among students:-

- Culture of hard work and disciplined lifestyle
- Training for fulfilling daily targets
- Enhancement of communication skills through soft skill courses.
- Students participation in conferences, meeting and visits to industries
- Visits of experts, guest lectures from resource persons
- Celebration of various days for giving holistic education
- Organization and participation in various co-curricular activities and games
- Morning prayer and assembly
- Students wear uniform on Monday and Friday
- Tobacco-free and ragging-free campus

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Internal Quality Assurance Cell continuously reviews and takes steps to improve the quality of the teaching-learning process.

The academic calendar is prepared in advance, displayed and circulated in the institute. It is also displayed on college website and strictly followed.

Admission to various programmes, summer/winter vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the orientation programme, in which they are made aware of the vision and mission of the college, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the institute. All students are also given a guided tour of the campus and various facilities.

The students are apprised of the time - table, programme structure, and syllabi of the courses before the semester commences.

Important announcements are made in the morning assembly, and the attendance and the conduct of classes are monitored by the deans of faculties. WhatsApp groups have been created for sharing every information related to activities, examination schedule and vacations.

Class committee meeting are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching - learning process. Feedback from students is also taken individually by teachers for their respective courses. A result-oriented, performance-based model is adopted at the college that emphasizes accountability based on student learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://ptmlsdc.ac.in/campus/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The institution promotes gender sensitization through various curricular and co-curricular activities. The college is committed to the empowerment of girls by offering special opportunities for students through various activities:

- To familiarize students with Shakti App, community police helped students in installation of this App in their mobiles.
- Various webinars on social issues in a society such as a dowry problem, female foeticide, women health and hygiene have been organized.
- 24 hours CCTV surveillance is maintained in the college campus.
- Married students are honored for continuing their education.
- The institute keeps a visitor log register to record the details of any person entering the college campus.
- Access to menstrual hygiene managed by providing adequate material to students through vending machine.
- For the security of girls, and to restrict unwanted entry in the college campus, proper boundary wall with fencing has been constructed.
- Women cell helps students regarding gender discrimination, any kind of abuse and adopting new environment in the campus.
- Awareness campaigns on women safety and gender sensitivity through rallies & camps by NSS unit of the college have been organized in collaboration with various NGOs.

- Through SVEEP Campaign, girls are being motivated for enrollment in voters' list and to cast the vote for their rights.

File Description	Documents
Annual gender sensitization action plan	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/
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	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

- 1. Solid waste management:** The solid waste (separated as biodegradable and non-biodegradable) is appropriately disposed off through municipal cooperation. At regular periods, paper trash is sold to vendors for recycling. The NSS unit of the college has arranged a clean-up initiative to raise awareness about solid waste among students. In campus, composting bins have been constructed for composting garden and kitchen waste to prepare manure. There are three vermicomposting units in campus. All the biodegradable waste like stale food from the hostel, dry leaves, paper, etc. are decomposed in these units. Organic waste is turned into manure which is used for the kitchen garden and surplus is sold to the faculty members.

2. **Liquid waste management:** The internal sewage system, which is connected to the sewer line, safely disposes off liquid waste from hostels and washrooms. Waste water of the hostel mess is drained out in the kitchen garden.

3. **Hazardous chemicals waste management:**

- Waste chemicals in the laboratories are disposed off by dissolving them in water.
- Chemicals and glassware are put in different bins. Blue and yellow bins are placed in laboratories. Blue bins are used for dumping non- reacting chemicals and yellow bins are for tubes, bulbs, gloves and pipettes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://ptmlsdc.ac.in/campus/criteria-7-data-templates/
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

A. Any 4 or All of the above

4. Ban on use of Plastic	
5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	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	C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution also believes in equality of all cultures and traditions. We welcome students from different religions, castes and social backgrounds, without any prejudice. For linguistic unity, three language formula has been adopted in teaching. Different Webinars like *Bhagwat Gita - A Nostrum for COVID-19*, Webinar on *Importance of Mother Tongue- Punjabi*, World Dictionary Day etc. have been organized. The institute has a focus on value-based education coupled with an emphasis on secular ethos. For the promotion of cultural diversity, the college has organized Lok Utsav-2020 in collaboration with North Zone Culture Centre, Patiala. Artists from different states viz Punjab, Haryana, Gujrat, Madhya Pardesh, Maharashtra, Orissa etc. have presented folk dances of their respective states. For creating tolerance and harmony, all festivals concerning different religions are celebrated in the campus with full fervor. We celebrated Ambedkar Jayanti, National Youth Day, Mahashivratri, Good Friday, Kabir Jayanti, Maharishi Valmiki Jayanti, Id-Ul-Fitar Idulzuha, Gurupurab of Sikh Gurus, Birthday of Guru Ravidas, Martyrdom days of Saints and Gurus. 'Neki Ki Deewar', 'Samvedna', 'Arpit' and 'sharing happiness with others' are our special projects taken up in the campus. These programs are directed towards imparting nationalistic, social and cultural values among students.

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	No File Uploaded

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

To make students responsible citizens, each department and various clubs and committees have organized various curricular and co-curricular activities. The students have enthusiastically participated in various programs like seminars, webinars and guest lectures on different topics which enriched the awareness to show respect towards National Anthem, National Flag, obey the laws of our country, safeguard public property and maintain the unity and integrity of the country. Various activities like poster making, slogan writing, essay writing competitions and wall magazine, etc. have been organized by different departments. The college provides three polling booths in the campus. Three BLOs are available in the campus to guide new voters as well general public. Electoral Literacy Club conducted various SVEEP activities and seminars to impart knowledge of various schemes of protection to citizens under NALSA. The college has organized student activities like oath-taking ceremonies, celebrating Patriotic Week and competitions on Independence Day, Republic Day, Human Rights, Voter Day and Constitutional Day wherein a large number of students participated. NSS Unit, Political Science department, Rotaract Club, Central Association, Red Ribbon Club, Social Sciences Club, Language Society and Electoral Literacy Club keep on celebrating birth and death anniversaries of great freedom fighters throughout the year.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

A. All of the above

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

File Description	Documents
Code of ethics policy document	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	No File Uploaded

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

To make the students aware of the national pride and rich cultural heritage, the national/International commemorative days are regularly celebrated in the campus such as Save Water Day, World Environment Day, World population Day, Kargil Vijay Diwas, Independence Day, National Youth Day, World Literacy Day, National Unity Day, International Yoga Day, Birth anniversary of Mahatma Gandhi, World Mental Health Day, World Dictionary Day, Birth anniversary of Banda Bahadur, World AIDS Day, Martyrdom of Shri Guru Gobind Singh ji, National Voters day, Republic day, 2-minute silence on death anniversary of Mahatma Gandhi ji, International Women Day, Birth and death anniversary of Dr. B.R. Ambedkar, World Health Day, anniversary of Shri Guru Teg Bahudur ji, Labour Day, Punjab Day, International Family Day, World No Tobacco Day, World Food Safety Day, Webinar on Bhagwat Gita- A Nostrum for COVID- 19, Van Mahotsav, Lohri, Basant Panchami, Shivratri, Baisakhi, Ganesh Chaturthi, Nirjala Ekadashi, Dussehra, Ram Naomi, Diwali and Christmas. Such practices inculcate self-discipline, high spirit, gratitude, diligent and confidence in students. The college has prepared annual calendar to celebrate 'Azadi Ka Amrit Mahotsav'. Many more events are organized as instructed by Guru Nanak Dev University, Amritsar, Higher

Education Department, Chandigarh and UGC, New Delhi.

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.

Best Practice I**Title: "Altruism Drive"****Objective:**

The objective of the Altruism drive of the college is to inculcate the spirit of volunteerism among the students through community interaction. Volunteerism is a basic expression of human relationships. We aim to engage our students to participate in their societies and to feel that they matter to others. We strongly believe that the social relationships intrinsic to volunteer work are essential to individual and community well-being. And we are proud to say that our college is promoting public service.

The Context:

The college has two units of NSS comprising 100 volunteers with a primary focus on the development of the personality of students through community service and promotion of national solidarity and to develop among themselves a sense of social and civic responsibility. Community service rendered by the students has covered several aspects like the adoption of villages for intensive development work, carrying out the social surveys, sanitation drives, adult education Programmes, work for the weaker sections of the community, helping patients in hospitals, helping inmates of orphanages and slum area people, etc. The

students carry out many activities like the cleanliness of nearby localities and rallies to spread awareness about Covid precautions, cleanliness, energy conservation and environmental protection. The students are suggested to do something relevant so that the life of the villagers might be raised to a higher material and moral level. Three villages - Kothe, Babowal and Jaffarwal have been adopted by Pt. Mohan Lal S.D. College for Women, Gurdaspur.

The Practice:

The units have been organizing activities related to the social problems of these villages widely. Specific programmes relate to:

1. Environment

i. Plantation drives on Van-Mahotsav and plantation activities at old age home, slum areas, Kushath Ashram and temples.

ii. Cleanliness drives under Swachh Bharat Abhiyan at these three villages.

iii. Anti-plastic movement-awareness campaign at these villages.

iv. Environmental awareness campaigns

v. Cycle rally on World Environment Day

vi. Organic kitchen garden

vii. Mushroom farming

1. Health and Hygiene: Organized workshops, seminars, surveys and projects at the college and these villages by the college staff and the prestigious personage on various issues of society such as:

1. Survey on awareness about organic products among people
2. Survey on skin care
3. Survey on hemoglobin level and awareness about iron - rich food
4. AIDS
5. Drug abuse

6. Menstrual hygiene and distribution of sanitary pads
 7. Lectures on Covid care and Dengue prevention
 8. Seminar on 'Personality Development'
 9. Balanced and nutritious diet
2. Education: Installation through programmes such as
 1. Importance of girls and women education
 2. Awareness of fundamental rights and duties
 3. Lecture on women empowerment at village Babowal
 4. Wall paints and stationery for school students
 5. Perspicacity of Government Policies
 6. Awareness seminar on SVEEP
 7. Educational scholarship schemes
1. Small-scale Enterprise: The villagers are drilled to organize and operate a business venture through camps in which rustics/churls learned:
 1. Stitching and tailoring
 2. Various recipes
 3. Mask making
 4. To make products from waste materials
 5. To do facials, threading, manicure, pedicure and basic make-up, etc.
 2. Camps: A one day camp is organized from time to time in the college campus. In relation to these camps, NSS Units usually render services in respective villages to donate:
 1. Woolen clothes, masks, sanitizer etc.
1. Eatables and stationery for needy children
 2. Ration and crockery
 3. Necessary household items like soap, handwash etc.
 4. Plant saplings
1. Cavalcade: NSS Units organize periodic marches on various issues and events:
 1. Swachta Abhiyaan
 2. Voting rights
 3. Digital India
 4. Poshan Pakhwara
 5. Azadi Ka Amrit Mahotsav
 6. Yoga day
 7. A seven-day programme to commemorate 150th birth anniversary of Mahatma Gandhi

Various Projects Undertaken:

- Under the project 'Sharing Happiness with others', the Central Association of the college celebrated Diwali festival with slum school near Pandori road, old age home, Sewa Sadan (Kushat Ashram) CA students distributed grocery items, eatable things, stationery, clothes and other useful things among them.
- Message of Green Diwali was circulated by the Motivational Corner of the college.
- Under the Diwali Project 'Basket of Care', the Central Association in collaboration with District Legal Services, Gurdaspur distributed clothes and eatables.
- The College Management Committee distributed uniforms to support staff and gave financial help by providing cheques to parentless and needy students of villages.
- Environment Association of the college organized events such as plantation drive, Be friendly with Birds, Bicycle rally under the theme 'Share for Cleaner Air'. The main aim of the activity is to develop green consciousness and promote health awareness as well as social responsibility among students and society.
- To promote a green and clean environment, the students and the guests on different occasions are honored with organic plants. The students and local people were motivated to plant one sapling at their home and take proper care of it.
- Mushroom cultivation is an innovative step towards organic farming. The students and all the staff members are motivated to purchase mushrooms that are fresh and organic. Button mushrooms and oyster mushrooms both kinds are available.
- 'Offering water to a thirsty person is the greatest service.' Our college students organized Jal Sewa- and offered "Chabeel" to the general public on hot days of May and June in remembrance of the martyrdom of Guru Arjun Dev Ji and Nirjala Ekadashi. It spreads the message of eternal optimism.
- To create awareness about Covid-19 among people of these villages during the lockdown, the students used various means such as video making, essay writing, slogan writing, poster making, poetry and then shared it through WhatsApp and also on Facebook and Instagram page of the college.
- Rotaract Club started tiffin facility for covid suffering families during Covid -19.
- The Central Association of the college started PRAYAS- a project wherein members visited a slum area and distributed eatables among the children. Another project- ARPIT was organized by Environment Association in which 60 indoor

plants were distributed to staff members.

- Labour Day was celebrated by the Central Association to honour all the supporting staff by giving gifts and essentials.
- The students of FD Department stitched and distributed face masks among weaker sections of the nearby villages.
- NSS Unit organized three events- *Experience a Divinity*, *Drink the Nectar of Health*, *You Are What You eat* to celebrate International Yoga Day.

Evidence of Success:

Our student volunteers are highly active to organize various activities to aware villagers of several social and economical issues:

- They gain skills in mobilizing community participation and understand the community in which they work.
- They practiced national integration and social harmony, and also a sense of social and civic responsibilities are developed among them.
- The participated students appeared more sensitized and motivated as their participation in other social activities, conducted by the college enhanced.
- A change in villagers' attitude towards cleanliness was evident.
- The college received various calls and invitations from the Sarpanches of the villages to organize more training and guidance sessions on yoga and mental well-being.

Constraints and Limitations

- Lack of funds and resources available.
- Sometimes the villagers do not show interest when they are busy in their agricultural activities.

Best Practice-II

Title of the Practice: "Student Care"

Objective

"Education process" is one of the most important means of empowering women with the knowledge, skills and self-confidence

necessary to participate fully in the development. The college believes that each student is special and has the potential to excel in many different ways. Every aspect of students is taken care of whether it is physical well-being or intellectual personality or academic performance.

Context

The following are the issues that motivated college for choosing this best practice:

- Inculcating value system and discipline among students.
- Ensuring holistic development of students.
- This system aims at addressing conflicts in attitudes and habits of the students towards learning practices and solving day to day problems.

The Practice:

The college imparts formal education with a difference through carefully crafted interaction and activities within and outside the classroom. We provide experiences that help the students discover innate capabilities, set life-long goals and proactively work towards their fulfilment.

The college has many programmes to monitor and nourish various aspects involved in a student's growth and development:

- The college campus is built in a safe and peaceful area with high boundary walls. A security guard is deputed at the main gate of the college. The college provides 24-hours security to students. CCTV cameras have been installed in the campus as well as in women's hostel.
- The college provides financial aid to needy students. Liberal concessions and incentives are made available to deserving students in academic, sports and extra-curricular fields. Free books, scholarships and fee concessions are also given to economically weak students. Various govt. and private scholarships are:
 - Post matric Scholarship Scheme for minorities.
 - Bedi Jagjit Singh Memorial Scholarship.
 - Punjab Govt. Asheerwaad Scheme for SC/BC/ST students.
 - Pt. Mohan Lal Hira Devi Trust, Chandigarh.
 - Pt. Dhirat Ram Memorial Scholarship.
 - Smt. Bhagwan Devi Memorial Scholarship.
 - Smt. Hira Devi Memorial Scholarship.

- Sh. Dharam Dutt Sharma Memorial Scholarship.
- Smt. Ram Pyari Memorial Scholarship
- Students Welfare Fund
- Principal personally helps needy students by providing financial assistance.
- Cosmetology Department arranged a cosmetic and jewellery stalls in the college premises. Apart from this, Start-up have been established under the name of " Eco Care" and "Safety First" by Commerce and Fashion Designing departments respectively, and the teachers are assigned to the students to mentor them in this regard. This exercise helps in developing the entrepreneurial skill among the young generation which is commensurate with the government's goal to achieve a good employment rate in our area.
- Safe transport facility is also available to facilitate the students. Transportation committee of the college keeps and check on transportation facility, first aid kits and pollution free certificates, etc. In case of sudden emergency or health issues transportation facility is provided to the students.
- Special attention is paid by the women cell of the college to tackle the troubles of the girl's students travelling by bus from far off village regarding eve-teasing, etc. The required action is solicited through the district police station in this regard, if required. Self-defence tips are also imparted to girls to make them feel safe and help others in times of need.
- Principal Dr. Neeru is member of community police. Being an active member, she participates in meetings organized by community police for welfare of students. She arranged seminars in the college with the help of community police. A talk was organized in the college campus regarding the use of the "Shakti App" and this app was installed by students.
- Amongst the increasing rate of mental health issues amongst adolescents, our college has a counselling cell within its premises. The counselling cell provides services both for personal and career counseling. The students are quite often not clear about career options and opportunities. To advise them in this matter, the college has a career guidance and placement cell to help students with career choice and placements under the dynamic leadership in collaboration with the Punjab government.
- Lectures are organized on Stress Management by experts before the commencement of final examinations.

- Student centre and cafeteria are available for their recreation. The students are provided with a canteen facility in the college at subsidized rates. The cafeteria committee regularly check the nutritious values of the food items being served as per the instructions of Covid -19.
- Special online notes and personal assistance is provided for married woman students who are mothers as well; thus, achieving the goal of "educating a girl, educating the whole family". Counseling sessions and time management sessions are highly helpful to both unmarried and married girls who hail from far-flung areas where they have to do studies along with handling household chores as well.
- Provision for hobby classes is also there in career-oriented courses. The college shapes not only the future but also the personalities through Skill Development Certificate Programmes in personality development, spoken English and computer literacy, etc. Add-on courses like Functional English, IT, Basic Cooking and Catering management, Banking and Insurance, Apparel Designing, Biotechnology, etc. are offered through online mode during Covid -19.
- Online remedial classes are organized to help slow learners and provide extra support to help them catch up to their peers. The students benefit through these classes as they get personal attention and positive responses to their queries. Advanced learners are also given special attention like giving tough most questions, important notes and important books to walk extra mile to get merits to improve the positions in the university.
- Alumni helps students by donating books in library, through webinars and seminars on topics of their expertise and by conducting counselling session for students from time to time.
- Mentoring sessions are also there for student progression. 20-25 students are allotted to each teacher who keeps an eye on the overall development of the student.
- The college celebrates seasonal festivals like Teej, Lohri, Diwali and national festivals like Independence Day, Republic Day, etc. to promote national integration among the students. The important days of the world and national level like Women's Day, Earth Day, AIDS Day, Red Cross Day, National Youth Day, etc. are celebrated through both online and offline mode.
- The college has Central Association in the college headed by incharges and the head girl with Vice-head girl, Secretary and Executive members. It helps in giving

representation to the students on various matters concerning the college administration or activities. It further helps in the overall maintenance of the discipline of the college. It plays an important role in organizing the important functions of the college and provides a platform for the students to raise their concerns and give suggestions.

- S.T.D/P.C. O and photostat machine is also available to facilitate students. A book shop and a tuck shop is inside the campus which caters to the needs of the students.
- Vending machine is installed in the campus to provide adequate material to students in order to maintain quality menstrual hygiene.
- To ensure an uninterrupted power supply, the college has a 24-hour power backup.
- The staff members interact with alumni association to obtain feedback regarding staff, courses, curriculum and campus.
- Every department has its club which remains hyperactive in organizing development activities like quiz competitions, debates and group discussions, seminars, presentations, etc. under faculty guidance.
- The institution has a grievance redressal cell. This cell has been formed to look into the grievance of the students. Suggestion box has been installed for the students to put their complaints in. It is opened every week and the complaints are looked into by the committee members. Also 'Vidyarthi Darbar' has been formed by Principal Madam for the students to address their concerns.
- Students' achievements are highlighted in Newspapers, Facebook and Instagram page of the college. They are honored with mementos and certificates.
- The college offers hostel accommodation for the outstation students. Surrounded by a green, clean and serene environment, the hostel provides modern amenities with a conducive environment for studies and is built with an aim to provide the best environment to girl students hailing from far off villages. In order to ensure full security, the boarders are forbidden to contact outsiders without permission of the warden/Principal. The kitchen garden has also been set up where hostellers assist the maintenance staff to grow various organic vegetables.
- Special care is given to hostel students like proper maintenance and cleanliness has been ensured, personal attention is given by hostel warden to hostlers. The hostel warden supervises kitchen operations, taking care of

hygiene and cooking norms. Since the principal stays in the college hostel, so she is in direct contact with every hostler and pays special attention to them.

- The college takes utmost care of the students. Separate medical room is available in the campus. In case of illness or any emergency faced by any student or hostler, medical treatment is also available and the college bears all medical expenditures. Keeping in mind the well-being of the students, the college conducts regular medical checkups and awareness camps free of cost.
- The college encourages a variety of sports allowing the students to explore and excel in whichever way they like. The college has a big playground which is suitable for all kinds of games and sports activities. Sports days is also organized every year to encourage them to participate in the game of their choice. Refreshment and sports kits are provided to them so that girls from financially backward families could concentrate on their games.

Evidence of success

- Improved student feedback over the past few years.
- Extremely efficient student mentoring and counselling system.

Constraints and Limitations

- The modest and diffident students were reluctant to cross their academic borders affecting the successful conduct of awareness programmes.
- Women students' impulsiveness in the matter of love in the adolescent age is a sensitive issue to be dealt with by women teachers.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Under the "Go Grow Green and Save Planet Earth" theme, a plantation drive is organized by the Environment Association every year. The college in collaboration with Environment Protection Society Gurdaspur, PAU, Regional Campus, Gurdaspur and Bharat Vikas Parishad organized plantation drive and Van Mohotsav to spread awareness among society. A well-maintained botanical garden and lush green lawns adds beauty to the campus including many medicinal and ornamental plants. The Environment Association has organized district level plantation drive, national level activities 'be friendly with birds' and bicycle rally under the theme "Share for Cleaner Air". Every month Environment association declares "Plant of the month" which highlight a particular vegetable or fruit. Mushroom farming has been done successfully in the campus. The organic vegetables and fruits grown in the kitchen garden are consumed in the hostel mess and the surplus is sold to the faculty members. Students and faculty members are encouraged to adopt plant saplings on their birthdays and anniversaries under the "Plant Adoption Scheme". Different events like lectures, debates, discussions, poster making competitions, etc. are organized on Environment Day, Save Water Day, Food Safety Day and World Ozone Day. Meritorious students and distinguished guests are honored by saplings.

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

1. More e-books and e-journals will be subscribed.
2. New courses to be applied for keeping in view the demands by the alumnae and parents. New courses M.Sc. (FD) and B.A (English Hons.) are proposed.
3. To upgrade science laboratories more laboratory equipments will be purchased .
4. To upgrade Library more subject related reference books will be purchased and research journals will be subscribed.
5. Launch of online E-magazine 'E-Darpan' for students.
6. Publication of proceedings of international seminar in book form.
7. Research proposal will be submitted to various funding bodies.
8. Publication of college magazine Amar Samriti.
9. New computers with latest technology will be purchased.

10. ERP Software in administrative office will be installed.
11. To sign more MOUs with various NGOs and GOs.
12. To maintain linkages with various bodies.
13. To organise webinars, seminars, guest lectures by every department of the college.
14. To organise more outreach programmes and activities.
15. To organize more educational trips, tours and field visits.
16. To follow up the process of registration process of alumni association.
17. To enhance industry academia interface.
18. To enhance ICT enable learning, six interactive smart class rooms will be installed.
19. To concentrate more on cultural events, anti-drug programmes, blood donation programmes for students.
20. Renovation of hostel building.