Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**01874502681**
Mobile no.	**9463284185**
Registered Email	**iqac.sd@gmail.com**
Alternate Email	**ptmlsd@gmail.com**
Address	**Kahnuwan Road, Gurdaspur**
City/Town	**Gurdaspur**
State/UT	**Punjab**
Pincode	**143521**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Semi-urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr. (Mrs.) Rama Gandotra**
Phone no/Alternate Phone no.	**01874502681**
Mobile no.	**9888283580**
Registered Email	**iqac.sd@gmail.com**
Alternate Email	**ptmlsd@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ptmlsdc.ac.in/public/web_images/63/aqar_report_2018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ptmlsdc.ac.in/campus/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.62**	**2009**	**29-Sep-2009**	**30-Sep-2014**
2	**A**	**3.03**	**2016**	**17-Mar-2016**	**18-Mar-2021**

6. Date of Establishment of IQAC

14-Jul-2008

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

IQAC Meeting with stakeholders	12-Jul-2019 1	15
IQAC Meeting with stakeholders	25-Sep-2019 1	13
IQAC Meeting with stakeholders	16-Jan-2020 1	13
IQAC Meeting with stakeholders	03-Apr-2020 1	14
Meeting regarding AISHE and its follow up	03-Apr-2020 1	7
IQAC Meeting with stakeholders	29-Jun-2020 1	15
Feedback Analysis of Feedback from Students	10-Sep-2020 6	171
Feedback Analysis of Feedback from Parents	13-Sep-2020 6	137
Feedback Analysis of Feedback from Teachers	10-Jul-2020 4	53
Feedback Analysis of Feedback from Alumni	22-Jul-2020 10	104
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NSS Unit, Pt. Mohan Lal S.D. College for Women, Gurdaspur	Regular Camp Grant	NSS Department, Guru Nanak Dev University, Amritsar	2019 365	44000
Red Ribbon Club, Pt. Mohan Lal S.D. College for Women, Gurdaspur	National Health Programme Awareness	Assistant Director, District Youth Centre, Gurdaspur	2019 365	2000
Pt. Mohan Lal S.D. College for Women, Gurdaspur	Celebration of 550th Birth Anniversary of Guru Nanak Dev Ji	Dharam Prachar Committee, Amritsar	2019 365	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. The IQAC played the dual role of 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. 2. Counseling of students and parents in the times of COVID lockdown was ensured to improve physical and mental health. 3. Extensive training of both faculty and students with regard to online teaching and learning, routine operations and administration. Emphasis was given to promote the Short Term courses and Faculty Development Programmes to be attended by at least 1 faculty member from each department. 4. Proposals for International and National seminars were prepared and submitted to ICSSR or other recognized bodies. The grant for organizing an International Seminar on the 550th Birth Anniversary of Shri Guru Nanak Dev Ji was received. 5. Introduction of new short term courses and value added courses was proposed.

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

Plan of Action	Achivements/Outcomes
To ensure sustenance and quality enhancement in academics	**Orientation programmes were organised for the first year UG and PG students. Library orientation was organized for the first semester post graduate students to familiarize them with library usage. As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and remedial classes were organized for them. For advanced learners, special classes were organised. Bridge classes were organised for freshers on UG level.**

	Activity based learning was promoted.
To formulate Academic Calendar, Annual Plan and Departmental Plan of the college	Activities were organized as per the academic calendar.
To ensure involvement of students in research activities	Students were guided to write research papers and present them. They were mentored to also conduct surveys and write research report on the areas of their choice. However, regional seminar for PG students was put on hold due to COVID lockdown.
To promote vocational training by Cosmetology, Home Science, Fine Arts and Fashion Designing Departments by promoting Industry Institution interaction	The workshops were organised throughout the year.
To make the students employment ready through skill development trainings to the students and mentoring students for undertaking business activities on the lines of 'Earn while you Learn'.	Trainings were provided by the teachers and mentoring was done regularly. Resultantly, students organised exhibitions and eatable stalls at various occasions.
To promote participation of students in extracurricular activities outside the college to ensure overall development of the students	Students participated in district, state and national level co-curricular events. Our students represented State of Punjab in Rashtrapati Bhawan event.
To organise and promote the participation of students in extracurricular activities inside the college for holistic development of the students	Various events like Talent Hunt are organised and important national and international days are observed regularly.
To create new clubs & committees for the benefits of the students or improve working of the college	Created Jigyasa, Clickr – Photography, Electoral Literacy, Patriotic and Buddies Clubs.
To generate financial resources by seeking financial grants under different heads from funding agencies	The proposals were made. The funds from Dharam Prachar Committee, Amritsar for organising international seminar were received. The grants were not received from UGC and ICSSR.
To motivate the faculty to present and publish Research work in International & National Journals and publish books or edit chapters in books.	The faculty members were highly motivated. Research articles from faculty of college and other institutions were received and compiled in college research journal 'ShodhDhara'.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Academic Council of College	17-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**22-Feb-2016**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**28-May-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College has partial MIS in operation. The following systems are fully functional in the Institute for years and additions are made eventually. 1. Biometric attendance system for staff is installed in the office. 2. Electronic message dissemination through email is done for all the official correspondence among faculty, office administration, principal and management. 3. Admission process is handled offline in college first and then details of the students is uploaded on portal provided by University and all the corresponding details from admission till availability of roll numbers can be accessed from this platform by the students. During the time of COVID induced lockdown, online admission process was initiated by providing admission form on website and the details of bank account of the college for payment of fees. Counselling sessions were held telephonically. 4. Digital learning platform like Edmodo helps the faculty to enroll students into various courses. This enables the students attempt quizzes, assignments and view assessments online. Faculty and students both can upload and share relevant content, videos and text. This is a tool which automatically creates a database or library for the students and the faculty. 5. Extensive use of instant messaging applications like Whatsapp and Telegram for information sharing and circulating notices among**

faculty and students. 6. Online platforms are used extensively for ensuring mentoring of the students not only in campus but off campus too. 7. CCTV and security systems are installed in all the rooms, corridors, main gate and outer areas. The CCTV cameras in the classrooms are helpful for additional supervision of the students while in examination and to ensure discipline too. 8. College library is automated. Library MIS software is being used wherein the record of every single book in library is maintained. The list of books is available at a single click of mouse. 9. Scholarship schemes are identified by the scholarship committee and enable the deserving and meritorious students to avail the benefits through online systematized procedures. 10. Computerization of services is in practice in the administrative office. Accounting information is processed through specific software like Tally. Services like admission process, student personal data, leave record maintenance, fees, results data, staff salary and other details are computerized. The budget is approved by management committee and forwarded online to the college. The payrolls and benefits under Employee Provident Fund and pension scheme are also calculated and provided online. 11. The college prints monthly report which contains information on key developments and achievements regarding institutional activities. The college monthly magazine 'Udaan' is also published highlighting 34 major events of the month. 12. The data is collected through Google forms, wherever required, as it facilitates the easy analysis and promotes paperless operations. Reports are prepared and forwarded in soft copies form using MSExcel, MSPowerpoint, etc. The social media profile of the institution is also actively managed by the IT Team. The latest news, updates and information is provided to various stakeholders through website, Facebook, Instagram and other social media platforms.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution has full autonomy to devise the mechanism for curriculum delivery in a well-planned manner. A wide range of customized strategies to deliver curriculum keeping in mind the needs of students are used. The academic calendar is framed as per the calendar given by university and the annual plan of the college. The departmental plans, time table, semester wise & weekly plans are made before the start of the session in which both the academic and other activities are planned. Every department submits the manpower requirement at the beginning of the session. The time table committee headed by the Vice principal and senior faculty members draws up a detailed time table based on departmental time tables which efficiently deploys the units of time for academic purposes. Subjects are allocated to the faculties based on their subject expertise and interests in the time table. Thus, balance among theory, practical and value added classes is ensured in the time table. The time table is finally approved by IQAC and Academic council. At the onset of the session, the orientation program is conducted in which students are acquainted with departments, courses, annual activities, syllabi and examination pattern etc. in detail. Bridge classes are organized to bridge the knowledge gap among the students who are new to the domain of the course. Along with classroom lectures, guest lectures and group discussions, modern modes of curriculum delivery like ICT tools including PowerPoint presentations, videos, e-quizzes, e-assignments are also used. Links of online notes available on SWAYAM, CEC, e-PG-Pathshala are provided to the students meeting the needs of their course. The documentation is made in the planners and e-platforms. To meet the attendance requirements as mentioned by university, the student attendance registers are maintained. Apart from this to ensure the practical exposure to the students, industrial & educational trips are organized, project work, lab work, seminars, surveys etc. are conducted as per the curriculum. In order to boost the vocational and other related knowledge, the departments ensure the workshops are organized from time to time. Students are encouraged to go for on the job trainings and opportunities are provided by the college too. Advanced Learners and Remedial students are enrolled in the special classes arranged for them to improve their performance and the records are maintained. The use of library is promoted among the students where they can access journals, newspapers, magazines, reference books etc. to update their knowledge and the attendance is recorded for the same. The academic results of the students of the mid semester test and university examination are recorded and evaluated for further actions.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Apparel Designing	Diploma and Advance Diploma in Apparel Designing	12/07/2019	365	Yes	Yes
Cosmetology	Diploma and Advance Diploma in Cosmetology	12/07/2019	365	Yes	Yes

Banking and Insurance	Diploma and Advance Diploma in Banking and Insurance	12/07/2019	365	Yes	Yes
Functional English	Diploma and Advance Diploma in Functional English	12/07/2019	365	Yes	Yes
IT	Diploma and Advance Diploma in IT	12/07/2019	365	Yes	Yes
Basic Cooking and Catering	Diploma and Advance Diploma in Basic Cooking and Catering	12/07/2019	365	Yes	Yes
Bio Technology	Diploma and Advance Diploma in Bio Technology	12/07/2019	365	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	12/07/2019

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	N.A.	12/07/2019

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

	Certificate	Diploma Course
Number of Students	219	140

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Short term course on Research Paper writing using Latex	01/08/2019	37
Short term course on Oil Painting and Fabric Painting	01/08/2019	10

Yoga and Mental Well Being	10/09/2019	35
Spoken English	01/10/2019	15
Short term course on Skin Care	11/01/2020	8
Personality Development Programme	27/02/2020	89
Short term course on Goods and Services Tax	01/09/2020	15
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Survey on Awareness about organic products among people of Gurdaspur	7
BA	Survey on Voting Behavior	5
BA	Survey on Skin Care	6
BSc	Survey on Haemoglobin level and awareness about iron rich food	8
BA	Survey on Study habits and attitude	100
BA	Internship of Hotel Training for Cooking	7
BVoc	Industrial Training on Production of garments	12
BCA	Project of Software Module	25
MSc	Project of Software Module	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback plays an important role in the evaluation, development and enhancement of the quality in each and every perspective of the institution. It is

collected from various stakeholders namely students, parents, employers, teachers and alumni through formal meetings, suggestion box, feedback forms and online platforms at different points of time in a year. The major stress is given to know the perspective of stakeholders on college infrastructure, administration, teaching-learning practices, courses, curriculum, sports, co-curricular activities, placements, etc. The points are calculated according to the ratings given by the respondents in the feedback forms. The 5 points scale is usually used for ratings. The student welfare feedback committee is entrusted to collect data from both UG and PG students at the end of the year. An initiative is taken by our worthy Principal to discuss the problems faced by students in academic and non-academic areas under the program titled 'Vidyarthi Darbar'. The committee has also created an email to receive the suggestions etc. from the students throughout the year. There is a suggestion box on the campus where the students can put in suggestions and complaints. The box is opened every week by the college administration under the supervision of the Principal. Feedback from parents is collected by a parent-teachers meeting organized by Parent-Teacher Association in the college. Apart from this, teachers stay connected with parents through telephonic conversation and online platforms like WhatsApp, email etc. Alumni Association collects data related to student progression, career opportunities and other related areas from alumni on Convocation and Alumni meet. Teacher's feedback is obtained from the teachers at the end of an academic session on curriculum and other related areas. However, due to outbreak of COVID followed by lockdown, the data was collected through online forms from the students and alumni. The analysis of the data is done by Maths Department in which values are assigned to metrics and averages and percentages are calculated. The analysis is then forwarded to the Academic Council, IQAC, and Think Tank for consideration and framing the policies, rules and plans for future. These ideas and proposals are then forwarded to the college authority and Governing Body for comments and approval. The implementation of these proposals is then ensured by the Principal and concerned committees.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nill	500	88	88
BSc	Medical and Non Medical	120	81	81
BSc	Computer Science	60	37	37
BSc	Economics	60	6	6
BSc	Fashion Designing	50	10	10
BCA	Nill	60	35	35
BCom	Nill	75	39	39
BVoc	Fashion Styling & Grooming	30	19	19
MA	Punjabi	60	10	10
MSc	Computer	30	13	13

	Science				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	**847**	**93**	**38**	**Nill**	**16**

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
54	**54**	**100**	**10**	**5**	**16**
	View File of ICT Tools and resources				
	View File of E-resources and techniques used				

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

Pt. Mohan Lal S.D. College for Women, Gurdaspur has a student mentoring policy in place to ensure a reliable and comprehensive support system for students. It aims to ensure that learners have the opportunity to work with mentors who will offer support and guidance on academic and non-academic issues. A group of a certain number of students is assigned a mentor. Thus, a personal relationship is created for a better understanding of the student's aspirations, strengths and weaknesses. College is committed to regular review of the effectiveness of the student's mentoring policy and to make adjustments as and when required in response to the needs of those involved. This Policy includes the following aspects: • To motivate, encourage, and advise the students about their upcoming student life, physical and mental health and listen to their issues with patience and help them solve their concerns with appropriate resources. • To support our students to achieve their potential while at college, in an environment where their academic progress and psychological wellbeing are aimed to be achieved. • Orientation is done by the mentors about infrastructure, facilities, committees and clubs which are at service and exclusively created for the students. • There is an evaluation process for assessing the effectiveness of mentors and mentoring programmes and also for identifying the possible challenges. Responsibilities of Mentor: • To generate interest in academics and other institutional activities amongst the students. • Provide guidance and assistance to increase the mentee's exposure to new experiences and advise the mentees on how to accomplish their goals. • Learners who are at risk of drop-out will have the opportunity to get guidance from mentors whose role will be to provide them with additional support in academic issues. • Counseling of the students to enhance mentees self-esteem through supportive, interactive and healthy discussions on related physical, mental, emotional and spiritual issues. • Maintain strict confidentiality of the information shared by the mentee. • If any student needs special academic tutoring, the mentor may direct the mentee to an appropriate faculty and even ask the faculty to help the mentees in a particular area. Mentees Roles And Responsibilities • Mentee should be punctual and well prepared for the mentoring sessions which are conducted every Saturday. • Mentee should approach the mentor with any topic of concern beyond the confines of class. • At the beginning of each session, the mentee should provide a brief update on progress since the last session. • Mentee should share her ideas, concerns and goals so that the mentor is able to place the situation in perspective. • Mentee is responsible to ensure that her needs are met in the best manner. All mentors should keep a confidential record about their mentees which exhibits a report of mentoring done by the teachers. These reports are periodically evaluated and effectiveness is monitored by Academic Council and IQAC.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

940	54	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	54	Nill	3	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. (Mrs.) Neeru Sharma	Principal	Judge in National Youth Parliament at DAV College , Jalandhar
2019	Mrs. Daljinder Kaur, Mrs. Pardeep Kaur, Dr. Rama Gandotra, Mrs. Poonam Seth, Mrs. Seema Mahajan	Assistant Professor	Nation Builder Award by Rotary International District 3070
2019	Ms. Jagjeet Kaur	Assistant Professor	Judge in "Chote TashanBazz 2" organized by Novelty Mall
2019	Mrs. Punita Sehgal	Assistant Professor	Awarded as Guest speaker at Hindu Kanya Maha Vidhyalaya, Dhariwal
2019	Mrs. Gurdeep Kaur	Assistant Professor	Judge in Science Exhibition at HRA International School, Gurdaspur
2020	Dr. (Mrs.) Neeru Sharma	Principal	Awarded by Deputy Commissioner, Gurdaspur for organizing online competitions under Mission Fateh-an awareness campaign against COVID-19 by Punjab Government
2020	Mrs. Sandeep Kaur Goraya	Assistant Professor	Certification from MHRD, Government of India on account of conducting 'AISHE' of the college
2020	Mrs. Jyoti Saini,	Assistant	Best Teacher

	Dr. Sukhwinder Kaur, Mrs. Harjeet Kaur, Mrs. Sandeep Kaur Goraya, Mrs. Punita Sehgal, Mrs. Harsha Sharma, Mrs. Samita	Professor	Award from Bharat Vikas Parishad, Gurdaspur
2020	Mrs. Punita Sehgal, Mrs. Harsha Sharma, Ms. Jagjeet Kaur, Mrs. Paramjeet	Assistant Professor	Awarded by Deputy Commissioner, Gurdaspur for organizing online competitions under Mission Fateh-an awareness campaign against COVID-19 by Punjab Government
2020	Mrs.Palwinder Kaur	Assistant Professor	Appreciation Award from Jim Corbett National Park, Nainital
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	Nill	4th	05/10/2020	20/11/2020
MA	Punjabi	4th	08/10/2020	19/11/2020
MSc	Computer Science	4th	01/10/2020	26/11/2020
PGDCA	Nill	2nd	06/10/2020	04/12/2020
BCom	Nill	6th	03/10/2020	12/11/2020
BCA	Nill	6th	24/09/2020	20/11/2020
BSc	Fashion Designing	6th	28/09/2020	18/11/2020
BSc	Medical, Non Medical, Computer Science and Economics	6th	08/10/2020	17/11/2020
BA	Nill	6th	08/10/2020	17/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Under the continuous internal evaluation system, monthly class tests and mid-semester exams are conducted during each semester. The 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. Each and every student is given individual attention and guidance by the teacher regarding the way of presentation in exams, the points where students performed well and where they need improvement. The students are honored for their better performance in academics, sports and extracurricular activities. Parent-Teacher Meet is conducted once each semester to inform parents about the performance, attendance, behavior and aptitude of their wards. A re-test of absent students is taken. The students who are slow learners are given special attention and remedial classes are arranged for them. Slow learners are encouraged to attend remedial classes, prepare short and easy notes to attain good results. Special counseling sessions are arranged for Advance Learners where they are motivated to work hard and excel in University examinations. College Principal and Advance Learner Incharges arrange class-wise meetings for them in which they are guided and provided reference books, questions bank. An initiative is taken by our worthy Principal to discuss the problems faced by students in academic and non-academic areas under the program titled 'Vidyarthi Darbar'. It is organized before examination in every semester in which feedback from students is taken and tips are given.

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

The academic calendar is prepared well in time before the commencement of the academic session on the basis of the calendar given by the university and the annual plan of the college. The dates given by University for examination and vacations are adhered to strictly. Departmental plans are also devised on the basis of the academic calendar to plan the academic and non-academic activities for the session. The examination committee of the college preplans the schedule for the mid-semester test in each semester. At the end of examinations, a Parent-Teacher meet is organized to declare the results and inform parents about the performance, attendance, behavior and aptitude of their wards. University calendar is followed for the conduct of final examination, practicals and viva – voce. For the enhancement of in-depth knowledge of the students, guest lectures, seminars, workshops are organized every semester. Days of national and international importance are celebrated. On-the-job training and placement drives are organized at the end of the session. In case of any unforeseen circumstances, either the scheduled events are postponed or dropped altogether. All the guidelines regarding the COVID-19 period received from University as well as UGC from time to time are considered and implemented. Amid chaos created by the pandemic, information regarding lockdown, classes, datesheet and university exams was conveyed to students thoroughly on regular basis. University conducted an open book examination for outgoing classes of UG and PG and answer sheets for the same were submitted online by the students for evaluation.

2.6 – Student Performance and Learning Outcomes

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

http://www.ptmlsdc.ac.in/campus/results/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	PGDCA	Nill	11	11	100

Nill	MSc	Computer Science	9	9	100
Nill	MCom	Nill	22	22	100
Nill	MA	Punjabi	12	12	100
Nill	BSc	Fashion Designing	12	12	100
Nill	BCom	Nill	35	35	100
Nill	BCA	Nill	29	29	100
Nill	BSc	Medical, Non Medical, Computer Science and Economics	88	88	100
Nill	BA	Nill	83	83	100
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2.7 – Student Satisfaction Survey

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

http://www.ptmlsdc.ac.in/campus/feedback-analysis/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Scope of Retail Management	Commerce Department	14/07/2019
Workshop on Electronic Machines and techniques	Fashion Designing Department	27/08/2019
Intellectual Property Rights	Commerce Department	17/04/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
NIL	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Punjabi	2	Nill
International	Computer Science	1	Nill

View File

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

Department	Number of Publication
Sociology	2
Commerce	4
English	2
Mathematics	2
Computer Science	1
Fashion Designing	3
Punjabi	7

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nill	0	Nil	Nill

View File

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

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

View File

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	49	190	Nill	1
Presented papers	7	10	Nill	Nill
Resource persons	1	2	1	1
		View File		

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness regarding Stubble Burning in neighboring rural areas of Gurdaspur	NSS Department of GNDU, Amritsar and NSS Club of College	2	300
3 day Workshop on Youth Leadership and Community Development	Nehru Yuva Kendra, Gurdaspur and Youth Club of College	3	40
Lecture on 'Personal Hygiene'	Inner wheel Club, Gurdaspur with Science Department	7	150
Observing 'Anti Plastic Day'	Environment Protection Society, Gurdaspur with Environment Association and Youth Club of College	6	100
Celebration of Action Month on 'Legal Literacy'	District Free Legal Aid Cell, Gurdaspur and Youth club	2	80
Installation and awareness of 'Shakti App'	Punjab Community Police, Saanjh Kendra, Gurdaspur and NSS Club of College	50	400
Lecture on 'Iron Rich Food', installation of sanitary pads vending machines and free Hemoglobin checkup camp	Inner wheel Club, Gurdaspur with Health club and Red Ribbon Club	6	120

Test on Ambedkars life	Prabodh foundation, Jalandhar with Social Sciences Department	4	100
Celebration of Martyrs Day	Heritage Society, Gurdaspur with History Department	2	100
Celebration of Kargil Vijay Diwas	Jai Hind Sewa Club, Gurdaspur with Political Science Department	2	80
[View File](#)			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Celebration of festival Teej under the theme 'Mela Dhiyan Da'	Teej Queen	District Administration and Heritage Society, Gurdaspur	5
Quiz on Punjab State	3rd Position	Bhasha Vibhag, Gurdaspur	1
Celebration of Republic Day by presenting Giddha	Appreciation award	Cabinet Minister Smt. Aruna Chaudry	11
Declamation Contest on Vinoba Bhave Jayanti	1st , 2nd and 3rd position	Prasthan Aashram, Pathankot	3
Zonal Youth Festival	2nd and 3rd position	GNDU, Amritsar	30
Celebrated 'Dhiyan Di Lohri' on Lohri Festival	Best in sports and best in academics	Best in sports and best in academics	2
Conducted Moral Education Examination	1st, 2nd and 3rd position appreciation certificates to students and appreciation certificate to college	Guru Gobind Singh Study Circle, Ludhiana	60
Representing State of Punjab by presenting State Folk Dance 'Giddha' at Rashtrapati Bhawan, New Delhi	Appreciation Award	President of India, Rashtrapati Bhawan, New Delhi	12
Vedic Bhashan Pratiyogita	2nd Position	PCMSD College, Jalandhar	1
[View File](#)			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
National Youth Day	Jai Hind Sewa Club, Gurdaspur and Youth Welfare Club of College	Lecture on Teaching of Swami Vivekananda and Quiz Competition	3	60
Children's Day	District Literacy Club, Gurdaspur and Buddy Club	Games, Sweets Distribution	2	50
Save Water Day under theme 'Save Water'	Environment Association, Environment Protection Society, Gurdaspur and Science Department	Slogan Writing	8	30
Voting Awareness	District Administration, Gurdaspur with Youth Club	Lecture	6	100
SVEEP Activities	District Administration, Gurdaspur with Youth Club	Painting, Nail, Art, Mehndi, Rangoli and Poster Making Competition	5	30
Awareness Seminar on 'Anti Drugs'	Naya Yug Nayi Soch, Punjab with Youth Welfare Club of College	Seminar and Presentation on First Aid Techniques	5	70
Lecture on Natural and Herbal Therapy	Shine Health Care Centre, Chandigarh with Cosmetology Department	Lecture and Demonstration	4	47
Moral Education Examination	Guru Gobind Singh Study Circle, Ludhiana with History Department	Examination	2	60

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	48	Nil	118

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Visit	Visit	Komal Straw Board and Mill Board Industries , Gurdaspur	21/09/2019	21/09/2019	15
Tutorials	Tutorials	IIT Bombay, MHRD Government of India	13/09/2019	13/09/2019	457
Lecture	Lecture on Career Guidance	Civil Services Academy, Gurdaspur	04/09/2019	04/09/2019	30
Lecture	Lecture	Naya Yug Nayi Soch Welfare Society, Punjab	11/09/2020	11/09/2020	85
Social Welfare Project	Social Welfare Project	Rotary Club-Midtown, Gurdaspur	05/05/2020	05/05/2020	12
Promotion of Art and Culture	Promotion of Art and Culture/Seminar/ Use of College Premises	District Heritage Society, Gurdaspur	10/08/2019	10/08/2019	50
Seminar	Seminar	Bharat Vikas Parishad, Gurdaspur	04/09/2019	04/09/2019	70
Declamation Contest	Declamation Contest	Environment Protection Society, Gurdaspur	19/11/2019	19/11/2019	20
Seminars/ Competitions	Seminars/ Competitions	Jai Hind Sewa Club,	26/07/2019	26/07/2019	70

/Lecture	/Lecture	Gurdaspur			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ATEC Educational Society, Gurdaspur	05/07/2019	Training/lectures/ workshops	15
Nagi Brothers, Batala	19/06/2019	Industrial Visits	25
IIT Bombay, MHRD Government of India	13/09/2019	Tutorials	465
The Beauty Castle Salon, Gurdaspur	03/05/2019	Training/ Workshops	11
Amba Boutique, Gurdaspur	02/05/2019	Training/ Guest Lectures/ Workshops	20
Anamica Beauty Salon and Academy, Gurdaspur	02/05/2019	Training/ Guest Lectures/ Workshops	25
Riwaz Boutique, Gurdaspur	19/04/2019	Job Training	20
Civil Hospital, Babri, District, Gurdaspur	20/08/2019	Medical Checkups/ Lectures	60
Stargaze Education Hub, Jalandhar	01/10/2019	Workshops/ Personality Development Program	25
Komal Straw Board and Mill Board Industries, Gurdaspur	21/09/2019	Training	15

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	682780

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Lib (LMS)	Fully	2.4	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2678	483998	117	19231	2795	503229
Reference Books	1691	593905	43	33383	1734	627288
Journals	8	19630	3	7880	11	27510
Digital Database	132	6740	85	5100	217	11840
CD & Video	113	5650	12	600	125	6250
Weeding (hard & soft)	118	26658	22	8000	140	34658

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

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

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	87	5	2	1	1	1	1	50	0
Added	0	0	0	0	0	0	0	100	0
Total	87	5	2	1	1	1	1	150	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
YouTube	https://youtu.be/cPvoLgcPOhc
Slideshare	http://www.slideshare.net/tamana2223/stages-of-consumer-buying-behaviour?from_m_app=android
Blog	ravneetarora.blogspot.com

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
255500	190153	739500	762088

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of Campus Infrastructure: Adequate human resources are assigned exclusively for the maintenance and 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. A supervisor and sweepers are appointed for the cleanliness of the campus and the hostel. The institution outsources the maintenance services of infrastructure facilities. Following is the list of Annual maintenance contracts: • Fire Systems Maintenance • Maintenance of UPS • Water Tank Cleaning • Drinking Water Testing AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institution is assigned to an external agency. The institution has a vegetable garden which is maintained by the gardener appointed by the college. The organic produce of the garden is used in a hostel and sold among the stakeholders. Maintenance of Equipment Computing Facilities: The institution has dedicated staff who ensure the maintenance of equipment and computing facilities. All the electrical and electronic equipment are looked after by the team of Maintenance Committee. AMC is signed with an external technical agency. Routine computer maintenance, software installations, networking are handled by the administrative office and Computer Department. Antivirus software is purchased and updated annually for the smooth working of all the computers in the institution. Science labs are maintained by Lab Attendant. She instructs students about different combinations of salts, chemical gases and handling of physical equipment carefully. Maintenance of sewing machines in Fashion Designing department is also done from time to time. Cosmetic products used in the Cosmetology department are frequently checked and expired products are disposed of accordingly by the concerned Assistant professor. Food products used in the Home science lab are also checked properly for their nutritious value and expiry date. The maintenance committee and concerned assistant professor take note of the maintenance of all types of equipment and products used in all laboratories. Library: Library is holding a collection of 10,812 books. It has subscribed to 43 current print journals/magazines of national as well as

international repute and have more than 256 CDs/DVDs as a part and parcel of its collection. To keep proper track of maintenance of the library books, stock verification process is conducted by a committee constituted by the Principal in the month of June. Sports: The institution has large open grounds for a number of sports like Volleyball, Basketball and Wushu etc. which is utilized by the students. Maintenance of these sport facilities is taken care of by the coaches of respective games and the Physical Education department. Indoor games facilities such as Chess, Ropes for skipping, Ludo and Carromboard etc. have been bought and maintained properly. First aid kits are kept by Health Club. Sports kits are provided to students and are upgraded from time to time by the Physical Education department.

http://www.ptmlsdc.ac.in/campus/maintenance/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fatherless, Parentless, Merit Scholarship, Army Ex-serviceman, Sister Concession , Need Based (Donation by Principal, Teachers and other donors)	670	1215890
Financial Support from Other Sources			
a) National	Dr. Ambedkar Post Matric SC Scholarship Scheme, Sikh minority, Retired Govt. Teachers Association1	156	1912521
b)International	NGO Dheeyian Pukardian, USA	15	180000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Youth Leadership and Community Development	05/01/2020	40	Nehru Yuva Kendra, Gurdaspur Youth Club of college.
Mentoring	20/07/2019	838	All class Incharges
Personal Counseling	13/03/2020	110	District Employment Generation and Traning Centre,

			Gurdaspur
Meditation	10/09/2019	25	College faculty
Yoga	21/06/2020	22	Mrs.Tajinder Kaur ,Yoga Instructor
Bridge Courses on Mathematics	01/09/2020	15	College faculty
Bridge Courses on Business Organization	01/08/2020	50	College faculty
Language Lab.	26/07/2019	115	GGDSD College, Chandigarh, College Faculty
Remedial Coaching	24/09/2019	145	College faculty
Soft Skill development	26/07/2019	65	GGDSD College, Chandigarh, College Faculty

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career guidance and counseling for competitive exams	115	115	Nill	Nill
2020	Career guidance and counseling for competitive exams	105	105	25	14

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

| RS Electronics, HRA International School, S S Associates | 24 | 6 | Vardhman, Axis Bank, ICICI Bank | 62 | 4 |

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	125	UG to PG	Arts, Science, Computer Science, Commerce	GNDU, Amritsar, Khalsa College, Amritsar, DAV College, Amritsar , DAV College, Jalandhar, Baring College, Batala, Panjab University, Chandigarh, Beant Engineering College, Gurdaspur	M.Sc., MBA, M.Com, MA, M.Sc. (IT), PGDCA

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

Items	Number of students selected/ qualifying
NET	3
Any Other	13

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

Activity	Level	Number of Participants
Self Defence for girls	College	280
Volley Ball	District	12
Taekwondo	District	4
Pt. Mohan Lal Memorial Tournament	District	48
Celebration of festival Teej- Mela Dhiyan Da	College	30
Karwa Chauth celebration	College	20

Bharat Natyam Recital	College	50
Celebration of 550th Parkash Parv of Shri Guru Nanak Dev Ji	College	10
Quiz on Andhra Pradesh Culture	College	6
Celebration of Teacher's Day	College	15

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Honoured by President of India on the eve of Rashtra pati Bhawan Diwas' Celebration	National	Nill	1	1402, 26 15,1704,50 05,1846,50 12,2651,39 12,5015,50 17,1703	Navchetan, Simranjit Kaur, Arshdeep Kaur, Avalpreet Kaur, Ramandeep Kaur, Davi nderjeet Kaur, Arshdeep Kaur, Ragini, Mona, Kawaljit Kaur, Anuradha
2020	Honoured by Shriomani Gurdwara Parbandhak Committee, Amritsar (Gold Medal)	National	Nill	1	2652	Baljinder Kaur

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

The college has a well functional Student Council known as Central Association. It is a platform to give students representation in the academic, extracurricular and charitable activities of the college. The objective of this association is to inculcate a sense of devotion towards duty, honesty, team spirit, discipline, confidence and the habit of serving others among the students. It provides an opportunity for students to engage in a structural

partnership with teachers and other students to create a sense of responsibility among them. Central Association of our institution is one such platform that performs remarkable services to reflect the values and traditions of excellence. Members of association along with their dedicated Incharges work excellently throughout the whole session and create an atmosphere in the college which is conducive to the all-round development of the students and so as of the institution too. The association is constituted every year through elections in college. Investiture ceremony for various posts like Head girl, Vice head girl, Secretary, Treasurer, Swachh 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. Each member is responsible for the smooth conduct of the meetings and events. They perform discipline duties in their free lectures in the college. The class representatives bring forward the views and suggestions of the class with respect to the faculty, subjects, syllabus, timetable and other academic and non-academic issues. Central Association members also observe important days like national festivals, birth/ death anniversaries of important leaders, International Women's Day, farewell day, World literacy Day, World AIDS Day , Constitution Day, Pie day etc. They often also help raise funds for various activities including social events, community projects like 'Sharing Happiness with others'- a Diwali project and 'Samvedna'-Lohri project in which students visit old-age homes, slum areas, Khushth Ashram, orphanage, Central Jail of Gurdaspur etc. During all important college functions, rallies, awareness campaigns and different projects, Central Association members are always on their toes. Various co-curricular programs like Talent Hunt, workshops and seminars are organized in collaboration with Central Association every year. Regular trips and tours are organized to places of the historical importance and educational interest in which students participate with full enthusiasm as group leaders. In order to ensure fair representation to students, they are designated as President, Secretary and members of different clubs and committees formed such as: Patriotic club, Electoral literacy club, Buddies club, Library committee, Science club, Social Sciences Society, Sports Club, Open Mike Club, Enactus club, IT club, Student welfare and feedback committee, Motivational corner, BYAS (Books, You and Silence), Newspaper club, SD Swachh committee, Beautification committee, Save Energy club, Sanatan Dharam Sabha, Hostel Committee, Youth Welfare Club, Rotaract Club, NSS, Environment Association, Women Cell, Grievance redressal Cell, Wall magazine, Red Ribbon Club, Heritage walks, Hospitality Committee, Social Sciences Society, Language Society etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

182

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

25629

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association conducts regular meetings throughout the session in order to plan and ensure successful conduction of events and activities to serve the interests of alumni, students, college and society. The activities organized by Alumni Association are:- 1. Home Science Department organized three days

workshop on salad making and cooking recipes for teachers, students and hostellers. Our alumnus, Rupinder Kaur was the demonstrator. 2. 'Alumni Meet 2020' was organized by the Alumni Association in collaboration with the Career Guidance and Placement cell of the college for the batch 2018-19 dated 3rd March 2020. Simultaneously, feedback data and forms were collected from the students. Ms. Sandeep Kaur Goraya, Incharge of the Career Guidance and Placement cell addressed the alumnae about the 'Punjab Placement fair'. Alumni Incharge, Ms. Komal Mahajan asked students to register themselves on the college website and stay in touch through online media and gave the training to make resumes and face the interview. 3. Alumni group has been created on WhatsApp and all activities, achievements and news clippings are shared in that group. 4. Ms. Sukanya Mahajan, an alumnus from the Commerce department donated 33 books to the library. 5. On 5th January 2020, 3-day workshop on 'Youth leadership and Community development' was organized by Nehru Yuva Kendra, Gurdaspur and the Youth club of the college on the campus. During this event, 40 volunteers- 20 girls from our college and 20 youth of the district participated energetically. Ms. Kajal Mahajan, an alumnus from the Commerce Department was one of the speakers invited for the three-day event. 6. International Human Rights Day was celebrated by the Political Science department, Sociology department and Women Cell on 10th December 2019, where alumnus Kajal Mahajan was invited as speaker. 7. Our alumni assist in training the teams for participation in Zonal Youth Festival organized by GNDU. 8. Regular job openings are communicated to alumni through Whatsapp groups. 9. Well-placed alumni are invited to deliver one-day lecture to the UG classes. 10. 72 books were donated by our alumni in college library.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Practice of decentralization and participative management is evident in every sphere as each stakeholder performs respective role in planning and implementing activities for the overall development of the institution. The college's administrative and academic structure is designed in such a manner so as to make it more participative. Principal is the administrative and academic head. There are other designations like Vice Principal, Dean Admission, Dean Administration, NAAC Coordinator, NAAC Co-Coordinator, Deans ECA, Registrar, Bursar, and Staff Secretary for enhancing admission, smooth conduct of administration, organizing cultural activities, smooth conduct of exams in the college etc. ? The institution has in place various academic and non-academic committees such as the IQAC, Think Tank, Advisory Committee, Admission Committee, Career Counseling Placement Cell, Tutorials, Academic Council, 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, 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. These committees and clubs are required to plan and strategize academic, cultural and socially relevant value-based projects, which would promote the all-round development of all the stake-holders. Every year, new clubs and committees are added so that proper attention can be given to each and every aspect of the institution. Incharges and members of every department, club and committee discuss and finalize the time, date and venue of the activities to be organized as per the plans devised at the beginning of the year with Principal before hand. Students are also empowered to play important role in different activities and the

student President, secretary and the members are involved actively. Functioning of different roles and responsibilities at various clubs and committees further reinforces decentralization. ? The Heads of the Department are given full autonomy to organize departmental activities and solve the matters at the departmental level with the respective faculty members in consultation with the Principal. They maintain departmental records and plan activities for the effective implementation of the same. Regular meetings are convened amongst management, principal, committee members and the student representatives through which matters of strategic importance are discussed with equal opportunities to share their constructive suggestions. The college prepares financial budget at the beginning of the year. This is prepared by office administrative head in consultation with Dean Administration and the departmental heads. Thereafter it is verified by the college principal and sent for approval to the GGDSD College society. The society approves budget and forwards to the institution. Non-teaching staff also gets representation in the governing body and the IQAC. Suggestions by non-teaching staff are considered while framing policies or taking important decisions. Thus, institution promotes the culture of participative management at the strategic level, functional level and operational level.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The Admission committee of the college and all faculty members work tirelessly to ensure fair and hassle free admission of students. Admission is done as per norms and schedules set by university. The college makes all sincere efforts to elevate admission through advertisement and admission campaign. Various scholarships are given to toppers and needy students. Special incentives are provided to SC/ST, minority, parentless, fatherless, ex-serviceman, sport person, and meritorious students. Counseling sessions are organized both online and offline according to aptitude of students.
Industry Interaction / Collaboration	The institution tries its best to rope in various corporate houses in order to enrich placement opportunities for the students. A number of efforts have been taken to ensure that in today's knowledge based economy, the institution produces graduates who have outstanding knowledge and skills to meet the needs of the employer. Not only this, mentoring is also done in order to make the students commence the business on their own or in collaboration with industrial bodies.

	Industrial and educational visits to IT parks, Legislative Assembly, Income Tax department and corporate world is regular practice in the college. MOUs are signed with various industrial and academic bodies. Workshops and training are organized by Home Science, Cosmetology and Fashion Designing Department of the college in collaboration with various bodies to provide first hand knowledge to the students.
Human Resource Management	Realizing the significance of human resource management in true sense, the college works towards attracting and maintaining a competent, committed and satisfied work force. The institution appoints qualified faculty as per University norms. Under the guidance of IQAC, the institute organizes various Faculty Development Programme for both teaching and non-teaching staff members for upgrading their skills in tune with the latest changes and technology. The college has always encouraged its faculty members to avail opportunities to attend orientation Programmes, refresher courses and short term courses organized by university from time to time. Apart from this, faculty is also encouraged to apply for major/minor research projects and their progress and achievements are duly put on record. Study leave is provided for upgrading their qualification. Duty leave is given to attend seminars, conferences and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	The College is equipped with well stocked library. Library is holding a collection of more than 10812 books. It has subscribed to 43 current print journals/ magazines of national as well as international repute and have more than 256 CD's/DVD's as a part of its collection. The college has provided its students with free high speed internet and Wi-Fi facility. The presence of ICT hasfacilitated teaching-learning in classrooms. The college has well-furnished classrooms, well equipped science laboratories, fashion designing, home science and cosmetology laboratories,reading room, seminar hall, student centre, computerized administrative block, smart class rooms, cafeteria, hostel, Wi-Fi campus and ecofriendly botanical and kitchen

		garden.
	Research and Development	Not only the faculty but also students are motivated to write and present research papers. Regional seminar is organized where students present their papers in order to build their research acumen. To foster the individual academic growth of faculty, the faculty members are motivated to apply for research projects. They are also encouraged to publish their papers in national and international journals. To instill importance of research, college regularly organizes conferences, seminars and workshops in which eminent scholars are invited. Faculty members attended online national and international webinars during COVID-19 pandemic. They also acted as resource persons. Duty leave is provided to faculty for research promotion. Google scholar platform is used for citation and indexing. An initiative by Research Committee of the college has been taken for publishing the research journal 'SHODH DHARA' for which research papers have been invited.
	Examination and Evaluation	The different departments of the college are required to prepare their students according to the university-prescribed syllabus and organize examinations according to the university-recommended schedule. Mid-semester examinations are conducted according to the university prescribed examination pattern once in a semester to monitor the performance of the students. Answer sheets are shown to students. Results of students along with lecture statement are shown to parents in Parent Teacher Meet. Retest of the students are taken who were absent in the mid semester test. Remedial coaching is organized for slow learners. In addition there is continuous evaluation through class tests, group discussions, quiz, projects etc. This exercise prepares students for final practicals and viva-voce by the university. Queries are taken using WhatsApp, email, Edmodo, telephonically and through physical presence. Online Mid-semester examinations, evaluation and quizes were organized in the times of COVID.
	Teaching and Learning	Interactive and collaborative

	learning among the students is ensured through audio-visual aids, LCD projectors, Smart ICT enabled classrooms, well equipped laboratories and reading rooms. Online teaching is done through Google Meet and Zoom platform. Lecture using videos and PowerPoint presentations related to subject are delivered by teachers to students. Library use is also encouraged. Faculty members evaluate the students in both offline and online manner, through monthly tests, assignments, group discussions etc. Various guest lectures, workshops, tutorials and training programmes are organized for students. Mock interviews, placements and employability tests are also organized. We facilitate learning among students even outside the classroom by organizing educational trips and tours to various places like Punjab Legislative Assembly, Chandigarh, Income Tax Office, Ludhiana and Industrial visits to different places.
Curriculum Development	Since the college is affiliated with Guru Nanak Dev University, Amritsar, the curriculum is developed and uploaded by them on the website which is to be followed by the college. The various academic bodies of GNDU, Amritsar develop the curriculum and the college opts wide range of programmes offered by them. These include application oriented, skill based and interdisciplinary electives along with core programmes. As per the needs of the students and job prospects, value added and certificate, diploma and advanced diploma courses are there. The IQAC ensures the proper curriculum implementation. The online as well as manual feedbacks are taken from students and parents regarding various courses running in the college.

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

E-governace area	Details
Planning and Development	Planning and development is the prerogative of the Governing Body. The proposals pertaining to Planning and development from various stakeholders are received by the Principal at her office and tabled in the Governing Body meeting in front of all the members for an open discussion. The decisions are

	then translated into action as per the required needs. All documentation regarding action plan, academic calendar, various committees, self appraisal forms, feedback, audits is done using ICT and is routed through IQAC. The college annual budget is sanctioned by GGDSD college society. The monthly report is sent to GGDSD college society. Minutes of meetings and action taken reports are sent to head office through emails. Governing body meets were conducted online throughout the year during COVID times.
Administration	Biometric attendance of the college staff members is maintained and emailed to GGDSD college society every month. Faculty sends the intimation regarding leave using WhatsApp and email. Notices for faculty and students are circulated through WhatsApp. For the purpose of official correspondence the use of email is promoted. Departmental meetings, governing body meetings and all other meetings were organized through Google Meet and Zoom App by institution in the period of COVID.
Finance and Accounts	Salary is directly credited into bank account of all the staff members. Under EPF scheme, the college sends details to the consultant appointed by the college and then he generates challan and amount is transferred to the government account .The college conducts regular internal audit of annual books of accounts. Bursar supervises the financial aspects of the college. All the financial records are properly maintained by the administrative staff using software like Tally. Word processing software, MS Excel etc. are also used for record keeping.
Student Admission and Support	Students are admitted using offline mechanism in place and fee is received in cash, cheque and direct credit into bank account of the college. Thereafter, fresher students are registered on university portal and assigned unique student ID. Using this ID to login on portal, students can assess the facilities like fetching registration information, applying for migration, re-evaluation etc. In the times of COVID, students were also admitted online. Admission form is available on the college website. The

	counseling session were also organized online and telephonically for the prospective students. Keeping in view the financial constraints of a few students the college allows them to take admission with minimum amount of rupees two thousand in every semester. Uniforms are also given to needy students.
Examination	As far as University examinations are concerned, the practical / viva voce marks are uploaded on the GNDU portal every semester. In the times of COVID, mid semester examination were conducted online through the use of WhatsApp and email where question papers were uploaded on WhatsApp and sent through email too. The attendance of students was marked online and Google Meet Platform was used to invigilate them. The answer sheets were sent in the form of PDF by the students and teachers marked them online. The University examinations were also held in the same manner. Separate email ids were created for receiving question papers from University and receiving answer sheets in the form of PDF from the students appearing in examination.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mrs. Punita Sehgal	Membership	Sahitya Saurabh Academy, Punjab	2100
2019	Dr. Dinesh Sharma	Membership	Sahitya Saurabh Academy, Punjab	2100
2020	Mrs. Sandeep Kaur	Faculty Development Programme organised by Aadhyapana, Banglore	Nill	1000
2020	Mrs. Sandeep Kaur	Faculty Development Programme organized by International Institute of	Nill	500

Year					
		Organized Research			
2020	Mrs. Sandeep Kaur	Membership	International Institute of Organized Research	200	
2019	Mrs. Daljinder Kaur	Seminar organised by Shahzada Nand College , Amritsar	Nill	500	
2020	Dr. Rama Gandotra	Conference organised by Daulat Ram College, New Delhi	Nill	800	
2020	Dr. Khushboo Aggarwal	Short term course organised by MHRD, GNDU , Amritsar	Nill	1000	
2020	Mrs. Jyoti Saini	Faculty Development Programme organised by Aadhyapana, Banglore	Nill	1000	
2020	Dr. Neeru Sharma	Seminar organised by BBK DAV college for Women, Amritsar	Nill	1200	
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Faculty Development Programme on planning for revised NAAC framework	Faculty Development Programme on planning for revised NAAC framework	30/07/2020	31/07/2020	45	9
2020	Nill	Faculty			Nill	9

		Development Programme on Networking	11/03/2020	11/03/2020			
2020	Nill	Training for CCTV Cameras operation and settings	15/01/2020	15/01/2020		Nill	10
2019	Nill	Workshop for mushroom cultivation	10/12/2019	10/12/2019		Nill	10
2020	Faculty Development Programme on Health Awareness	Faculty Development Programme on Health Awareness	08/02/2020	08/02/2020		45	9
2020	Faculty Development Programme on Yoga	Faculty Development Programme on Yoga	21/06/2020	21/06/2020		45	2

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme on ICT for Teaching and Evaluation	1	01/05/2020	02/05/2020	2
Faculty Development Programme on NAAC Revised Framework	1	10/04/2020	15/04/2020	6
Faculty Development Programme on E-Learning	1	26/02/2020	26/02/2020	1
Short term course on Transformative Role of Language and	1	24/02/2020	24/02/2020	1

Literature: Issues, trends and Challenges				
Workshop on Cyber Securities	2	21/12/2019	27/12/2019	7
Faculty Development Programme on Virtual Classroom	3	08/05/2020	17/05/2020	10
Faculty Development Programme on GST and Internal Audit	4	20/05/2020	25/05/2020	6
Faculty Development Programme on Technical Skill Development	1	01/06/2020	05/06/2020	5
Faculty Development Programme on E-Governance	1	11/06/2020	12/06/2020	2
Faculty Development Programme on Skill Enhancement	4	14/06/2020	20/06/2020	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	54	14	24

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Faculty members are motivated to participate in faculty development programs and for upgrading their education. Various kinds of leave are available for teaching staff such as casual leave, earned leave, medical leave, duty leave and maternity leave. Diwali bonus is given to the faculty members. Financial aid is	Various kinds of leave are available for non-teaching staff such as casual leave, earned leave, medical leave and maternity leave. Diwali bonus is given to the non-teaching staff. Accommodation facility for non-teaching staff is provided. The institute provides monetary benefits on festivals. College uniform is also	Student Welfare Fund is used for betterment of needy students. Book Bank facility, scholarships and free-ships are given to meritorious students. Health Facilities are also available for students. Concessions to minority students, sportsperson, fatherless child, parent less child, sister concession and army personnel are given

provided to the faculty members in the times of need by the peers. Accommodation facility for teaching staff is provided. Study leave for Ph.D. and other exams are also given. Group insurance is offered by management of the college.	provided to the non-teaching staff. The institution organizes Neki Ki Diwar to help support staff twice a year. Group insurance is offered by management of the college.	to students. Uniforms are provided to the needy students. Part time employment is also provided to meritorious students. Group insurance is offered by management of the college.

6.4 – Financial Management and Resource Mobilization

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

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 college. Sponsorships are also sought from individuals and NGOs for cultural events. An accounts department is there in the college to monitor the optimum utilization of funds for various recurring and non- recurring expenses for the identified purposes as per the budget. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books etc. The Institution has a mechanism for internal and external audit. Internal check mechanism are in place. Bursar supervises the financial aspects and authorizes every single expenditure. Thereafter, the 2 level authorization is followed with Vice Principal and Principal as authorizing signatories. A team constituted by principal does the stock verification at the end of the year. Internal Audit is conducted once in every year by Chartered accountant appointed by GGDSD College society, Chandigarh.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, Endowment fund, Jai Hind Sewa Club, Hira Devi Trust, Environment Protection Society, Naresh Kalia, Amarjit Singh Bhullar, Ashok Patial, Swati, Inderjit Singh Bajwa, Dr. Khushboo, Money, Seema, Engg. Ram Kumar, Om Prakash kalia, Mridula	222750	Student welfare and payment of property tax
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6.4.3 – Total corpus fund generated

11091683

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	Nill	Yes	IQAC
Administrative	Yes	GGDSD College society, Chandigarh	Yes	Office Staff

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

? Parent Teacher Meet is organized twice a session which helps in obtaining feedback from parents for better functioning of college. ? Parents are guided about their wards' performance in academics, co-curricular activities and class behavior. ? Counselling of parents was done by teachers during first wave of pandemic regarding online classes. Parents were also motivated to provide mobile phones to their daughters. ? Constructive suggestions are invited from parents from time to time.

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

? Health facilities, medical aid, medical checkups, health awareness and yoga camps are organized for support staff. ? Free accommodation facilities for support staff. ? Monetary incentives and free uniforms are given. ? Honoring of support staff on Labour Day.

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

? ICT based teaching is provided to students through PPT, Video Lectures, Slide share, Spoken Tutorials. Edmodo Platform is also being used. ? Linkages and MOUs are signed with various Non Government Association and Government Associations. ? Webinars are organized regularly for students by prominent alumni and also for faculty members by various eminent scholars.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Organized seven day Faculty Development Programme to enhance online teaching learning skills of teachers	12/03/2020	12/03/2020	18/03/2020	60
2020	Organized mentoring session for students to cope up with the stress built during	28/03/2020	28/03/2020	05/09/2020	950

	lockdown and enhance their online learning skills on every Saturday				
2020	Organized Faculty Development Programme on NAAC	30/07/2020	30/07/2020	31/07/2020	54
2020	Feedback analysis of various stakeholders	10/09/2020	10/09/2020	10/09/2020	225
2019	Organized Regional Seminar by Guru Gobind Singh Study Circle, Ludhiana with History and Punjabi Department	12/09/2019	12/09/2019	12/09/2019	60
2019	Five Days Workshop on Yoga and Meditation	10/09/2019	10/09/2019	15/09/2019	40
2019	International Seminar by Shiromani Gurdwara Prabandhak Committee, Amritsar with History and Punjabi Department	05/11/2019	05/11/2019	05/11/2019	120
2020	Youth Leadership Training Camp	05/01/2020	05/01/2020	07/01/2020	40
2019	Workshop on Theatre by English department	26/07/2019	26/07/2019	26/07/2019	50
2020	Organized three day Personality Development Programme with special focus on	26/02/2020	26/02/2020	28/02/2020	100

	personality development of students				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on 'Iron rich food' organized by Health Club of the college in collaboration with Inner Wheel Club, Gurdaspur	23/09/2019	23/09/2019	55	5
Installation of sanitary napkin vending machine in collaboration with the Inner wheel Club, Gurdaspur	23/09/2019	23/09/2019	200	4
An awareness lecture was organized where students were made aware regarding 11 different schemes and laws including NALSA, POCSO, old age home, drugs child abuse, rape victims in collaboration with District Free Legal Aid Cell, Gurdaspur.	21/10/2019	21/10/2019	35	10
Lecture on 'Personal Hygiene' organized by Health Club in	02/12/2019	02/12/2019	150	10

collaboration with Inner Wheel Club, Gurdaspur				
Lohri Celebration by Central Association in collaboration with Heritage Society Youth Club	13/01/2020	13/01/2020	188	10
Declamation competition organized by NSS Club in collaboration with Women Cell on International Women Day	09/03/2020	09/03/2020	168	Nill
Physical Education department organized Fit India campaign in which indoor and outdoor activities were conducted online during COVID-19 time.	12/04/2020	12/04/2020	45	Nill
Inter school fest on 'Beti Bachao, Beti Padhao'	02/11/2019	02/11/2019	257	Nill
Golden Jubilee of NSS unit of GNDU celebrated in which views on the social issues such as Dowry problems, Female Foeticide were shared	08/08/2019	08/08/2019	50	10
Lecture on 'Shakti app' in collaboration with Punjab Community Police Centre (Saanjh Kendra)	23/09/2019	23/09/2019	400	10
	25/11/2019	25/11/2019	26	5

'International Day for Elimination of Violence against Women'c elebrated by Sociology Department				
'Women's Political Empowerment Day' celebrated by By Political Science Department. On this occasion, students shared their views online about the history & significance of the day focusing on need for women representation in Politics.	26/04/2020	26/04/2020	32	Nill
Health Club of the college in collaboration with Naya Yug Nayi Soch Welfare Society, Punjab, conducted online webinar on the topic 'Health Hygiene during COVID-19'	11/09/2020	11/09/2020	90	Nill
NSS club organized SVEEP awareness program in which 50 volunteers wrote slogans on 'Exercise of voting rights by women'.	25/09/2020	25/09/2020	66	3

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

Percentage of power requirement of the University met by the renewable energy sources
• Students and teachers are strictly instructed to switch off the lights and fans when not in use. Teacher In-charges and class representatives see to it

that these rules are duly followed. • Restricted the parking of automobiles near Main Gate. • Save Energy Club proposed to reduce printing by promoting on-screen reading by faculty. Steps are taken for the reuse of paper and thus making campus eco-friendly. • College uses water-cooler instead of buying bottled water or plastic bottle in office and staffroom. • Plantation drive is run by Environment Association on campus throughout the year and saplings are gifted to honor the resource persons, guests and students. • No vehicle day in college is observed. • Lights are switched off for an hour on earth day to sensitize the students • Besides a beautiful garden, space is also used for the kitchen garden. • The use of LED bulbs for the efficient use of electricity is made extensively as proposed by Save Energy Club • The college has well placed eco-friendly mechanism for the requisite disposal of hostel kitchen, and college mess and lab wastage. Vermicomposting is done at the area beside the hostel for the dumping of stale food. • Waste segregation is done for solid waste and liquid waste by using two different colored bins under an initiative by Swachh Committee. • UPS and stabilizers are used for efficient use of power. • Normal daylight is used in the administrative block, seminar hall, student center and other areas as an alternate light source.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	19/08/2019	2	'Neki Ki Diwar' organized by Rotaract Club of the college to distribute rice, floor, and other uncooked staple foods to remote slum communities	Hunger and poverty	65
2019	1	1	23/09/2019	1	Lecture on 'Iron	Deficiency of	120

					rich food' organized by Health Club of the college in collaboration with Inner Wheel Club, Gurdaspur	Iron and Anaemia among adolescent girls	
2019	1	1	23/10/2019	2	Distributed household items and earthern lamps to needy and poor people on occasion of Diwali celebrated by Central Association under the project 'Sharing Happiness with others'	Celebrating eco-friendly Diwali and meet the needs of have-nots.	70
2020	3	3	27/01/2020	3	Tutorial Committee of the college organized Personality Development Program in which lectures on Acupressure, innate values, healthy diet, table manners, communica	Guidance on development of impressive personality, confidence and improved communication skills	100

					tion skills, resume writing etc. were delivered by experts.		
2020	1	1	01/03/2020	1	Psychology department visited Old Age Home, Gurdaspur under the project 'Give a smile to Second Child'	Understanding their needs/concerns and help older people to live the last phase of their life with dignity and peace and ensure good health.	15
2020	1	1	14/05/2020	2	Distribution of food, masks and sanitizers	Helping hand to the society in the time of COVID.	36
2020	1	1	02/06/2020	4	Online activity 'Share for Cleaner Air' organized by Environment Association	Air pollution	200
2020	1	1	01/09/2020	1	Health Red Ribbon Club organized a lecture to spread awareness about HIV/AIDS.	Awareness on disease like HIV/AIDS	40
2019	1	1	25/07/2019	7	Display of flex	Environmental	30

| 2019 | 1 | 1 | 05/08/2019 | 1 | Environment Awareness campaign organized by Environment Association in collaboration with NSS club | Cutting of trees | 139 |

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

Title	Date of publication	Follow up(max 100 words)
College Handbook	19/07/2019	It is a formal document that provides details about the college, general rules and guidelines, policies and defines the code of conduct for the academic session to be followed by its stakeholders like students, parents/guardians, alumni, hostellers, Principal, Administrative Staff and Support staff. This document is reviewed annually since policy and procedure adoption is an ongoing process. The rules and other guidelines as stated in this document are strictly adhered to. Principal, Heads of Department, Dean Administration, Discipline Committee, Hostel Warden and Student Council ensure observance of the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Economics Department Hindi	01/05/2020	01/05/2020	30

Department of the college rendered their gratitude to all the frontline workers for providing their services in times of COVID-19 on 'Labour Day'.			
Central Association and Youth Welfare club in collaboration with Bharat Vikas Parishad, Gurdaspur celebrated Teachers' Day.	05/09/2020	05/09/2020	58
Political Science Department in collaboration with Jai Hind Sewa Club observed 20th anniversary of 'Kargil Vijay Diwas' to commemorate the contribution of the Armed Forces in Kargil War.	26/07/2019	26/07/2019	80
Independence Day celebration on district level by presenting Giddha in parade and hoisting of National Flag in college premises	15/08/2019	15/08/2019	32
Punjabi and History Department in collaboration with Guru Gobind Singh Study Circle, Ludhiana organized a Regional Seminar on 'Guru Nanak Dev Ji's 550th year of Prakash Purab'.	12/09/2019	12/09/2019	25
Natali Theatre of Gurdaspur in collaboration with Language Society of the college played drama on 'War for War' on Bhai Manna Singh's 90th birthday.	16/09/2019	16/09/2019	30

History department in collaboration with Guru Gobind Singh Study Circle, Ludhiana conducted moral education examination to celebrate 550th Birth Anniversary of Guru Nanak Dev Ji	14/10/2019	14/10/2019	80
On occasion of 'Republic Day Celebration' at Govt. College, Gurdaspur, our Giddha team performed at District level parade and National Flag was hoisted in the campus.	26/01/2020	26/01/2020	25
Patriotic Week was celebrated by History Department, Political Science Department, N.S.S Club, Language Society and Jigyasa Club in collaboration with Youth Club	23/01/2020	30/01/2020	98
Psychology Department of the College along with students visited on old age home, Gurdaspur under the project 'Give a smile to Second Child'	01/03/2020	01/03/2020	35

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

One of the major concerns of the college is to make the campus green, eco-friendly, and imparting education for a green future. For this, the college has taken various steps to reduce overall energy consumption: • Extensive plantation drives are run in peak seasons to plant different kinds of fruit-bearing, decorative and other plants, and trees on the college campus. • To avoid the use of plastic or paper cutlery, a set of silverware is used for staff. Apart from this, dish towels and hand towels are used. • The college has a well-placed eco-friendly mechanism for the requisite disposal of garbage from the hostel kitchen and lab waste. Vermicomposting is done in the area beside the hostel from dry waste. • Instead of using paper notebooks use of online content is promoted to keep track of assignments/seminars and feedback is also

given to online platforms like email etc. • Separate garbage disposal bins are used, for dry waste and wet waste. Recyclable waste is segregated further.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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. Our aim is to engage our students to participate in society and to make them feel that they matter to others. We strongly believe that the social relationships intrinsic to volunteer work are critical to individual and community well-being. The Context: The college has two units of NSS comprising 200 volunteers with a primary focus on the development of the personality of students through community service, promotion of national solidarity and developing among themselves a sense of social and civic responsibility. The Rotaract Club, Central Association and other clubs and committees of the college also undertake the activities in this regard. Students carry out many activities like the cleanliness of nearby localities and rallies to spread awareness about health, education, energy conservation and environmental protection. Students are suggested to do something positive so that the life of the people around might be raised to a higher material and moral level. Ergo, two villages Kothe and Babowal have been adopted by our college. The Practice: The units have been organizing activities related to the social problems of these villages and the community at large widely. Specific Programmes relate to: A. Environment i. Plantation activities at old age home, slum areas, Kushth Ashram and temples. ii. Cleanliness drives under Swachh Bharat Abhiyan at these villages. iii. Anti-plastic movement-awareness campaign at these villages. iv. Environmental Awareness Campaigns v. Organic kitchen garden vi. Online activity on 'Share for Cleaner Air' B. Health and Hygiene: Organized workshops, lectures, surveys and projects on various issues of society such as: i. Survey on awareness about organic products among people ii. Survey on skincare iii. Survey on Hemoglobin level and awareness about iron-rich food iv. AIDS awareness campaign v. Drug abuse awareness campaign vi. Survey on menstrual hygiene vii. Lecture on maintenance of personal hygiene viii. Workshop on 'Personality Development' ix. Lecture on a balanced and nutritious diet C. Education: Installation through programmes such as i. Lecture on importance of Girls and Women Education ii. Awareness of Fundamental Rights and Duties iii. Lecture on women empowerment iv. Perspicacity of government policies and laws v. Significance of voting vi. Education scholarship schemes D. Small scale Enterprise: Villagers are drilled to organize and operate a business venture through workshops in which churls are taught: i. Stitching and Tailoring ii. Various recipes iii. Training of Mushroom cultivation iv. Mask making v. Create best out of waste vi. Training for skincare including facials, threading, manicure, pedicure and basic make-up etc. E. Camps: One-day and one-week camps are organized regularly on the college campus. In relation to these camps, NSS units, Rotaract Club and Central Association usually donate: i. Woolen clothes ii. Eatables to pregnant women and stationery to needy children iii. Ration and crockery iv. Necessary household items like soap, hand wash etc. v. Jal Sewa and fruit stalls were set up in summers for passers-by. F. Cavalcade: Organized periodic marches and awareness programmes on various issues and events: i. Beti Bachao Beti Padhao ii. Swachh Bharat Abhiyan iii. Paint at Anganwadi school building iv. Voting rights v. Digital India vi. Stubble Burning. Evidence of Success: • Our student volunteers are highly active to organize various activities to the aware the community of several social and economic issues. • They gain skills in enhancing community participation and understand the community in which they work. • They learn the spirit of national integration and social harmony and

develop a sense of social and civic responsibility. Constraints and Limitations • Organizing various programmes during working hours, sometimes, lead to an adjustment in the timetable and also extra hours devoted by staff. • Lack of funds and resources due to non availability of sponsors. The monetary contributions are raised only from the Principal and faculty. • Sometimes villagers do not show interest when they are busy in their agricultural activities. Best Practice-II Title: "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 has the potential to excel in many different ways. Every aspect of students is taken care of including 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 to address 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 activities outside the classroom. We provide experiences that help the students discover innate capabilities, set life-long goals proactively to work towards their fulfillment. The college has many programs to monitor and nourish various aspects involved in a student's growth and development: A. Financial Aid: • The college provides financial aid to needy students. Liberal concessions and incentives are available to deserving students in academic, sports and extra-curricular fields. Free books, scholarships and fee concessions are also given to economically weak and deserving students. B. Safety Concerns: • 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 on the campus. • Safe transport facility is also available to facilitate the students. • Student center and Cafeteria are available for the recreation of the students. The cafeteria committee regularly checks the nutritious values of the food items being served and ensures that products a provided at subsidized rates. • S.T.D, Photostat machine, tuck shop are also available to facilitate students on the campus. • Special care is given to hostel students. Personal attention is given by the hostel warden to hostellers. The hostel warden supervises kitchen operations, taking care of hygiene and cooking norms. Since the principal stays in the college hostel, she stays in direct contact with each hostler and pays special attention to them. • Special attention is paid by the Women cell of the college to tackle the problems of girl students traveling by bus from far-off villages regarding eve-teasing etc. Free college transport is provided to pick students from the bus stand. The required action is solicited through the District police station in this regard if required. Self-defense tips are shared with girls in order to make them feel safe and help others in times of need. C. Counselling: • Under the theme 'Earn while you learn' students are motivated throughout the year by the mentors and Enactus club to work on sharpening their entrepreneurial skills. • Amongst the increasing rate of mental health issues among adults, our college has a Counseling cell within its premises. In the times of COVID lockdown, the mental well-being of the students was taken care of by engaging them in different kinds of extension activities, telephonic counseling sessions and encouraging the adoption of healthy habits. • The college has a Career Guidance and Placement Cell to help students with career choice and placements. • The institution has a Grievance Redressal cell. This cell has been formed to look into the grievances of the students. A 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. • Best Wishes, Greetings, blessings are given to students during their exams to keep their morale high in the 'Sneh Aashish

Ceremony'. D. Holistic Growth: • Remedial classes and advanced learners classes are regular features to meet the needs of poor and advanced learners respectively. • Tutorials are there to impart technical knowledge to students. • The college has Central Association in the college headed by the Head girl and Executive board. It helps in giving representation to students on various matters concerning college administration or activities related to raise their concerns and give suggestions.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://ptmlsdc.ac.in/campus/best-practices/

7.3 – Institutional Distinctiveness

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

Our vision: - To emerge as a premier institution to empower women through holistic education As rightly said by Nelson Mandela that Education is the most powerful weapon through which you can change the world. So we, here at Pt. Mohan Lal S.D. College for Women, Gurdaspur, try our best to build strong characters who could contribute towards a better future. In order to achieve our vision to empower women through education, the college has a concrete, multilayered strategy to turn this vision into reality. With the rare amalgamation of ancient Vedic culture, Indian traditions, modern technology, the institution aims at creating the best human resources reservoir to produce world-class professionals and citizens. To inculcate strong moral values and universal ethics and build strong characters, the value education is emphasized upon. In order to enhance the employability of young women and make them successful entrepreneurs in life, the institution runs a number of career oriented and vocational courses along with regular ones. The Career Counseling and Placement cell organizes various career counseling which assists the students in making their career choice. Special sessions for guiding these students are an integral part of the institution for making the students placement ready. Workshops related to various vocational skills, in order to give the first-hand experience to the students, is a regular feature of the college. The workshop on Tally, Adobe Photoshop, Coral draw, Fine Arts, Cosmetology, Fashion Designing, Home Science are to name a few. Enactus club also works for exploring business opportunities for the students to enhance their employability skills. The college shapes not only the future but also the personalities through Personality Development Programme and value-added courses like Yoga, meditation etc. which helps in the development of intrapersonal abilities involving self-understanding (understanding of one's strengths and weaknesses, one's capabilities etc.), and self confidence. To ensure the physical as well as mental well-being of the girls which is the need of the hour, self-defense workshops and a number of sports are offered on campus. The institution lays emphasis on conducting outreach programmes and inculcates in its students an awareness of the value of holistic education and empathy for the less privileged sections of society. An active NSS club organizes outreach Programmes for the student community also. Central Association and Rotaract Club are worth mentioning here which helps in inculcating the spirit of leadership and teamwork among the students by organizing 'Sharing happiness with others, 'Samvedna' and 'Neki Ki Deewar' initiatives to provide necessary household items eatables to needy people. Apart from this, Central Association provides a platform that helps in giving the students a representation and thus enabling them to be vocal about their needs and learn decision-making skill first handedly.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

In order to fulfill the future needs regarding NAAC requirements, strengthening quality mechanisms in varied areas related to the college and to be prepared to face the cut throat competition, the following are the proposed future Plans: 1. New courses to be applied for, keeping in view the demands by the alumnae and the parents, namely- BA English Hons. And M.Sc. (Fashion Designing and Merchandising). 2. E-platform subscription to be bought to carry on online classes properly. 3. Introduction of employee user IDs on college's portal which shall be used for official correspondence. 4. The ERP software to be bought and used for efficient and paperless administration of the college to promote the sense of sustainability. 5. Research and seminar proposals will be submitted from time to time to funding bodies other than UGC. 6. Renovation of the departmental cabins faculty washrooms is proposed. The open-air stage is also to be constructed. 7. Research promotion policy to be revised keeping in view the current needs of the times. 8. Promote active involvement of alumnae in college events and activities. 9. To register Alumni Association. 10. Constitution of Internal Audit Committee in the college to oversee the operation of the departments and suggest improvements accordingly.