



## YEARLY STATUS REPORT - 2021-2022

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

• Name of the Affiliating University	Guru Nanak Dev University, Amritsar
• Name of the IQAC Coordinator	Dr. (Mrs.) Rama Gandotra
• Phone No.	01874502681
• Alternate phone No.	9888283580
• Mobile	9888283580
• IQAC e-mail address	ptmlsd@gmail.com
• Alternate e-mail address	iqac.sd@gmail.com
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.ptmlsdc.ac.in/public/web_images/210/aqar_2020-21.pdf">https://www.ptmlsdc.ac.in/public/web_images/210/aqar_2020-21.pdf</a>
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_2021-22.pdf</a>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.62	2009	29/09/2009	30/09/2014
Cycle 2	A	3.03	2016	17/03/2016	18/03/2021

<b>6. Date of Establishment of IQAC</b>	14/07/2008
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**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Environment Association	State Competition	Punjab State Council of Science & Technology, Chandigarh (UT)	21/10/2021	3000/-
NSS	Camp	GNDU, Amritsar.	04/12/2021	45000/-
Punjabi Department Seminar	Bath Sahib	Bath Sahib	15/01/2022	15000/-

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>
1. The IQAC acted as driving force as well as monitoring agency in the context of all institutional activities. Acting as a policy making and implementing agency, it finalized the action plan for the institution, ensured its implementation, reviewed its progress and

drafted the action plan for the next year.

2. Insertion of soft skills, corporate skills and other life skills among students. In the endeavour to promote quality education, various seminars, workshops & guest lectures were organised.

3. Subscription of DELNET was taken and organised a webinar on usage of 'DELNET Resources and Services'.

4. FDPs and PDPs: The college through IQAC has been making continuous efforts to train its teaching, non-teaching staff and the students for overall development. In this spirit the college organises various FDPs and PDPs.

5. Introduction of new short-term courses and value-added courses was proposed. In this regard a systematic approach has been adopted to identify students' needs and its relevance in industry & academic field.

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

Plan of Action	Achievements/Outcomes
To ensure effective curriculum delivery and quality enhancement in academics, learner centric environment conducive for quality education will be strengthened.	Orientation Programmes were organized for the first year UG and PG students. An orientation on effective usage of e-learning resources was also organized for the under graduate and post graduate classes. Bridge Classes were organized for freshers on UG level. Activity based learning was promoted. To ensure Quality enhancement and quality sustenance, weak students were identified and online remedial classes were organized for them. Special sessions were arranged for Advance Learners.
To provide the employment opportunities through skill development trainings.	Regular Visits to DBEE office and expert talks were arranged by the prominent alumni and Career Guidance cell and mentoring was done regularly.
To promote participation of students in District, State and	Various extra- curricular activities were organized. Also

<p>National Level co-curricular events and organize extra-curricular activities in the college to ensure overall development of the students and to promote learning and interaction.</p>	<p>students participated in different inter-college, university and national level competitions and won many prizes.</p>
<p>To enhance involvement of students through activity based experiential learning.</p>	<p>'Interactive programme week' was organized to impart technical skills among students. The college provides opportunities to the students to generate social consciousness and sense of responsibility through various clubs and committees such as NSS, Rotaract, Central Association, Environment Association etc. Exhibitions were organized to showcase the talent and entrepreneur skills of the students in which students put up stalls of apparel accessories, scarves, stoles, decorative items, jewellery, handicrafts and other utility items in the campus to promote the concept of 'Earn-While-Learn.'</p>
<p>To promote vocational training in Cosmetology, Home Science, Fine Arts and Fashion Designing Departments by arranging expert talks, workshops and industrial visits.</p>	<p>Webinars and Workshops were organized in which renowned experts from different universities and prominent alumni were invited. Field visits were arranged for experiential learning.</p>
<p>To create new clubs &amp; committees for the benefits of the students or improve the working of the college.</p>	<p>New clubs &amp; committees were created.</p>
<p>To conduct Energy audit &amp; Green audit in the campus.</p>	<p>R.K Electricals and Energy Audit Services conducted a detailed Green Audit and Energy Audit in the campus.</p>

To motivate the faculty to present and publish Research work in International & National Journals and publish books or edit chapters in books.	Motivated and many got published their work in edited books and journals.
To built-up Open-Air stage and to install more ACs in Seminar Hall	An open air-stage was constructed. 3 new ACs were installed in the Seminar Hall.
To organize webinars, seminars, workshops and guest lectures by each department of the college for the students.	A series of seminars, workshops and guest lectures were organized by every department for enhancing knowledge of students.
IQAC planned to organize INFLIBNET and DELNET workshops and purchase new books and journals for library.	Books and Journals were purchased. Subscription of DELNET was taken. Workshops for teachers and PG students were organized for effective usage of e-resources.
To contribute to the society by organizing outreach Programmes and government campaigns such as Azadi Ka Amrit Mahotsav, Swachh Bharat Mission and other social issues.	Various activities were organized and by Central Association & NSS. Programmes were chalked out to celebrate different activities such as Azadi ka Amrit Mahotsav, Beti Bachao Beti Padhao etc.
To organise faculty development programme to provide enhanced opportunities for faculty development .	UGC sponsored short-term courses and faculty development programmes were attended by college faculty for the overall development.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Academic Council of College	20/10/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2019-20	28/05/2020

**15. Multidisciplinary / interdisciplinary**

As per the guidelines issued for NEP, along with the curriculum delivery, our college focuses on multidisciplinary education with skills and value enhancement. There are seven add-on courses available in the college. These are Functional English, Information Technology, Cosmetology, Banking and Insurance, Basic Cooking and Catering, Apparel Designing, Bio-Technology. A student can opt any of these add on Courses irrespective of their stream. Besides this, our college organises short term courses in Hair do, Stitching and Tailoring, Web designing, Artificial Intelligence, Python etc. in which students from all streams can participate. Keeping in view the NEP guidelines, our college organises various workshops from time to time for the students to enhance their skills. Student from different streams also participate in various sports, Youth festival, and cultural events. The Physical Education department in association with Central Association organises workshops on Self-defence. Environment Association, Green Club and Red Ribbon Club of the college organises interactive programmes and spread awareness about ground water scenario and management of ground water resources from time to time. To improve students understanding and make the learning process more productive and enjoyable, our college conducts various skill programmes for employability. Personality development programmes are also arranged for students. As per NEP 2020 many students centric extra-curricular activities are arranged by clubs and committees. In future as per the guidelines of NEP more skill-based programmes would be added and curriculum would be followed as per the guidelines of our parent university.

**16. Academic bank of credits (ABC):**

NOT APPLICABLE

**17. Skill development:**

Skill enhancement programs are focused around training that combines the best practices from education, psychology, social work, career counseling, sports, and technology etc. Through skill training, students can improve their overall performance in any identified area. Keeping in view NEP 2020, our institution mainly focuses on holistic development of our students and intensifying experiential learning.

- **Soft skill:** Training is provided to the students to understand the role of listening skills in effective communication, expose students to neutral accent, acquire decision making, problem solving and assertive skills. Seminars and workshops are organized for the students to enhance their presentation skills, inter-personal skills, team building, emotional intelligence and decision-making skills etc.
- **Language and Communication skills:** Institution is having English language laboratory which has systems with required accessories and software. The objective is to enable students to attain fluency and proficiency in professional communication and to meet the growing global demands. It enables students to improve their lexical, grammatical and communicative competence through the self-instructional, multimedia and language learning software. It helps the students to acquire their ability to speak effectively in real life situations.
- **Life skills:** In order to enhance physical and mental health of students and faculty, our institution organizes regular Yoga and meditation classes. Trained yoga instructors from the department of the Physical Education conduct both theoretical and practical aspects of yoga for students.
- **ICT/Computing skills:** To improve the ability, to cater needs of the job market, students are trained with new skills. Various technical events such as poster making, debate, paper presentation, e-card making, power point presentations, quiz etc. are being organized with the help of various information communication tools. various ICT tools are used for conducting webinars, seminars, workshops, conferences etc. via Zoom, Google meet, Cisco, Skype. It helps students to develop a practical and a realistic approach for understanding their course.
- **Personality development programs:** Every year our college organizes Personality development programs in which different kinds of activities are organized for girls in order to develop and shape their personality. Such programs are very much helpful in providing skills among students and improving their confidence. Besides PDPs, students learn through various inter-college competitions and extra-curricular activities conducted for them.

In future as per NEP guidelines, more programmes would be added relating to skill enhancement and capacity building amongst the students. More emphasize would be on student centric activities which are helpful in creating various kinds of skills in the students like life skills, soft skills, language and communication



skills and ICT/Computing skills etc.

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

As per the guidelines of NEP 2020, our institution is taking serious initiative for developing holistic individuals by inculcating skills and values with technology. Objectives of NEP are already enshrined in vision and mission of our college. Various courses and programme integrate aspects of curricular delivery with integration of knowledge alongwith technical skills. Student mentoring by teachers is done regularly in our college by sharing their social expeirence.

Youth club of our college organises different activities and events to develop literary fervour among students which include debate competition, declamation, essay writing, poetry recitation, quote writing, plays and celebration of birth and death anniversaries of epoch-making people. Our college also organises various events to enhance student's creativity and skills. It includes rangoli making, photography, painting, art and craft, dance performance, cooking competition, mehandi and nail art.

NEP 2020, also supports the spiritual awareness among students, for which our college organises yoga and meditation camps, arranging religious/ historic trips and celebrating festivals of all religions.

It has always been our priority to arrange awareness-raising activities to inculcate scientific temper among students. In coming session more provisions would be assimilated in a manner that suited our local ground realities in border belt area of Punjab.

As our college follows curriculum designed by Guru Nanak Dev University, Amritsar, in future if the university adopts online courses, our college will surely include those courses.

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

Outcome-Based Education is an educational process which is based on trying to achieve certain specified outcomes in terms of best learning environment. Students join the institute from different back grounds, cultures and experiences. Program Outcomes (POs) are descriptions of the qualities, skills, abilities and understandings. These indicate what students are expected to know and be able to do by the time they graduate from the institution. While studying in the institution, we want them to broaden their horizon and attitudes, and to develop various skills. Students are provided a

framework to engage with ongoing learning of new knowledge. Some of the Programme outcomes in general are as-

- Support to students: Flexibility in the choice of subject, stream, add-on and value added programmes.
- Creativity: an ability to develop creative and effective responses to Intellectual, professional and social challenges.
- Ethical practice: a commitment to sustainability and high ethical standards in social and professional practices.
- Knowledge of a discipline: command of a discipline to enable a smooth transition and contribution to professional and community settings.
- Communication and social skills: the ability to communicate and collaborate with individuals and within teams, in professional and community settings.
- Cultural competence: an ability to engage with diverse cultural and Indigenous perspectives in both global and local settings.
- Greater access and equity: A range of welfare measures for financially and economically backward students through increased scholarships and concessions.

The College follows the guidelines/curriculum prescribed by university for all the courses. In future, College will follow the NEP guidelines as instructed by the university from time to time.

#### 20.Distance education/online education:

NOT APPLICABLE

### Extended Profile

#### 1.Programme

1.1 18

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

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1 1050

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 484

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 308

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 51

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 51

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>18</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>1050</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>484</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>308</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>51</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	51
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	14072374
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	79
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The annual plan of the college is made on the basis of academic calendar prescribed by the University mentioning teaching-learning and vacation schedule.

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

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

The institution focuses on curriculum delivery through powerpoint presentations and laboratory work. 36 Projects have been prepared by the students of BCA final year and M.Sc final year. 6 webinars

and 14 seminars have been conducted by different departments. In order to boost vocational knowledge, 17 departmental workshops and 2 field visits have been organized during the year.

The college promotes the use of library and book bank facility among students to update their knowledge. The academic results of the pre-semester examinations are evaluated and recorded.

Academic and Administrative Audit (AAA) of all the departments is conducted by IQAC to ensure that curriculum is delivered effectively.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

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

The academic calendar is prepared well in time. The dates given by the University for admission, final examinations, practicals and vacations are adhered strictly. Departmental plans are also devised to plan the curricular and co-curricular activities for the session. Extra classes are taken for students who got admission late. From time to time, college Principal interacts with the students to know their problems and suggestions. The Examination committee pre-plans the schedule for the pre-semester examinations in each semester. At the end of examinations, Parent-Teacher meet is organized to declare the results and inform parents about the performance of their wards. Meetings of incharges and Principal are arranged with slow and advance learners wherein they are given guidelines for preparation of final examinations. Special classes are arranged for them. For the enhancement of in-depth knowledge of the students, guest lectures, webinars, seminars and workshops are organized in each semester. UGC and other competitive examination coaching classes are organized for students of UG/PG classes. Days of National and International importance are celebrated. All the guidelines regarding the COVID-19 period received from the University, Punjab government and UGC have been considered and implemented.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

**7**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)****14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****527****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****527**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The development of curriculum is the prerogative of the university; we are to implement it as designed by Guru Nanak Dev University, Amritsar. Though at institutional level, various co-curricular activities are conducted by departmental clubs and committees. During Board of studies meetings, we suggest about such relevant societal issues to be added.

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

In Political Science, students study about Universal Adult



Franchise. In Sociology topic of Gender and in Languages many prose and poetry related to Gender Equality are taught.

Under Social Sciences students study the topics on National Integration, Stress Management, National Movement, Human Rights, Fundamental Duties and Sustainability.

The subject of EVS is taught as a compulsory paper in the 2nd year of degree classes wherein types of Pollution and its causes, remedies, conservation of plants and trees are taught.

On environment and sustainability, students of Commerce & Political Science study the topic of Environmental Protection. There is a topic on Bio-diversity and Ecology in Zoology. In Physics, topic of energy conservation as a use of natural resource is covered.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

69

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.ptmlsdc.ac.in/public/web_images/205/feedback_analysis-2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/205/feedback_analysis-2021-22.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**2205**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**484**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The institution organizes Orientation Programme for the entrants in the beginning of academic year. Institution has a Career Counselling & Placement Cell to provide information to the students regarding subject as well as course choice. Even Bridge classes are also conducted at the departmental level to plug the learning gaps. Students are identified as slow and advanced learners based on their performance. Extra- classes are arranged for students who got admission late.

### Remedial classes

- After pre-semester tests, slow learners are identified and remedial classes are conducted to clarify doubts about difficult topics.
- Easy notes and previous years' question papers are discussed with slow learners.
- Tips for time management, learning and to attempt papers are given.
- Separate WhatsApp groups are created where students can discuss their problems.

### Strategies for advanced learners:

- After pre-semester tests, special classes are conducted to secure the university positions.
- They are provided reference material for additional learning. Students are encouraged to participate in the Inter College competitions.
- Extra practical classes are arranged for better understanding of the difficult concepts.
- To boost confidence among students their academic achievements are highlighted through media.
- Special fee concessions and scholarships are also given to them.

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1050	51

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

#### Experiential learning

- Add-on courses to support students in learning
- Well -equipped Laboratories.
- Guest lecture by eminent and academic experts from different universities and educational institutions.
- Project work by Computer and Science departments.
- Group learning through WhatsApp groups for sharing notes and study material.
- Blackboard presentation.
- Entrepreneurship based vocational education.
- Workshop on start-ups is organised from time to time.
- Industrial & field visits.
- Assignments are prepared by the students.
- Participation in Seminars and workshops by students.

#### Participative learning

- Seminars and workshops for students are organised timely.
- The NSS camps, Tree plantation drives, Swachh Bharat, rallies, village adoption and health awareness camps are conducted.
- Talent Hunt is organized every year.
- Students participated in online/ offline National level competitions like E-Comfest, E-Scifest, Quiz, Essay writing,

Declamation, Debates etc.

### Problem Solving Methodology

- Remedial classes are conducted for slow learners.
- Mentoring facility is available to solve academic/ non-academic issues.
- Technical problems of rural students are solved by posting short videos like making of PDF and composing Emails.
- Students' participation in sports, intercollege events and youth festivals to improve their performance in extracurricular as well as academics.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

- The College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms, digital library resources, printers and seminar room etc.
- Many workshops are arranged to guide the teachers about online apps and portals like INFLIBNET, SWAYAM, Edmodo, EBSCO, DELNET etc. for assessing e-learning resources.
- The College library is fully computerised.
- Faculty members are encouraged to prepare presentations in their respective teaching subjects by using LCDs and projectors. Students are also taught to prepare PPTs for departmental activities and classroom seminars.
- Subject teachers prepare online/ offline quiz competitions for students.
- Recorded video/ audio lectures are made available to students for clarity and long-term learning.
- Various technical events such as poster making, debates, paper presentation, e-card making, power point presentation and quiz etc. are being organized with the help of various IT tools.
- Faculty members use various ICT tools for conducting webinars, seminars, workshops, conferences etc. via Zoom, Google Meet, Cisco, skype, etc. It helps students to develop a practical and realistic approach for understanding their

subjects/ course.

- WhatsApp groups are used as platform to communicate, make announcements, address queriers and share information.
- Faculty members prepare subject related PPTs to make the concepts clear and more understandable.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.ptmlsdc.ac.in/public/web_images/298/ict_tools.pdf">https://www.ptmlsdc.ac.in/public/web_images/298/ict_tools.pdf</a>

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

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

05

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

51

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

Under the continuous internal evaluation system, monthly class tests and pre semester examinations are conducted during each semester. Examination committee of the college looks after the smooth conduct of examinations. The answer books are evaluated and shown to the students. Each and every student is given individual attention and guidance by the teacher regarding way of presentation in examinations for further improvement. The students are honored for their better performance in academic, sports and extracurricular activities. Special attention is given to the students contributing in extra curricular activities, Youth



festival , NSS and sports. Parent Teacher Meet is conducted once in each semester to inform parents about the performance of their wards. All the records of attendance in internal examinations, summary of marks is properly maintained by the teachers for academic monitoring. Re-test for absent students is taken. Slow and Advance learners are given due attention. They are encouraged to attend the remedial classes, prepare short notes and easy notes to attain good results. An initiative is taken by our worthy Principal to interact with students in academic and non-academic areas under the program titled 'Vidyarthi Darbar' in which feedback is taken.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

- University examination pattern is discussed with the students before examinations.
- At the college level, an Examination committee, comprising of a senior teacher as a Registrar and other teaching and non-teaching staff as members is constituted to handle the issues regarding examination and evaluation.
- The date sheet of pre-semester examination is prepared and displayed, if students have any grievance regarding holidays or clash in subjects, they approach Examination committee.
- The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTVs in each room.
- Students' leave applications on medical grounds are given due attention.
- Instructions regarding evaluation are given to all faculty members especially to the new appointees.
- Specific dates are given for submitting award lists.
- Each department prepares a compiled result record and submit the same to the Examination committee.
- The answer sheets are shown to the students by each subject teacher & are given a chance to clarify if they have any doubt regarding marks scheme.
- Students' doubts regarding evaluation are given serious consideration.
- The students have the freedom to use a suggestion box

regarding internal examination mechanism.

- The Registrar and Principal randomly re-check answer sheets and forward need based suggestions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes offered by the institution are uploaded on the website. The curriculum of all the UG & PG Programmes is designed by the University. The curriculum of self-financed certificate courses and their Programme outcomes are designed by the college faculty.

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

- POs and COs are displayed on departmental notice boards.
- POs and COs are communicated to the Alumni during Alumni meet.
- The Vision and Mission of the institute are discussed with the students during the Orientation Programme.
- The college has started many self-designed certificate courses and college is running seven add on courses to enhance the knowledge of students. Their Programme outcomes are also clearly stated and communicated to the students in regular classes.
- The assessment of the students provides feedback to faculty and benefits in improving the teaching learning process.
- The Programme outcomes are measured over a period of time by assessing the performance of students in various activities like NSS, youth festival and co-curricular activities conducted by the college.
- The performance of students in university examinations and in different internal examinations is parameter of outcome assessment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/297/programme_specific_outcomes.pdf">https://www.ptmlsdc.ac.in/public/web_images/297/programme_specific_outcomes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

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

- The institute follows the Academic Calendar.
- The Internal Examination committee analysed evaluation reports of results.
- IQAC prepares a feedback form which helps to measure the attainment of the programme outcomes. Online student feedback system provides information pertaining to the relevance of the course, the availability of which helps the college measure its learning.
- The Placement cell reviews student progression to higher studies and their placements.
- 75% attendance is compulsory for taking university examinations which of course ensures students' active participation.

#### Programme Outcomes

These help in

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

#### Course Outcomes

1. Knowledge and skill of the subject

2. Interest and capacity for research
3. Employment
4. Higher education
5. Social awareness
6. Active participation in NSS

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>

### 2.6.3 - Pass percentage of Students during the year

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

308

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

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

[https://www.ptmlsdc.ac.in/public/web\\_images/288/2.7\\_1-student\\_fee\\_dback\\_analysis\\_2021-22.pdf](https://www.ptmlsdc.ac.in/public/web_images/288/2.7_1-student_fee_dback_analysis_2021-22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

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

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****35**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

03

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

College NSS units remain active throughout the year and have organized activities like a seven day camp, tree plantation, group discussion on social issues, Beti Bachao Beti Padao Abhiyaan,

Azadi Ka Mahotsav, Poshan Pakhwara, Republic Day celebrations and Voter awareness. It has adopted one nearby village. This year a blood donation camp was organised for the villagers at Babowal.

Besides NSS, Central Association also conducts various extension activities through its major projects like Diwali Project- 'Sharing Happiness with others'; Lohri Project- 'Samvedna'; Death Anniversary of our founder- 'ARPIT and PRAYAS'; Environment Association Project- 'Share for cleaner air' and Van Mahotsav Project- 'Plantation Drive'. Also, Red Ribbon Club and the Environment Association conducted various programmes like environment awareness campaigns, personal health and hygiene programmes, lectures on drug abuse and diet awareness. This year a 4 day first aid training camp was organised by IQAC.

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

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

**32**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

**3080**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

**03**



File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

06

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has adequate facilities for academic activities with magnificently and aesthetically framed buildings grouped into six blocks. All the blocks have spacious, well-furnished and well ventilated 21 classrooms. Besides this college has 18 laboratories including numerous kinds of instruments, equipment, chemical compounds, glasswares, solvents, specimens etc. which are used in different science laboratories. The administrative block is fully computerized. One seminar hall with a portable LCD projector and 3 new ACs is the main centre for conducting all activities. Every department has its own book bank facility. 10 national Hindi/Punjabi/English newspapers are available in the library. Audio-visual aids like OHP, LCD and computers are available in

almost all departments. Ten smart classrooms have been installed in the college. The department of English has a language laboratory consisting of computer systems with headphones. The college has one central computerized library with an internet facility. The college has hostel accommodations with an atmosphere conducive for studies.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

The college provides the best infrastructural facilities to its players. The institute has large open grounds for a Volleyball court (16x9m), a Boxing court (16x24feet) and a Basketball court (28x15m). The total area of the Playground measures 1.5 acres. Indoor games facilities such as badminton, chess, ropes for skipping, ludo and carrom board etc. are provided and maintained properly. There is one sports room and one indoor gym for fitness purposes located in the college hostel. First aid kits are maintained and upgraded from time to time. Sports kits are provided to students every year. Yoga and meditation activities are conducted on the college grounds and in hostel.

Special classes on self defense are organized for students. Sanitary pad machine for students is also available in the college. The college has a well-lighted seminar hall(1600sqft) and a student centre(1600sqft) for seminars, workshops and other co-curricular activities. Also, an open-air stage has been constructed for arranging convocation, morning assembly and sports events. Dean ECAs allocate seminar hall for different events. Lush green lawns are used for cultural and sports activities like Teej, Lohri, Basant, Independence Day, Republic Day celebrations, and alumni meet etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

21

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

1694924

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library is maintained through Integrated Library Management System (ILMS). Record keeping of books, issuing and returning of books is processed through ILMS. The library has offline public access catalogues. The library is a member of INFLIBNET AND DELNET. College also has access of EBSCO services under GGSDS college sector 32, Chandigarh. The library is provided with a wi-fi facility with adequate bandwidth for fast and seamless access to the Internet.

## Facilities available:

No of printers: 02

No of computers: 02

No of Notice boards: 01

Bar Code Scanner: 01

Photocopy Machine: 01

Internet bandwidth: 100 Mbps

- Name of ILMS software - E-lib (LMS)
- Nature of automation (fully or partially) - Fully
- Version - 2.4
- Year of automation - February 2020

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

159584

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

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

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

204

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college frequently upgrades the IT facilities including network management, internet and wi-fi facility. There are 4 IT laboratories and one Functional English lab in the college including 79 computers which are connected to the Internet. The college campus networking was upgraded with a fibre optics network

for providing the internet facility and eight Wi-Fi access points were installed throughout the college and hostel. The college has a biometric facility as well. The administrative block is also equipped with IT facilities. A video conferencing setup which includes a webcam, mike, speakers and computer system has been installed in the principal office. The college library is fully computerized as well. All the classrooms and prominent areas are under CCTV surveillance. The college has 10 smart classrooms with fixed projectors. The speed of the college wi-fi connections is upgraded from 50 Mbps to 100 Mbps. For maintenance and upkeep of computers and other I.T infrastructure, the institution has a full-time technical expert and lab attendant. The computer systems were upgraded in the office and the library of the college. The college website is maintained and upgraded regularly under an annual maintenance contract. It has different portals with the latest updates.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

79

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

539577

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Maintenance of Campus Infrastructure:** Adequate human resources are scheduled exclusively for the maintenance. A maintenance supervisor assists in the upkeep and maintenance of infrastructure facilities. This person is available 24 X 7 to monitor the maintenance. The Major amount of funds is spent on the maintenance of electricity, repair of furniture, lecture stands, washrooms etc.

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

**Science laboratories** are maintained by the laboratory assistant with the help of Assistant Professors. Laboratories attendant instructs students about different combinations of salts, chemical gases and the handling of physical equipments.

**Library:** To keep proper track of the maintenance of the library books, stock verification is done once in a year.

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

department.

**Classrooms:** A team of efficient workers is responsible for keeping the classrooms clean. Sweepers are instructed for the cleaning and dusting of classrooms. The servicing of class projectors, lenses and filters is done annually.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

156

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

540



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to institutional website	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.1.3.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.1.3.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>870</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>870</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

113

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

03

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

33

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

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

The college has a well functional Student Council known as Central Association. It is a platform to give students representation in academic and extra - curricular activities of the college. The association is constituted every year. Investiture ceremony for various posts like Head girl, Vice head girl, Secretary, Treasurer, Swatch Ambassador and other representatives is organized. After oath ceremony, all the members of Central Association are assigned duties according to their post. Each member is responsible for smooth conduct of the events. They perform discipline duties in their free lectures in college campus. The class representatives bring forward the views and suggestions of the class with respect to subjects, syllabus, timetable and other academic and non-academic issues. In order to ensure fair representation of the students, they are taken as members in different clubs/ committees of the college such as: Wall magazine, Patriotic Club, Electoral literacy Club, Buddies Club, Jigyasa- quiz Club, Science Club, Social Sciences Society, Sports Club, Open Mike Club, Enactus Club, IT Club, Motivational Corner, BYAS , Newspaper Club, SD Swatch Committee, Beautification Committee, Save Energy Club, Anti- Ragging Cell, Hostel Committee, Youth Welfare Club, Rotaract Club, Women Cell, NSS, Environment Association and Red Ribbon Club etc.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.3_2-co-curricular_and_extracurricular_activities-2021-22_.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.3_2-co-curricular_and_extracurricular_activities-2021-22_.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

97

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

#### 5.4 - Alumni Engagement

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

Alumni Association conducts regular meetings throughout the session. The activities organized by Alumni Association are: -

- Regular job openings are communicated to alumni through WhatsApp groups.
- Well placed alumni are invited to deliver lectures to the UG and PG classes.
- 390 books were donated by alumni in college library.
- Alumni group has been created on WhatsApp and all activities, achievements and news clippings are being shared in that group. Commerce department in collaboration with Competitive Cell and Alumni Association organized UGC-NET special classes in which our Alumnus Ms. Geetanjali Bedi, Company Secretary gave tips to students regarding competitive exams.
- Our alumnus Ms. Kandy Bhardwaj delivered a lecture on Communication skills.
- Ms. Harpreet Kaur, Arti Mahajan, Ms. Harsimran Kaur and Ms. Sherry Mehradonated clothes, Toys and Stationery items in Neki Ki Diwar.
- Its proud moment for the college that our Alumnus Ms. Geetanjali Bedi was invited as resource person in the 'Achievers Programme- Stories of the Champions' by worthy Deputy Commissioner Sh. Mohammad Ishfaq.
- Our Alumnus Ms. Kajal Mahajan, Sukhmeet Kaur, Indu, Chanda, Simran, Neha, Mehak, Geetika, Manpreet, Navjot, Mandeep donated reference books in Library.
- Our Alumni guide and counsel students in their areas for

seeking admission in our college.

- They also provide help during youth festival and sports tournaments.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/alumni_meet(new)pdf.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/alumni_meet(new)pdf.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

**Vision:** - To emerge as a premier institution to empower women through holistic education.

**Mission:** - To disseminate knowledge that nurtures students to meet the highest standards of competence and professionalism along with grounding them firmly in a sound value system. The College Management ensures that the policies of the institution are in line with the vision and mission. In management meetings in Chandigarh & Governing Body meets in Gurdaspur, management takes review of women empowerment strategies, gender sensitization programmes and introducing skill oriented programmes for students. We are offering a strong academic foundation to enable students to pursue various courses. According to guidelines of NEP, we provide value-based education, promoting discipline, social awareness and patriotism. The College is striving in every possible way to equip female folk of the region and is committed to empowerment of women through learning beyond class room education. Keeping the mission in mind various Personality Development Programmes and Self Defence workshops are

organised. Some Skill development courses are introduced from time to time. The principal of the college provides guidelines to faculty and supporting staff for the professional development, motivate teamwork to create healthy work culture and positivity in the workplace.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

The principal is the administrative and academic head followed by Vice Principal, Dean Admission, Dean College Development, IQAC Coordinator, NAAC Coordinator, Dean ECAs, Registrar, Bursar, Academic Council and Advisory Committee for enhancing admission, the smooth conduct of administration, organizing cultural activities, conduct of examination in the college and quality initiatives etc.

- The institution formed various academic and non-academic committees to devise plans and strategize academic, cultural and socially relevant activities, which would promote the all-around development of all the stakeholders. Various camps, campaigns and charity programmes are held during the year by NSS, Rotaract Club and Central Association. Students' active participation and involvement is fully ensured.
- The heads of the departments are given full autonomy to arrange departmental activities and to solve the matters at the departmental level. Regular meetings are convened amongst the management, the principal, the committee members and the student representatives through which matters of strategic importance are discussed. The college prepares a financial budget in the beginning of the year. Non-teaching staff also has representation in IQAC and various committees of the college.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To meet the changing demands of students as per NEP 2020 the college has adopted 'student centric approach' and innovative teaching-learning methods. Laboratory infrastructure has been upgraded with respect to number of computers and software packages. College website has been updated. Softwares are used for accounts and admission. In order to make students employable, various skill enhancement and career guidance activities are organized.

The salient features of the strategic plans are:

- Publishing paper in reputed journals by faculty members and encourage students to do the same for e-darpan an on-line magazine of the college.
- Sponsoring faculty members and students to national/international level events.
- Sign MoUs with industry for training and inviting experts for interactive sessions.
- Organizing workshops, seminars and guest lectures.
- Introducing Certificate/Value Added Courses.
- Industrial and field visits to promote practical and participative learning.
  - Alumni interaction.
- Purchase of laboratory equipments, laboratory accessories/tools/consumables and software.
- Training of Non-teaching staff.



The Implementation of these plans have yielded:

- More students from the socially deprived section of society have been enrolled with minimal fee.
- Regular interaction with alumni help students to decide on their future course of education and profession.
- Number of faculty members pursuing doctoral program has increased.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

The college has a well- structured administrative and academic setup to consistently improve the quality and standard of education. Even during pandemic through video conferencing, the management played a participative role in the functioning of the College. When they visit Gurdaspur, meetings are conducted with principal and head of the departments. All important decisions of the College are guided by GGSDS Society, Chandigarh. Principal, IQAC and faculty ensures efficient progression of the College with regard to academic and quality initiatives. Principal sends monthly report and requirement to society office. Heads of the departments have the major responsibility of planning and executing various activities. Notices regarding different events, examinations, scholarships, government schemes are issued by office from time to time. Appointments are followed as per GNDU, Punjab govt. and UGC norms. To fill vacant posts, advertisements are given in newspapers. Proper interview is conducted for recruitment of the staff.

The institution has formed various committees at the institute and department level for the effective functioning of the organization. Principal regularly conducts meeting with them. For effective implementation of day to day activities all staff members are assigned duties. Agenda, minutes of meetings and

action taken reports are properly maintained.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Link to Organogram of the Institution webpage	<a href="https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf">https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

**Effective welfare measures for teaching/ non teaching staff:**

- Various leaves are available to teaching/ non-teaching staff such as casual leave, earned leave, duty leave, compensatory leave, medical leave and leave during emergency.
- Faculty members are motivated to participate in self-development programmes and to upgrade their qualifications.
- In this session six teaching and 2 non-teaching members have been permitted medical leave, one member availed maternity leave and two members availed COVID leave.
- Diwali gift is given to whole SD family by management.
- Financial aid is provided to the teaching/ non teaching

staff in times of need.

- An accommodation facility for staff is available.
- The study leave for Ph.D., UGC NET and other examinations are also given.
- Incentives and duty leaves are given to attend FDPs, Workshops & Conferences.
- Group insurance is done every year.
- Loan facility is also available. Three members have been sanctioned loan during this year.
- Employee Provident Fund is provided for the staff.
- Uniform is also provided to the support staff.
- The institute organizes Neki Ki Diwar twice a year to help support staff and needy people of area.
- Support Staff is honoured on labour day.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

04

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

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

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

**12**

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

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

To ensure quality sustenance and personal growth of the employees, the institution has introduced the system of performance appraisal. This is done at two levels: the level of teaching staff and the level of nonteaching staff. At the end of the academic

session, each faculty member is asked to fill self appraisal form which enlists her teaching performance, academic achievements and contribution in co-curricular activities. These forms are submitted to the Internal Quality Assurance Cell which after a thorough examination of the same, gives recommendations to the principal who gives her remarks and takes decisions accordingly. The appreciation letter and recognition are given to the better performing employees of the college. Annual increments and promotion to next grades are given to the deserving faculty members as the conditions permit. The teachers working on adhoc basis are also asked to fill self appraisal forms. The adhoc staff performing well up to students' satisfaction is appointed again in the next session too. The non-teaching staff is also asked to fill self appraisal form which enlists their performance, dealings with teaching staff and students, work distribution and integrity. After accessing appraisal forms of faculty, principal gives suggestions for further improvements.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/287/feedback_analysis_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/287/feedback_analysis_2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Accounting work is done according to accounting ethics in proper software. All the filing work is done properly by accounts department to reconcile the accounts at the end of month. Income expenditure report is also maintained regularly. Cheques are prepared according to proper bills and signed by authorised signatory.

For transparency in financial matters, the institution has introduced a system of both internal and external audit. The institution maintains and follows a well-planned process for the mobilization of funds and resources. The student tuition fee is the major source of income for the institution. Sponsorships are sought from individuals and NGOs for cultural events. An accounts wing has been constituted to monitor the optimum utilization of funds for various recurring and nonrecurring expenses. The

quotations are invited from vendors for the purchase of equipments, computers, books, etc. We have our internal audit mechanism to verify and certify the entire income and expenditure at the end of financial year. The bursar supervises the financial aspects of the college and a team constituted by the principal checks the physical stock. External auditing is done once in a year by a Chartered Accountant appointed by GGSDS College society, Chandigarh.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/292/audited_statements_-_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/292/audited_statements_-_2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

63,000.00

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

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

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

Every year the institutional budget is prepared by the Accounts Department taking into consideration of all expenditures. Accordingly, all the academic heads and Accounts department prepare the budget estimates for the subsequent financial year. All the major financial decisions are taken by the Principal and

the Accounts department with the consent of management of the college. Monthly requirement is sent to GGSDS Society. Once it is sanctioned then expenditures are planned. As and when urgent requirements arise it is given after sanction received from head office. Monthly statement of income and expenditure is sent regularly to society office in Chandigarh.

The institute adheres to the utilization of budget approved for establishment expenditure and other recurring/ non-recurring expenditures by the management. The quotations are invited and comparative statement is sent to management. After getting approval from them, the purchase order is placed. The bill payments are passed after testing and verification of items through cheques and online payments. Only authorized person operates the transactions through bank.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of the college works towards improving and maintaining the quality of education. It meets every quarterly to plan various activities in the college. It works on plan of action and strives for quality enhancement with positive outcome. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives: -

Contributing for National development: -

- Skill development initiatives
- Extension activities by NSS and other committees
- Benefiting neighbouring villages through the provision of health care facilities, Neki ki Dewar, etc.
- Entrepreneurial training in skill-based courses
- Efforts for clean and green environment
- Efforts for Institutional Values and Social Responsibility.
- Contribution to National, State and District level Missions like Swachh Bharat Mission, Skill India, Azadi ka Amrit Mahotsav, Digital India, Beti Bachao Beti Padhao etc.

**Fostering Global Competencies and Values among students: -**

- Culture of hard work
- Training for fulfilling daily targets, Enhancement of communication skills through soft skill courses
- Students' participation in conferences and visits to industries
- Visits of experts, guest lectures from eminent personalities or faculty of other institutions
- Introduction of Short-Term Courses
- Celebration of various days and festivals for giving holistic education.
- Organization and participation in various co-curricular activities and games
- Morning prayer and assembly
- Ragging -free campus

File Description	Documents
Paste link for additional information	<a href="https://www.facebook.com/groups/788465557953990/permalink/2639500022850525/">https://www.facebook.com/groups/788465557953990/permalink/2639500022850525/</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching- learning process.

The academic calendar is prepared in advance and displayed on college website.

Admission to various programmes, summer/winter vacations, examination schedule and declaration of results are notified in the Academic Calendar. Vision and Mission is also displayed on the campus board.

All newly admitted students have to attend the orientation programme, in which they are made aware of the vision, mission, the teaching- learning process, the system of continuous evaluation, various co-curricular activities, discipline, time - table, programme structure, and syllabi of the courses. After Pre-Semester examination students' performance is reviewed and PTM is



conducted.

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

Teachers conduct regular meetings with class representatives and individual students to take feedback. The same is shared with IQAC and appropriate steps are taken to enhance the teaching - learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/204/iqac_minutes_of_meeting_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/204/iqac_minutes_of_meeting_2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2021-22.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 - Institutional Values and Social Responsibilities

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

The institution promotes Gender sensitization through various curricular and co-curricular activities.

- Seminar on 'Cervical Cancer and Reproductive Health'.
- Workshop on 'Self Defense'.
- Faculty Development Programme on 'Heart Health for Women'.
- Organized four day Personality Development Programme.
- Women Cell helps students regarding Gender equity.
- To familiarize students with Shakti App, Community Police helped students in installation of this App in their mobiles.
- Organized four day First Aid Training Camp.
- Honoring of married students who continue study after marriage.
- 24 hours CCTV camera network across all sensitive locations in campus and hostel.
- Boundary wall with fencing has been constructed.
- Visitors' entry register at the gate.
- Strict rules to prevent entry of male staff in hostel.
- Held Declamation contest on 'Girl Child' on National Youth Day.
- Celebration of 'Poshan Saptah'.
- Celebration of Lohri Festival.
- Celebration of 'International Women's Day'.
- Celebration of 'National Girl Child Day'.
- Awareness campaigns on Women safety and Gender sensitivity through rallies & camps by NSS unit.
- Through SVEEP Campaign, girls are being motivated for enrollment in voters' list and voting.
- Sanitary vending machine in campus.
- Medical room and Counselling Centre for confronting students' problems.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1.annual_gender_sensitization_action_plan-2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1.annual_gender_sensitization_action_plan-2021-22.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1.specific_facilities_provided_for_women-2021-22.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1.specific_facilities_provided_for_women-2021-22.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

#### **Solid waste management**

The solid waste (separated as biodegradable and non-biodegradable) is appropriately disposed off through Municipal Committee. At regular periods, paper trash is sold to vendors. Furniture waste is sold to junk dealer. The NSS unit of the college has arranged a clean-up initiative to raise awareness about solid waste among students. In campus, composting bins have been constructed for composting garden and kitchen waste to prepare manure. Surplus manure is sold to faculty members. There are two vermicomposting units in campus. All the biodegradable waste is decomposed in these units.

#### **Liquid waste management**

The internal sewage system is connected to the sewer line which

safely disposes off liquid waste. Waste water of the hostel mess is drained out in the kitchen garden.

#### Hazardous chemicals waste management

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

#### E-waste management

There is Scrap Disposal committee to manage the e-waste in college. It keeps record of all the scraps and dispose it off from time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1_3-geo_tagg_photos_of_facilities_for_management_of_degradable_and_non_degradable_waste-2021-22_.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1_3-geo_tagg_photos_of_facilities_for_management_of_degradable_and_non_degradable_waste-2021-22_.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for**

A. Any 4 or All of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

of reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>We welcome students from different social backgrounds without any prejudice. For linguistic unity, three language formula has been adopted in teaching. International language Day celebration, Dharmic Pariksha (By SGPC), have also been conducted in the campus. The institute focuses on value based education coupled with an emphasis on secular ethos. For inclusive environment no discrimination is being done during admission or class room teaching. Every Monday morning assembly of the college starts with 'Sarav Dharam Prathana'. In college hostel there are students from diverse religions. They are given space to celebrate their festivals and rituals. Trips are also organised to all the religious places without any discrimination. Various kinds of scholarships are provided to minorities. For the promotion of cultural unity, the college has organized Saraswati puja, Talent Hunt-Khoj Ek Prayas, comedy drama 'Planning' by Natalirang Manch, Gurdaspur and IPTA, Teacher's Day celebration, tribute to folk singer Gurmeet Bawa, etc. Students participated in youth festival at GNDU Amritsar, Sabhyacharak Mela, Dhee Punjab Di competition at Nawanshahr, Ramayana quiz contest. We celebrate birth/death anniversaries of all Saints and Gurus of different religions. To promote socioeconomic unity many charitable projects like 'Neki Ki Deewar', 'Samvedna', 'Arpit', 'Chabeel' and 'Sharing happiness with others' are taken up in and outside the campus.</p>	

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

To make students and employees responsible citizens, each department and various clubs and committees have organized various curricular and co-curricular activities like poster making, slogan writing, essay writing competitions, selfie stand and wall magazine, etc. under the project of Azadi Ka Amrit Mahotsav. The college provides three polling booths in the campus. Electoral Literacy Club conducted various SVEEP activities before Punjab Vidhan Sabha Elections 2022. A Mega Level Service Camp has been organized to impart knowledge about legal services. The college has organized student activities like oath-taking ceremonies, competitions on Independence Day, Republic Day, Human Rights Day, National Integration Day, Voter Day and Constitution Day wherein a large number of students participated. Celebration of Patriotic Week is a regular feature of the college. NSS unit organized a seven days camp at Babowal (adopted village) where community services such as cleanliness, wall paint, awareness campaign, marathon race, distribution of eatables, clothes, stationary etc. activities were held to aware them about duties. A board on Fundamental Duties, National Anthem and National Song has been displayed in the campus. NSS unit and Social Sciences Club keeps on celebrating birth and death anniversaries of great freedom fighters throughout the year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The**

**A. All of the above**

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

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

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

To make the students aware of the national pride and rich cultural heritage, the national and international commemorative days are regularly celebrated in the campus such as World Environment Day, World Water Day, World Ozone Day, World Population Day, World Human Right Day, World Literacy Day, World Dictionary Day, World Poetry Day, World Literature Day, International Language Day, International Family Day, International Women Day, International Yoga Day, World AIDS Day ,World Health Day, World Thalessemia Day, World No Tobacco Day, Labour Day, Independence Day, Republic Day, National Voters Day, National Education Day, National Unity Day, National Science Day, National Youth Day, Kargil Vijay Diwas, Punjab Day, Birth Anniversary of Mahatma Gandhi ,2-minute silence on Death Anniversary of Mahatma Gandhi, Birth Anniversary of Neta Ji Subhash Chander Bose, Lala Lajpat Rai, Martyrdom Day of Bhagat Singh Ji, S. Kartar Singh Sarabha, Birth and Death Anniversary of Dr. B.R. Ambedkar, Birth Anniversary of Sahir Ludhianvi, Guru Ravi Das Ji, Martyrdom Day of Shri Guru Arjan Dev Ji, Shri Guru Gobind Singh ji, Birth Anniversary of Shri Guru Teg Bahudur ji, Banda Bahadur ji, Guru Nanak Dev ji, Van Mahotsav, Lohri, Basant Panchami, Shivratri, Baisakhi, Ganesh Chaturthi, Nirjala Ekadashi, Dussehra, Ram Navmi, Diwali and Christmas.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Altruism Drive

The Altruism drive of the college is to inculcates the spirit of volunteerism among the students through community interaction. Community service by the students covers several aspects like adoption of village, sanitation drives, women empowerment Programmes, work for the weaker sections of the community, helping inmates of orphanages and slum area people, etc. The village Babawal has been adopted for carrying out outreach activities. NSS units and Environment association have been organizing various activities in the adopted village. Specific programmes related to:

- Environment
- Health and Hygiene
- Education
- Small Scale Enterprise
- Charity Programmes and Camps
- Cavalcade

### Student Care

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

- As per NEP to provide inclusive education the college provides financial aid, liberal concessions and incentives to deserving students.
- Safe transport facility is available.
- Self-defence tips are given to empower girls.
- The Counselling Cell provides services both for personal and career counselling.

- Student centre, cafeteria and book shop are available inside the campus.
- A four-day PDP programme cum hobby classes was organized by IQAC in which students learned professional skills.
- Parents teacher meeting is held in the college campus in each semester.
- Remedial classes are organized to help slow learners.
- Competitive Cell of the college organizes free UGC/NET special classes.
- Separate medical room is available in the campus. The college conducts regular medical check-ups and awareness camps.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

- Under the "Go Green and Save Planet Earth" theme, a plantation drive is organized by the Environment Association every year.
- In collaboration with Environment Protection Society Gurdaspur and Bharat Vikas Parishad, college organizes plantation drive and Van Mohotsav every year.
- The Environment Association and Green Club celebrates World Environment Day with theme "Share for Cleaner Air". Different events like Rangoli, Best out of the waste, Photography contest, Fancy dress competition, Banner releasing and oath taking ceremony are organized under this.
- Meritorious students and distinguished guests are honored with saplings.
- Every month Environment Association declares "Plant of the month" which highlights a particular vegetable or fruit.
- The organic vegetables and fruits grown in the kitchen garden are consumed in the hostel mess and the surplus is sold to the faculty members.
- Energy Audit and Green Audit was conducted by R.K. Electrical and Energy Audit Services, Chandigarh.
- Environment Association organized poster releasing event on

'Save Water' under Ministry of Jal Shakti (GOI). It also organized a 'Public Interactive Programme' sponsored by Ministry of Jal Shakti.

- The college celebrates World Environment Day, Save Water Day, Van Mahotsav, Project ARPIT and World Ozone Day every year.
- Environment Association of the college released awareness poster on throwing garbage in the open.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. More e-books and e-journal will be subscribed.
2. New courses to be applied for keeping in view the demands by the alumnae and parents.
3. More laboratory equipments in laboratories will be purchased for upgradation.
4. More Subject related reference books will be purchased.
5. New research journals will be subscribed.
6. Research proposal will be submitted to various funding bodies.
7. New computers with latest technology will be purchased.
8. To sign more MOUs with various NGOs and GOs.
9. To maintain linkages with various bodies for on the job training, student and faculty exchange and field trips.
10. To organise, webinars, seminars, guest lectures by each department of the college.
11. More CCTV cameras will be installed to ensure safety and security.
12. To increase the biodiversity in the college more plants especially medicinal plants, fruit plants, air purifier plants will be planted.
13. Continuous reminder to ban plastic in the campus will be followed.
14. To inculcate the cultural, regional, linguistic values more seminars will be organised.
15. To organise more outreach programmes and activities.
16. To organize more educational trips, tours and field visits.
17. To enhance industry academia interface.
18. To enhance ICT enable learning interactive, more smart class rooms will be setup.

19. To concentrate more on cultural events, antidrug programmes, blood donation programmes for students.
20. Adding infrastructure in the hostel.
21. Enhancing Rain water harvesting to other areas of the campus.
22. To install Smart Boards in campus.
23. More games to be added.
24. Active participation in Youth Festival.
25. To introduce online courses as guided by NEP 2020.