



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Pt. Mohan Lal S.D. College for Women, Gurdaspur.

- Name of the Head of the institution **Dr. (Mrs.) Neeru Sharma**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **01874502681**
- Mobile No: **9463284185**
- Registered e-mail **ptmlsd@gmail.com**
- Alternate e-mail **iqac.sd@gmail.com**
- Address **Kahnuwan Road, Gurdaspur**
- City/Town **Gurdaspur**
- State/UT **Punjab**
- Pin Code **143521**

##### 2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- 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**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://www.ptmlsdc.ac.in/public/web\\_images/210/aqar\\_report\\_\(2021-22\).pdf](https://www.ptmlsdc.ac.in/public/web_images/210/aqar_report_(2021-22).pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://www.ptmlsdc.ac.in/public/web\\_images/188/academic\\_calendar\\_2022-23.pdf](https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_2022-23.pdf)

**5. Accreditation Details**

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

**6. Date of Establishment of IQAC**

**14/07/2008**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Political Science	National Seminar	ICSSR, Chandigarh	31/3/2023	60,000
Red Ribbon Club	Regional Seminar	Director, Youth Services, District Administration & Red Cross Society, Gurdaspur	14/9/2022	3000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. The IQAC is designed to monitor and enhance the quality, to foster continuous improvement and driving academic excellence. It finalized the action plan of AQAR, ensured its implementation, reviewed its progress and drafted the action plan for the next year.
2. The College has established IIC (Institution's Innovation

Council) as per the norms of Innovation Cell, Ministry of Education, Govt. of India for nurturing innovation and entrepreneurial ecosystem in the institution and organizes activities on entrepreneurship and career guidance.

3. The Institution arranges skill enhancement programs to develop students' skills like - personality enrichment, skill development, entrepreneurial and language skills etc. to incorporate with the objectives of NEP 2020. The college organized various activities in association with MGNCRE, department of higher education and MOE, Govt. of India.

4. The college through IQAC has been making continuous efforts to train its students, teaching, non-teaching staff and for the overall development of the college. In this spirit, various PDP Programmes and Short term/certificate courses were organized with an aim to augment the skills and personality of the students. The college organised various workshops, seminars and FDPs for teaching staff and also conducted a program for support staff. ICSSR sponsored national seminar was organised by the department of Political Science.

5. The college successfully installed a 20KW solar power system, embracing sustainability and renewable energy. Additionally, a fire safety set up is installed to ensure students' safety.

#### **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
Formulate Academic calendar	151 activities were organized as per the Academic calendar released in the beginning of the session.
Qualitative curriculum delivery	To guarantee qualitative curriculum delivery in academics, tranquil atmosphere for intellect pursuits was strengthened, Orientation Programmes, motivational lectures and bridge classes were organized for the newly admitted students in UG classes. To ensure quality enhancement and quality sustenance, students were classified into Slow

	<p>Learners and advance learners and extra classes were arranged for them to attain good results and university merits.</p>
<p>Skill Development Programmes</p>	<p>The college successfully conducted 9 Career oriented Add on courses and 12 short term and certificate courses this year. The focus is on providing hands on experiences and practical knowledge. The college organised various activities in association with Institution Innovation Council and MGNCRE, MOE, Govt. of India.</p>
<p>To encourage holistic development</p>	<p>To enhance students' participation in district, state and national level, the college has organized extracurricular activities aimed at bringing out the unique capabilities of students. Guest Lectures, seminars, workshops and short term certificate courses were conducted for the overall development of students.</p>
<p>To enhance experiential learning and employability skills.</p>	<p>The college organized an Interactive programme week to impart technical skills among students. .As part of the "Earn while learn" scheme, the college has established a Student Handicraft Shop (SHS) on campus. This initiative includes organizing exhibitions cum sales by different departments to showcase students' creative talents. This year, SD Bazar - a creative fest was organized to promote innovation and entrepreneurship. On Job trainings, industrial visits and educational trips were arranged to engage students in</p>

	<p>experiential learning. Career Guidance Cell arranged field visits and regular visits to the DBEE office, Gurdaspur.</p>
Vocational Training	<p>The college favours vocational education that aims at generating skilled manpower. Various skill based workshops were organized in which eminent speakers were invited to widen the horizon of students' knowledge. Special training session were conducted by our faculty for government school students' in our campus.</p>
To establish Herbal Garden and SD Nursery	<p>Herbal Garden with medicinal plants was developed in the campus. SD nursery was also established.</p>
Training on Vermicomposting	<p>A training on Vermicomposting was given to the students in the campus for the students to enhance sustainability efforts and created nutrient rich soil for campus kitchen garden.</p>
Research Promotion	<p>Motivated the faculty members for updating their research work. Many faculty members presented papers at national level seminars and conferences. They got their work published in edited books and journals. This year, two faculty members completed their Ph.d and one faculty got cleared her UGC NET. Currently six members are pursuing PhD.</p>
Recreational activities for staff	<p>Teachers Day, Teej, Karwa Chauth, Diwali Fest and Basant were celebrated enthusiastically and a one day trip was organized for staff.</p>

<p>Faculty Enhancement Programmes.</p>	<p>Faculty Induction Programmes, Short-term courses, Refresher courses and faculty development Programmes were attended by college faculty. A series of webinars, seminars &amp; workshops were attended by the faculty to improve their capacity to observe and analyze the needs of the students through deep insight. The faculty attended diverse programmes on NEP and NAAC for better understanding of NEP preparedness and revised framework of NAAC.</p>
<p>Eco Friendly Safety Measures</p>	<p>The college successfully installed a 20k Solar Power system, embracing sustainability and renewable energy and Fire Safety set up was also set up in the campus to ensure the safety of the students. Training was also given to the support staff and the students to avoid any causalities.</p>
<p>Equip students with essential life skills</p>	<p>Every department at the institution organized a series of seminars, webinars, workshops, exhibitions, field visits, and guest lectures to enhance students' awareness and their life skills at college level and in association with MGNCRE. These events provided valuable learning opportunities for the students to expand their knowledge and enhance their communication skills, critical thinking, problem solving and decision making etc. A four-day First Aid training camp was organized.</p>
<p>To enrich College Library and strengthen e-resources.</p>	<p>New books were purchased and journals were subscribed for</p>

	library. INFLIBNET and DELNET workshops were organized for effective usage of e-resources for faculty and PG students
To engage society through outreach Programmes	Central Association, Rotaract & NSS organised a variety of activities to celebrate national and other important days. To contribute to the society, they took initiatives to engage and involve the community in meaningful ways through awareness campaigns for Save girl child, Swachh Bharat, Drug Abuse, Say No to plastic, Azadi ka Amrit Mahotsav, Panch-pran and India@2047 etc.
To plan various IIC Activities	The IIC of the college contributed in quarter-wise calender, MIC, Celebration and self driven activities. It aims to foster a innovation culture for nurturing entrepreneurial ecosystem in the institution and arranged various activities on entrepreneurship and career guidance.

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

- Name of the statutory body

Name	Date of meeting(s)
Academic Council of College	20/10/2022

14. Whether institutional data submitted to AISHE



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<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p></p>	



Name	Date of meeting(s)
Academic Council of College	20/10/2022

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

Year	Date of Submission
2021-22	19/01/2023

**15. Multidisciplinary / interdisciplinary**

Multidisciplinary approach not only broadens the thought process of scholars but also brings clarity about all issues and events. It can be implemented at an institutional level in many ways. 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 nine 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, Fine Arts, Music. A student can opt any of these add on Courses irrespective of their stream. Besides this, our college organises short term courses in Soft Skills, Vedic Maths, Basics of Experimental Techniques, Basics of Mathematics, Artistic Entrepreneurship, Web Designing, Desktop Publishing, Hair do, Retail Management, Drafting and Stitching 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 organised an interactive programme sponsored by Ministry of Jal Shakti, Govt. of India. 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):**

With the implementation of the NEP 2020 in the GNDU colleges, it will be mandatory for all the students to register for the Academic Bank of Credits in the coming academic year. The concept of Academic Bank of Credits with an emphasis on enabling student mobility across Higher Education institutions is an innovative idea and has a potential in seamless integration of skills and experiences earned as credits deposited in an institution that can be redeemed at another institution allowing lateral and horizontal mobility in the academic programmes. The college is fully equipped and proactive to implement the guidelines of UGC and GNDU for the establishment of Academic Bank of Credits.

### **17.Skill development:**

Our college is hub of vocational courses and skill enhancement programmes and these platforms throb with activities throughout the year. Several departments impart trainings and hands-on sessions for skill updating of the students in general. Thrust on value addition is the aim of our institution. These activities are locus of imparting skill to those students who have the will to learn. They focus on generating employability skills and entrepreneurship development. These skills teach communication, organisation, team work, punctuality, emotional quotient, critical thinking, creativity, adaptability, computer literacy and inclusiveness. These skills bring into focus their interests and transform them into their talent. These value-added activities prepare productive workforce which is committed to excellence, intelligent planning and focused effort. Seminars, Short term and certificate courses and workshops are organised for the students to enhance their presentation skills, interpersonal skills, team building, emotional intelligence and decision-making skills etc. Institution is having English language laboratory which has systems with required accessories and software. Various competitions in Hindi, English and Punjabi languages like declamation, essay writing, plays etc. are regularly organised in our college 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. In order to enhance physical and mental health of students and faculty, our institution organizes regular Yoga and meditation classes. Various lectures and workshops on topics like First-Aid, Stress Management, Psychological Well-being etc. are organised in our college. To improve the ability, to cater needs of the job market, students are trained with new skills. Every year, Intercollege Technofun and Interactive

Programme week is hosted in which various events such as programming skills, group discussions, debate, paper presentation, e-card making, power point presentations, quizzes, poster making etc. are organised. Software modules and internships are conducted as a part of the curriculum. Various ICT tools are used for conducting webinars, seminars, workshops, conferences etc. via Zoom, Google meet. It helps students to develop a practical and a realistic approach for understanding their course. In future as per guidelines from GNDU, Amritsar regarding NEP, more programmes would be added relating to skill enhancement and capacity building amongst the students. More emphasis would be given on student centric activities which are helpful in creating various kinds of skills in the students like life skills, soft skills, language/communication skills and ICT/Computing Skills.

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

Our college is committed to incorporating the objectives of NEP 2020. We believe in developing well-rounded individuals by integrating skills, values, and technology into our courses and programs. The New Education Policy (NEP) 2020 places significant importance on promoting multilingualism in teaching and learning. Our college has embraced various initiatives to nurture languages, arts, and culture among students. In our esteemed institution, we recognise the vital role of regional languages such as Punjabi, Hindi, and English in the classroom. By incorporating regional languages in the classroom, we create an inclusive learning space that celebrates diversity and promotes a sense of belonging among students. The college wholeheartedly supports the three-language formula for teaching and learning in the classroom. Furthermore, many courses offer the flexibility for students to choose their preferred language (Hindi, English, or Punjabi) for examinations, as allowed by the affiliating university. The college offers a diverse selection of elective courses in Hindi, Punjabi, and English, providing students with many combinations to choose from. Punjabi is a compulsory subject at the undergraduate level. We celebrate events like International Mother Language Day, Hindi Divas, and Maatri Bhasha Divas with great enthusiasm to promote languages among students. Through various activities and student participation, we strive to promote the integration of Indian languages and culture in our teaching. These initiatives create a lively and immersive learning atmosphere, transforming our institute into a vibrant hub for cultural exchange and appreciation. English Honours is offered at our college, allowing students to delve into the

intricacies of the English language. We also have a language lab to enhance language learning and communication skills. Functional English is an invaluable addition to the college curriculum as it equips students with practical language skills that are essential in various professional settings. Punjab History and Culture is also included in the college curriculum for non-Punjabi background students. It provides students with a deeper understanding and appreciation of our heritage. These courses offer a diverse range of subjects that align with our rich cultural heritage. They provide flexibility in terms of scheduling and allow students to learn at their own pace. By taking these courses, students delve deeper into Indian history, art, literature, and more. It's a convenient and effective way to expand their knowledge within the Indian knowledge system. Incorporating youth festivals, cultural events, and ethical values into the college curriculum is crucial for nurturing the Indian Knowledge System. These events provide a platform for students to showcase their talents, celebrate our diverse culture, and instill ethical values. Our Institute's Heritage Society and Youth Club arranges various activities and events such as debates, declamations, essay writing, poetry recitations, and commemorating significant individuals. Events like rangoli making, photography, painting, dance performances, exhibitions on Punjab heritage, cooking competitions, mehndi, and nail art are hosted to contribute to the overall development of students, fostering a deep appreciation for our cultural heritage and traditions. Our teachers regularly mentor students, sharing their social experiences and providing guidance. We strive to create a holistic learning environment that prepares students for future challenges. Our renowned institute actively promotes spiritual awareness among students, in line with NEP 2020. We organise yoga and meditation camps, arrange trips to religious, historic sites, and celebrate festivals such as Lohri, Diwali, and Eid with full enthusiasm. The institute proactively tries to provide an inclusive environment for students from different religions, castes, and backgrounds, such as Punjab, Himachal, Jammu, and Kashmir. Our college students showcased their talents by performing Giddha at the district, state, and national levels on different occasions to promote Punjabi culture. We host guest lectures and workshops on mindfulness and self-discovery to nurture the spiritual well-being of our students and create a harmonious environment for personal growth. In the upcoming session, we will further enhance these provisions to ensure they align with the local ground realities in the border belt area of Punjab. Since our college follows the curriculum designed by Guru Nanak Dev University, Amritsar, we will definitely incorporate

any online courses that the university adopts in the future. The college Principal and NEP committee attended GND university meetings on credit and grading system which is supposed to be implemented in coming session. We are committed to providing our students with the best educational opportunities available.

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

Outcome-based education is an educational process that is based on trying to achieve certain specified outcomes in terms of the best learning environment. Students join the institute from different backgrounds, 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. The learning outcomes of each course are built into the prescribed syllabi and play a crucial role in determining and planning the teaching, learning, and assessment strategies. While studying in the institution, we want them to broaden their horizon and attitudes, and to develop various skills. For successful outcomes, the college updates its website regularly with notifications and important circulars/revisions sent by the University. 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.

**Skill Enhancement :** To meet the requirements of NEP, Alongwith

their course curriculum, students are enrolled in various skill enhancement courses to upgrade their learning levels and gain entrepreneurial skills.

Adoption of ICT enabled learning: This emphasized ICT enabled learning strategies in classrooms through presentations, spoken tutorials, webinars to strengthen the knowledgebase towards attainment of learning outcomes.

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:**

-The college is affiliated to Guru Nanak Dev University so an independent decision cannot be taken on online mode of teaching. This mode will be adopted only if permission is granted by the higher authorities.

-Technology was put to its maximum usage during the hard times of the pandemic when educational institutes faced a sudden closure and there was no way through which teachers could reach students. But our college took initiative to teach students by providing teachers access to free Wi-Fi facility, Cisco Webex and Google Meet. Classes were conducted through Google classrooms and Edmodo Classes. Both teachers and students have gained a first-hand experience of the online classes. This trend has been continued, many meetings are conducted online with the governing body. A series of webinars are arranged when direct physical interaction is not possible.

-Use of e- learning resources such as Spoken Tutorials are being promoted. Several students and teachers updated themselves through e-courses offered by different organisations such as Cyber Shiksha Programme.

-The College library is enriched with Inflibnet and Delnet e-resources to meet the requirements of online education which provides unparalleled access to innumerable resources at the click of a button.

-Motivating the faculty for e-content development is needed for qualitative productivity.



Thus, the college is fully prepared for the New Education Policy as far as the delivery of Online Education is concerned.

## 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

1074

Number of students during the year

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

2.2

588

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

380

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1

52

Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	52	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	27	
Total number of Classrooms and Seminar halls		
4.2	19875878	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	79	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The college has evolved an efficacious mechanism for curriculum delivery. The annual plan of the college is made on the basis of academic calendar. Heads of the department conduct meetings to distribute work loads, allot subjects and plan departmental activities.</p> <p>The Timetable committee draws up a detailed timetable, displayed it on notice board and uploaded it on the college website. At the onset of the session, the orientation programme is conducted in which students are acquainted with curricular and co-curricular activities. Extra classes are taken for late admission students. Bridge classes are also conducted to fulfil the knowledge gap . Teachers prepare planners semester-wise. New recruits are given</p>		



orientation regarding teaching.

Various webinars, seminars and workshops are conducted as per the curriculum. Internet, computers, LCD projectors and other visual aids are used. There is optimum utilization of labs for practical subjects/classes.

The college promotes the use of the library and library period among students and also provides a book bank facility. A Book Donation Drive was organized by the Library committee to inculcate the habit of reading .

Academic and administrative audit of departments is conducted by IQAC to ensure that the curriculum is delivered effectively. Proper Feedback is collected from students.

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

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

The college abides by the academic calendar of the affiliating university in letter and spirit for examination, assessment, evaluation, sports events and youth festival. The college also prepares it's own academic calendar comprising celebration of important days & events. College prospectus including academic calender is uploaded on the college website.

Departmental heads supervises the completion of syllabus, practical work, projects, student's seminars, departmental events, competitions and ensures that there is no overlapping. For the enhancement of in-depth knowledge of the students, guest lectures, webinars, seminars and workshops are organized during every semester. For CIE, students' interests, skill levels and language barriers are taken into consideration. Departmental clubs conducted classroom seminars, co-curricular events, intra and inter college competitions to evaluate learning levels of the students.

Class tests are conducted twice a month for every class. The Examination committee pre-plans the schedule for the pre-semester

test in each semester. The academic results of the pre-semester tests are evaluated and recorded. Twice a year, Parent-Teacher meet is organized to declare the results and inform parents about the behaviour, class attendance and performance of their wards. College Principal interacts with the students for feedback through 'Vidhyarthi Darbar'.

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

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

A. All 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)

21

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

698

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

698

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 affiliating university but when it comes to maintaining a healthy

environment we do integrate various cross cutting issues through number of extra-curricular activities.

At institutional level, various co-curricular activities are conducted by departmental clubs and committees. In Commerce, Professional Ethics are taught in subjects like Insurance, Corporate Governance, Business Communication etc. Institution's Innovation Council and Entrepreneurship club organized various events .

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 . Various events such as skit, role play, programmes on women, girl child, slogan writing and poster making are organized in the campus.

Under Social Sciences students study the topics on national integration, stress management, national movement, human rights, fundamental duties and sustainability. Students are motivated to enroll in NSS, Youth club, Red Ribbon and SVEEP programmes which aims at inculcating human values , ethics and socially responsible qualities.

The topics of environment and sustainability are taught in Political Science, Commerce, B.Sc medical and Physics. A number of activities such as plantation drives, celebration of all important days concerning environment are organized periodically.

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

8

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

125

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

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<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_student_faculty_alumni_(2022-23).pdf">https://www.ptmlsdc.ac.in/public/web_images/205/feedback_analysis_student_faculty_alumni_(2022-23).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**

**1295**

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**

**264**

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

Meetings of the 'Remedial class in-charges' and Advance Learners Club are arranged with the college principal, who guides them accordingly. After pre-university tests, slow and advanced learners are identified based on their performance, attendance, class tests and lists are prepared for arranging special classes. The mentor-mentee relationship is followed to assist slow and advanced learners.

### Advanced learners:

- For securing university positions, students are provided reference material for additional learning
- To boost confidence among students their academic achievements are highlighted through print media and social media (FB, Youtube & Instagram).
- Brilliant students are encouraged to participate in seminars, workshops and inter-college competitions at state and national levels.
- Special fee concessions and scholarships are also given to them.
- Students are being guided to clearing competitive exams and career counselling
- Students securing merits and distinctions are honoured in the 'Achievers Programme' an initiative of the college IQAC team

### Slow Learners:

- Easy notes and previous years' question papers are discussed through remedial classes.
- Tips for time management, learning and paper presentation are given.
- WhatsApp groups are created where students can discuss their problems with teachers.
- Students getting compartments are given special attention,

and class tests are conducted.

- Subject teachers remain constantly in touch with such students.

File Description	Documents
Link for additional Information	Nil
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
1074	52

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

- Industrial visits and Educational trips to engage students in experiential learning.
- Well-equipped laboratories for practical subjects.
- Project work by computer and Fashion Designing departments.
- Internship to gain fieldwork experience.

#### Participative learning

- Workshops and exhibitions to develop entrepreneurship.
- Activities like Marketing, com-fest, Seminars, guest lectures.
- 'Interactive programme week' and 'Techno Fun' by the CS department.
- Tree plantation drives, Swachh Bharat, rallies, Village Adoption and Health Awareness camps by NSS.
- Talent Hunt to give an opening for creativity and talent.
- Students involved in organising and coordinating various



activities for developing leadership skills, team spirit, and critical thinking.

- Students attending Add-on courses, skill-based workshops and short-term courses.
- Classroom seminars, group discussions and quizzes.

#### Problem-Solving Methodology:

- Mentor-mentee relationship, Career Counselling cell, Student Council, Grievance Redressal committee for supporting students.
- Students participated in online / offline National-level competitions like E-Comfest, E-Science Fest, quizzes and essay writing, etc.
- Mentoring facilities are available in college campus to solve academic / non-academic issues.
- Class assignments, class presentations and debates are arranged.
- Students' participation in sports, inter-college events, and youth festival to improve performance in extracurricular and academics.

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

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

- The College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms, digital library resources, printers, seminar room, etc.
- IQAC and IT Cell to guide the teachers about online apps and portals like INFLIBNET, SWAYAM, Edmodo, EBSCO, DELNET etc. for assessing e-learning resources.
- Access for INFLIBNET and DELNET information resources are provided to Post graduate students.
- The College library is computerised.
- Faculty members are encouraged to prepare presentations in their respective teaching subjects by using LCDs, projectors.

- Students are also taught to prepare PPTs departmental activities.
- Subject teachers prepare and conduct online/ offline quiz competitions for students.
- Recorded video/ audio lectures are also made available to students.
- On-line lectures and various webinars via Zoom, Google Meet, Cisco WebEx Meet, Skype, etc. are conducted for students.
- Various technical events such as poster making, debates, paper presentation, e-card making, power point presentation, Quiz, etc. are being organized with the help of I.T tools.
- Faculty members use various ICT tools for conducting webinars, seminars, workshops, conferences etc.
- Class wise WhatsApp groups have been created to share information regarding syllabus, tests and examinations.

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/288/2.3.2-ict_enabled_tools_for_effective_teaching_learning_process.pdf">https://www.ptmlsdc.ac.in/public/web_images/288/2.3.2-ict_enabled_tools_for_effective_teaching_learning_process.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

53

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

52

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

07

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

52

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.

- Teachers ensure that the students are aware of the internal assessment evaluation.
- Students are informed in advance about the curriculum and the marks scheme designed by the university.
- Class tests are held twice a month and pre-semester exams are conducted during each semester.
- Assignments and tests are regularly conducted and students are given opportunities to improve their performance.
- All the records of attendance in internal examinations and summary of marks are appropriately maintained by the teachers for academic monitoring.
- The students are honoured for their better performance in academic, sports and extracurricular activities.
- Students excelling in academics, sports and extracurricular activities are given vital roles in the sports team, club-committees and executive team of the Student Council.
- Practical for final exams are conducted by external experts, ensuring transparency for assessment to be sent to university.
- Parent Teacher Meet is conducted once each semester to inform parents about the performance of their wards.
- The Principal takes the initiative to discuss the problems students face in academic and non-academic areas under 'Vidyarthi Darbar' in which students' feedback is taken.

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

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

- At the college level, an Examination Committee, comprising of the Registrar and other teaching and non-teaching staff as members is constituted to handle the issues regarding examination and evaluation.

- Eligibility for exams is based on 75% attendance.
- The Date sheet of the pre-semester is prepared and displayed, if students have any grievances regarding holidays, festivals or clashes in subjects, they approach the Examination committee.
- The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTV in each room.
- A table marking system for evaluating students' answer-books is considered.
- Students' leave applications on medical grounds and other emergencies are given due attention.
- Each department prepared a compiled result record and submitted the same to the Examination committee.
- Students' doubts regarding evaluation are given serious consideration.
- The students are free to use a suggestion box regarding internal examination mechanism.
- The Principal and Registrar randomly re-checked answer sheets and if the need arises forwarded specific suggestions to the staff.
- All examination-related grievances are addressed on a priority basis.
- Parent-teacher meeting is organised to familiarise the parents with the academic performance, attendance and they can see answer sheets of their ward.

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

## 2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes offered by the institution are uploaded on the website. The university designs the curriculum of the Programmes. The college faculty develops a curriculum of self-financed certificate courses and their Programme outcomes. Students are informed about course and programme outcomes through the orientation programme and via Mentor-Mentee.

- POs and Cos are displayed on the departmental Notice Board, library, hostel and student centre notice board.
- POs and Cos are communicated to the Alumni during the Alumni meet.
- The Vision and mission of the institute are displayed.
- The college has started many self-designed certificate courses and is running nine add-on courses to enhance students' knowledge. Their Programme outcomes are also clearly stated and communicated to the students in regular classes.
- The student assessment provides faculty feedback and benefits in improving the teaching-learning process.
- The Programme outcomes are measured over time by assessing students' performance in activities like NSS, youth festival and co-curricular activities.
- The performance of students in university examinations and pre-semester examinations is a parameter of outcomes assessment.
- The IQAC Committee guides every department in preparing Programme and Course outcomes.

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

Outcome-based education is an educational process that is based on trying to achieve certain specified outcomes in terms of the best learning environment. Students join the institute from different backgrounds, 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. The learning outcomes of each course are built into the prescribed syllabi and play a crucial role in determining and planning the teaching, learning, and assessment strategies. For successful outcomes, the college updates its website regularly with notifications and important circulars/revisions sent by the University. Students are provided a framework to engage with ongoing learning of new knowledge.

**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.

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

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

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

380

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_(2022-23).pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_(2022-23).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/205/student\\_feedback\\_analysis\\_\(2022-23\).pdf](https://www.ptmlsdc.ac.in/public/web_images/205/student_feedback_analysis_(2022-23).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**

**00**

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	<b>Nil</b>

**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**

44

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**

04

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**

13

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

The IQAC encourages various clubs and committees of the institute to organize extension activities in the neighborhood community. The NSS unit undertakes various extension activities like awareness rally and lecture on Swachh Bharat and Drug Abuse, Plantation drive and Poshan Pakhwara. A voter awareness lecture was also conducted in the adopted village Babowal.

Besides NSS, Central Association also conducts various extension activities through its major projects like Diwali Project- 'Sarthak Diwali'; Lohri Project- 'Samvedna'; Death Anniversary of our founder- 'ARPIT and PRAYAS'; Environment Association Project- 'Share for cleaner air' and Van Mahotsav Project- 'Plantation Drive'. Rotaract Club of the college organised Food Donation Drive in slum areas and Sanitary Pad Distribution Drive in Central Jail, Gurdaspur. Red Ribbon Club and the Environment Association conducted various programmes on social issues etc.

Training sessions on soft-skills is a routine feature in our college. Involvement of students in these extension and outreach activities helps them to develop critical thinking skills and time management. Working outside the college campus and with diversified social groups of people allows students to gain more self-confidence and leadership skills. All these activities help in sensitizing the students for manual work and community service and thus facilitate their holistic development.

File Description	Documents
Paste link for additional information	Nil
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**

35

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**

**28**

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**

**832**

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**

08

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**

24

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 comprises six blocks having 26 well-ventilated classrooms to provide ample space for academic activities. Besides this college has 18 laboratories including numerous kinds of instruments, equipments, chemical compounds, glasswares, solvents, specimens etc. which are used in different science laboratories. There is also a separate area of 26 sqft. for further expansion.

The college has 79 computer systems employed for better teaching-learning outcomes. Ten smart classrooms have been installed in the college. The department of English has a language lab consisting of 10 computer systems with headphones. Audio-visual aids like OHP, LCD and computers are also available. The administrative block is fully computerized.

The college has computerized library with internet facility. Every department has its own book bank facility. 10 newspapers are available in the library. The college has hostel accommodations, guest house and guest room. This year 20kw solar power system and fire-safety system have been installed in the college campus. There is a NSS room, IQAC room, recreational room, student centre, sweeper's restroom, bookshop, heritage room, open cemented seaters and 41 washrooms. For students with special needs, there are ramps, a wheelchair and washroom. The college has power backup facility with 62kw generator installed in college and hostel.

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

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

The college provides the best infrastructural facilities to its players. The institute has large open grounds for a volleyball court (16x9m), 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, one indoor gym and an open 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 regularly.

Special classes on self-defence are organized for students. Sanitary pad machine for students is also available in the college. The college has a well-lighted seminar hall(1600sqft) with a portable LCD projector, three new ACs for workshops and other co-curricular activities and a student centre(1600sqft) for free periods. 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 activities like Teej, Lohri, Basant, exhibitions, celebrations and alumni meet etc.

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

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

27

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

27

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

3323409

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)

Using the Integrated Library Management System (ILMS), the library is kept up to date. The ILMS handles book record keeping, book issuance, and book return. The library has Online Public Access Catalogues facility. The library is a member of INFLIBNET and DELNET. Inflibnet provides access to e-resources, e-journals and e-Books through N-List. Similarly, Delnet provides access to more than 3.7 crore records of books, journal articles through its Discovery Portal. Also, it provides access to nearly 1.6 Crore full text e-books, e-journals, e-articles through its knowledge gainer portal. The library has wi-fi connectivity with enough bandwidth for quick and hassle-free Internet access.

Facilities available:

No of printers: 02

No of computers: 02

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	Nil
<b>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>	<b>B. Any 3 of the above</b>
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>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>213332</b>	
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>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>157</b>	



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. College is using unlimited internet facility through an optical fiber network with 08 Wi-Fi access points. Additionally, the college features a biometric facility being maintained regularly. A Video conferencing setup has been installed in the principal office. All the classrooms and prominent areas are under CCTV cameras surveillance. Also New cameras have been installed in campus and hostel. The speed of the college wi-fi connections is upgraded from 50 Mbps to 100 Mbps. For maintenance and upkeep of IT facilities, the institution has a full-time technical expert.

Scanners, printers and photocopiers are used to carry out the daily office/academic work. Teachers also make use of projectors to demonstrate the teaching pedagogy for enhanced learning. The computer systems are upgraded in administrative block and the library of the college. The college website is maintained and upgraded regularly under an annual maintenance contract. College website and social media links like Facebook, Instagram and YouTube provide timely information of college events. ERP System providing access to information about students, admissions and fees is updated timely.

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

#### 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)

1387509

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.

Science laboratories are maintained by the laboratory assistant with the help of staff. Laboratory attendant instructs students about different combinations of salts, chemical gases and the handling of physical equipments. To avoid any mishap, Lab experiments are conducted under the supervision of the science faculty.

**Library:** To keep proper track of the maintenance of the library books, stock verification is done once in a year. The attendance of staff and students and issuing of books have been appropriately maintained.

**Sports:** Maintenance of the grounds and purchase of sports equipments are taken care of by the coaches of respective games. Stock register entry is maintained.

**Maintenance of Equipment Computing Facilities:** Routine computer maintenance, software installations, UPS, generator, AC, class projectors, lenses, filters and networking is handled by the administrative staff, technical expert, IT club and computer faculty. Antivirus software is purchased and is installed annually.

**Classrooms:** Sweepers are instructed for the cleaning and dusting of classrooms. 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, notice boards, lecture stands, washrooms and safe drinking water etc.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

236

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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

420

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>

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

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.1.3_2022-23-reports.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.1.3_2022-23-reports.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>

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

841

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

841

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<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**

35

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**

81

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.**

57

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 the Central Association. It is a platform to give students representation in the college's academic, extracurricular and charitable activities. The association is constituted every year. Investiture ceremony for various posts like head girl, vice head girl, vice head girl, Secretary, Treasurer, Swatch Ambassador and other representatives is organized. Each member is responsible for smoothly conducting meetings, events and discipline in the college campus. After the oath ceremony, all the members are assigned duties. The NSS unit of the college comprised 100 volunteers who actively participated in community service. The college has a Hostel committee for its smooth functioning involving hostellers only. The Rotaract Club of the college enables students to exchange ideas with leaders in the community and develop leadership and professional skills. To ensure fair representation of the students, they are also taken as members in different clubs and committees of the college such as the Patriotic Club, Electoral Literacy Club, Buddies Club, Jigyasa-Quiz Club, Library Committee, Science Club, Social Sciences Club, Enactus club, IT club, Entrepreneurial activities, Newspaper club, SD Swatch committee, Save Energy club, Anti- Ragging cell, Youth club, Women cell, Environment Association, Red Ribbon club & Health club etc.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.3.2-central_association_.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.3.2-central_association_.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

49

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

The Alumni Association conducts regular meetings throughout the session to plan and ensure successful conduction of events and activities. The activities organized by the Alumni Association are: -

- On 13th September 2022 the Alumni Association of the college organized a series of workshops on the campus where the alumni acted as the resource persons and conducted six workshops, hosted by different departments. Our alumni CA Heena Mahajan was the chief guest.
- On 19th November 2022 Entrepreneurial Cell and Alumni Association organized a workshop on Startup in food



processing in which alumni was invited.

- On 10th March 2023, the Alumni Association organized an Alumni Meet for the Alumnae.
- On 20th, 21st and 24th April, the Commerce Department in collaboration with the Institution's Innovation Council of the college organized a Three-day workshop on 'Income Tax and E-Filing'. Ms. Heena Mahajan, CA was the resource person.
- Well-placed alumni are invited to deliver lectures to the UG classes.
- Alumni in the college library donated 215 books.
- Alumni group has been created on WhatsApp and all activities, achievements and news clippings are being shared in that group. This could help them to know all the advancements in the campus.
- Our Alumni guide and counsel students in their areas for seeking admission to our college.
- They also provide help during youth festivals and sports tournaments.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.4_1_alumni_record_reports-22-23.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.4_1_alumni_record_reports-22-23.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

Pandit Mohan Lal S.D. College for Women, established in 1995 upholds its existence through the vision 'To emerge as a premier

institution to empower women through holistic education.' Initiatives are taken to organise co-curricular activities to engage students through planned and channelled governance, thus raising themselves and the institution to nobler heights.

The mission of the college is '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. The Management regularly takes review of quality policies. We are offering a strong academic foundation to enable students to pursue various courses. According to the 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 with the fittest tools of self-actualisation and is committed to the empowerment of women by creating a conducive environment. To keep the students abreast with the knowledge and latest developments, various skill development and value-added courses are introduced from time to time.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/4/vision_mission.pdf">https://www.ptmlsdc.ac.in/public/web_images/4/vision_mission.pdf</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.

As per democratic and professional ethics, the practice of decentralisation and participative management is evident in every sphere as each stakeholder performs a respective role in the overall development of the institution.

The governing body of the college consisting of the President, General Secretary, Finance Secretary, Principal and two staff representatives constantly reviewed governing policies to achieve organisational goals. The principal is the administrative and academic head followed by the Vice Principal, Dean, Admission, Dean, College Development, IQAC Coordinator, NAAC Coordinator, Dean ECAs, Registrar, Bursar, Office Superintendent and administrative staff for smooth functioning in admission,

organising cultural activities, conduct of examination, accounts, record keeping and maintenance etc.

- The institution formed various academic and non-academic committees to devise plans and strategies for academic, cultural and socially relevant value-based activities, to promote the all-around development of all the stakeholders.
- The heads of the departments are given full autonomy to organise departmental activities. Regular meetings are convened amongst the management, the principal and the staff. Thus, a sense of involvement and responsibility is created among all staff members. Through management meetings, approval is given for Budgetary provisions and monthly requirements. It endeavours freedom to the principal in decision making. Students are also involved in arranging various activities.

File Description	Documents
Paste link for additional information	Nil
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

Over the past 25 years, the college has shown tremendous growth. To meet the NEP 2020 the college has adopted a student centric approach, innovative teaching-learning methods and conducive environment. In order to make students employable various skill enhancement and career guidance activities are organized.

The salient features of the strategic plan are:

- Encouraging faculty members and students for National/International level events.
- Signing MOUs with various industries for training and inviting experts for interactive sessions.
- Organizing Workshops, Seminars, Guest lectures and FDPs.
- Introducing Certificate and Value Added Courses.
- Industrial and Field Visits to promote practical and

participative learning.

- Outreach Programmes by college and in collaboration with GOs &NGOs .
- Purchase of Laboratory Equipments.
- Training of Non-teaching and support staff.
- Promoting research among faculty and students.

The Implementation of these plans have yielded:

- The college has established Institution's Innovation Cell (IIC) as per norms of Ministry of Education.
- Number of faculty members pursuing doctoral programs has increased.
- The college has signed MOU's and Linkages to train and enhance skills of students by organising PDPs and Skill development programmes.
- Various outreach programmes have been organised to inculcate holistic education and sound value system among students.
- Effective usage of DELNET and INFLIBNET e- resources.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 hierarchical setup to consistently improve the quality and standard of education. All important decisions of the college are guided by GGSDS Society, Chandigarh which constantly remains in touch with principal to take policy decisions regarding academic, finance, administration and infrastructure developments. Management's periodical visits and interaction with staff enhances leadership role. Governing body meets are held regularly to review progress of the college. Principal, teaching and non-teaching staff 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 various events, examinations,

scholarships, government schemes are issued by administrative office from time to time. Service and Appointment rules are followed as per GNDU. For recruitment of the staff, advertisements are given and university guidelines are followed. Annual increments are also given.

The IQAC of college is responsible for implementation of all quality initiatives required for academic and administrative activities of the college. The institution has formed various Clubs, Committees and Associations for the effective functioning of the organisation and offer a healthy platform for students to showcase their talents.

File Description	Documents
Paste link for additional information	Nil
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

The college adopts various welfare measures for teaching Staff.

- Casual, earned, duty, and compensatory leave.
- Study leaves for PhD, UGC NET and other examinations.
- Incentives and duty leave to attend FDP, Workshops, Conferences, etc.
- Diwali gift.
- Financial aid for participation in seminars, workshops, conferences etc.
- Staff tour.
- Free Wi-Fi.
- Employee Provident Fund.
- Open Gym and accommodation facility.
- Group insurance
- A loan facility is also available.
- Free education and Fee concession for wards.
- Medical Facility and Health care during working hours.
- Transportation facility for local and outstation assignments.
- Free Parking Facility for two-wheelers and cars.
- Beauty and wellness services at the subsidised rates.
- Well-equipped and well-furnished staffroom laced with modern amenities with a full-time caretaker.

For Non-teaching Staff: -

- Casual leave, earned leave, duty leave and compensatory leave.
- Diwali gift.
- Employee Provident Fund.
- Staff tour.
- Free Wi-Fi.
- Open Gym, Accommodation facility and monetary benefits.
- College uniform for supportive staff.
- 'Neki Ki Diwar'to help support staff.
- Financial help to the family in addition to the contribution by the college.
- Group insurance.
- Support Staff honoured on Labour Day.
- Beauty and wellness services at subsidised rates.
- Medical Facility and Health Care during working hours.
- Transportation facility for local and outstation assignments.
- Free Parking Facility for two-wheelers and cars.

File Description	Documents
Paste link for additional information	Nil
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**

13

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

6

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**

**19**

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**

**Teachers' performance is appraised on participation criteria in teaching-learning, evaluation, professional development, co-curricular activities, extension activities, research activities, academic contribution and research publication. 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 must fill out the Self Appraisal Form which enlists her teaching performance, academic achievements and contribution to co-curricular activities. These forms are submitted to the Internal Quality Assurance Cell. After a thorough examination of the same, gives recommendations to the principal who gives her remarks and makes decisions accordingly. Appreciation letters and recognition are given to the better-performing employees. It helps them to aspire and analyse their strengths and weaknesses to ensure better performance. Student feedback on teaching-learning and evaluation is initiated by IQAC every year. This helps to evaluate the performance of each teacher by students. The performance of the non-teaching staff is also assessed to analyse their competence, participation and performance for the development of the Institution. The principal analyses the performance of teaching and non-teaching staff and recommends promotions and incentives.

File Description	Documents
Paste link for additional information	Nil
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

The institution is self-financed, being run by GGSDS College Society, Chandigarh. It maintains and follows a well-planned process for mobilising funds and resources. To make judicious utilisation of funds, the college has designed an effective and efficient internal and external check control system. Accounting work is done according to accounting concepts and ethics. All the filing work is done correctly by the Accounts department to reconcile the accounts at the end of the month. The income-expenditure report is also maintained regularly. Cheques are prepared according to proper bills and signed by an authorised signatory. An accounts wing has been constituted to monitor the optimum utilisation of funds for various recurring and nonrecurring expenses. The office superintendent seeks vendor quotations to purchase equipment, computers, books, etc.

We have our internal audit mechanism in addition to the external auditors to verify and certify the entire income and expenditure at the end of the 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 a year by a Chartered Accountant appointed by GGSDS College Society, Chandigarh; after clarifying and correcting, hearing and setting the omissions or errors, the external agency gives the consolidated audit report.

File Description	Documents
Paste link for additional information	Nil
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)

1,25,500

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 affiliated to GNDU Amritsar. College generates funds through various sources including fees from students, contributions from Philanthropists, teachers, alumni, funding of extension activities by NGOs, bank interests, canteen etc. Fee charges from Skill Development courses are utilised for remuneration and infrastructure development.

The institution prepares a budgetary plan at the beginning of the session. Budget estimates are reviewed by management. Firstly, the budget is approved by the governing body and then by the society

office. The monthly requirement is sent to the GGSD Society. Once it sanctions the amount then expenditures are planned accordingly. A monthly statement of income and expenditure is sent regularly to society. The bursar checks bills and other relevant documents after these are duly verified by the superintendent's accounts.

The institution constantly monitors the effective and efficient use of available financial resources for infrastructure development, salary, arranging PDPs, guest lectures, training, and sports events to support the teaching-learning process. The institute adheres to the utilisation of the budget approved for establishment expenditures and other recurring / non-recurring expenditures by the management. The quotations are invited and the purchase order is placed after the negotiations. The bill payments are passed after the verification of items through cheques and online payments.

File Description	Documents
Paste link for additional information	Nil
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 IQAC is designed to monitor and enhance quality and foster continuous improvement. It finalized the action plans of AQAR, ensured its implementation, reviewed its progress and drafted the action plan for the following year. The following are the significant contributions made by IQAC: -

- It helps the newly entrant students to ease the transition from secondary education to higher education and Graduate to PG level programmes. They are familiarised with continuous internal assessment, skill development, short-term courses, life skills, co-curricular activities, and student support activities.
- The IQAC regularly keep track of students' learning outcomes through periodic analysis of their performance. It reviews Annual Academic Plans, departmental activity, Planners, Bridge classes, Remedial classes and implementation of ICT-based pedagogical methods.
- The institution focuses on empowering students through

experiential learning, innovative teaching methodologies, and participative learning, which help them develop competencies in their respective domains.

- Every year feedback is collected from its stakeholders to ensure high-quality learning and teaching. The IQAC meets regularly to discuss various issues of college performance, and improvement needed and encourage suggestions to accelerate the required measures for overall development.
- Academic and Administration Audit (AAA) is conducted every year to evaluate, confirm and verify the academic and administrative processes as per standard operating procedures.

File Description	Documents
Paste link for additional information	Nil
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.
- All newly admitted students have to attend the orientation programme, in which they are made aware of the vision and mission of the college, the teaching-learning process, the system of continuous evaluation, various co-curricular activities, discipline and culture of the institute.
- Admission to various programmes, summer/winter vacations and examination schedules are notified in the Academic Calendar.
- Departmental meetings are regularly held to motivate faculty to make need-based changes in the teaching pedagogy.
- HODs apprise the students about the timetable, programme structure, and syllabi of the courses.
- Important announcements are made in the morning assembly.
- WhatsApp groups have been created for sharing information related to activities, examination schedules and vacations.
- Student Council meetings are regularly conducted with students to take feedback.
- Feedback from students is also taken individually by teachers for their respective courses and appropriate steps are taken to enhance the teaching-learning process.
- IQAC reviews and checks on the departments' procedures and

methodologies to ensure effective curriculum delivery.

- Various industry linkages and MOUs are signed to strengthen industry-academic interaction.
- It is ensured that regular workshops, seminars, guest lectures, internships and field visits are arranged to provide hands-on experience and practical knowledge.

File Description	Documents
Paste link for additional information	Nil
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)**

D. Any 1 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_(2022-23).pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_(2022-23).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 shows gender sensitivity through various initiatives for creating healthy atmosphere.

#### Safety and Security measures:

- 24x7 security in the campus.
- Visitor's log register.
- CCTV cameras in the campus and hostel.
- ID card checking at gate.

#### Common room and physical facilities

- Student's Center.
- First Aid box and Medical room.
- Gym for girls.
- Sanitary napkin vending machine.

#### Counseling

- Women cell and Sexual Harassment cell, Anti-Ragging cell and Students Grievances Redressal committee.
- Suggestion box for the students.
- Sensitization through Sociology, Psychology and Drug Abuse subject incharges.

#### Awareness Programmes

- Four day 'First Aid Training Camp'.
- PDP on 'Facing the Challenges of life'.
- Celebration of Women's Day and Girl Child Day.
- Celebration of Teej Festival, Lohri and Rashtriya Poshan Saptah.
- Webinar on 'Current Trends in prevention and management of HIV'.
- An Interactive session on 'Career Options for Women in Indian Armed Forces'.
- Workshops and guest lectures on 'Yoga', 'Self-defense', 'Health Awareness', 'Anemia Free Society' 'Life Style Disorder in Adults' and 'Stress Management'.
- Slogan writing and poster making competitions on the theme 'Beti Bachao Beti Padao,
- Awareness programmes on Drug Abuse', 'World AIDS Day', 'Importance of Blood Donation' and 'World Health Day'.
- Organized Cyber Shiksha Programme.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1-annual_gender_sensitiation.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1-annual_gender_sensitiation.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-geo_tag_report.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1.1-geo_tag_report.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**

**Environment Association and Green Club, NSS and S.D Swachh Committee follows effective waste management practices by organizing workshops and awareness programmes**

**Solid waste management:**

**Solid waste (separated as biodegradable and non-biodegradable) is appropriately disposed of through Municipal Committee. At regular periods, paper trash and Furniture waste is sold to authorized vendors. For collection of waste floor wise bins in class rooms and campus have been arranged. All the biodegradable waste collected from botanical garden and hostel kitchen is decomposed in vermicomposting units to prepare manure. Surplus manure is sold to faculty members.**

**Liquid waste management:**



Regular maintenance is kept of taps, drainage and water pipelines. The internal sewage system is connected to the sewer line which safely disposes of 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 of by dissolving them in water. Used chemicals and broken glassware are thrown in blue and yellow bins. Blue bins are used for dumping non-reactive chemicals and yellow bins for tubes, bulbs, gloves and pipettes.

#### E-waste management:

There is Scrap Disposal committee and IT club to manage the e-waste in college. It keeps record of all e-waste and ensures timely disposal.

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_tag_pics.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1_3-geo_tag_pics.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 greening the campus are as follows:**

A. Any 4 or All of the above



<p><b>1.Restricted entry of automobiles</b>  <b>2.Use of Bicycles/ Battery powered vehicles</b>  <b>3.Pedestrian Friendly pathways</b>  <b>4.Ban on use of Plastic</b>  <b>5.landscaping with trees and plants</b></p>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>A. Any 4 or all of the above</b>
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>
<p><b>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</b>  <b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<b>C. Any 2 of the above</b>

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).

The college organizes several activities to create an inclusive environment. For linguistic unity, three language formula has been adopted in teaching. The college hosts a variety of cultural events that foster respect for one another. The institute laid strong emphasis on secular ethos while concentrating on value-based education. No religion or caste based discrimination is done during recruitment, admissions or class teaching. Monday morning assembly always begins with "Sarav Dharam Prathana''. Students from different religions are housed in the college dorms. Our campus witness J&K students keeping 'Navratras' enthusiastically and the devotion of Muslim students who honor their faith by observing 'Rozas'. Trips are also planned to all the religious places to acknowledge our diverse culture. Minorities are given scholarships as per government norms. The college has held events like Saraswati pujan, Teej and Havan. We commemorate the birthdays and Gurupurabs of all Saints and Gurus from various religions. Dharmik Pariksha (By SGPC), celebration of International Mother Language Day and Hindi Diwas has also been held in campus. Numerous charity initiatives including "Neki Ki Dewar," "Samvedna," "Arpit," and "Sharing Happiness with Others," are undertaken both inside and outside the college. Students enthusiastically participated in local festivals, youth and heritage festivals at university level.

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

Legal Awareness Club, Patriotic Club and Electoral Literacy Club of college have organized various curricular and co-curricular activities like 'Azadi ka Amrit Mahotsav', Har Ghar Tiranga, Selfie with Tiranga, Tiranga March, Hara Bhara Bharat and 'Nukkad Natak'. National Seminar on Revisiting Journey of Great Indian Elections', a regional seminar on 'Corporate Social Responsibility', Vigilance Awareness Week, Seminar under the campaign 'Empowerment of Citizens'. Seminar on 'Social Awareness about investments', seminar on Constitution Day, a lecture on 'Partition of India', a webinar on 'Gandhi and the Idea of People's Democracy, poster making, slogan writing, essay writing competitions, awareness rally on Swachh Bharat and Drug Abuse, workshop on 'Intellectual Property Rights' etc. are organized periodically. In addition to this, the college has organized students' activities like oath-taking ceremonies, competitions on Independence Day, Republic Day, Human Rights Day, National Integration Day, Voter Day, SVEEP and Constitutional Day wherein a large number of students participated. Celebration of Patriotic Week is a regular feature of the college. Patriotic Club and Electoral Literacy Club organized 'Shaurya Samman Samaroh'. Boards on Fundamental Duties, National Song, National Anthem, Mool Mantra, Gayatri Mantra have been displayed in the campus.

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 Social Sciences Club, Youth Club , Sanatana Dharma Sabha, Red Ribbon Club and Health Club celebrated the national and international commemorative days regularly 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 Women Day, International Yoga Day, World AIDS Day ,World Health 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, Punjab Day, Birth 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, Guru Ravi Das Ji, Martyrdom Day of Shri Guru Arjan Dev Ji, Shri Guru Gobind Singh ji, Birth Anniversary of Shri Guru Teg Bahadur ji, Banda Bahadur ji, Guru Nanak Dev Ji, Van Mahotsav, Lohri, Basant Panchami, Shivratri, Baisakhi, Ganesh Chaturthi, Nirjala Ekadashi, Dussehra, Ram Naomi, Diwali, Christmas . Local festivals such as 'Babe da Viah', 'Chabeel' and Bawa Lal Dayal's birth anniversary are also celebrated.

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.

### Practice I : Innovation , Entrepreneurship and Skill Development Programmes

The college has taken initiatives to provide such programmes which enables students to acquire knowledge skills and techniques which helps them in their individual and social growth. The aim of these programmes is to motivate and facilitate students to be entrepreneur and enhance their skills based on the needs of recent trends in the job market. The college has created conducive environment to spread awareness among young girls in the following areas:

- 1) Entrepreneurship skills
- 2) Interactive Sessions with MGNCRE
- 3) Training and Internships
- 4) Programmes by IIC (Institution's Innovation Council)
- 5) Skill Development Courses
- 6) Educational, Industrial and Field Visits
- 7) Exhibitions under Learn and Earn

### Practice II- Green Eco-Sustainable Campus

Our college takes immense pride in being an eco-friendly and sustainable campus. The Green Initiative program's primary goal is

to guarantee the sustainability of resources for our future generation. The institute has put into practice a variety of green initiative activities with the voluntary participation of students and staff because the need to protect the environment has become universal issue. The following are some specifics:

1. Seminars
2. Plantation Drives
3. Waste Management
4. Water Conservation
5. Sustainable Practices
6. Awareness Rallies
7. Celebration of Important Days
8. S.D. Nursery
9. Environment Association's Initiatives

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

In collaboration with the institute for environment conservation and advocacy, Hyderabad, the college established SD NURSERY and organized training on vermicomposting. Students actively participated in sowing various plants, resulting in the successful cultivation of approximately 250 plants. These plants were then made available for sale at reasonable prices through stalls organized by students. Additionally, the students showcased their creativity by making and decorating sand pots, which were presented to guests with Go Green message visiting the college on different occasions. The college authorities encouraged students to celebrate their family member's birthday and other special days by gifting them plants. Furthermore, the students received three months of training on Vermicomposting, a highly effective method of producing organic manure. The training covered the basics of vermicomposting, including its meaning, process of creating beds, types of worms used, required material and suitable terms needed. The trainer provided detailed instructions on each step necessary for setting up a Vermicomposting unit. On the final day of training, the students collected chemical free manure which was then purchased by faculty members. Also, the students were awarded

with certificates. The training proved to be highly beneficial as it equipped the students to establish their own vermicomposting unit.

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

#### FUTURE PLANS FOR THE NEW ACADEMIC SESSION 2023-24

1. Keeping in mind the realm of NEP, new courses to be applied for the skill advancement of students as per demands by the alumnae and parents.
2. Promotion of skill-based education as per the requirement of NEP.
3. Promoting effective and quality research by faculty.
4. To motivate students for projects, internships, and training programme.
5. To input holistic and multidisciplinary education, initiate Spoken Tutorials from IIT Bombay, along with regular courses as per the vision of National Education Policy.
6. To upgrade the college with latest technological gadgets.
7. Subscription of more research journals to enrich college library.
8. Projects and seminars sponsored by ICSSR to be applied by the different department.
9. To organize webinars, seminars, workshops, and guest lectures by each department of the college.
10. To arrange more PDPs and FDPs for upliftment of the students and the faculty.
11. To enhance industry-academia interface to strengthen placements.
12. To sign more MOUs with various NGOs and GOs maintain linkages with various bodies.
13. To run more vocational, value added, add on certificate course to create strong learning environment that enhance academic achievement of the students.
14. Promote active involvement of Alumnae in college events and activities.
15. To organize events related with G-20.
16. To publish Campus reporter-an IQAC initiative
17. To strengthen the college and community network, many community development programmes to be organized.
18. Rain water harvesting project to be setup in the campus.