



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	PT. MOHAN LAL S.D. COLLEGE FOR WOMEN, GURDASPUR
Name of the head of the Institution	Dr. (Mrs.) Neeru Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01874502681
Mobile no.	9463284185
Registered Email	ptmlsd@gmail.com
Alternate Email	iqac.sd@gmail.com
Address	Kahnuwan Road, Gurdaspur
City/Town	Gurdaspur
State/UT	Punjab
Pincode	143521

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Mrs. Daljinder Kaur
Phone no/Alternate Phone no.	01874502681
Mobile no.	8054403235
Registered Email	ptmlsd@gmail.com
Alternate Email	iqac.sd@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://ptmlsd.ac.in/campus/iqac-report/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://ptmlsd.ac.in/campus/academic-calender/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.03	2016	17-Dec-2016	18-Mar-2021

6. Date of Establishment of IQAC	14-Jul-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting	18-Jul-2018 4	13

Academic and administrative Audit	22-Jan-2019 6	3
Feedback	29-Aug-2018 9	7
Increase Industry Interaction	25-Jul-2018 12	171

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Strategies for further improvement in sports, academics and cultural activities were designed.

Proposals for National level seminars/ conferences were prepared.

The members of faculty were motivated to present research papers in National/ International seminars, conferences and workshops and apply for Research Projects to promote research in the college.

Empowerment of women through various means; holding seminars, skill building through workshops, awareness programmes, exhibitions etc.

IQAC put forth the proposal for up- gradation of college website and Facebook

page regularly.

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

Plan of Action	Achivements/Outcomes
To contribute to the society by organizing outreach programmes running campaigns the lines of campaigns run by govts such as Swacch Bharat Mission, Awareness campaign of various govt Schemes etc.	Accomplished
To promote vocational training by Cosmetology, Home Science, Fine Arts and Fashion Designing Departments	Accomplished
Planned to conduct Surveys on various social issues	Accomplished/ conducted
To promote participation of students, on District, State and National Level co-curricular events	Promoted
To organise extra-curricular activities in the college to ensure overall development of the students	Organised
To introduce recreational activities for staff members	Diwali Mela and Trips were organised
To create new clubs & committees for the purpose of decentralization	Created
To provide the employment opportunities through skill development training's to the students on the lines of "Earn while you Learn"	Accomplished
To motivate the faculty to present and publish Research work in International & National Journals	Motivated
To organise extra-curricular activities in the college to ensure overall development of the students	Organised
To organise Inter- College Events to promote admission	Organised under the theme of "Beti Bachao, Beti Padhao"
To celebrate days of National & International importance	Celebrated
To organise trips and tours for the students to industries, museums, Art galleries, Tech centers etc	Organised
To Organise Seminars, Workshops and guest Lectures by each dept of the college	Organised

To contribute to the society by organizing outreach programmes running campaigns the lines of campaigns run by govts such as Swacch Bharat Mission, Awareness campaign of various govt Schemes etc.	Accomplished
To promote vocational training by Cosmetology, Home Science, Fine Arts and Fashion Designing Departments	Accomplished
Planned to conduct Surveys on various social issues	Accomplished/ conducted
To promote participation of students, on District, State and National Level co-curricular events	Promoted
IQAC planned to organise book exhibition and purchase new books and journals for library	Organised. Books and Journals were purchased
To organise FDPs for the overall development of the faculty	Organised. A few of them being on "Academic Integrity", "Strength is life, weakness is Death" etc.
To organise Regional Seminar for PG students to inculcate Research aptitude among them	Organised
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Academic Council of College	11-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	22-Feb-2016
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2017
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Date of Submission	12-Apr-2017
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has partial MIS in operation. The library is partially
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automated. The administrative activities are fully computerized, right from the admission to the issue of roll number. Large number of scholarship schemes are identified by the scholarship committee and enable the deserving and meritorious students to avail the benefits through systematized procedures. The Institutions official website provides necessary information to all the stakeholders. The budget is approved by management committee and forwarded online to the college. The payrolls and benefits under Employee Provident Fund and Pension Scheme are also provided online.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to Guru Nanak Dev University, Amritsar. The college follows curriculum framed by the University. Whenever there is a change in the curriculum, the University intimates it to the college and the same is communicated to the respective departments for an immediate change. The curriculum is deployed in a very systematic way through scheduled timetable. In the beginning of every session, syllabus is planned monthly by keeping in mind about various seminars, workshops, guest lectures etc. Regular class-tests, pre-semester Examinations, regular assessment in practical classes, Viva-Voce are done to keep track on the improvement of students. The college tries its level best to obey guidelines laid down by the University for the Effective Operation of the curriculum. The following measures are taken for well planned curriculum delivery: • Remedial classes are conducted to improve the results. • Add-On Courses are also given to enrich the knowledge of students. • INFLIBNET (e-books and e-Journals) facility is available for teachers and also for the students of PG Classes. • To maintain the continuous learning, Presentations/Seminars are conducted by the faculty members individually. • For slow learners and Advance learners, special classes are arranged. • Field visits and outside training is arranged for students of various departments whenever required. • The required Infrastructure, Magazines, Journals and books are provided for new courses as instructed by university to the concerned departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Diploma in Food Production	Diploma in Food Production	17/01/2018	1.6	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Fashion Styling and Grooming	22/02/2018
BVoc	Retail Management	23/03/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	13	13

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	Computer Application	22
MSc	Computer Science	14
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>On a regular basis, the feedback collected from present students, alumni, parents and employers are discussed, analysed and become the basis for future plans. The college achieves the challenges by incorporating meetings and get together through various permanent and temporary bodies of the institution. Feedbacks from students are obtained for better functioning of college. Feedback from Parents are collected, department wise when Parents Teachers Meeting is held. the appropriate suggestions are instigated for student The college conducts annual Alumni meet in which suggestions feedback is received from Alumni students. The college arranges regular meetings amongst its various</p>

faculty members. The minutes of previous meetings are presented and measures are taken to advance the fluidity and functionality of the administration. The governing body meeting is held twice in a year in which major developmental plans related to infrastructure, Courses, Admissions, Budget and Results are discussed. A proper record of minutes of meetings and Action Taken Report are maintained to take appropriate measures. The key points of Feedback Performas are Academic content , Infrastructure, Fee structure, Usefulness of teaching materials, Timelines of practical work, INFLIBNET, Recreational facilities, Career guidance placement, Sports and Extracurricular activities. The collected data is analyzed and placed before Advisory Committee of the college and considered for appropriate actions.
<http://ptmlsdc.ac.in/campus/feedbackanalysis/>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BVoc	Fashion Styling and Grooming	30	10	10
BA	Arts	500	283	283
BSc	Science	500	290	290
BSc	Fashion Designing	50	37	37
BCA	Computer	60	88	88
BCom	Commerce	75	115	115
MA	Punjabi	30	34	34
MSc	Computer	30	26	26

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	823	123	19	0	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	50	116	4	4	3

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

The process of Mentoring is an individualized form of counseling and guidance activities. The Mentors meet the

students associated with them twice in a month. Students are categorized on the basis of the streams of studies and also according to their core subjects. They are divided into groups of 3035 students depending on the number of students and a teachermentor is assigned who would perform mentoring duties twice a month . Each mentor maintains the entire student Information, which is examined by the HOD and others concerned when necessary.Periodic meetings are conducted by the Principal with HODs to review the punctuality and regularity of the students.Personal counselling is done in order to inculcate reading,sharing habits and time management among hostelers.Many of our students from rural areas lack proper academic background and financial backup. Mentoring of students thus, is an essential feature to render equitable service to all our students having varied background. Studentmentorship has the following aims: a.To enhance students' academic performance and their attendance b.To minimize student dropout rates c.To render equitable service to students d.To enhance their Communication Skills e.To built Confidence and Positive Attitude f.To put General Awareness among students g.To identify and understand the status of slow learners and encourage advanced learners.Remedial Incharges and Advance Learner Club of the College collect and maintain this data for each class. h.To inculcate ethical values among students for their holistic development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
946	56	1 : 30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
56	43	13	13	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.(Mrs.) Neeru Sharma	Principal	Award of Honour, Bharat Vikas Parishad, Gurdaspur
2018	Dr.(Mrs.) Neeru Sharma	Principal	Award of Honour, Brahaman Sabha, Gurdaspur
2019	Dr.(Mrs.) Neeru Sharma	Principal	Award of Honour, Jai Hind Seva Club, Gurdaspur
2019	Dr.(Mrs.) Neeru Sharma	Principal	Appreciation Certificate, SOF
2019	Mrs Pardeep Kaur	Assistant Professor	Award of Honour, History Society Gurdaspur
2019	Mrs Poonam Seth	Assistant Professor	Appreciation Award, Career Launchers, Gurdaspur
2019	Mrs Seema Mahajan	Assistant Professor	Appreciation Certificate, Gurmarg Educare, Chandigarh
2019	Mrs Sandeep Kaur Goraya	Assistant Professor	Appreciation Certificate, Gurmarg Educare, Chandigarh

2019	Dr.Dinesh	Assistant Professor	Scholarly Award, Brahaman Sabha, Gurdaspur
2019	Mrs Punita	Assistant Professor	Award of Honou, SSIMT
2019	Mrs. Harsha	Assistant Professor	Award of Honou, SSIMT
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	NA	Semester	30/05/2019	08/07/2019
BSc	NA	Semester	30/05/2019	08/07/2019
BSc	FD	Semester	21/05/2019	30/07/2019
BCA	NA	Semester	11/05/2019	28/06/2019
BCom	NA	Semester	22/05/2019	29/06/2019
PGDCA	NA	Semester	28/05/2019	24/07/2019
MSc	NA	Semester	21/05/2019	24/07/2019
MA	NA	Semester	01/06/2019	26/07/2019
MCom	NA	Semester	24/05/2019	26/07/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Under the continuous internal evaluation system monthly class tests and MST exams are conducted during each semester. The answer books are shown to the students after evaluation. The parents teacher meet is a regular feature conducted once in a semester. The students are honoured for their better performance in academic, sports and extra cocurricular activities. Motivational Talks to Advance Learners, Seminars/GDs/Powerpoint Presentations, Remedial Classes for Slow Learners are also arranged.

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

Academic calendar has been prepared well in time before commencement of acedemic session. The dates given by university for examination and vacation are adhered strictly. The conduction of Mid semester terminals (MST), seminars, workshops, cocurricular activities, IQAC meetings, celebration of national and international days, PT meet, convocation, farewell, departmental activities etc are planned accordingly. In case of any unforeseen circumstances, either the scheduled events are postponed or dropped altogether.
<http://ptmlsdac.ac.in/campus/academiccalender>

2.6 – Student Performance and Learning Outcomes

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

<http://ptmlsdac.ac.in/campus/results/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA	Arts	80	27	66
	BSc	Science	57	57	100
	BCA	Computer	16	14	87.5
	BCom	Commerce	23	21	91
	MA	Punjabi	17	17	100
	MCom	Commerce	21	20	95
	MSc	Computer	14	14	100
	PGDCA	Computer	12	12	100

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://ptmlsdac.ac.in/campus/feedbackanalysis/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
IPR	Commerce	10/10/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
science	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Arts	9	00
International	Commerce	5	00

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

Department	Number of Publication
Arts	17
Commerce	6
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	10	0	0
Presented papers	0	27	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day.	Instructed by GNDU, Amritsar	10	40
Plantation on Monsoon Season	Instructed by GNDU, Amritsar	2	6
Lecture on Swachta hi Seva	Instructed by GNDU, Amritsar	2	30
Nyi Talem 150th Birth Anniversary of Mahatama Gandh Inter College Essay writing competition	DEO Gurdaspur	2	20
Poshan Pakhwara Awareness regarding healthy food in nearby villages	GNDU	2	10
SEVEN DAYS CAMP A. Tips for Hygienic food, recycling of old clothes to new clothes. B. Survey Menstrual Hygiene in various villages C. Tips for Hair style of Nail style.	In Collaboration with Community through NSS.	4	30
Chabeel.	Served to Society	4	10
Lecture was given by students in different villages to promote MAHILA SHAKTI	Instructed by GNDU, Amritsar	2	4
Anti Drugs Abuse Campaign in different schools and different wards of Guraspur city.	Instructed by the Principal of Government College, GSP.	3	0
Sawashta Pakhawara nearby college	Instructed by DEO Office, Gurdaspur	3	20
Nutrious Month: Distribution of fruits in Orphanage Home.	Instructed by DEO Office, Gurdaspur	2	10
lecture was delivered by students on topic "Pralli Project".	Instructed by GNDU Sarpanch of the village	2	10
Tree Plantation outside the	With District Guidance Office	1	4

College.	Instructed by GNDU on the eve of 150th Birthday of Shri Guru Nanak Dev Ji.		
Visit to Jalianwala Bagh, Amritsar.	Instructed by GNDU for SAKA DIWAS.	2	20
Meeting with Red Ribbon Club on AID awareness	Instructed by Red Ribb Club. Gurdaspur	2	0
Sweep Activities: Rally on National Voter Day, Competition on Awareness about Voting System, Pink and Model Booth Creation, Honoring First Time Voter, Permanent Blos on Booth Number 78,79,80, Provide First Aid Kit, Oath Ceremony with DC etc	Instructed by District Administration	8	200
Buddy Group Projects: Awareness Lectures about Swachta, Effects of Drugs, Tree Plantation, Celebrated First Parkash Diwas, Celebrated Guru Nanak Dev Ji 550th Birth Ceremony	Principal Government College	10	150
Blood Donation	Punjab State Blood donation Society	5	0
Visit of students to promote knowledge and working of parliaments	Punjab Parliament House, Chandigarh	2	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Examination	Shiromani Gurudwara Prabandhak Committee Prachar Committee.	Shiromani Gurudwara Prabandhak Committee Prachar Committee, Amritsar	5
Examination Lecture	Moral Education Guru Gobind Singh	Moral Education Guru Gobind Singh	47

	Study Circle, Ludhiana	Study Circle, Ludhiana	
Giddha	Independence Day or Republic Day, instructed by Deputy Commissioner Gurdaspur.	Independence Day or Republic Day, instructed by Deputy Commissioner Gurdaspur.	16
Geeta Jayanti on teachings of Geeta	Prathana Sabha Batala	Prathana Sabha Batala	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Environment day	Govt. college, GSP	quiz competition	2	3
planted saplings	Environment Club and HDFC bank	Planation	2	10
Parichay reunion meet	Alumni Association of the college	interaction	5	50
planted saplings	Bharat Vikas Parishad and Environment Club	Planation	3	8
gidda	District Administration	gidda	3	12
demo on electronic machine and its latest techniques	Singer Company and FD dept.	Demo	4	50
Job awareness in sector banking, Income tax and Insurance	Career Counselling and Guidance Cell IBS, Gurdaspur	motivational speech	4	60
vinobha bhawe jayanti	Prashtan Ashram	declamation	1	2
share happiness with others	Cental Association old age home, Central Jail and slum area	distribution of clothes, sweets, blankets etc.	7	30
vigilance awareness week	Commerce Dept., PTMLSD College	poster making	2	45
World AIDS day	Red Ribbon Club Science dept.	lecture given	2	70

Rally AIDS awareness	Red Ribbon Club Science dept.	anti drugs/ slogan	5	100
Religious examination	Shrimoni Gurudwara Prabandhak Committee, Amritsar	exam	2	60
Declamation on Geeta Jayanti	Prarathana Sabha, Batala	declamation	2	2
National Youth Day	Jai Hind seva club, Gurdaspur	lecture given	4	50
Samvedhna, Project for Lohri	District social welfare officer	distribution	6	6
lohri	Jai Hind Seva Club	Poem	1	4
Youth Parliament	NSS dept. of GNDU, Asr and Director of Youth services Punjab	online participation	4	4
Employment opportunitites	Instructions by DC	Discussions	2	15
Science Fesita	Doaba College, Jalandhar	poster presentation	2	2
Guidance Counselling Cell	Instructions by DC	meeting	2	0
Demo	Usha company FD	Demo	4	50
Kissan Mela	Science Department environment association	visit	4	20
Beti Bachao Beti Padao	Bhagat Namdev Theatre Society women cell youth club	drama	4	100
SARAS mela	District Administration	visit	2	20
Science Mela	Baring Union Christian College, Batala	scientific drama	2	8
UTSAV2019	Golden Group of Institution	mehandi/rangoli	2	8
Inter College Poetical Competition	SSM College, Dinanagar	Poetry on Beti Bachao, Beti Padhao	1	2
World Environment Day	Environment Association gsp.	Display Flex at all prominent location like	5	10

		hospitals, temples, petrol pump etc.		
Sharing happiness with others	Old age Home	Distribution Blankets, woolen socks, caps and sweets	2	6
Sharing happiness with others	Orphans Home Gurdaspur	Distribution fruits, sweets, stationary and handmade lamps	2	6
Sharing happiness with others	Central Jail Gurdaspur	54 ladies prisoners served their desired food and belonging	2	6
Sharing happiness with others	Slum area near by Gurdaspur	Distributed sweets, clothes, stationary, rice, wheat etc	4	20
Sharing happiness with others	Slum area Bhoon, Gurdaspur	Distributed sweets, clothes, stationary, rice, wheat etc	2	6
Employment fest at Beat College Gurdaspur Awareness about Placements	Instructed by Government College	Visited by students	2	10
Employment fest at Government College Knowledge about Job opportunities	DEO, Gurdaspur	Visited by students	2	10
Environment Day	Government College	Quiz Regarding awareness about Environment	2	3
Neki Ki Deewar	Society	Distribution of clothes, eatables etc.	2	6
Celebrating Shiv Ratri	Society	Distribution of Fruits	2	10
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Permanent	Training/lectures/workshops	ATECH Education Society	03/08/2018	04/08/2019	11
Permanent	Training/lectures/workshops	Institute of Banking Services pvt.ltd	03/08/2018	03/08/2019	13
Permanent	Interaction with industry Experts	CBA, INFOTECH	04/10/2018	04/10/2019	7
Permanent	Extension Education workshops/seminars	Software institute of Research Infosys	24/07/2018	26/06/2019	10
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ATECH Education Society	03/08/2018	Training/lectures/workshops	11
Institute of Banking Services pvt.ltd	03/08/2018	Training/lectures/workshops	13
CBA, INFOTECH	04/10/2018	Interaction with industry Experts	7
Software institute of Research Infosys	24/07/2018	Extension Education workshops/seminars	10
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	237000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LMS	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	2677	483382	1	616	2678
Reference Books	1645	569679	46	24226	1691	593905
Journals	6	19350	2	280	8	19630
Digital Database	79	3180	53	3560	132	6740
CD & Video	64	3200	49	2450	113	5650
Weeding (hard & soft)	111	22158	7	4500	118	26658

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	76	5	2	1	1	1	1	10	0
Added	11	0	0	0	0	0	0	0	0
Total	87	5	2	1	1	1	1	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
blog	www.ravneetarora.blogspot.in
slide share	www.slideshare.net/KomalMahajan5

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
265000	183004	565000	717144

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

Maintenance of Campus Infrastructure: Adequate Human resources are scheduled exclusively for maintenance and upkeep of campus infrastructure. A maintenance supervisor assists in upkeep and maintenance of infrastructure facilities. This person is available 24 X 7 to monitor the maintenance. A supervisor and sweepers are appointed for the cleanliness of the campus and the hostels. The institute outsources the maintenances of infrastructure facilities. Following is the list of Annual maintenance contracts • Fire Systems Maintenance • Maintenance of UPS • Water Tank Cleaning • Drinking Water Testing AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency. The institute has a vegetable garden which is maintained by the gardener appointed by the college. Maintenance of Equipment Computing Facilities: The institute has dedicated staff that ensures the maintenance of equipment and computing facilities of the institution. All the electrical and electronics equipments are looked after by the team of Electrical Maintenance Committee. Routine computer maintenance, software installations, networking are handled by Computer Department. Antivirus software is purchased and is renewed annually for the smooth working of all the computers in the institute. Science labs are maintained by lab Assistants Mr. Shiv and Mrs. Navjot Kaur with the help of Asst. Professors. Mrs. Navjot Kaur also gives instructions to students about different combinations of salts, chemical gases and handling of physical equipments. Library: Library is holding the physical collection of more than 10,600 books (as on July ,2019), it has subscribed to 41 current print journals/magazines of national as well as international repute and having more than 256 CDs/DVDs as a part and parcel of its collection. The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification (19th Edition) and it is been arranged according to subjects/courses the institute runs respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time whereas the stacking arrangement of Periodicals are arranged in alphabetical order by its title of the journal and technical magazines separately as far as CDs/DVDs are concerned they are arranged in CDs/DVDs cases as per the sequence of its arrival. To keep proper track maintenance of the library books 'Stock Verification' Process is conducted by the Library Committee of the College. It is been advised to library committee

to conduct the physical stock verification of library books as per their stock collection range. A thorough stock verification has been conducted usually in the month of June every year wherein there is a vacation time for the students and library gets the maximum period to conduct the stock verification process smoothly. Sports: The institute has large open grounds for volleyball and basketball and a gymnasium utilized by the students. Maintenance of these Sport facilities is taken care of by Physical Education coaches Mr. Parshotam and Mr. Variam. First aid kits and sports equipments are provided to students.

<http://ptmlsdc.ac.in/campus/maintenance/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FATHERLESS, PARENTLESS, MERIT SCHOLARSHIPS, ARMY SISTER CONCESSION, NEED BASED	106	563400
Financial Support from Other Sources			
a) National	National Scholarship Scheme. Punjab Govt. College Retired Teachers Welfare Association Scholarships	82	1884180
b) International	Dhiyan Pukardian, USA	15	180000

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
REMEDIAL COACHING	04/09/2018	80	COLLEGE FACULTY
SOFT SKILL DEVELOPMENT	12/03/2019	50	COMPUTER SOLUTIONS COLLEGE FACULTY
BRIDGE COURSES	02/07/2018	40	COLLEGE FACULTY
YOGA	21/06/2019	32	BHARAT VIKAS PARISHAD
LANGUAGE LAB	21/08/2018	45	GGDSD COLLEGE CHANDIGARH
PERSONAL COUNSELLING AND MENTORING	16/07/2018	78	COLLEGE FACULTY
MEDITATION	10/11/2018	15	COLLEGE FACULTY

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

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CAREER GUIDANCE AND COUNSELLING, COMPETITIVE EXAMS	105	103	27	12
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	11	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
IBS	54	4	Vardhman/Axis Bank/Accenture/Dream Viewers	175	23
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	115	B.COM, B.SC, B.CA, ECONOMICS, C.SC, B.A, MEDICAL, NON MEDICAL, COMPUTERS	ARTS, SCIENCE, COMPUTERS, COMMERCE	HEI	M.SC, MBA, M.COM, M.A, M.SC IT, PGDCA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
View File	

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

Activity	Level	Number of Participants
TAEKWANDO	DISTRICT	1
TAEKWANDO	INTERCOLLEGE	6
TAEKWANDO	STATE	8
TAEKWANDO	INTER NATIONAL	1
TAEKWANDO	DISTRICT	1
VOLLEYBALL	DISTRICT	12
VOLLEYBALL	DISTRICT 2 UNDER 18	12
VOLLEYBALL	INTER COLLEGE	12
WUSHU	DISTRICT	2
WUSHU	NATIONAL	4
WUSHU	INTER COLLEGE	4
BOXING	INTER COLLEGE	5
BOXING	INTER NATIONAL	2
PEN CAK SILAT	INTER COLLEGE	4
JEET KUNEDO	NATIONAL	1
TALENT HUNT	COLLEGE	70
TEEJ CELEBRATION	COLLEGE	20
NAVRATRA CELEBRATION	COLLEGE	17
DIWALI MELA	COLLEGE	24
GURU TEGH BAHADUR JAYANTI	COLLEGE	8
PARKASH PURAB OF GURU NANAK DEV JI	COLLEGE	9
LOHRI CELEBRATION	COLLEGE	16
VIVEKANAND JAYANTI	COLLEGE	12
INTERNATIONAL MOTHER LANGUAGE DAY	COLLEGE	10
BIRTHDAY OF SHAHEED BHAGAT SINGH	COLLEGE	10
FAREWELL PARTY	COLLEGE	45
150TH BIRTH ANNIVERSARY OF MAHATAMA GANDHI	INTER COLLEGE	18
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	BRONZE MEDAL (JEET KUNEDO)	National	1	0	0	AMARJEET KAUR

2019	GOLD MEDAL (WUSHU)	National	3	0	0	PALLAVI SOHAL, KOMAL, SALONI ABROL
2019	GOLD MEDAL (WUSHU)	National	1	0	0	KIRANPREET
2019	BRONZE MEDAL (BOXING, WUSHU)	National	2	0	0	AMARJEET
2019	GOLD MEDAL (TAE KWANDO)	National	1	0	0	PALLAVI SOHA

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

College creates a platform for the active participation of the students in the various academics and administrative bodies including other activities. This empowers the students in gaining leadership qualities and executive skills. The college has a well functional Central Association which takes care for augmentation of various infrastructural, academic and administrative activities for student benefit and welfare . The association organized a successful oath taking ceremony for various posts like Head Girl, Vice Head Girl , Secretary, Treasurer , Swachh Ambassador and other elected student representatives of different committees. Each member is responsible for the smooth conduct of the meetings and events. This association remains active throughout the year in college premises. All the members of student Council are assigned duties according to their post. They perform discipline duties in their free lectures in college campus. Some members of Student Council are also members of Youth Club, NSS and other clubs and committees of the college. • The Class Representatives bring forward the views and suggestions of the entire class with respect to the faculty , subjects , syllabus and other things related to the class. • Students members of the Association/Clubs/Committees also observe important days like National Festivals, Birth /Death Anniversaries of important leaders , International Women’s Day, International Yoga Day , Sports Day, Non -Violence Day , Teacher’s Day Farewell Day, World Literacy Day , World AIDS Day, Constitution Day, pie day etc. • The Central Association helps students to share ideas, interest and concerns with lectures and principal . They often also help raise funds for various activities including social events, community projects. • Various co curricular programs like Talent Hunt, Workshops and Seminars are organized in collaboration with Central Association every year. • Regular trips and tours are organized to the places of historical tourist and educational interest in which students participate with full enthusiasm as group leaders. We have formed 22 Clubs/committees in which students participate such as: • Library committee and Book Bank • Discipline Committee • Community Services Advisory Committee • Youth Welfare Club and Youth Festival • Environment Protection and Green Audit Committee • Red Ribbon and Red Cross Society • Science Club • Social Sciences Society • Sports Club • Open Myke Club • Rotaract Club • Enactus Club • IT Club • Central Association Club • Wall Magazine • Student’s Welfare Club • Motivational Corner • Heritage walks • NSS • Enterpreneural Activites • BYAS (Books You Silence) • News Paper Club

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

180

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

9000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Parichay: An alumni meet was organised on 10th July 2018 . 2. Punar Milan was organized on 19th April 2019. 3. Ms. Komal Mahajan was elected as Alumini Association Incharge in month of January 2019. 4. Ms Pooja and Ms.Jagpreet got placed in the campus in the Computer Department . 5. Ms. Kajal Mahajan acted as judge in Talent Hunt Khoj Ek Prayaas. in two contests (declamation and poetry) dated 13th and 14th august 2018 6. Ms. Kajal was invited as guest speaker to deliver a lecture on Foreign Direct Investment in the seminar organised by Economics Department on 12th September 2018 . 7. Our alumni Manjit assisted the youth festival participants in Phulkari. Ms. Jashan, Ms. Param and Ms. Monika assisted in Giddha competition for youth festival. 8. Our one alumni Ms. Tamanna participated as paper presenter in regional seminar for students organized by commerce department dated 23th march 2019. 9. Our one alumni Ms. Manjinder kaur got three months training for how to run a library from librarian Mrs .Judith . 10. Our alumnae donated 23 books in library this year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The decentralized governance model is evident in every sphere. All staff members play significant roles and participate in the decision making system in the college. There are different clubs and committees in which students and teachers participate and conduct various activities. The heads of departments prepare departmental plans regarding academic innovations and other activities in consultation with the members of staff under the guidance of principal. Senior members of staff are assigned with responsibilities such as Registrar, Bursar, Academic In charge, NAAC coordinator and IQAC coordinator. The meeting of the president with staff at the beginning of every semester is indeed a reflection of the participative style of the management. In the meetings, constructive suggestions from all the staff members are invited.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	For Pre Semester examination, the norms of GNDU, Amritsar are followed and progress is monitored through Registrars and Examination Committee. The examinations are conducted twice to monitor the performance of the students. Answer sheets are shown to students and results of students along

with attendance statement are shown to parents in Parent Teacher meetings which are held after every Pre Semester examination. Group discussions, vivavoce, seminars etc. are also organised. Advance and slow learners are identified and being counselled according to their performance.

Research and Development

New strategies were made for development of faculty and they were also motivated for taking up Research projects. They were stimulated to present papers, publish papers, books and attend seminars, conferences and symposium. Every faculty member is given leave once a semester with due permission of Principal. IQAC gives permission to the institution regularly organizes conferences, seminars and workshops in which eminent scholars visit the campus and interact with teachers and students.

Human Resource Management

The college ensures that human resources are encouraged and their potential is properly utilized in the overall growth of the college. Such members are honored in the main college functions so that they could work efficiently to the maximum of their capacity. The following are some of quality improvement strategies adopted for human resource management. The following measures were adopted 1.the review of the academic results was made. 2. recognition and awards from management 3. various community service schemes with the help of Rotaract club 4. financial assistance like loan to the staff, in need of time

Industry Interaction / Collaboration

1. Industrial and Educational Visits to IT Sector, High Courts, Walmart and Corporate world is a regular practice in the college. 2. MOU is signed with various bodies. 3. Students of our college were given vocational training by cosmetology Department/ Home Science Department. 4. The college in collaboration with Career Launcher helps in polishing the skills of the students and makes them capable enough to excel in competitive exams. 5. The college in collaboration with ATECH provides software projects training to the students.

Admission of Students

Admission of students is made as per norms set by university. The college

made all sincere efforts to promote admissions through advertisement, admission campaigns in near by schools and organizing admission melas etc. The students from low socioeconomic reasons are attracted by various scholarships schemes. Special incentives are provided to sports persons and meritorious students.

Curriculum Development

The various academic bodies of GNDU, Amritsar develop the curriculum and college opts out of the wide range of programme options offered by them. The curriculum includes application oriented skill based papers and interdisciplinary elective along with core courses.

Library, ICT and Physical Infrastructure / Instrumentation

The college is equipped with well stocked library. The library committee decides the library budget and recommends books to be purchased. Donation of books by faculty and students is promoted in the library. Easy access and free Internet facility is available to all staff and students. INFLIBNET facility is available for teachers as well students. Faculty members suggest to purchase Reference books, journals, magazines etc, for the library. The college has well equipped classrooms, seminar hall , well equipped laboratories, centrally located computerised administrative block, well stocked library and eco friendly botanical gardens add to the basic infrastructure. A number of committees have been established to maintain the infrastructure i.e. Furniture Maintenance committee, cafeteria committee, Beautification committee etc.

Teaching and Learning

The colleges forte is innovative teaching and unique methods to connect with students in order to transform pupils into leaders, achievers and winners. Interactive and collaborative learning among the students was provided through audio visual aids, remedial coaching, LCD projector, computer based teaching learning methods, smart ICT enabled classrooms and well furnished laboratories. Efforts are made by the faculty to evaluate the students through monthly tests, assignments, group discussions, projects and extensions lectures. Advance learners meet is conducted to

motivate them to improve their achievements. Special emphasis is given to remedial coaching of slow learners. Besides classroom teaching, tutorials are organized for the students from time to time. Workshops, Training programmes, Educational Trips, Placement and Employability tests are organized. To improve the performance of the faculty, the feedbacks from the students are obtained.

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

E-governance area	Details
Planning and Development	1. The college annual budget is sanctioned by GGSDS society. 2. Monthly activities report is sent to GGSDS society. 3. Every teaching staff member has INFLIB account with which they get latest updation regarding their curriculum.
Administration	Biometric attendance of all college staff members is maintained and is emailed to GGSDS society every month
Finance and Accounts	1. EPF EPS: Under EPF EPS scheme the college sends details of the whole required information to the consultant appointed by the college. The consultant generate challan and then the amount is transferred to the government account. 2. Salary: Salary is directly paid into the bank account of all the college members as teaching staff, non teaching staff and support staff.
Student Admission and Support	Students admitted are registered with GNDU, Amritsar online as per the recommended procedure by university where students are granted student ID and login on GNDU portal.
Examination	Results of internal examination are forwarded to GGSDS society. During examination, a sudden change in pattern of Question papers or distribution of marks is also intimated by university online. Practical marks are uploaded on GNDU Portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2019	Seema Mahajan	National Seminar on E Commerce	SPN College, Mukerian	500
2018	Money Ohri	National Seminar on E Commerce	SPN College, Mukerian	500
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Strength is life Weakness is death	Workshop on Tally	31/08/2018	31/08/2018	60	6
2019	Stress Management	Stress Management	30/03/2019	30/03/2019	58	5
2019	Research Methodology	Workshop on EPF	02/03/2019	02/03/2019	65	6
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	5	02/06/2018	23/06/2018	22
Refresher course	2	06/12/2018	26/12/2018	20
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	25	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Faculty members are promoted for self development programs and higher education. 2. Various leaves available to teaching staff such as	1. Various leaves available to non teaching staff such as vacation leave, casual leave, earned leave, medical leave and maternity	1.Student Welfare Fund 2.Book Bank Facility 3.Scholarships and Free ship to meritorious students. 4.Health Facilities 5.Financial

vacation leave, casual leave, earned leave, medical leave and maternity leave. 3. Non monetary incentives on Diwali. 4. Employee provident fund for teaching staff. 5. Financial aid is provided to the faculty members in the times of their needs by other faculty members. 6. Accommodation facility for teaching staff. 7. Study leaves for Ph.D and other exams. 8. Group insurance.	leave. 2. Non monetary incentives on Diwali. 3. Employee provident fund for teaching staff. 4. Accommodation facility for non teaching staff. 5. The institute provide college uniform to the non teaching staff. 6. The institute organize Neki ki Diwar to help the support staff. 7. Group insurance.	aids for minority communities, sportsperson, Fatherless child, Parent less child, Single girl child, Sister Concession and Army personal concession. 6. Uniform and fee concession given to the needy students. 7. Employment to meritorious students. 8. Group insurance.
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6.4 – Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism in addition to the external auditors to verify and certify the entire Income and expenditure and the capital expenditure of the institute each year. In the month of May, a team of commerce teachers under Bursar works on this project. In addition to this Bursar checks the records at the end of month throughout year. An external audit is also carried out on quarterly basis. The institutional accounts are audited regularly by both external and internal auditor. Every year suggestions are given by GGSDS society to be followed in future regarding accounts.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Smt. Lakshmi Devi Mansotra, S. Inderjit Singh Bajwa, Jai Hind Sewa club, Dr.(Mrs.) Neeru Sharma, Mrs. Veena Sharma, Endowment Fund, Dr. Dinesh Sharma, Mrs. Seema Mahajan, Mrs. Money Ohri	62800	Student development
View File		

6.4.3 – Total corpus fund generated

11091683.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GNDU, Amritsar	Yes	From Local Auditors and

				Auditors sent by GGDS College Society, Chandigarh.
Administrative	Yes	GNDU, Amritsar	Yes	From Local Auditors and Auditors sent by GGDS College Society, Chandigarh.

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

1. PT meet organised twice a session which helps in obtaining feedback from parents for better functioning of college. 2. Parents are guided about their wards performance in academics, co curricular activities and class behavior. 3. Constructive suggestions are invited from parents.

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

1. Health facilities , medical aids, medical checkups, health awareness and yoga camps are organised for support staff. 2. Free accommodation facilities for support staff. 3. Non monetary incentives and free uniforms are given.

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

1. Regular meets are held at GGDS Society Chd.and governing body meet twice a year in Gurdaspur. 2. College management remains active throughout the year regarding admission strategy, Results new courses, IT based techniques in teaching learning and encouragement to faculty and students. 3. Whole staff contribution wholeheartedly in organizing various activities of the class, sensitive to students, teaching and problems and teamwork of teaching, Non teaching students is visible in each and every work of the college.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Contributed to the society by organizing outreach programmes on the lines of campaigns run by government such as Swachta	10/09/2018	10/09/2018	10/10/2018	60

	Abhiyan, Slum dwellers are motivated about personal hygiene. Soaps, Shampoos etc. are also distributed among them.				
2018	Skill based competitive culture is inculcated among students on Diwali. by Cosmetology department, Home Science, Fine Arts and Fashion Designing Department.	31/10/2018	31/10/2018	31/10/2018	61
2018	Provided the employment opportunities through skill development training to the students on the line Earn While You Learn	14/12/2018	14/12/2018	13/06/2019	1
2018	Organised FDP to develop research culture for the overall development of the faculty.	31/08/2018	31/08/2018	31/08/2018	65
2018	Organised Inter college event under the theme of Beti bachao Beti Padhao	31/10/2018	31/10/2018	31/10/2018	169
2018	Contributed	10/09/2018	10/09/2018	10/10/2018	60

to the society by organizing outreach programmes on the lines of campaigns run by government such as Swachta Abhiyan, Slum dwellers are motivated about personal hygiene. Soaps, Shampoos etc. are also distributed among them.

2018	Skill based competitive culture is inculcated among students on Diwali. by Cosmetology department, Home Science, Fine Arts and Fashion Designing Department.	31/10/2018	31/10/2018	31/10/2018	61
2018	Provided the employment opportunities through skill development training to the students on the line Earn While You Learn	14/12/2018	14/12/2018	13/06/2019	1
2018	Organised FDP to develop research culture for the overall development	31/08/2018	31/08/2018	31/08/2018	65

	of the faculty.				
2018	Organised Inter college event under the theme of Beti bachao Beti Padhao	31/10/2018	31/10/2018	31/10/2018	169

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Empowerment and Gender Sensitization	07/11/2018	07/11/2018	20	0
Workshop on Gender Sensitisation and awareness of prevention of Sexual Harassment Act	11/03/2019	11/03/2019	67	0

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

Percentage of power requirement of the University met by the renewable energy sources
1. The slips have been pasted on the switch boards instructing to switch off the lights and fans when not in use. 2. Temperature of ACs is maintained at 24 degree in order to minimise the carbon emissions. 3. Centralised Cooling has been adopted in the administrative block to reduce the emissions.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	07/10/2018	1	Survey on Stress Management	Stress Management	205

					agement		
2018	1	1	06/11/2018	1	Programme on Green Diwali (Eco Friendly)	Environment Awareness	20
2018	1	1	07/11/2018	1	Survey on Sharing Happiness with Others	Promoting ethical values	69
2018	1	1	21/12/2018	1	Seminar on Awareness on Child Helpline and Govt. Schemes	Awareness on Child Helpline Govt. Scheme	55
2019	1	1	10/01/2019	1	Project on Samvedna	Promoting ethical values	346
2019	1	1	02/02/2019	7	NSS Camp on Swachh Bharat Abhiyan	Cleanliness	30
2019	1	1	25/02/2019	1	Donation for Martyr S. Maninder Singh in the Pulwama Attack	Enhancing Patriotic values	52
2019	1	1	11/03/2019	1	Survey on Menstrual Hygiene	Menstrual Hygiene	100
2019	1	1	12/03/2019	1	Seminar on Women Education in Villages	Women Education	67

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

Title	Date of publication	Follow up(max 100 words)
College Handbook	20/07/2018	The purpose of college handbook is to give the stakeholders like students, parents/guardians, alumni etc. an understanding of general rules and guidelines. This document is reviewed annually since policy and

procedures adoption is an ongoing process.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on 'Tryst With Destiny'	15/08/2018	15/08/2018	35
Lecture on "Importance of Literacy to Individuals, Communities Societies'"	08/09/2018	08/09/2018	56
World AIDS Day	01/12/2018	01/12/2018	45
Rally on 'Anti Drug Addiction and AIDS Awareness'	07/12/2018	07/12/2018	50
Project Samvedna for Needy people	10/01/2019	10/01/2019	346
International Mother Language Day	23/02/2019	23/02/2019	59
Seminar on Ethics of Globalization	25/02/2019	25/02/2019	38
Salute to Martyrs of Pulwama Attack	25/02/2019	25/02/2019	52
Lecture on 'Anti Drug'	23/03/2019	23/03/2019	35
Seminar on "Awareness about AntiDrug"	17/05/2019	17/05/2019	67
Celebration of Save Water Day	23/05/2019	23/05/2019	45

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

One of the major concerns of the college is to make campus green, eco friendly and imparting education for green future. For this, college has taken various steps to reduce overall energy consumption: 1. Students and teachers are strictly instructed to switch off the lights and fans when not in use. Teacher in charges and Class Representatives see to it that these rules are duly followed. 2. Under the slogan "Grow Green and Save Planet Earth" plantation drive was organised by Environment Association in campus during rainy season. Medicinal plants have been planted. 3. The college has well placed eco friendly mechanism for the requisite disposal of hostel, kitchen and college mess and lab wastage. 4. Students of CA and Environment Association have collected plastic from college campus under the theme of "Beat Plastic Pollution". 5. The Environment Association remains active throughout the year. The College has initiated efforts to create waste awareness to make the campus ecofriendly. 6. Kitchen Garden has been set up in the courtyard besides the college hostel to grow vegetables naturally and promote the culture of natural farming among students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Our vision: "To emerge as a Premier institution to empower women through holistic education" Best PractiseI Title of the Practice: "Student Care" Goal: "Education process" is one of the most important means of empowering women with the knowledge, skills and selfconfidence necessary to participate fully in the development. The college believes that each student is special has the potential to excel in many different ways. Every aspect of students is taken care of whether it is physical wellbeing or intellectual personality or Academic performance. Context: The following are the issues which motivated college for choosing this best practice: 1. Inculcating value system and discipline among students. 2. Ensuring holistic development of students. 3. This system aims at addressing conflicts in attitudes habits of the students towards learning practices and solving day to day problems. The Practice: The college imparts formal education with a difference through carefully crafted interaction activities within outside the classroom. We provide experiences that help the students discover innate capabilities, set lifelong goals proactively work towards their fulfillment. Evidence of Success: The college has many programs to monitor and nourish various aspects involved in a student's growth and development: • The college campus is built in a safe and peaceful area with high boundary walls. Security guard is deputed on the main gate of the college. The college provides 24 hours security to students. CCTV cameras have also been installed in the campus. • The college provides financial aid to the needy students. The college offers free ships to meritorious students. Liberal concessions and incentives are available to deserving students in Academic, sports and extracurricular fields. Full fee concession is given to students securing 90 or more marks. Free books, scholarships and fee concessions are also given to economically weak students. Various Govt. and Private Scholarships are: ? Post matric Scholarship scheme for minorities. ? Bedi Jagjit Singh Memorial Scholarship. ? Punjab Govt. Asheerwaad Scheme for SC/BC/ST students. ? Pt. Mohan Lal Hira Devi Trust, Chandigarh. ? Pt. Dhirat Ram Memorial Scholarship. ? Smt. Bhagwan Devi Memorial Scholarship. ? Smt. Hira Devi Memorial Scholarship. ? Sh. Dharam Dutt Sharma Memorial Scholarship. ? Smt. Ram Pyari Memorial Scholarship • Industrial and educational visits are also organized for students. All the subjects' societies take their students to Historical places, Academic institutions, Scientific Research Centres and other places which are relevant to their syllabi. Trips Tours are arranged to give them refreshing effect to give them firsthand knowledge. • Students are encouraged to participate and involve in literary and cultural activities at State and National level. Subject societies, Associations, Clubs, Cells and Forums cater to students' divergent taste. The college invites experts to improve the performance of the students in different events so that they can excel at Local, Zonal and National Level. • Under the theme "Earn while you learn" students are motivated to arrange exhibitions and eating stalls on various occasion like Navratri, Karwachauth, Diwali etc. This exercise helps in developing the entrepreneurial spirit among the young generation which commensurate with the government's goal to achieve good employment rate in our country. • Youth Leadership, Yoga and spiritual camps are organized to refresh the students. • Safe transport facility is also available to facilitate the students. • Special attention is paid by the Women cell of college to the troubles of the girl's students travelling by bus from far off village regarding eveteasing etc. The required action is solicited through District police station in this regard, if required. Defence training is also imparted to girls in order to make them feel safe and help others in the times of need. • Students are quite often not clear about career options and opportunities. They need mature guidance for sorting out their confusions and dilemmas. To advise them in this matter, the college has career guidance and Placement cell to help students with career choice and placements under the

dynamic leadership of senior members of the staff. • Student centre and Cafeteria are available for their recreation. The students are provided canteen facility in the college at subsidized rates. • Special online notes and personal assistance is provided for married woman students who are mothers as well thus achieving the goal of "Educating a girl, educating the whole family". Counseling sessions and Time Management sessions are highly helpful to the both unmarried and married girls who hail from far flung areas where they have to do studies along with handling household chores as well. • Provision for hobby classes is also there in career oriented courses. The college shapes not only the future but also the personalities through Skill Development Certificate programmes in Personality Development, Spoken English and Computer Literacy etc. Addon courses like Functional English, IT, Basic Cooking and Catering management, Banking and Insurance, Apparel Designing, Biotechnology etc. are offered. • Remedial classes are organized for slow learners. Special tests are conducted for them. Advanced Learners are also given special attention to improve the positions in University. • Tutorials are also there for student progression. 3035 students are allotted to each teacher who keeps an eye on the overall development of the student. • The college celebrates seasonal festivals like Teej, Basant, Lohri, Diwali and National festivals like Independence Day, Republic Day etc. to promote National Integration among students. The important days of world and national level like Women's Day, Earth day, AIDS Day, Red Cross Day, National Youth Day etc. are celebrated. • The college has Central Association in the College headed by Head girl with ViceHead girl, Secretary and Executive members as its members. It helps in the overall maintenance of discipline of the college. It plays an important role in holding the important functions of the college and provides a platform to the students to raise their concerns and give suggestions. • S.T.D/P.C.O Photostat machine is also available to facilitate students. A bookshop is inside the campus which caters to the needs of the students. • Parent teacher meeting twice in the session helps in obtaining feedback from the parents. • The staff members interact with Alumni Association to obtain feedback regarding staff, courses, curriculum and campus. • Every department has its own Club under which students take up many development activities like Quiz competitions, debates and group discussion etc. from time to time. Faculty guidance and assistance is provided for all such activities. • The institution has a Grievance Redressal cell. This cell has been formed to look into the grievance of the students. Suggestion Box has been installed for the students to put their complaints in. It is opened every week and the complaints are looked into by the committee members. • The college offers Hostel accommodation for the outstation students. Surrounded by green, clean and serene environment, the hostel provides modern amenities with a conducive environment for studies and is built with an aim to provide best environment to girl students hailing from far off villages. 24 hour gate security is there to give students' safe atmosphere. Kitchen Garden has also been set up where hostellers assist the maintenance staff to grow various vegetables. • Best Wishes, greetings, blessings are given to students during their exams to keep their morale high.

Best PractiseII Title: "Altruism Drive: Adoption of Three Villages" Objective: The objective of Altruism drive of the college is to inculcate the spirit of Volunteerism among the students through the community interaction. "Be the Change you want to see in the world", said Mahatma Gandhi, the preeminent leader of the Indian Independence Movement and the father of the Nation. And we are proud to say that Pt. Mohan Lal SD College for Women, Gurdaspur is a private Post Graduate Degree college promoting Public service. The Context: The college has three units of NSS comprising 300 volunteers. Advising them to form a living contact with the community, students are suggested to do something positive so that the life of the villagers might be raised to a higher material and moral level. Ergo, four villages 'Ramnagar, Babowal, Kothe and Zafarwal' have been adopted by Pt. Mohan Lal SD College for Women. The Practice: The units have been organizing activities related to

social problems of these villages widely. Specific programmes relate to: A. Environment i. Plantation Activities ii. Cleanliness Drives iii. Plastic Elimination Campaign iv. Reducing Environment Pollution Awareness Campaign B. Health and Hygiene: Workshops, Seminars, surveys and projects by prestigious personage on various issues of Society such as: i. 'Each One Teach One' Programme about Infectious diseases ii. AIDS iii. Drug Abuse iv. Menstrual hygiene v. Maintenance of Personal Hygiene vi. Seminar on 'Personality Development' vii. Balanced and Nutritious diet C. Education: Instillation through programs such as i. Importance of Girls and Women Education ii. Awareness of Fundamental Rights and Duties iii. Perspicacity of Government Policies iv. Preponderance of Voting D. Small scale Enterprise: Villagers are drilled to organize and operate a business venture through camps in which rustics/churls are learned: i. Various Recipes ii.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://ptmlsdc.ac.in/campus/best-practices/>

7.3 – Institutional Distinctiveness

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

Our vision is to empower women through Education. The college has a concrete, multilayered strategy to turn this vision into reality. To enhance the employability of young women and to make them entrepreneur in life, the institution runs a number of career oriented and vocational courses along with regular ones. The career guidance placement cell organizes various career counseling and guidance seminars and workshops. With the rare amalgamation of ancient vedic culture, Indian traditions Modern technology, the institution aims at creating the best human resources reservoir to produce world class professionals and citizens. The workshops for imparting of various skills and experiences are organized in the college. The workshop on Tally, Adobe Photoshop, Network Programming, Fashion Designing, Home Science are to name a few. Enactus Club also works for exploring business opportunities for the students to enhance their employability skills. The institution stress on outreach programmes and inculcates in its students an awareness of the value of a holistic education and empathy for the less privileged sections of society. An active NSS committee organizes outreach programmes for the student community also. Rotaract Club is worth mentioning here which inculcate the spirit of leadership and team work among the students in organizing "Neki ki Deewar", an initiative to provide necessary household items, eatables etc. to needy people.

Provide the weblink of the institution

<http://ptmlsdc.ac.in/campus/vision-and-mission/>

8.Future Plans of Actions for Next Academic Year

1. To purchase new books and subscribe for research journals and magazines for purpose of library up gradation.
2. To upgrade the Language and computer labs.
3. To make Library fully computerized.
4. To continue with remedial classes for improve of results of the students.
5. To execute various Faculty Development Programs for development of faculty members.
6. To establish new clubs and committees in coming years like "Vidyarthi Darbar".
7. To organize workshops on "Skill Oriented Programmes".