



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SSSS College of Commerce for Women

- Name of the Head of the institution **Dr. Navdeep Kaur**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **08132221683**
- Mobile no **9781310053**
- Registered e-mail **ssssclege1993@gmail.com**
- Alternate e-mail **drndeepkaur@gmail.com**
- Address **SSSS College of Commerce for Women, SSSS Chowk, The Mall, Amritsar**
- City/Town **Amritsar**
- State/UT **Punjab**
- Pin Code **143001**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Guru Nanak Dev University, Amritsar**
- Name of the IQAC Coordinator **Dr. Samriti Kapoor**
- Phone No. **7889116826**
- Alternate phone No. **9876133083**
- Mobile **9988408720**
- IQAC e-mail address **kapur.samriti@gmail.com**
- Alternate Email address **ssss_college@yahoo.co.in**

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

<https://ssssccw.edu.in/about/iqac/aqar-2/>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://ssssccw.edu.in/news/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2019	15/07/2019	15/07/2024

6. Date of Establishment of IQAC

10/11/2018

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
Nil	Nil	Nil	Nil	Nil

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 6

- 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)

- **Initiatives for blended teaching and learning** 1. The Internal Quality Assurance Cell (IQAC) of the College prepared, displayed and published Academic Calendar to ensure the conduct of all learning activities. 2. IQAC of the College in its initiative for improving teaching-learning system and addressing the different learning needs of the students analysed the data of online/printed/verbal feedback obtained from students, parents, teachers, alumni, employers and members of Academic and Administrative Audit (AAA); and took suitable measures on the basis of feedback. 3. Faculty members communicated POs, PSOs, and COs of each subject in each semester to students and made efforts to attain them in time and maintained the schedule of the topic covered along with the mode of delivery in the work diary. 4. Teachers ensured usage of e-resources while teaching. Teachers accessed the facility of Projector enabled seminar hall-Lafani and smart classrooms for a better and technological efficient teaching learning process. 5. Students' performance was assessed through different modes like online/offline assignments, class tests, quizzes, case-studies and pre-university examinations. 6. Arranged tutorials and organised Intensive Study Programme and Remedial Teaching Classes on the basis of class responses, class tests and feedback received from students. 7. On-line and on-campus term-end-examinations were conducted as per GNDU guidelines.
- **Opportunities to learn and grow beyond the classroom for holistic development of students** 1. IQAC discussed and reviewed the need for value added courses. On the recommendations, certificate and value added short term courses 'Certificate Course in Soft Skills' and

'7-Days Online Workshop on Competitive Skills' were introduced. The faculty members outlined the syllabi framework for development of these courses to be launched in the College. IQAC members along with the faculty members explored the gaps in the existing curriculum and requirement of add-on courses for students to enhance the value of the course. 2. Students were given opportunities and facilities for attending the MOOC Courses that were part of the Spoken Tutorial Project of IIT Bombay. 3. By collaborating with reputed firms, the College organised webinars, interactive sessions and discussion sessions for augmenting academic interaction, placement and internship opportunities that students need for their professional and personal development. These included the themes like Transforming Education, Nutrition for Healthy Young Women, Good to Great- A Pathway to Self- Development, Critical Thinking, and Environment and its Importance. 4. Mentored and addressed students' grievances and dilemma so that they feel supported during post-pandemic time. 5. Rotaract Club for the students was established in order to develop a sensitive approach towards the society. 6. Entrepreneurship Cell has been established to promote the spirit of self-employment amongst the students.

- Supporting students 1. The College extends financial support to students under 'Baba Nanak 550th Prakash Purab Scholarship Scheme'. 2. The students, who found it difficult to pay the semester fee in lump sum amount, were allowed to pay the fees in two installments if they submitted their request in writing prior to the last date for deposit of fee. 3. Under the scheme SAUGAAT- Book Bank facility, students of the college were given an opportunity to take or exchange the books free of cost. 4. Initiated the facility of accessing the college library for outside female students

- Promoting research, publications and capacity building among the teaching and non-teaching staff 1. The College provides financial support to teaching and non-teaching staff for accessing online seminars/workshops/courses for enhancing their knowledge and academic profile. Under this initiative, faculty members of college accessed variety of courses from different platforms like UDEMY, in various domains such as 'Complete High Speed Vedic Math Course', 'The Complete Crypto Currency & Bitcoin Trading Course 2021', 'Adobe Photoshop CC - Essentials Training Course', 'The Complete Guide To Starting Up', 'Meditation and Evolution of Consciousness with Daaji' and so on. This initiative ensured significant learning and re-skilling of faculty on technical, contemporary and multidisciplinary topics. 25 faculty members enthusiastically completed different courses. 2. Research paper of Dr. Tina Vohra, the faculty member, was published in the journal Artha Vijana. 3. Five books on

Commerce have been authored by four faculty members. 4. Research Unit of the College took initiative to sharpen the research acumen of faculty and students and thus, published Book titled - Khoj Sanvaad (ISBN number 978-81-951302-4-5) comprising research based articles of the faculty and post-graduate students. 5. Conducted 'Advanced Workshop on Data Analytics' in collaboration with Business Research Plasma, a NPO for promoting Research. 6. Conducted Three Faculty Development Programmes for teaching faculty and one programme for non-teaching faculty. 7. The policy for payment of honorarium to IQAC Coordinator has been implemented as per guidelines. 8. Project 'Goshti-Book Readers Club' has been initiated to encourage reading, promote dialogue and enhance public speaking skills of the faculty.

- Upgrading the Infrastructural Facilities 1. On the basis of reports of Green Audit and Academic and Administrative Audit (AAA), the infrastructural facilities are added up every year. 2. Every year reference books are added in the Library as per the recommendations of faculty members and students. 3. 'Suvina', a separate block comprising segregated work spaces for NSS, Research and Publication, Music and Student council has been constructed. 4. 'Yoga Ashram Hall' has been designed in the Bibi Gujri Block exclusively for the practice of yoga. 5. Purchased/repaired furniture for classrooms, 'Suvina', Yoga Aashram Hall. 6. Purchased two laptops for IQAC and Research & Publication Unit of the College respectively. 7. Staff room was repaired and refurnished with required furniture.

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

Plan of Action	Achievements/Outcomes
<p style="text-align: center;">Infrastructural Facilities</p>	<p>1. Addition of books for the preparation of competitive examinations and other reference material in the library as per the recommendations of faculty members and students. 2. Proper maintenance of computers, fire extinguishers, and other physical infrastructure in the campus was ensured. 3. Use of ICT was ensured in all academic and administrative sections of the College. All notices were circulated through class Whatsapp groups and posted on website. Fee records are maintained electronically. 4. 'Sovina', a separate block comprising segregated work spaces for NSS, Research and Publication, Music and Student council has been constructed. 5. Laptops with latest configuration were purchased for IQAC and Research Unit each. 6. Yoga Ashram Hall has been constructed in the Bibi Gujri Block exclusively for the practice of yoga. 7. Required furniture was purchased/repaired for staff room, classrooms, Sovina and Yoga Ashram Hall. 8. One Staff room is added and existing were renovated/refurnished with required furniture.</p>
<p style="text-align: center;">Initiatives for Effective Teaching/ Learning</p>	<p>1. In the beginning of the year teaching & non-teaching staff and students of the College were intimated about the academic calendar through notice board, web-site and College prospectus. 2. Efforts were made to make</p>

teaching-learning process more student centric to ensure that students identify their core interests and acquire relevant skills required for the job market. To make students aware about skills required in different industries, several lecture sessions, seminars, and workshops were conducted during the year. Sessions like 'Career Opportunities in Insurance Sector', Webinar on 'Financial Literacy', Session on 'Success Mantra for Government Competitive Exams' gave glimpses of educational qualifications and skills required in different sectors. 3. Recognizing the changed scenario after pandemic, when number of students are doing part-time work or doing internships for gaining practical knowledge, the College continued blended teaching-learning mode for PG classes in the year 2021-22. 4. Structured feedback was taken from students, alumni, teachers, employers through online/printed mode. The feedback was analysed using suitable tools and follow-up measures were undertaken on the basis of feedback received from students and other stakeholders. 5. The provision was made to ensure access of library facilities viz. issuance of books and access to old question papers etc. to the students through college website. 6. Post graduate students were motivated to write research based articles under the guidance of the teachers for publications in the college

magazine 'Sifti'. PG students also contributed as co-authors with the faculty in the Book 'Khoj Sanvaad'. One student also presented paper in International Seminar at Khalsa College for Women sponsored by ICSSR. 7. Internal examination system was upgraded by adopting online/offline mode where required. The results of internal examination were communicated to the students and on the basis of feedback, remedial and intensive study classes were arranged to ensure better performance of students in university examinations.

Development Programs for teaching and non-teaching staff

1. The College organized FDPs/ Workshops to upgrade the knowledge and skills of faculty as follows: i) Webinar on IPR and Patent Process in association with Rajiv Gandhi National Institute of Intellectual Property Management (Government IPR Training Centre), ii) Two Day Online FDP on 'Inspired to be an Inspiration' iii) IQAC of College organized Three Days 'Advanced Workshop on Data Analytics' in collaboration with Business Research Plasma 2. The financial assistance was enhanced and provided to the tune of Rs 11,204 In the year 2021-22 to faculty members for attending workshops, refresher courses, orientation programs etc. 3. Liberal on-duty leave and lecture adjustment was granted to the faculty members for attending seminars, conferences, orientation

programmes and FDPs. 4. Faculty members were encouraged to contribute towards writing books or chapters in books in their respective areas of specialization and resultant 13 faculty members contributed in the form of research articles and books & journals. 5. The College organized 'Health and Hygiene Awareness Session' for the support staff of the College to guide them regarding maintenance of personal hygiene. 6. The policy for payment of honorarium of Rs. 1000 p.m. to IQAC Coordinator has been initiated.

Holistic Development of Students

1. Frequent meetings were held with the members of Placement Committee and Moral Education Forum to assess the need of students and to design appropriate programmes, webinars, and Competitions and hence Workshop on Critical Thinking, Talent Show 'Majlis', Business Quiz, Money Matters-Economic Quiz, Online Workshop on IPR, Webinar on 'Financial Literacy and Weekly lecture on Moral education were organized. 2. To encourage ecological conservation practices among students, activities like Workshop on Swachhta Action Plan, Tree Plantation Drive, Awareness Programme on Environment and its Importance, Seminar on Save Soil Movement, Sessions on Save Soil Conscious Planet Movement, Cleanliness Rally were organized by the College. 3. Student Council was entrusted the task of getting

inputs from new and old students regarding the kind of assistance needed for their professional and personal development and accordingly 7-Days Online Workshop on Competitive Skills, Certificate course on Soft Skills, Lecture on Good to Great- A Pathway to Self-Development, Workshop on "Resume Writing", Workshop on "Digital Marketing Tools", Seminar on E-Learning Tools and Digital Platforms etc. were organized.

4. Lecture on Mental Wellbeing and Happiness, Webinar on Emotional Intelligence were conducted to address the issues of anxiety, mental health and other dilemmas of the students during post Covid period. 5. To provide placement opportunities and information related to employment and self-employment, the College collaborated with District Bureau of Employment and Enterprises (DBEE) and in the year 2021-22 a Session was conducted to guide the students towards the right career path.

Further, Placement Cell of College organized 'Mega Placement Drive' in collaboration with DBEE where 21 companies including Kochar-tech, SBI Card, HDFC-Life, SBI Life, NIIT, Edelweiss, ICICI Bank, ADMONZ, Flipkart, PNB Metlife, Webberz, BYJUS participated in the drive for recruitment. 387 graduate and post-graduate students participated in the campus interview drive. 93 students were shortlisted and 39 students were selected by the Companies. To provide more

placement opportunities for students, Campus Placement Drive was organized in the College in collaboration with HDFC Life Insurance Company and 13 candidates were selected for the role of Associate Agency Business Manager. 6.

Entrepreneurship Cell was established in the College in the year 2021 with the motive to promote the spirit of entrepreneurship and leadership in the College students. It organized Seminar on 'Entrepreneurship: Roadmap to Success' and Expert Talk on 'Choosing Social Entrepreneurship over Entrepreneurship' by successful entrepreneurs in the industry to encourage the young generation for entrepreneurial ventures. 7. The progress of the students in terms of academic performance, behaviour etc. was regularly monitored by the respective teacher In-charges to assess the efficacy of various programmes.

8. To enhance collaborations with reputed firms for augmenting the placement and internship opportunities for the students MOU was signed with Medica Entreprises and Shakti Power Solutions Pvt. Ltd. 9. Rotaract Club was established in the College in the year 2021 with an intent to transform students into responsible leaders who can bring desirable social changes by treading the path of moral and ethical values. Rotaract Club actively organized events like 'Light up the Diwali of the Needy',

Children's Day Celebrations, Sessions on Save Soil Conscious Planet Movement, Spreading warmth this Christmas, Blood Donation Camp etc. 10. NSS Unit of the College which works with the objective of developing the personality and character of the students through voluntary community service remain active throughout year. It organized Talk on Nutrition for Healthy Young Women, NSS day-Relevance and Opportunities, Cleanliness rally (Under Clean India Programme), National Youth Day and National Girl Child Day as major activities. 11. College collaborated with industry and academia and thus, organized Seminars, Webinars, Workshops and Lectures to augment academia and industry interaction.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
SSSS College of Commerce for Women, Managing Committee	23/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SSSS College of Commerce for Women
• Name of the Head of the institution	Dr. Navdeep Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08132221683
• Mobile no	9781310053
• Registered e-mail	sssscollege1993@gmail.com
• Alternate e-mail	drndeepkaur@gmail.com
• Address	SSSS College of Commerce for Women, SSSS Chowk, The Mall, Amritsar
• City/Town	Amritsar
• State/UT	Punjab
• Pin Code	143001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Guru Nanak Dev University, Amritsar

• Name of the IQAC Coordinator	Dr. Samriti Kapoor				
• Phone No.	7889116826				
• Alternate phone No.	9876133083				
• Mobile	9988408720				
• IQAC e-mail address	kapur.samriti@gmail.com				
• Alternate Email address	ssss_college@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://ssssccw.edu.in/about/iga/c/aqar-2/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://ssssccw.edu.in/news/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2019	15/07/2019	15/07/2024
6.Date of Establishment of IQAC			10/11/2018		
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	
Nil	Nil	Nil	Nil	Nil	
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			6		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
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Planet Movement, Cleanliness Rally were organized by the College. 3. Student Council was entrusted the task of getting inputs from new and old students regarding the kind of assistance needed for their professional and personal development and accordingly 7-Days Online Workshop on Competitive Skills, Certificate course on Soft Skills, Lecture on Good to Great- A Pathway to Self- Development, Workshop on "Resume Writing", Workshop on "Digital Marketing Tools", Seminar on E-Learning Tools and Digital Platforms etc. were organized. 4. Lecture on Mental Wellbeing and Happiness, Webinar on Emotional Intelligence were conducted to address the issues of anxiety, mental health and other dilemmas of the students during post Covid period. 5. To provide placement opportunities and information related to employment and self-employment, the College collaborated with District Bureau of Employment and Enterprises (DBEE) and in the year 2021-22 a Session was conducted to guide the students towards the right career path. Further, Placement Cell of College organized 'Mega Placement Drive' in collaboration with DBEE where 21 companies including Kochar-tech, SBI Card, HDFC-Life, SBI Life, NIIT, Edelweiss, ICICI Bank, ADMONZ, Flipkart, PNB Metlife, Webberz, BYJUS participated in the drive for recruitment. 387 graduate and

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Yes

- Name of the statutory body

Name	Date of meeting(s)
SSSS College of Commerce for Women, Managing Committee	23/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020- 2021	11/02/2022

15.Multidisciplinary / interdisciplinary

SSSS College of Commerce for Women, Amritsar, being included in Section 2(f) and Section 12(B) of the University Grants Commission Act, follows the guidelines of Guru Nanak Dev University, Amritsar. It was established to educate young girls in career oriented courses in Commerce and allied streams. The College offers courses in Commerce, Economics and Computer Science and the academic pursuits lay special emphasis on building capabilities of the students in order to prepare them for Life. Skill development courses, Moral education programs, Community welfare projects, Environment conservation, Cultural and theatre based activities are integrated with the teaching learning practices in order to offer a comprehensive educational experience to the students. The recognition of such endeavours in the form of an official selection in the 10th Mumbai Shorts International Film Festival 2021 and winning accolade as the Best Screenplay gave further impetus to our aspirations for multidisciplinary/interdisciplinary progress. It is pertinent to mention that the theatre group of the College 'Niralam' has been organising various plays and events on the sensitive but culturally and socially relevant issues.

The multidisciplinary orientation of the College is reflected through various add on/bridge courses/guest lectures organised whereby students' exposure to the knowledge of languages, Environment Science, Information Technology, Mathematics, Theology, Health and Nutrition is ensured for a holistic development of their personalities. The College recognizes the need of the ever changing employment market and thus, workshops are conducted regularly for resume writing, personal grooming, interviews, communication and other soft skills.

Special efforts are made to broaden the horizons of the learners by inspiring them for the love of reading. Book fairs, reading clubs, book discussion sessions are held throughout the year where books of various genres, autobiographies, fiction, self-help and motivational books are highlighted. Furthermore, books and journals of various disciplines like Commerce, Economics, Management, Computer Science, Literature (Hindi, English & Punjabi), Religion, Spirituality and Competitive Examination are made available in the library. Thus, the focus has been on

unfolding students' abilities and to provide optimal conditions for the holistic development of the students.

The College believes in encouraging and empowering young women to be well-informed citizens. With the motive to provide value based education, a booklet 'Moral Education Forum' for Me, You and Us' containing the most precious gems to embellish human character: Ethics, Etiquettes, Manners has been published by the College and has now become part of the academic programme in the form of regular talks, group discussions, role plays, and most importantly the core of the institutional philosophy. Also, a short course in 'Business Ethics' is held for final year students so as to sensitize them for ethical conduct in their professional roles.

With regard to the multidisciplinary research endeavors, students were encouraged to write research articles on the real world open problems such as sanitation crisis and problems of public toilets, consumer shifting behavior in telecom sector, CEO remuneration and bank performance etc. in the college magazine 'Sifti'. This magazine has been in publication since 1996 and acts as the vehicle to foster innovation and reflects the multidisciplinary research inclination of the College. Additionally, Projects such as 'Perception of Parents regarding the Challenges of the Child during Covid-19 Pandemic', 'Perception of Parents regarding E-Learning of School Students during Covid-19 Pandemic' and 'Study of Alumnae Life Satisfaction', undertaken by the Research Unit of the College, further represents the firm aptitude to support research and stimulate engagement in order to have sustainable solutions.

In tune with National Education Policy 2020, the College is committed to pursue every step to promote interdisciplinary approach in its functioning and practices. Addition of more degree courses or diploma courses is also being planned in order to advance the career options for the students. As applied learning being focused in NEP 2020, a practice worth mentioning is the encouraging initiative of the College to publish the first edition of the book 'Khoj Sanvaad' in 2022 whereby research articles on the topics like women empowerment, inclination towards organic products and self-help groups were included to break down subject silos. Thus, the College has traversed a long way in the endeavor to recognize challenges of the present education system and to promote quality in academics and research.

16.Academic bank of credits (ABC):

Under National Education Policy (NEP) 2020, Indian government launched Academic Bank of Credits (ABC), a nationwide facility to promote flexibility in curriculum framework and academic mobility of the students. In concurrence with the requirements of Higher Educational institutions (HEI) regarding preparedness for NEP in context of ABC, Student induction programmes are being organized to create awareness among the College students about various learning pathways and career opportunities available with ABC facility.

As per instructions received from Affiliating University and UGC, registration process of College students for Academic Bank of Credits has been initiated so as to ensure digital storage and credit mobility of the academic credits earned by College students. This will enable the learners to avail the benefit of multiple entries and exit during the chosen programme. Students enrolled after the year 2021 have been instructed to create ABC account following the stated procedure. Moreover, students have been instructed to fill ABC id on all examination forms further onwards. Head from the Department of Computer Science of the College has been deputed as Nodal Officer to ensure proper implementation of ABC and conforming to all regulatory guidelines on behalf of the College.

To implement the ABC framework in letter and spirit, and with a view to make learners dexterous to adapt curriculum flexibility, endeavors are made to encourage the College faculty to adopt innovative pedagogical approaches and engage in multidisciplinary research. This move would ensure the seamless transition of students to the multidisciplinary curriculum with adroit faculty. To ensure this, faculty members of the College are encouraged to contribute towards publishing chapters in books, writing textbooks within approved framework and publishing research articles in journals of repute, resulting which 14 faculty members contributed towards publishing textbooks, chapters in multidisciplinary books and research articles. Thus, College is undertaking initiatives and necessary actions as per the guidelines to implement Academic Bank of Credits so as to build vibrant communities of scholars, peers thus enabling the students to become well rounded individuals.

17.Skill development:

SSSS College of Commerce for Women, Amritsar envisions encouraging, endowing and empowering young women through skill oriented programmes relevant to regional and global dynamic employment market in an atmosphere radiant with professional work cultures and spiritual aura. The mission of the College is to create citizens equipped with knowledge, skills and values to build an inclusive, just and progressive society.

In order to develop skill set of students and to make them industry ready, certificate and value added short term courses are introduced from time to time. IQAC members along with the faculty members explore the gaps in the existing curriculum and requirement of add-on courses for students to enhance the value of these courses. In its effort to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework, 'Certificate Course in Soft Skills' and '7-Days Online Workshop on Competitive Skills' were introduced in the year 2021-22. The faculty members outlined the syllabi framework for development of these courses launched in the College. The College also offers Bridge Course in Communication Skill and Computer Fundamentals every year which help the students to ace soft skills and enhance their digital literacy.

The college seeks to impart Value-based education and imbibe various life skills among the students to ensure their holistic development. With an intent to offer value based education, Moral Education Forum through lectures and discussions, course on 'Business Ethics' sensitize the students about ethical conduct required in their personal and professional roles. Thus, by organizing various activities and courses the College attempts to inculcate positivity amongst the students to ensure the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), non-violence (ahimsa), scientific temper, citizenship values, and life-skills. To further develop these skills amongst students, wide spectrums of activities are organized by the Sirjana Committee, Spark Committee throughout the year. 'Niralam- The Theatre Group of the College' directs and organizes activities and events focused on imbibing truthfulness and righteousness among students. Its unique way of presenting sensitive and pressing issues has won applauds at international level in the form of a short film directed by it selected at 10th Mumbai Short International Film Festival-21.

Furthermore to infuse ethical, Constitutional, and universal

human values amongst students', extension activities are regularly organized by NSS Unit and Red Ribbon Club. Moreover, Rotaract Club was established in the College in the year 2021-22 to enable the students to build leadership skills, expand education, build cultural values and learn the value of service. These units and wings organize range of activities throughout the year in the form of Tree Plantation Drives, Voters' Awareness Camps, Helping the Needy, Save Soil and Environmental Conservation etc.

The efforts are made by the College to make teaching-learning process more students centric to ensure that students identify their core interests and acquire relevant skills required for the job market. To make students aware about skills required in different industries, several lecture sessions, seminars, and workshops are conducted throughout the year. Sessions like 'Career Opportunities in Insurance Sector', Webinar on 'Financial Literacy', Session on 'Success Mantra for Government Competitive Exams' in the year 2021-22 gave glimpses of educational qualifications and skills required in different sectors.

The College collaborates with reputed firms, engage services of Industry veterans and Master Crafts persons to provide vocational skills to students and fill the gaps between theoretical education and practical knowledge. Thus, it organizes webinars, interactive sessions and discussion sessions for augmenting academic interaction, placement and internship opportunities that students need for their professional and personal development. These included the themes like Transforming Education, Talk on Nutrition for Healthy Young Women, Good to Great- A Pathway to Self- Development, Critical Thinking, and Environment and its Importance.

As per NEP-2020, the College endeavours to strengthen the skillset of students to make them dexterous to take up professional careers. Thus, it attempts to integrate learning through various skill enhancement programmes such as Course on Communication Skills, Accountancy Skills and Employability Skills. It is pertinent to mention here a practice that the College follows to inculcate life skills and values among the students to enable them to sustain and grow in global scenario. In context of this, a booklet titled 'Moral Education Forum' for Me, You and Us' which portrays institutional philosophy has become an integral part its academic programme. The Moral Education Booklet comprises general code of conduct indicating Ethics, Etiquettes, and Manners and is reinforced to make it

practicable through regular lectures and discussions. Another practice worth mentioning here is the encouragement and facilitation for Massive Open Online Courses (MOOCs) by the College to its students. It enable the students to polish their skills and enhance their proficiency in multiple disciplines, so that they can sustain and grow in contemporary world. In this context, the College offers opportunities and required facilities to the students for attending the MOOC Courses at Udemy, Coursera and Spoken Tutorial Project of IIT Bombay. Thus, the College is undertaking every possible initiative to strengthen the skill set of the students to ensure their seamless transition from mainstream education to industry ready professional.

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

The College believes and follows strategies for integrating Indian Knowledge System (IKS) within existing educational frameworks as prescribed by the affiliating University, Guru Nanak Dev University, Amritsar. Besides, efforts are made for charting future courses of action in the form of SSSS Vision Document and NEP, 2020 as per the New Education Policy-2020. For instilling knowledge of India and its varied social & cultural values, and technological updations, its inimitable artistic, language, and knowledge traditions, and its strong ethics in the minds of young women students, varied learning activities are planned and conducted throughout the academic session using blended mode of teaching-learning. For instance,

Although all students at under-graduate and postgraduate levels have opted English as the medium of instruction for the degree and certificate courses, yet teachers explain and simplify the concepts trilingually (English, Punjabi/Hindi).

All students and teachers begin their day by reciting the prayer in chorus in the classroom to seek the blessing of Almighty for performing the righteous deeds. Teachings of Global Religions, Sri Guru Granth Sahib and Bhagwad Gita in the form of 'Ethical Values' and 'Business & Management Paradigms' are incorporated during teaching learning process that bring students from the Commerce, Computer, Economics, Language and Mathematics Department closer to their cultural ethos, expand their intellectual horizons and enhance their confidence.

For connecting the learners, students and teachers, with the knowledge of the language, culture and heritage of India, and

especially the state of Punjab, various events (like Rashtriya Ekta Divas, Mathematics Day, National Youth day etc.), rituals (like observing Sankranti every month and ensuring the distribution of Parsad amongst all students, arranging Community Kitchen once a year, covering head at the time of honouring the guests, etc.) and festivals (like Diwali Mela, Lohri, Makar Sankranti, Christmas etc.) that create a praxis of habits and hence, bring knowledge into learners day to day actions and are celebrated with full zeal and enthusiasm.

For appreciating cultural roots, students and teachers not only ferret out information enshrined in ancient texts but also incorporate ancient knowledge systems in modern education in the form of research papers, and books. The publication of books like 'Our Heritage: A Reflection on Global Religions', 'Moral Education Forum: For Me, You and Us', 'Sikh Heritage' and research paper titled 'Ethics in Business: A Way of Life (A Few References from the Religious Teachings of the World)' are the results of such endeavours. The books are published in Punjabi, Hindi and/or English.

College has a well established Moral Education Forum, a project to inculcate ethics, etiquettes and manners. For incorporating knowledge of Indian Culture and Heritage, and especially Punjab, Punjabi and Punjabiya, the library has literature books (810 books in Punjabi language, 66 in Hindi language, 850 in English language, 02 in Urdu language) and Religions(161 books). Language days like Hindi Divas and Punjabi Divas are also celebrated. Assimilating the best of the western culture while retaining indigenous traditions as well is also evident from conduct of talks, seminars, role plays, theatrical items performed; for instance the debut film 'Curtain Falls'.

College Hall Rose Villa and Library are housed in heritage building of SSSS.

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

The College heeds by an Outcome- based Education (OBE) framework to ascertain the attainment of course outcomes and program outcomes. To provide lucidity of purpose of teaching and learning, appropriate and comprehensible learning objectives for the programs and courses are explicitly outlined and displayed on the College website. The faculty also deliberates over the

learning outcomes with the learners at the commencement of the semester. The College assesses the attainment of Course Outcomes through the class tests, quiz tests, mid-semester and university exams, co-curricular activities and feedbacks of students. The College keeps a track of outgoing students and monitors their advancement to further education and their placement in various organizations. Activities in or outside the classroom are designed in such a manner that benefit every stakeholder from the OBE framework.

With an aim to foster abilities and values needed for life and work in global economy, the College organizes the sessions for the students of all the courses to inculcate the core skills, develop digital literacy and to make them globally aware citizens with knowledge so that they can address issues of human and environmental sustainability. Workshops for the preparation of various competitive examinations are conducted every year to encourage, guide and groom the aspirants interested in prospective careers. To infuse the students with spiritual, social, moral and cultural values, positive ethos are modeled by the College throughout the session thereby equipping them with intelligences and attributes to succeed throughout their lives. Reiteration of ethics, etiquette and manners that embellish human character from the booklet, 'Moral Education for You, Me and Us'- a publication of the College has been made an integral part of our academic program. Assessment 'of' and 'for' learning tools are also aligned with the learning outcomes as specified for each subject of a given course. For instance, for the seminars and projects assessment for learning is done on the basis of pre-determined criterion.

As per NEP-2020, the gap between the current state of learning outcomes and what is desirable must be bridged and it's pertinent to mention here that the College follows the practice of offering Bridge Course in Communication Skills and Computer Fundamentals at the commencement of session every year to help the students hone better communication abilities and familiarize them with the use of basic computer skills. The course also helps the students to have deeper and more meaningful insights and prepares them for the interview environments in the ever changing global society.

20.Distance education/online education:

a) College has adequate facilities and resources to offer vocational courses through ODL mode. However, currently the affiliated colleges have not been permitted by the affiliating

university to offer such courses.

b) i) Development and use of technological tools for teaching learning activities:

SSSS College of Commerce for Women strives towards personalized learning for students. Integration of technological tools along with conventional ones has made the teaching learning process more effective and productive at the College Campus. Teachers incorporate various technological tools viz. computer based (use of ICT / presentations), games based (live quiz), YouTube videos/tutorials, MOOCs etc. to increase student engagement and enrich the teaching learning process.

To fill the gap occurred by suspended classroom teaching due to the global pandemic, College made a transition to digital teaching and learning. For this, College has signed up for Google Workspace for Education Fundamentals, a suite of easy-to-use educational tools, with the following benefits:

? Collaboration in real time with Docs, Sheets, Slides, Forms and Jamboard

? Communication with learners from anywhere with Google Meet, Chat, and Gmail

? Helping teachers save time with Google Classroom by easily creating courses, organizing classwork, posting and grading Assignments as well as sharing feedback

? Reducing workload by enabling teachers post and schedule coursework

Faculty Development Programmes were conducted to impart training to faculty for ICT based teaching using various online educational tools as above.

Electronic resources such as e-books and e-journals viz. Drishtikon: A Management Journal and International Journal of Business Analytics and Intelligence are made available in the Library for the faculty as well as students.

ii) Institutional efforts towards blended learning:

Students and faculty are motivated to enroll in Massive Open Online Courses (MOOCs) on various platforms (Coursera, Udemy,

SWAYAM etc.) in order to upskill themselves. As an initiative, the College has collaborated with IIT Bombay to be a part of its Spoken Tutorial Project wherein teachers and students earn certifications in diverse areas viz. Computer Fundamentals, Python and C++ programming languages, Libre Office, Linux Operating system, Front Accounting and many more. The students are mentored by faculty and the College bears the entire cost of the courses opted.

Furthermore, short-term courses, seminars/webinars and workshops based on students' interest and skill gap analysis are a special feature of the Academic Calendar. To name a few, Webinar on Transforming Education (for career orientation); Certificate course in Soft Skills, Workshop on Digital Marketing Tools, Online Workshop on Competitive Skills, Webinar on Wonderful Conversation (for enhancing soft skills and computing skills); Online Workshop on 'Intellectual Property Rights and Patent Process' (creating awareness regarding rights of content creators); Webinar on Financial Literacy, Webinar on Financial Independence Program (investor education); Webinar on Emotional Intelligence and Lecture on Mental Wellbeing and Happiness (health consciousness) were organized during the academic session.

College has also incorporated a blend of online and offline instruction for the students of Postgraduate courses solving the scheduling issues faced by the graduates doing internships or part-time jobs.

Hence the use of technological tools and blended learning is bringing positive outcomes and making the environment more innovative for the learners.

Extended Profile

1.Programme

1.1 270

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

File Description	Documents
Data Template	View File

2.Student

2.1 852

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 471Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 279

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 39

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 39

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	270
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	852
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	471
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	279
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	39
File Description	Documents
Data Template	View File

3.2	39
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	48.30
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	113
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college provides an appropriate teaching-learning environment that ensures effective curriculum planning and its implementation in a systematic and organised way. All the programs taught in the college adheres to the syllabus prescribed by Guru Nanak Dev University, Amritsar. The Course Outcomes and Program Outcomes are communicated to the students by the faculty at the beginning of the semester. Syllabus plan is prepared by faculty members well in advance and is conveyed to the students and is also displayed on the college website. Every faculty member maintains a work diary consisting of the teaching plan on a daily basis and takes utmost care to complete the syllabus in time. The college is well equipped with smart classrooms with ICT facilities, computer labs with softwares such as SPSS and Tally which ensure effective delivery of curriculum to the students. Interactive teaching is promoted through students' participation in group discussions, quizzes and seminars. The college ensures integrated learning through

various skill enhancement programs such as courses on communication skills, accountancy skills and employability skills for curriculum enrichment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ssssccw.edu.in/academics/syllabus/syllabus-plan/

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

The Academic Calendar is prepared by the Principal in consultation with HODs and students are apprised of the same through the college website. The schedule of all academic and co-curricular activities are given in the academic calendar. The academic performance of the students is monitored regularly by adopting the strategy of a continuous internal evaluation system through seminars, mid semester exams, class tests, assignments, quizzes, group discussions, tutorials and mock viva- voce. Class tests are conducted by concerned subject teachers on a regular basis. As stated in the Academic Calendar, pre-university exams are scheduled at the end of the semester so as to prepare students for their final university examinations. Remedial Classes are planned for enhancing the subject clarity of the students and for bright students, special Intensive Study Programme is designed to improve their performance in university exams. Faculty members always encourage students to discuss their problems even beyond their classroom hours. Faculty members also act as mentors for a particular group of students for giving them appropriate guidance for their exams.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ssssccw.edu.in/news/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

579

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The College follows the curriculum designed by Guru Nanak Dev University, Amritsar where topics such as drug abuse, corporate & business ethics, environmental issues etc. have already been incorporated in the syllabi of various courses. Moral Education Forum of the College has been continuously conducting regular sessions on moral values and ethics so as to sensitize the students about the relevance of these values. Grievance Redressal Cell of the College has been constituted to bring to the notice of concerned authorities any kind of discrimination and harassment reported by the students.

Various extra curricular activities are conducted under NSS, SWEEP and Rotaract Club of the College to inculcate human & ethical values amongst the students. Different social activities like Voter Awareness, Road Safety, Menstrual Hygiene, Vaccination, Blood Donation Camp etc. are organized by the College from time to time.

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

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

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

394

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://ssssccw.edu.in/naac/students-feedback-analysis-report/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
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	View File
URL for feedback report	https://ssssccw.edu.in/naac/students-feedback-analysis-report/
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 students admitted during the year	
852	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

230

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

As the College is committed to pursuing excellence by endowing and empowering young women, imparting the quality education to both advanced and slow learners is a pursuit of commitment for the College. The learning levels of the students are assessed by the College on the bases of their credentials in the previous examinations, marks obtained in Mid Semester tests and through classroom interaction and performance. The objective behind such assessment is to arrange special programmes suited to the requirement of the learners at both the levels.

Realizing the need to ignite zeal and passion among the advanced learners and to infuse the academic curriculum oriented towards their individual progression, special programmes viz. skill based orientation lectures by the experts in the field, professional counselling programmes, seminars, skill-based and value-added workshops, conferences, educational tours to industries and places of educational importance are organized.

To elevate the morale and confidence of slow learners, academic and personal counselling are regularly offered. Based on the students' needs and requirements, topics are re-taught, explained and doubts are clarified through trilingual explanation. Small assignments for the practice are allocated to them to reinforce the comprehension of the concepts in the core subjects.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/activity-list-2021-22/
Upload any additional information	View File

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

Number of Students	Number of Teachers
852	39

File Description	Documents
Any additional information	View File

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

As per the academic philosophy of the College to scale greater heights, a student centric approach is adopted in a harmonious way, thereby abetting the students in their progression from passive recipients to active and engaged learners. Emphasis of the teaching learning approach is on the practical application of knowledge and skills to the real world situations in order to expand learners' understanding and enhance their proficiency in skills and conduct. A plethora of methodologies used to intensify teaching-learning experiences are:

- Group discussions and seminar presentations are made an indispensable part of the teaching-learning methodology to improve idea generation and communication skills.
- Industrial visits and field trips are arranged to enrich the experiential learning of the students.
- Case studies and Role-plays are conducted to help students relate to real-life events, apply appropriate strategies, and come up with practicable alternatives.
- Experts from academia and industry are invited to interact with the students and invigorate their interest in the subject and keep them up to date about developments in the field.
- Individual or group projects are encouraged to inculcate research skills and rational thinking.

Story-telling methods incorporated by the language teachers develop the skills pertaining to creativity, imagination, listening and speaking and evolve multiple perspectives.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ssssccw.edu.in/activity-list-2021-22/

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

The College is exceptionally fervent to boost involvement of technology based pedagogical techniques and tools to make teaching learning more student centric and to improve students' learning experiences.

This learning transition is characterized by a shift from a teacher-centered to a student-centered outlook. To expedite the use of ICT as a tool of quality teaching, two seminar halls, computer labs and four class rooms of the college have been equipped with projectors and smart boards. Bibi Raj Devi Block of the College is equipped with Wi-Fi facility, which allows faculty and students to stay connected to internet and acquire and share current knowledge. The College has registered itself to G-Suite for secure data sharing and effective teaching and learning. All the students and the faculty members are given email IDs with the domain @ sssccw.edu.in. comprising of tools like Classroom, Drive(unlimited), Docs, Sheets, Slides, Forms etc. Online Quizzes and polls are regularly conducted to record students' feedback. The online learning environment created through the enhanced use of online tools like Jamboard, padlet and dashboard trains the students in an open problem solving activity. Different applications and compilers are used by the students of computer science to execute the programming part of the syllabi.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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****39**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****39**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****6**

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

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

2.4.3.1 - Total experience of full-time teachers

348

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The College is affiliated to Guru Nanak Dev University, Amritsar and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. At the commencement of new session, the modus operandi of the internal as well as external examinations is explained to the students.

Considering assessment as a vital touch stone, the College recognizes evaluation as a benchmark for efficient teaching learning process. The students are apprised about the criteria for the internal assessment at the beginning of the semester. To assess Financial Accounting (Tally) practical, Corporate Law and Secretarial Practice practical and seminars, internal assessment is carried out by the College faculty. Topics for assignment and seminars are suggested by the faculty members keeping in view current scenario and recent trends. The assessment of seminars is based on the parameters i.e. the content of the Report, mode of presentation (PPT, lecture method, lecture cum discussion method, use of board etc.), communication skills, and confidence of the students. Students are at liberty to interact with the concerned faculty member about any concerns regarding the criteria for internal assessment. The mechanism of internal assessment is sturdy in terms of transparency.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A well-systematized mechanism for the grievances related to the examination is followed by the University and the College. Grievances pertaining to the discrepancies in the question papers of University examinations are reported to the University. The University has a provision for re-evaluation in case the student applies for the same under circumstances of dissatisfaction with the semester end examination marks.

The students have the freedom to exhibit their discontentment with regard to internal examination. The answer scripts of mid semester examination after the evaluation by the concerned subject teachers are shown to the students in the class and their grievances with respect to marks and criteria adopted are immediately addressed. After the compilation of result, the assessment report of the students is communicated to the parents. Parents too are offered an opportunity to visit the college to discuss the result of their wards in the examination. The entire exercise of evaluation and follow up of the result is completed within 20 days from the date of the last examination held. The Principal keeps an eye on the overall procedure by conducting periodical meetings with the internal examination committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://ssssccw.edu.in/grievance-redressal-cell/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College is devoted towards providing quality education and serving as a facilitator to the students in building a bright future through its specialized learning programmes. The

underlying idea that guides the college's learning programmes is to inculcate the attributes such as in-depth subject knowledge and creativity, digital literacy, emotional intelligence and responsibility among the students. The programme objectives and outcomes are defined using Bloom's Taxonomy that students are expected to acquire along with the disciplinary and inter-disciplinary knowledge, as a result of completing their programme of study. Course outcomes are mapped with Programme outcomes in such a way that the students can expand their critical thinking, decision making, interpersonal, leadership and entrepreneurial skills. These learning outcomes explicitly outlined are displayed on the College website. The faculty also discusses the Learning Objectives and Outcomes with the students at the beginning of the semester while elucidating the topic of study. Furthermore, the pedagogies used to transmit knowledge are in tune with the desired learning goals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://ssssccw.edu.in/academics/courses/program-and-course-outcome/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The College abides by an outcome-based education mechanism to ensure the attainment of course outcomes and program outcomes. The learning outcomes for the academic programmes are distinctly stated in the light of the vision and mission of the College. For assessment, evaluation and measurement of POs/PSOs, the College adopts both direct and indirect methods. Direct methods comprising class tests, assignments, workshops, quiz tests, Mid Semester exams, University exams, Seminars, practical and viva-voce examinations are used to measure the students' knowledge, competencies, and skills. These techniques give a representative sample of what students know and can perform, as well as the affirmation of students' learning. Indirect methods such as Co-curricular activities, and extracurricular activities, feedbacks of the students, teachers, employers and alumni reflect students' learning, knowledge and skills. Apart from that, a

track of the outgoing students is kept by the college through monitoring their advancement to further education, state/national competitive exams that they appear for and qualify for, and their placement in various organizations. Attainment of objectives is also assessed in terms of the recognition that students get from universities and other institutions for their illustrious achievements in academic, literary and cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ssssccw.edu.in/achievements/uni_exam_res/

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

267

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://drive.google.com/file/d/12lZlsFEo1VUHj2BQaGBwCilzDUJxz3zq/view?usp=sharing

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://ssssccw.edu.in/naac/students-feedback-analysis-report/>

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****Nil**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****Nil**

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- The College emboldens the students of various streams to join Massive Open Online Courses (MOOCs) from UdeMy, IIT Bombay, Coursera etc. with a view to enhance their learning and upgrade their skills.
- The College has developed a sound knowledge base in the form of an annual publication of the College magazine 'Sifti'. It is designed in a manner so as to build a repository of the latest developments in the core areas viz. Commerce, Information Technology and Economics.
- The College published a book titled 'Khoj Sanvaad' bearing ISBN number consisting of research based articles from interested members of the faculty as well as students. This project has been initiated by the College to develop and nurture research acumen among contributors and readers.
- IQAC of the College organized Three Days 'Advanced Workshop on Data Analytics' in collaboration with Business Research Plasma for advancement of the knowledge and development of learners.
- Entrepreneurship Cell has been established at the College in the year 2021 with a motive to promote the spirit of entrepreneurship and leadership among the students. E-Cell endeavours to conduct various activities in order to apprise and encourage young minds to undertake initiatives to create innovative and collaborative solutions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sssscw.edu.in/regular-programmes/mooc-details/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

01

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - 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 College conducts various extension activities under programmes such as NSS, Rotaract Club and Moral Education Forum. The involvement of students in these activities helps them to develop values of responsible citizens for preserving the environment, helping under-privileged and promoting women empowerment.

The College has well established Moral Education Forum, a project to inculcate most precious gems i.e. Ethics, Etiquettes and Manners to embellish human character among the students and the members of faculty.

The College is committed to the ideals of National Service Scheme (NSS), a public service programme conducted by the Ministry of Youth Affairs and Sports of the Government of India. As NSS volunteers, the students are able to understand the social problems by engaging themselves in social welfare activities like awareness rallies, healthcare camps, cleanliness drives, environmental protection and conservation among others.

Rotaract Club of the College was set up in the year 2021 under Rotary District Number 3070 and is sponsored by Rotary Club Amritsar Central. It provides opportunities to the students to join the global movement to develop them as next generation leaders. This youth wing of Rotary International helps to build leadership skills, expand education and enable the students to learn the value of service.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/rotaract-club-of-the-college/
Upload any additional information	View File

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

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

04

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

3.4.3 - 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

3.4.3.1 - 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

30

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4484

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

113

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Teaching-learning physical facilities of the college includes the following:

1. 22 classrooms:8 Wi-Fi enabled,4 smart classrooms,10 with CCTV cameras
2. 'Lafani' college seminar hall,with projector facility,seating capacity of 90 students
3. Rose Villa hall:seating capacity 230 students for conduct of seminars/workshops/cultural activities
4. 4 Computer Laboratories,well equipped with 120 systems (IBM/Dell/Lenovo)with latest specifications(Intel Core2Duo,Dual Core,Core i3,i5,i7processors),licensed software,fitted with networking and Wi-Fi facilities.
5. Students are facilitated digitally, when required, under Bibi Gujri Memorial Digital Facilitation Scheme.
6. N-Computing Lab (an initiative under Green Computing),stocked with a wide variety of forms,documents & reports, gives a glimpse of working of banking and corporate sector to the students.
7. Well-stocked library carrying 6704 volumes,having a rich collection of text books,reference books,literature,research journals,e-journals,magazines,newspapers.
8. Book bank facility is also available.
9. Sufficient number of fire extinguishers.
10. Ramp facility is available for physically challenged students.

New additions:

1. Suvina:A block with separate work spaces for NSS,Research,Music,Student Council
2. Yoga Ashram:A hall designed exclusively for the practice of yoga
3. 2 fully HD portable projectors
4. 2 HP i5 Laptops,one for Research Centre and other for IQAC
5. Tally ERP-9 updated to Tally ERP-9 Prime
6. ERP customised, resulted in full office automation
7. College staffroom renovated.Seating capacity enhanced.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ssssccw.edu.in/about/facilities/

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

Facilities available for cultural activities:

Almost all the cultural activities of the College are value based and are well suited to meet the psychological needs of the students.

1. Vidyak Bhavan, an auditorium,established in 2013 covering 47197.396 Square Feet area,at the extension campus of the College, is used for the conduct of cultural activities.
2. Back Stage of the Vidyak Bhavan Auditorium is facilitated with the availability of needed requirements.
3. To carry out multifarious events of the college, Rose Villa Hall, covering 6114 Square Yards area, established in 2006,is used.

Facilities available for sports and games:

The following sports grounds of the college are available at the Extension Campus:

1. Basketball Ground (Established in 2016) covering 28m*15m area.
2. Hockey Ground (Established in 2001) covering 110m*98m area.
3. Volleyball Ground (Established in 2017) covering 18m*9m

area.

4. Football Ground (Established in 2013) covering 100m*90m area.

Simple sports equipment are also available in the College for the use of the students.

Facilities available for yoga:

1. 'Yoga Ashram' is a place exclusively designed for the practice of yoga, established in year 2022, it covers an area of 17.8m*8.5m.
2. Yoga mats are also available for the use by the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ssssccw.edu.in/gallery/raqs-e-rooh/raqs-e-rooh-videos/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ssssccw.edu.in/about/facilities/ict-4-1-3/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

31.22510

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

College Library is fully automated and stocks 6704 volumes and subscribes to 26 printed journals/periodicals, 2 online journals and 10 newspapers. All books have unique barcodes labeled on to them for quick identification and faster library transactions. User-friendly OPAC (Online Public Access Catalogue) system enables students and faculty to search the library database electronically. This provides them with a quicker means of accessing books, literature and other material.

At the beginning of semester, requisitions for the different books and journals are received from the faculty members and students. These requisitions are discussed with the Principal and the HODs of the College. The Librarian places order after getting it approved from the Principal. The students and the faculty members use the facility of accessing e-journals and e-books. User Id and password for accessing Online Journals have been provided to members of faculty and students.

At the beginning of the year 2021, the projects 'Saugaat-The Book Bank Scheme' and Book Reading Club 'Goshti' have been initiated to strengthen the value of reading and sharing books among the students and the teachers. The facility of accessing college library to outside female students have also been initiated

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://ssssccw.edu.in/library/database/books/
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
1.02241	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
48.87	

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

4.3 - IT Infrastructure

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

The College consistently deploys best in class IT infrastructure and Application Software for academic and research support. Some of the details as below:

1. The college has 5 well equipped fully Internet connected labs with 113 computers for students and 7 computers for office use.
2. The computers and printers of Administrative Block and Computer Labs are connected to LAN.
3. Dedicated computing facility due to LAN.
4. The college campus has Wi-Fi facility with the help of Routers and Access Points
5. The Internet Service Provider Netplus provides connectivity with high fault tolerance.
6. Internet connectivity is available in classrooms of Bibi Raj Devi Block.
7. The Institution has 4 smart classrooms and 2 seminar halls with ICT facility for better teaching learning process.
8. The maintenance of computer systems, networking, installation of new software and upgradation of hardware is done from time to time
9. The College has CCTV Surveillance enabled campus as well as classrooms.
10. The College has "Google Workspace for Education Fundamentals" for education (digital learning Platform). It is a workspace that uses various tools viz Googlemeet, Google classroom, Googlesheets etc for learning, collaboration and communication among faculty and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ssssccw.edu.in/about/facilities/computer-labs/

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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

18.01683

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Regular monitoring & checking of all physical, academic & support facilities done through persons duly authorized (as per annual duty list & other official notifications).

- Do's & Don'ts defined for maintenance of infrastructure.
- Smart Classrooms maintained & updated regularly by Next Education India Pvt.Limited.
- AMC of computers & laptops done with Global Solutions Pvt.Limited.
- Regular feedback system strengthened.
- Improvement in Teaching-Learning by enabling environment for research & innovation.
- Special support for differently-abled students.
- Creation/renovation of present infrastructure & relocation of spaces for creating congenial teaching-learning facilities.

Procedure for Weeding Out Library Books

Reading material like books, reference books, journals & periodicals get worn out or become obsolete due to revisions in the curriculum.

For weeding out the reading material following procedure is followed:

1. Books for weeding out are identified by the subject teachers. The list is placed before the Principal for approval.
2. Such books are entered in 'Withdrawn Register'.
3. Useful books/reading material is disposed off by offering them to students free of cost.

Procedure for disposal of E-Waste & other equipments

1. A list of potential material for disposing off is placed before the Principal for approval.
2. Condemned/faulty batteries & damaged computers are disposed through outside agencies & sold as scrap.
3. Low configured computers are shifted to schools (belonging to Sant Singh Sukha Singh Group of Schools and Colleges ,Amritsar).

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**197**

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://ssssccw.edu.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**308****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****308**

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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
47

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

97

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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)

In order to inculcate leadership qualities among students, Student Council is formed every year. Six interested students from each class are selected for the various committees of student council. Sirjana Committee which is also popularly known as Creative Forum of the student body, caters to all creative pursuits including art and craft, dance, music and theatre. The SPARK Committee also known as 'Speakers Forum' looks after all the literary events both at intra and inter college level. The Gurmat Bhavan Committee is responsible for organising all the religious events at the college. The Discipline Committee ensures discipline in the college campus. The Moral Education Committee comes up with innovative ideas to instil moral values among the students. Last but not least the Hospitality Committee takes care of the appropriate greeting and hosting of guests at the college campus from time to time. Student council plays an active role in organising many events during session 2021-22 such as, Teacher's Day celebration, Book Bank Fair: Saugaat, a Special session 'Majlis': A Cultural Event. It has been observed that the involvement of student council fosters the sense of belongingness that creates positive impact on the college environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

181

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

5.4 - Alumni Engagement

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

Not Registered

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

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

File Description	Documents
Upload any additional information	No File Uploaded

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

The College had been set up as an exclusive women College in Commerce with an objective to provide quality education to the girls so as to prepare them well for their future.

Vision of SSSS: SSSS College of Commerce for Women, The Mall, Amritsar is a pioneering institution in Commerce and is committed to pursuing excellence through Innovation and Integrity. The unique strength of College is in its guiding principles-Religiosity, Integrity, Transparency and Steadfastness (RITS) and we encourage, endow and empower young women through skill oriented programmes relevant to regional and global dynamic employment market.

Mission of the College: The mission of the College is to create citizens equipped with knowledge, skills and values to build an inclusive, just and progressive society.

Perspective plan for five years from 2018-19 to 2022-23 was duly prepared and uploaded on the college website. Required adjustments are incorporated in the future plan of action every year on the basis of changed circumstances and inputs received on the basis of feedback received from various stakeholders. The College also develops and publishes annual academic calendar keeping in view of the perspective plan for making stakeholders aware about the various academic and co-curricular events to be conducted in the College.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/news/academic-calendar/
Upload any additional information	No File Uploaded

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

The College follows decentralized governance and participativestyle of management. During years 2021 and 2022, university communicated its decision to conduct semester examination through online mode.

In order to successfully execute this format, a hierarchy of faculty comprising Principal (as Coordinator), Deputy Co-ordinator, Superintendents and Supervisors was formed. This was not a routine task for the faculty. Hence a core team comprising two members from Computer Department and one from office staff was constituted to chalk out a plan covering all steps right from communicating to the candidate regarding steps of receiving question papers and sending answer sheets. For the private candidates, a helpline was maintained to handle their examination related queries.

An invigilation duty list was circulated among staff members acting as Supervisors. The responsibilities of members involved were as follows:

- •Co-ordinator, Deputy Co-ordinator and Clerk verified question papers to be mailed to the Superintendents on a particular day.
- •Superintendents further mailed them to supervisors who further forwarded the question paper to the students of their respective class.
- •Supervisors were also responsible for receiving the complete and correct pdf of answer sheets.

A similar approach was followed to implement the evaluation process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college ensures the conduct of all activities and programs timely as stated in the perspective plan of the College. As mentioned in extension activities of the Perspective Plan 2018-19 to 2022-23, a workshop on 'Critical Thinking' was organised on September 19, 2021. S. Jasjit Singh, a US based intellectual and thinker was the chief resource person. The theme of the workshop was to inculcate the practice of informed learning and awareness among the youth. The workshop was divided in three sessions. The first two sessions were interactive in nature wherein participants discussed certain topics among themselves in clusters. In the last session, the resource person highlighted the idea of thinking out of the box and to widen the mind horizons. A panel of experts from Guru Nanak Dev University, Khalsa College and members of the staff from the college also participated in the workshop. They found the workshop highly intriguing and interactive.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ssssccw.edu.in/activity-list-2021-22/
Upload any additional information	View File

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.

For ensuring effective and efficient functioning, the College follows all rules and regulations prescribed by GNDU regarding the service and recruitment of the faculty members.

Every year a meeting of Managing Committee is held towards the closure of the financial year (Feb/March) to discuss the progress of the College and also to assess the requirements of the College for the new session. The Principal holds the meeting with the Heads of Departments (HODs) to discuss the additional requirements of teaching posts in various subjects in the ensuing session and the infrastructural facilities as well. A separate meeting is held with the office Superintendent to discuss income and expenditure accounts in the current year and the estimated increase/decrease for the new session. On the basis of suggestions received from the Honorary Secretary, the final draft of the budget is submitted to the Managing

Committee.

As far as academic programme is concerned, the faculty members are informed about the time table, new policies, Govt. Scholarship schemes & other significant plans for the new session in the staff meetings. A teacher-in-charge is assigned for each class in the college in order to apprise the students about rules and regulations of the College.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/home/managing-committee/
Link to Organogram of the institution webpage	https://ssssccw.edu.in/organogram-of-the-institution/
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College has taken following welfare measures for the teaching staff.

- Provision of Casual leaves, Medical leave, and Maternity leave etc.

- Provision of financial assistance and duty leave for attending workshops and online courses
- Timely payment of salary being ensured and all staff members were granted an increment with effect from April, 2022.
- Liberty to use the computers labs, office stationery and printers for effective discharge of their duties
- Provision of 24 hour power back-up and wi-fi facility
- Sanitation of campus is ensured
- To ensure a platform to discuss the grievances of the members and to conduct activities for the mental/emotional well-being of the faculty

Furthermore, following measures were taken for the welfare of non-teaching staff.

- Benefits of Employee State Insurance Scheme and Provident Fund Scheme to class IV employees
- In case of any additional work done by class IV employees, extra payment is always made.
- Suitable increment in the salary was given to the non-teaching staff
- Provision of Loan facility to carry out family responsibilities such as arrangement for weddings, constructing house etc.
- Provision of cash allowances on some special occasions like Diwali and Gurpurab

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/activity-list-2021-22/
Upload any additional information	View File

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

25

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

4

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

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

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

27

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

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

The College follows continuous and comprehensive assessment mechanism for assessing the performance of the teaching staff on the basis of feedback from the students, through the University results, Annual Confidential Report (ACR), Student-feedback, and Teacher's Performance Appraisal Proforma. These feedback forms are analyzed and evaluated by the administrative authorities. Students' opinions and suggestions are also taken for improving the teaching-learning process. The performance appraisal reports help the Head of the institution to evaluate how far the teacher has been successful in reaching out to the students in the classroom. This also helps in taking following actions:

- The concerned faculty member is immediately intimated for improvement.
- The efficient members are appreciated and honoured for their exceptional performance; underperformers are motivated for further improvement.
- Teachers are motivated to promote their participation in learning and maintaining regularity in conducting classes, to improve teaching and research capability.
- Currently no appraisal form is used for assessing the performance of non-teaching staff. Their performance appraisal is done informally by the Principal on the basis of the quality and quantity of their work, nature of their work, their enthusiasm, and efficiency. They are always motivated for better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 college follows the procedure of concurrent audit by external auditors. However, there is no mechanism for the internal audit in the College. Internal audit would be conducted in case any requirement arises. However, a senior faculty member has been delegated the responsibility for verifying the details of all requisitions before placing the purchase order.

The accounts are audited by the External Auditor, DassRana and Associates, Chartered Accountants, 56, Majitha Road, Amritsar. The Chartered Accountant conducts the audit consecutively and submits the report annually after the finalization of accounts. The report is submitted to the Managing Committee and thereafter approved at its annual meeting. The audit report for the preceding year is clean and unqualified. Auditors' suggestions for improvement are implemented immediately by the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The College is funded and supported by SSSS College Managing Committee, Amritsar. A transparent system of accounting is adopted in the college and a proper plan is prepared for allocating the financial resources as per the norms laid by the management. Since the College is a self-financed College, the fee and funds received from the students is the major source of revenue for the College. Students directly deposit the fee in the Punjab and Sind Bank, SSSS School Branch, Amritsar. Moreover, every accounting transaction pertaining to the fees received from the students and expenditure incurred is properly supported by the vouchers. The College adheres to utilization of budget approved for academic and administrative expenses by the management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell (IQAC) contributes significantly for institutionalizing the quality assurance strategies and processes. For instance, IQAC of the College organized an online two days workshop 'Inspired to be an Inspiration' on January 24 and January 25, 2022. Ms. Ashima Batra, a life coach, counsellor and expert in mass media communication was the resource person. She spoke about the role of positive attitude in developing oneself as a passionate and effortless teacher. The importance

of effective listening and rigour in communication was explained for better understanding in inter personal relations.

Furthermore, for promoting and strengthening quality teaching and learning in the institution, IQAC of the College organized Three Days 'Advanced Workshop on Data Analytics' in collaboration with Business Research Plasma from May 5, 2022 to May 7, 2022 for the post graduate students and faculty members. During technical and hand-on sessions various Statistical Techniques viz. Discriminant Analysis, Cluster Analysis and Exploratory Factor Analysis were discussed using examples and SPSS software for analyzing the quantitative data.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/activity-list-2021-22/
Upload any additional information	View File

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 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. For instance, for encouraging faculty for writing the research-based papers, the Research and Publication Unit of the College took initiative for the publication "Khoj Sanvaad" bearing ISBN number. The first edition of book was launched during the twelfth convocation ceremony of the College held on Sunday, April 17, 2022.

For promoting the book-reading habit among the students during the technology dominant era, the College planned for providing the students an opportunity to take the books free of cost. The College organized the book-bank fair under the project 'Saugaat' on March 6, 2021. During the session 2021-2022, it was decided unanimously by the faculty and members of Library Committee of the College to initiate and make this facility 'Saugaat' operational throughout the year. It is noteworthy that 872 books were made available to the students during the session. Apart from this, the College library initiated to provide the library

facility to the Alumnae who are preparing for the various competitive examinations.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/activity-list-2021-22/
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/12lZlsFEo1VUHj2BOaGBwCilzDUJxz3zq/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college aims to develop women as equal citizens equipped with knowledge and values to built an inclusive and progressive society. Towards achieving this end, the college carried out various initiatives such as twin sessions on the topic 'Good to

Great - A Pathway to self-development', webinar on 'Financial Literacy-An Overview of Securities Market' under BSE's Investor Awareness Program', a talk on 'Nutrition for Healthy Young Women' in order to educate the students about how healthy eating habits can lead to a healthy lifestyle, International Women's Day Celebrations, a lecture on 'Mental Well-being and Happiness' focusing on development of women professionals with happy minds and lives. Hosting of events such as National Girl Child Day, International Women's Day and Expert talk on Choosing Social Entrepreneurship over Entrepreneurship highlight the importance of creating a right mindset for nurturing and supporting the female section of the society.

The college is committed towards making continuous efforts for empowering young women through skill oriented programmes relevant to regional and global dynamic employment market. Besides this, the college organized a workshop on Critical Thinking highlighting the idea of thinking out of the box, webinar on 'Emotional Intelligence' and a webinar on Wonderful Conversation.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1ILVs6Xxy-pFTtz1IYGZJ4Vs5audN6Nci/edit?usp=share_link&ouid=110151195521394822619&rtpof=true&sd=true
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	https://docs.google.com/document/d/18FcOU6aDTRAX50kujkEYleBAzO9W15aA/edit?usp=share_link&ouid=110151195521394822619&rtpof=true&sd=true

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

C. Any 2 of the above

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

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

Solid Waste Management

The Institution takes proper measures for the collection, transportation, treatment, and disposal of degradable and non-degradable waste. The College believes in promoting 5 R's of Zero Waste Living i.e. Refuse, Reduce, Reuse, Recycle and Rot in letter and spirit. Students are encouraged to use reusable items for reducing the amount of paper and plastic waste. Solid wastes encompassing food waste, canteen waste, plastic and glass bottles etc. are collected every day by the Municipal Corporation of Amritsar. Tree leaves are transformed into fertilizer using composting technology within the college campus. The College uses digital platforms to reduce the usage of paper for communication and sharing documents. Paper wastes are disposed off through vendors.

Liquid waste management

All waste water lines from toilets are connected with Municipal drainage mains. Timely repair of these water lines and sewerage system is ensured. Plants are watered using the waste water from air conditioners.

E-waste management

The E-waste is collected & stored in the store room. Empty toners, cartridges, outdated computers and electronic items are sold as scrap to ensure their safe recycling. Old monitors and CPUs are repaired by the college technician and reused.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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	A. Any 4 or all of the above								
<table border="1"> <thead> <tr> <th data-bbox="76 472 523 551">File Description</th> <th data-bbox="523 472 1394 551">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 551 523 651">Geo tagged photographs / videos of the facilities</td> <td data-bbox="523 551 1394 651" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 651 523 725">Any other relevant information</td> <td data-bbox="523 651 1394 725" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Any other relevant information	View File			
File Description	Documents								
Geo tagged photographs / videos of the facilities	View File								
Any other relevant information	View File								
7.1.5 - Green campus initiatives include									
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above								
<table border="1"> <thead> <tr> <th data-bbox="76 1205 523 1283">File Description</th> <th data-bbox="523 1205 1394 1283">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1283 523 1384">Geo tagged photos / videos of the facilities</td> <td data-bbox="523 1283 1394 1384" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1384 523 1525">Various policy documents / decisions circulated for implementation</td> <td data-bbox="523 1384 1394 1525" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1525 523 1592">Any other relevant documents</td> <td data-bbox="523 1525 1394 1592" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	View File	Any other relevant documents	View File	
File Description	Documents								
Geo tagged photos / videos of the facilities	View File								
Various policy documents / decisions circulated for implementation	View File								
Any other relevant documents	View File								
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution									
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above								

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 is a temple of learning where people from all sections of society feel welcomed and valued. The college follows an open merit based admission as well as recruitment

policy offering equal opportunities to all irrespective of religion, class, community etc.

The College provides an environment in which the students can freely express their opinions, and fully participate in teaching learning and other social activities. All the festivals with tremendous zeal and enthusiasm are celebrated. Talks are regularly held in the college to inspire the students to know and respect people from all faiths. "We Share We Care" is the thought and spirit behind the endeavors like "Light up the Diwali of the Needy" and "Spreading Warmth this Christmas" whereby the students of the college celebrate festivals with those in need. Besides this, Bhog Sehaj Path Sri Guru Granth Sahib Ji on September 1 and March 1 every year, celebration of Gurburab of Sri Guru Ram Das Ji & commemoration of the foundation day of the college are regular features being observed by the college over the years. The College has also published a book on "Global Religion", for spreading the message of universal brotherhood.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college aims to develop citizens who are responsible, upright and sincere towards the constitutional rights and duties by designing & organizing various activities. Online workshop "Swachhta Action Plan" on August 3, 2021 to promote Swachh, healthy and hygienic environment and greenery in the campus; a tree plantation drive on August 11, 2021; twin COVID 19 vaccination camps at the College Campus on August 24 and September 09, 2021; celebrating 75 years of Independence on April 2, 2021; Installation Ceremony of the Rotaract Club on September 29, 2021; Awareness Programme on "Environment and its Importance" on October 04, 2021; Voter Registration Camp on October 11, 2021; Cleanliness Rally (Under Clean India Programme) on October 25, 2021; Election Rally 2021 on November 8, 2021; Voter

Awareness Event "SVEEP" on December 11, 2021; National Voter day celebration on January 25, 2022 and Seminar on 'Save Soil Movement' on February 03, 2022 were among the various endeavors undertaken by the college to develop its students and faculty into responsible citizens of the country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1tX51SxGkgqP3foVP1OnJeDvLrtCYIE_H/edit?usp=share_link&ouid=110151195521394822619&rtpof=true&sd=true
Any other relevant information	https://docs.google.com/document/d/1U3X29_H0nRoqYO3ewLQbJO7vSYJwi_F8/edit?usp=share_link&ouid=110151195521394822619&rtpof=true&sd=true

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 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

A. All of the above

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

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

and festivals

Organizing events on national and international commemorative days, events and festivals are an expressive way to celebrate the glorious heritage, culture and traditions. The College celebrates these days to promote national and international awareness and action on the related issues. Celebration also remind about the significance of freedom, democracy, peace, and spreading unity and harmony among people. In this context, the college celebrated 75 years of Independent India from April 2, 2021 to August 15, 2021 in the form of competitions such as PowerPoint Presentation, Costume Parade, Essay Writing, Collage making, Tree plantation, Quiz, Slogan writing etc. Teachers Day Celebration was celebrated in the College wherein the students expressed their sentiments and feelings of love and gratitude for their teachers and were invited to inscribe their write ups on the flex board. Besides these, NSS day; Rashtriya Ekta Diwas; Gurpurab of Sri Guru Ram Das Ji ; Diwali celebrations ; Children's Day ; National Youth Day ; National Girl Child Day ; National Voter Day ; International Women's Day ; National Mathematics Day ; World Water Day; Martyrdom day S. Bhagat Singh Ji and World Book Day; International Yoga Day; 75th Independence Day 'Azadi Ka Amrit Mahotsav' were also celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BOOK BANK FAIR UNDER THE PROJECT 'SAUGAAT'

Objective of the Practice

The students are invited to come up with any book and take any book of their choice.

Expected Outcomes

Encouraging students for general reading. A regular facility has been setup offering books for exchange under 'SAUGAAT' on fixed days every week as per the demand of the students.

The Context

A book-bank fair was organized in the college under the project 'Saugaat'.

The Practice

A notice of the book-bank fair was circulated through WhatsApp groups and College Website.

The constraints/limitations

The demand of some students for a particular book might not have been fulfilled.

Evidence of success

The enthusiasm amongst the students was clearly visible in this book fair.

LEARNING BEYOND THE CLASSROOM

Objective of the Practice

A wide spectrum of activities are organized by the Sirjana, Spark Committee and 'Niralam'.

Expected Outcomes

Students are able to learn through real life activities.

The Context

Students get opportunity to exhibit their respective talents such as dance, singing, extempore, acting, poetry recitation, rangoli, debate, etc.

The Practice

The college organizes 'Majlis' and intra-college competitions

every year.

The constraints/limitations

Extracurricular activities require time and so limited number of students come forward to participate in these activities.

Evidence of success

The debut film produced by Niralam was officially selected in the 10th Mumbai Short International Film Festival-21.

File Description	Documents
Best practices in the Institutional website	https://ssssccw.edu.in/naac/best-practices/
Any other relevant information	https://docs.google.com/document/d/1jWpMOyR72qYVwYujdxYRadqtMREbLzSx/edit?usp=share_link&ouid=110151195521394822619&rtpof=true&sd=true

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

The focus of the College is primarily on building self awareness amongst its students. It has been realized by social scientists all over the world that mental health is an issue of prime concern in 21st century, and especially in post-pandemic situations. Hence, we intend to create an environment where young girls are made conscious of their inner being and that by being emotionally intelligent, they can transform the personal and professional challenges in a stress free manner and are empowered to command change and spark innovation.

The institution has been successful in building a culture of mutual respect and love where students feel free to seek guidance regarding their personal or career related issues. Students are oriented towards seeking higher goals of living, to think deeply and understand the true purpose of education through reflection and by engaging in questioning, debate, discussions, role plays, class room sessions, and theatre. Guest lectures, workshops, personal-contact-programmes (PCP) and

counseling sessions are held regularly to widen their horizon. Special projects are also undertaken whereby students and faculty learn how to relate and respect the self, other fellow-beings, the social environment, and the natural environment and thus, promote the values of compassion and empathy.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Adding vocational skill based courses
- To enhance the participation of the students in various inter-college events and youth festival
- Strengthening community linkage through promoting awareness camps, career counselling, student volunteering program etc. in neighborhood schools and NGOs
- Offering internships to students in the Schools/Colleges of SSSS group
- To offer regular workshops in order to support development of talents and skills of students in various fields viz. stage craft, fine arts, self-grooming, creative writing, web designing, software development etc.
- To promote a sustainable research environment and culture through the activities of the research unit
- To augment the resources in terms of more computer equipments, projectors and office for the placement cell of the college.
- To hold requisite number of placement drives annually
- To build a reading cum common room for the focused preparation of the university and competitive examinations.
- Setting up digital studio/library for recording and preserving the e-resources in the form of guest lectures/tutorials/documentaries/audio lectures etc.
- Updating facilities in the Yoga Ashram
- To initiate the project of installing solar power plant in the college campus
- To ensure implementation of more welfare schemes such as Employee Provident Fund etc.