



YEARLY STATUS REPORT - 2022-2023

| 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. | 01832221683 |
| • 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 | | | | |
| • 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/wp-content/uploads/AQAR-2021-2022.pdf | | | | |
| 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 |
|---|--------------------------------------|--|-----------------------------|-----------|
| Dr.Samriti Kapoor, Department of Commerce and Business Administration, SSSS College of Commerce for Women, Amritsar | ICSSR Major Research Project 2022-23 | Indian Council of Social Science Research, New Delhi | April 2023 to March 2025 | 10,52,000 |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | Yes | | |
| <ul style="list-style-type: none"> Upload latest notification of formation of IQAC | | View File | | |
| 9.No. of IQAC meetings held during the year | | 5 | | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | | Yes | | |
| <ul style="list-style-type: none"> 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 | | |
| <ul style="list-style-type: none"> If yes, mention the amount | | | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | | | |
| <p>The Internal Quality Assurance Cell (IQAC) conducted Five IQAC meetings to take up issues related to quality as envisaged by NAAC and to ensure timely submission of AQAR Report by the College. The proceedings were documented properly and also uploaded on College website.</p> <ul style="list-style-type: none"> Initiatives for strengthening teaching and learning 1. | | | | |

The Internal Quality Assurance Cell (IQAC) of the College prepared, displayed and published Academic Calendar to ensure the in time conduct of all learning activities. Perspective Plan for 2023-28 was also finalized, approved and displayed on College website. 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 thoughtfully formulated learning outcomes (POs, PSOs, and Cos) of each subject in each semester to students and evaluated the attainments of these objectives by employing direct and indirect methods. Faculty members 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. To stimulate idea generation and fostering experiential learning among students various other teaching-learning strategies such as group discussions, seminar presentations, case studies, role-plays, debates, industrial visits and field trips were offered. Moreover, to update students regarding industry, interactive session of experts from academia and industry with students, individual or group projects were organized. 6. At the beginning of session, procedures and criteria for internal and external examinations were explained thoroughly to the students. 7. Different modes like online/offline assignments, class tests, quizzes, case-studies and pre-university examinations were used for assessing Students' learning attainments. 8. Arranged tutorials and organised Intensive Study Programme and Remedial Teaching Classes on the basis of class responses, class tests and feedback received from students. 9. Term-end-examinations were conducted as per GNDU guidelines.

- Opportunities to learn and grow beyond the classroom for holistic development of students 1. College aims at students' 'Learning Beyond the Classroom' to ignite a sense of selflessness and experiential learning among students by ensuring student representation and engagement across administrative, co-curricular, and extracurricular domains through the dedicated Student Council. 2. IQAC discussed and reviewed the need for value added courses. On the recommendations, certificate and value-added short-term courses like '40-Hours course on Employability Skills', 'Certificate Course in Soft Skills' and 'Certificate course 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. 3. Decision to commence Courses 'Diploma in Computer Animation' and 'Post Graduate Diploma in Web Designing' from session 2023-2024 has been taken. These courses are approved by GNDU, Amritsar. 4. Students were given opportunities and facilities for attending the MOOC Courses that were part of the Spoken Tutorial Project of IIT Bombay. 5. 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 Menstrual Health and Hygiene, Relevance of Insurance in Financial Planning, Career Guidance Seminar, Company Secretary as a Career, Professional Course Chartered Accountancy, Self Grooming, 75th Independence Day 'Azadi Ka Amrit Mahotsav', Water Conservation and Plantation, Online awareness workshop on Sustainable Practices and Mission LIFE 6. Rotaract Club and NSS unit conducted various learning activities for promoting Life Skills among students and developing a sensitive approach towards the society. 7. Entrepreneurship Cell organized programmes like 'Winter Carnival: A Platform to promote entrepreneurial skills' for promoting the spirit of self-employment amongst the students. 8. During the year 2022-23, the College has signed functional MoUs with institutions, corporate houses like Shakti Power Solutions Private Limited, Medica Enterprises, TIMES GM Institute, CL Educate Ltd., Choudhry Shares & Securities and Mind Cropper.

- Supporting students 1. The College extends financial support to students under 'Baba Nanak 550th Prakash Purab Scholarship Scheme' and 'Sardar Sant Singh Memorial Scholarship Scheme' for meritorious students and students belonging to underprivileged sections of the society respectively without any discrimination of caste and religion. 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 nonteaching 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. Faculty members enthusiastically completed different courses. 2. Research papers of the faculty members have been published in the UGC CARE and other journals. 3. 11 teachers authored books/chapters in different books and journals. 4. In addition to the policy for payment of honorarium to IQAC Coordinator, Policy of research has been drafted and implemented. 5. The College fosters the research atmosphere and encourage its faculty to apply for research proposals, resultant, Indian Council of Social Science Research has sanctioned Rs. 10,52,000 for the major project titled 'Trend of Study and Settlement Abroad in Punjab: A Study of Brain Drain and Impact of Covid-19'. 6. College Faculty participated in workshops on themes like Self Grooming, and 'Intellectual Property Rights & Patents & Design Filing'. 7. Non-teaching members attended training programme related to Prodigy Fee Software

• 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. A new large Classroom has been constructed near Library. 4. In year 2022 'Yoga Ashram' is exclusively designed for the practice of yoga 5. Staff room was repaired and refurnished with required furniture. 6. New cafeteria has been constructed and campus area/ground have been reconstructed.

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>Infrastructural Facilities</p> | <p>? 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 ? Proper maintenance of computers, fire extinguishers, and other physical infrastructure in the campus was ensured ? 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 ? Required furniture was purchased/repaired for classrooms, Suvina and Yoga Ashram Hall ? Staff rooms were renovated/refurnished with required furniture ? New cafeteria has been constructed in the campus area for students ? Beautification and Reconstruction of Ground Area ? A new large Classroom has been constructed near Library ? A digital facility has been set up for recording and preserving the e-resources in the form of guest lectures/tutorials/documentaries /audio lectures etc. and uploading the same in College You tube Channel for wider dissemination ? A project of installing solar power plant in the college campus has been initiated ? Yoga hall is also used as common room for students</p> |
| <p>Initiatives for Effective Teaching/ Learning</p> | <p>? Efforts were made to make teaching-learning process more</p> |

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. Workshops on 'Self Grooming', 'GST Accounting and Return Filing', 'Intellectual Property Rights and Patents and Design Filing', 'Expressionist Programme' 'Winter Carnival: A Platform to Promote Entrepreneurial Skills" and '40 hours course on Employability Skills' gave upgraded the skills of students required in different sectors. ? 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 2022-23 ? 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. ? 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. ? To promote a sustainable research environment and culture, 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 paper presentations in national seminars. ? 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

? 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) FDP titled 'Is Seeker Dead' iii) Faculty Development program on Research ? The financial assistance was provided to the tune of Rs 3,500 In the year 2022-23 to faculty members for attending workshops, orientation programs and conferences etc. ? Liberal on-duty leave and lecture adjustments was granted to the faculty members for attending seminars, conferences, orientation programmes and FDPs. ? Faculty members were encouraged to contribute towards writing books or chapters in

books in their respective areas of specialization and resultant 11 faculty members contributed in the form of research articles in books and journals during the year.

Holistic Development of Students

? To wider the horizon of students and to give them adequate exposure, College supports and encourages students' participation in Inter College events and Youth festivals. College students participated and won overall 2nd position in Zonal Youth festival (Zone A) organized by Guru Nank Dev University during the year. College students from various streams participated in Inter College events viz. Inter College Maths Fest, Tech Fest 2023 at Khalsa College and won applauds and prizes with their laudable performance. ? In its effort to strengthen the vocational education and soft skills of students College introduced various Vocational skill enhancement programmes/Courses such as 'Bridge Course in Soft Skills', 'Certificate Course in Competitive Skills', PG Certificate Course in GST and 40 Hrs. Course in Employability Skills. ? To further develop these skills amongst students, wide spectrums of activities viz. quiz, debate, declamation were organized by the Sirjana Committee, Spark Committee during the year. 'Niralam- The Theatre Group of the College' directed and organized activities like 'Majlis'. ? To

imbibe social, moral and cultural values amongst students, Rotaract Club and NSS Unit of the College undertook host of activities throughout the year in the form of Tree Plantation Drives, Voters' Awareness Camps, Visit to Old age Home, Project Warmth, Save Soil and Environmental Conservation etc. which resulted in strong community linkage. ? To provide placement and self-employment opportunities during 2022-23, College organized various interactive sessions, discussion sessions, Visits and Placement drives to augment academic interaction and enhance placement and internship opportunities for the students. ? Under 'Earn While You Learn Scheme', College offered experiential learning and internship opportunities to several students by engaging them in teaching/research-based assignments every year. In 2022-23, 6 students were facilitated to be self-dependent under this scheme.

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 | 26/12/2023 |

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, an institution recognized under Section 2(f) and Section 12(B) of the University Grants Commission Act, operates in alignment with the guidelines set forth by Guru Nanak Dev University, Amritsar. Established to provide comprehensive education to young women in career-oriented courses encompassing Commerce and allied streams, the college presently offers seven degree courses and various specialized programs to nurture a holistic educational experience. While the academic curriculum primarily focuses on Commerce, Economics, and Computers, the institution's ethos extends beyond conventional learning. Emphasizing skill development and moral values, the college integrates art, folk culture, environmental initiatives, healthcare, and community development into its educational fabric. Events like Majlis, I-Mindz, and SSSSian Fiesta showcase students' talents in various artistic domains, complemented by 'Niralam,' the college's theater group, addressing culturally and socially relevant issues. To endorse a multidisciplinary learning environment, the college incorporates add-on/bridge courses alongside the prescribed curriculum. Subjects such as General Punjabi, General English, Computers, Economics, and Environmental Science are part of every degree program. Additionally, the institution conducts sessions focusing on interview preparation, resume writing, and soft skills, aligning with the dynamic demands of the evolving job market. Recognizing the significance of fostering a reading culture, the college organizes 'Saugaat,' a book bank fair, promoting the exchange of knowledge among students and faculty members. Book discussions, like those on 'The Psychology of Money', by Morgan Housel, 'Fasting Feasting' by Anita Desai and 'Lessons in Chemistry' by Bonnie Garmus have been held under the 'Goshti' event by the book reading club. The college library boasts a diverse collection spanning various disciplines, catering to the intellectual pursuits of its stakeholders. With a commitment to value-based education, the college initiated the 'Moral Education Forum' to instill ethical values through regular talks, group discussions, and role plays. Embracing the National Education Policy 2020, the institution encourages interdisciplinary research. Notably, students have contributed research articles to the college magazine 'Sifti,' addressing contemporary real-world challenges. The college proactively engages students in discussions on the spiritual heritage of the nation, environmental consciousness, and social

responsibility. This concerted effort aims to foster moral values and a sense of responsibility among the student community. SSSS College of Commerce for Women, Amritsar, remains steadfast in its pursuit of academic excellence, emphasizing holistic development, interdisciplinary learning, and ethical values. The institution's initiatives reflect a commitment to adapting to evolving educational paradigms, thereby contributing meaningfully to the aspirations outlined in the National Education Policy 2020.

16.Academic bank of credits (ABC):

Under National Education Policy (NEP) 2020, the 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, SSSS College of Commerce for Women has registered as HEI with Academic Bank of Credits (ABC) platform under DigiLocker framework. As per the instruction received from Affiliating University and UGC, Student induction programmes were organized to apprise the College students about various learning pathways and career opportunities available with ABC facility. To ensure digital storage of the academic credits earned by College students, and to ensure credit mobility, students of the College enrolled in 2022-23 have been registered for Academic Bank of Credits. This will enable the learners to avail the benefit of multiple entries and exit during the chosen programme. Students enrolled after the year 2022-23 have been instructed to create an ABC account at abc.gov.in portal following the stated procedure. Moreover, students have been instructed to fill ABC id on all examination forms further onwards. Mrs. Pooja Monga, Assistant Professor from the Department of Computer Science 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 11 faculty members contributed towards publishing textbooks, chapters in multidisciplinary books and research articles during the year. The College faculty is also encouraged and supported to adopt innovative

pedagogical approaches within approved framework and thus, faculty make extensive use of tailored methods such as role plays, quizzes, assignments, field visits, rubrics for assessment of students' performance to offer better understanding of curriculum and industry functioning to the students. Faculty members are given adequate discretion to select textbooks recommended for students and also select reading material pertinent to effectively cover the curriculum of the subject. At the beginning of the session, faculty members are asked to submit a list to the library of textbooks, reference books or study material required for effective delivery curriculum and books are made available to faculty for smooth execution of teaching learning process. Thus, the 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 Under National Education Policy (NEP) 2020, the 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, SSSS College of Commerce for Women has registered as HEI with Academic Bank of Credits (ABC) platform under DigiLocker framework. As per the instruction received from Affiliating University and UGC, Student induction programmes were organized to apprise the College students about various learning pathways and career opportunities available with ABC facility. To ensure digital storage of the academic credits earned by College students, and to ensure credit mobility, students of the College enrolled in 2022-23 have been registered for Academic Bank of Credits. This will enable the learners to avail the benefit of multiple entries and exit during the chosen programme. Students enrolled after the year 2022-23 have been instructed to create an ABC account at abc.gov.in portal following the stated procedure. Moreover, students have been instructed to fill ABC id on all examination forms further onwards. Mrs. Pooja Monga, Assistant Professor from the Department of Computer Science 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

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17.Skill development:

An overview of the comprehensive skill development initiatives implemented at SSSS College of Commerce for Women, aiming to seamlessly integrate skill enhancement within our regular curriculum is as follows Our core focus lies in providing a diverse array of skill-oriented programs, encompassing short courses, workshop sessions, specialized soft skill modules, classroom lectures, and hands-on lab sessions. The strategic goal is to ensure the availability of at least one such program per semester to our learners, preparing them for immediate employment upon course completion. Notably, a majority of these skill development programs are seamlessly incorporated into the curriculum without any additional charges. For those requiring an extra fee, they are offered on a non-profit basis, aligning with our commitment to accessible education. Delivery methods predominantly involve in-person sessions facilitated by highly effective trainers specially appointed to impart crucial soft skills. This approach aims to bridge the gap between theoretical learning and practical application, equipping our students with industry-relevant competencies. Our initiatives encompass a wide spectrum of activities and courses, nurturing the students' vocational skills and laying a strong foundation for their professional journey. Moreover, our educational approach extends beyond traditional modes, including MOOC courses via platforms such as Udemy, Coursera, and

the Spoken Tutorial Project of IIT Bombay. Further, Rotaract Club and NSS unit play dominant role in imbibing leadership skills and building social and cultural values amongst students. Students learn various life skills, and value of service by acting as volunteers in an array of extension activities organised by these wings. Collaborative engagements with reputed firms, industry veterans, and expert practitioners further enrich our students' educational experience, providing them with valuable insights and practical knowledge essential for their career development. In conclusion, the SSSS College of Commerce for Women remains dedicated to ensuring the holistic development of our students, with a particular emphasis on seamlessly embedding skill development within our regular academic curriculum. Our commitment to providing inclusive and effective skill enhancement opportunities stands as a testament to our vision of producing job-ready graduates empowered with the necessary competencies for the evolving employment landscape.

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

The college fervently upholds the integration of the Indian Knowledge System (IKS) within its educational fabric, aligning with the Guru Nanak Dev University, Amritsar's guidelines. Embracing the SSSS Vision Document and the National Education Policy-2020, the institution diligently fosters a holistic approach to education. Recognizing the paramount importance of Punjabi language and culture, the college intertwines various cultural events, publications, and academic endeavors with the essence of Punjabi heritage. Celebrations spanning Rashtriya Ekta Divas, Mathematics Day, Lohri, Diwali Mela, and more are infused with the vibrancy of Punjabi traditions, infusing daily life with cultural richness. Moreover, educational activities encompass quizzes, discussions, and research, delving into the literature and cultural tapestry of Punjab. Notably, student research finds its platform in publications like the College Magazine 'Sifti,' while ongoing endeavors include forthcoming publications on notable personalities and the revered Sri Guru Gobind Singhji. The institution's Moral Education Forum stands as a testament to its commitment, nurturing ethics, manners, and values. Students and faculty commence each day with collective prayers, seeking blessings for righteous actions. Ethical teachings from global religions and the teachings of Sri Guru Granth Sahib and Bhagwad Gita are seamlessly woven into the academic fabric, encouraging intellectual growth and confidence across departments. Encouraging deeper cultural engagement, students are urged to partake in examinations like the SGPC Scholarship Exam and those by the Guru Gobind Singh Study Circle, focusing on Punjab's history,

Sikh philosophy, and cultural heritage. The college library, housed in a heritage building, proudly hosts an array of literature in Punjabi, Hindi, English, and Urdu, along with an impressive collection on religions. While English serves as the primary medium of instruction, the faculty adeptly elucidates concepts in trilingual formats (English, Punjabi/Hindi), ensuring a harmonious blend of Western knowledge and indigenous traditions. Additionally, the college has taken progressive strides by publishing a book that illuminates the essence of global religions. Another notable publication focuses on instilling a profound appreciation for one's mother tongue among students, emphasizing the significance of broadening horizons while fortifying cultural roots. These publications serve as guiding beacons, nurturing a deeper understanding of diverse cultural landscapes while reinforcing the importance of preserving and cherishing linguistic heritage.

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

The College adheres to an Outcome-Based Education (OBE) framework to assess course and program outcomes. Clear learning objectives for programs and courses are explicitly outlined on the College website, providing transparency in teaching and learning purposes. At the start of each semester, faculty engage learners in discussions about the learning outcomes. Assessments for Course Outcomes encompass various methods such as class tests, quizzes, mid-semester and university exams, practicals, co-curricular activities, and student feedback. Monitoring outgoing students' progress in further education and preferred employment in diverse organizations is a key aspect of tracking their journey. Both in-class and extracurricular activities are thoughtfully designed to benefit all stakeholders within the OBE framework. Sessions are organized for students across courses to instill core skills, promote digital literacy, and nurture global awareness necessary for life and work in a global economy. Workshops aimed at preparing students for various competitive examinations are conducted annually, supporting and guiding those interested in prospective careers. The College consciously fosters spiritual, social, moral, and cultural values, setting a positive ethos throughout the academic session. Emphasis is placed on imbuing students with the necessary abilities and values to succeed in their lifelong journeys. The booklet 'Moral Education for You, Me, and Us,' a publication of the College, reinforces ethics, etiquette, and character-building qualities, integrated into our academic program. Assessment tools for learning ('of' learning) and as learning ('for' learning) are aligned with specified learning outcomes for each subject in a course. For instance, seminars and projects are assessed based on predetermined

criteria. Furthermore, in line with NEP-2020 guidelines, the College recognizes the importance of bridging the gap between current learning outcomes and desirable standards. As part of this effort, the College offers Bridge Courses in Communication Skills and Computer Fundamentals at the beginning of each academic session. These courses aim to enhance students' communication abilities, acquaint them with fundamental computer and mathematical skills, and better prepare them for interview environments in our ever-evolving global society. Additionally, the College emphasizes the cultivation of work ethos, a readiness to pursue further learning, and constant mentoring to refine and sharpen the students' skill-based knowledge.

20.Distance education/online education:

Distance education/online education a) The college possesses the necessary resources and facilities to offer vocational courses through the Open and Distance Learning (ODL) mode. However, the current policy of the Affiliating University prohibits affiliated colleges from providing such courses. b) Development and Integration of Technological Tools for Teaching and Learning: The college consistently strives to deliver high-quality and innovative education to its students. Faculty members actively incorporate a diverse range of digital tools—including presentations, online quizzes, video tutorials—utilizing platforms such as Microsoft PowerPoint, Google Slides, Canva, Quizziz, YouTube, among others. This diverse approach aims to engage students effectively, making the learning process more enriching. Additionally, the adoption of Google Workspace for Education Fundamentals has significantly streamlined the instructional process. Faculty members leverage various Google Apps within the suite, such as Classroom, Docs, Sheets, Slides, and Forms, to create and share subject-related materials, assignments, quizzes, and constructive feedback to enhance the academic performance of students. Proactive planning of course content, assignments, and tests further enhances productivity by ensuring timely scheduling. Moreover, students actively collaborate on platforms like Google Docs and Slides, fostering teamwork while preparing impressive seminar reports and presentations. Institutional Efforts Toward Blended Learning: Students engage in a combination of offline and online training programs, including sessions held on the college campus, internships, and Massive Open Online Courses (MOOCs), aimed at enhancing their employability skills. The college actively participates in the Spoken Tutorial Project by IIT Bombay, facilitating participants to earn certifications in cutting-edge technologies, with all costs covered by the institution. Additionally, faculty members continually upgrade their knowledge

and skills by participating in various online and offline workshops and training programs. The college hosts a range of seminars, webinars, virtual/offline workshops, and add-on courses regularly to ensure holistic development among learners. Notable events include Online Interactive sessions on Menstrual Health and Hygiene, an Online Workshop on 'Intellectual Property Rights & Patents & Design Filing,' and a Three-day online workshop on 'GST Accounting & Return filing' organized in the current academic session. To address the challenges faced by undergraduate and postgraduate students balancing internships or part-time jobs, the college is implementing digital modes of instruction using Google Classroom, reducing the necessity for full-day in-person attendance on campus. The adoption of a blended learning format is yielding positive outcomes, fostering a promising educational environment.

Extended Profile

1.Programme

| | |
|--|-----|
| 1.1 | 273 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 854 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|-----|
| 2.2 | 471 |
| Number 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.Academic | | |
| 3.1 | | 41 |
| Number of full time teachers during the year | | |
| File Description | Documents | |
| Data Template | View File | |
| 3.2 | | 41 |
| 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 | | 64.5141705 |
| 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 endeavours to achieve proficient dissemination of the curriculum by utilizing both traditional as well as contemporary methodology. The academic session of the college begins with well designed and comprehensive academic calendar. The various inter and

intra departmental meetings are held to discuss various academic and extracurricular activities to be conducted in a planned manner. Time table is displayed on notice board as well as posted in whatsapp groups of various classes. Work diaries are maintained by staff members on a daily basis. The entire syllabus is divided into two terms and is uploaded on the college website. The teachers plan and prepare their lectures keeping in view the syllabus plan of different subjects. The extra focus is laid on building a sound base of the students in various subjects by providing them a question bank of basic fundamental concepts of their subjects. The curriculum delivery is enriched with workshops, seminars, group discussions, quizzes, case-studies, mock viva-voces, assignments, class tests etc. For imparting practical knowledge and hands on experience to the UG and PG students, the teachers use requisite software like tally ERP9 and SPSS. The college has started two new GNDU approved courses 'Diploma in Computer Animation' and 'PG Diploma in Web Designing' from session 2023-2024.

| 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 College meticulously implements the pedagogical process in accordance with the prescribed academic schedule facilitating the attainment of intended learning outcomes in a methodically structured manner. The teaching learning process is fully executed as per the academic calendar which helps to fulfil the desired learning outcome targets in a well organised manner. The course and learning outcomes are conveyed to students at the beginning of each semester. In order to ensure effective evaluation of the students, Mid-term and Pre University examinations, mock viva- voce and class quizzes are planned well in advance. Intensive study program is designed for the advanced learners for various classes so as to help them improve their performance in the final exams. Similarly, remedial classes are conducted for the slow- learners for clarifying their doubts and queries. The members also act as mentors for a specified group of students for morale building through encouragement and appropriate guidance. The mentors extend help in subject related queries by forwarding the matter to the concerned member. In case any student

requires special attention or nature of problem mentioned somewhat is unusual, then the matter is brought to the notice of principal immediately.

| 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 C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

| 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

0

| 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)

13

| 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

467

| 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 institution being affiliated to Guru Nanak Dev University, Amritsar follows the curriculum prescribed by it and hence offers papers on Environmental Studies in 3rd and 4th Semester and Drug Abuse in 2nd Semester. The paper of Business Organization in B.Com Sem-II and Corporate Governance in Sem-VI have in their syllabi speciality topics covering corporate and business ethics and

professional code of conduct. 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.

The college has a clean and green campus. Various eco-friendly practices for environmental friendliness are implemented by the college. Rain water harvesting has been properly maintained. The waste management has a proper mechanism.

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

24

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| 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

391

| 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 institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

| 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 | No File Uploaded |

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**

854

| 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**

245

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

In our commitment to delivering top-notch education, our College employs a multifaceted approach to gauge students' learning paces and levels. We achieve this through their active participation in classroom and co-curricular activities, as well as by monitoring their attendance.

For advanced learners, we've designed Intensive Study Programs, selecting students based on their class engagement, regularity, mid-semester exam performance, and participation in various events. These students benefit from motivational sessions and problem-solving support, along with access to reference materials for extra practice.

In parallel, we're equally dedicated to supporting slow learners. Recognizing that many may struggle with foundational skills, we offer remedial classes covering essential topics. Additional help is provided for subjects like English, Mathematics, and Accounting,

primarily for first-year students. These students receive personalized attention, and we use trilingual explanations to ensure comprehension.

Both advanced and slow learners receive individualized teacher support, fostering their morale and academic improvement. Our goal is to nurture every student's potential, ensuring they excel at their own pace.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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 |
|--------------------|--------------------|
| 854 | 41 |

| 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

Our College is committed to a student-centric approach, aiming to transform passive learners into active, engaged individuals. Our teaching methods prioritize practical application and real-world relevance to enhance students' understanding and skills.

We employ a variety of techniques to enrich the learning experience:

- Group discussions and seminar presentations stimulate idea generation and communication skills.
- Industrial visits and field trips provide experiential learning opportunities.
- Case studies and role-plays connect students to real-life scenarios, encouraging strategic thinking.

- Senior students even get to teach junior classes, fostering maturity in thought and application of knowledge.
- We invite experts from academia and industry to interact with students, keeping them updated on the latest developments.
- Individual or group projects promote research skills and critical thinking.

Additionally, our language instruction incorporates activities like role-playing, debates, and narrative-driven teaching to encourage imaginative thinking and active listening. Our goal is to create a dynamic, engaging learning environment that equips students with practical skills and knowledge.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://ssssccw.edu.in/activities-2022-23/ |

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

Our College embraces technology to provide a dynamic and enriching learning experience. We are committed to integrating ICT tools into our teaching methods, ensuring a student-centric approach.

To facilitate collaboration, we use Google Workspace for Education, offering access to various apps such as Gmail, Google Classroom, and Google Drive. Our faculty utilizes ICT-enabled classrooms with projectors, presentations, and videos to enhance learning.

We've incorporated supplementary tools like Quizzes, Jamboard, Padlet, and Dashboard to promote open problem-solving. Our seminar halls and computer labs are equipped with updated systems running software like Microsoft Office, Tally ERP, Python, C++, and more.

E-resources such as PPTs, PDF notes, video lectures for various subjects are available at college website for quick reference. This fosters self-paced learning, improving comprehension and retention.

Furthermore, we organize workshops to keep our faculty updated with

the latest technology, ensuring a modern and effective teaching-learning process.

| 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

41

| 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

41

| 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**

375

| 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.

Our College, affiliated with Guru Nanak Dev University, Amritsar follows a stringent assessment process that adheres to university guidelines. We prioritize transparency and effectiveness in our internal assessment mechanism.

At the beginning of each session, faculty thoroughly explain the procedures for internal and external examinations to our students. Internal assessment covers subjects like Financial Accounting (Tally) practical, Corporate Law, and Secretarial Practice practical, along with seminars. We share the assessment criteria with students at the semester's outset.

To ensure relevance, our faculty suggests assignments and seminar

topics aligned with current trends. Seminars are evaluated based on various parameters, including content, presentation mode, communication skills, and student composure.

Students are encouraged to discuss concerns regarding assessment criteria with faculty members. We maintain a transparent process throughout.

| 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

Our College and University have established a well-organized grievance handling mechanism for examination-related issues.

The Principal oversees the process, conducting regular meetings with the internal examination committee to ensure smooth examination conduct and transparent evaluation.

We encourage students to express concerns related to internal examinations. After mid-semester exams, students can review their answer scripts with respective teachers to address grievances promptly.

Once results are compiled, we communicate assessment reports to parents and invite them for discussions if their ward's performance is unsatisfactory. This interaction aims to clarify doubts and address grievances. The entire evaluation process and result follow-up are efficiently completed within 20 days from the last examination.

| 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.

Our College is dedicated to providing high-quality education through specialized learning programs. We define program objectives and outcomes using Bloom's Taxonomy, ensuring students gain essential attributes and skills upon completion.

Course outcomes are aligned with program outcomes, promoting critical thinking, decision-making, leadership, and entrepreneurial skills. At the semester's start, faculty engage in discussions with students, acquainting them with Learning Objectives and Outcomes. These outcomes are available on the College website, and links are shared in class WhatsApp groups for easy reference.

These pedagogical approaches foster an optimal learning environment, equipping students with skills that enable them to contribute to society meaningfully.

| 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.

Our College thoughtfully formulates learning outcomes, mapping performance expectations using a holistic approach.

We employ a combination of direct and indirect methods to evaluate the attainment of Programme Outcomes (POs) and Program Specific Outcomes (PSOs). Direct methods include class tests, assignments, workshops, quizzes, mid-semester exams, seminars, practicals, and viva voce examinations.

Indirect methods involve assessing students' involvement in co-curricular activities, projects, and gathering feedback from students, teachers, alumni, and employers of alumni. Monitoring alumni's progress in further education and successful placements also contributes to evaluation.

Our alumni's preferred employment in reputed organizations reflects the fulfillment of course outcomes. We take pride in continuously monitoring and improving our evaluation methods to ensure quality

education and student success.

| 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****264**

| 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://ssssccw.edu.in/news/annual-report/ |

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/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)**

Total Amount sanctioned is Rs. 10,52,000 , out of which Rs. 4,20,800 was sanctioned in the first installment.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

01

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://icssr.org/ |

3.2 - Innovation Ecosystem

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

The institution fosters innovation and knowledge transfer through various initiatives:

1. Encouraging students to join MOOCs without extra fees and collaborate with IIT Bombay for certification courses.
2. Establishing an E-CELL to promote entrepreneurship via platforms like Winter Carnival.
3. SIFTI, the College magazine, showcases developments in Commerce, IT and Economics, enhancing analytical and creative abilities.
4. Conducting workshops on employability skills, GST accounting, and events like iMINDZ - Vision, Creation & Innovation for business management development.
5. Additionally, the College supports idea generation, research articles for the magazine, entrepreneurial stalls at carnivals, and community service projects.

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

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

4

| 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

1

| 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 actively engages in extension activities within the local community, fostering a deeper understanding of societal issues among students, thereby contributing to their holistic growth

throughout the year.

Aligned with the principles of the National Service Scheme (NSS) by the Ministry of Youth Affairs and Sports, Government of India, these activities enable students to identify community needs, actively apply their knowledge to develop practical solutions, foster national integration and social harmony.

The Rotaract Club, established in 2021 under Rotary District Number 3070 and sponsored by Rotary Club Amritsar Central, serves as a catalyst for positive action. The club's mission centers around nurturing high ethical standards, promoting fellowship, and fostering goodwill on a global scale.

Specific activities, such as distributing winter clothing under Project Warmth to underprivileged sections, have instilled compassion among students while curbing unnecessary consumption. Additionally, interactions between students and residents of the local old age home have nurtured patience and empathy towards the needs of senior citizens.

Ultimately, these initiatives have broadened students' perspectives, enhancing their sensitivity towards people and the world around them. They underscore the vital lesson that education transcends thereby promoting a deeper understanding of life and societal responsibilities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1REK6njuseEHgzYk7yypdOvJJfEL-IUXBF/view?usp=sharing |
| 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

10

| 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

22

| 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

2851

| 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

25

| 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

8

| 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, 5 smart classrooms, 10 with CCTV cameras
2. 'Lafani' wi-fi enabled college seminar hall, with projector

facility, seating capacity of 90 students.

3. Rose Villa hall, wi-fi enabled, with seating capacity of 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 Core 2 Duo, Dual Core, Core i3, i5, i7 processors), licensed software, fitted with networking and Wi-Fi facilities.
5. Students are facilitated digitally, when required, under Bibi Gujri Memorial Digital Facilitation Scheme. Hardware Zykel firewall installed.
6. N-Computing Lab (an initiative under Green Computing), specifically designed for post graduate classes
7. Accounting lab, stocked with a wide variety of forms, documents & reports, gives a glimpse of working of banking and corporate sector to the students.
8. Well-stocked library carrying 6850 volumes, having a rich collection of textbooks, reference books, literature, research journals, e-journals, magazines, newspapers. Book bank facility available.
9. Adequate number of fire extinguishers.
10. Ramp facility available for physically challenged students.
11. Suvina: A block with separate work spaces for NSS, Research, Music, Student Council.
12. Yoga Ashram: A hall designed exclusively for the practice of yoga.
13. 2 fully HD portable projectors, 2 HP i5 Laptops for Research Centre and IQAC.

Administrative block fully automated through customized ERP.

| 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 sports and games:

The sports grounds of the college are available to be used, when required, 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 equipments are also available in the College for the use of the students.

Facilities available for cultural activities:

All the cultural activities of the College are value based and are well suited to meet the psychological needs of the students. 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. Back Stage of the Vidyak Bhavan Auditorium is facilitated with the availability of needed requirements. To carry out multifarious events of the college, Rose Villa Hall, covering 6114 Square Yards area, established in 2006, having seating capacity of 250 students, is used.

Facilities available for yoga:

'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. 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.

11

| 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)

20.04748

| 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)

The College library is fully automated with an integrated Library Management System (LMS). The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The library stocks 6850 volumes of books and subscribes to 26 printed journals, 2 online journals and 10 news papers. The Books are classified according to Dewey decimal classification. OPAC (Online Public Access Catalogue) service is also provided where the users can search the collection of books by title and author. The books are being bar-coded and the users are given a unique barcode ID. Apart from the printed books the library is having access to online journals where the users are given awareness and made to access, browse and download e journals and databases. User orientation is provided at the beginning of the

year regarding the various facilities, services and resources available in the library.

ILMS Software

Winning Edge Learning Library Management System

Nature of Automation

Fully Automated

Version

1st

Year of Automation

2012

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://ssssccw.edu.in/library/database/ |

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 C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| 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)

1.04069

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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

46

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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 are 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. Computers and peripherals of Administrative Block and Computer Labs are connected to LAN.
3. The college campus has advanced Wi-Fi facility with the help of Routers and Access Points that connects classrooms of Bibi Raj Devi Block.
4. The Internet Service Providers are BSNL & Netplus .
6. The Institution has 5 smart classrooms and 2 seminar halls with ICT facility for interactive teaching learning process.

7. The maintenance of computer systems, networking, installation of new software and upgradation of hardware is done from time to time.

8. The whole College campus is under CCTV Surveillance .

9. Installation of firewall to upgrade and the lab infrastructure secure the data on computer systems.

10. College has "Google Workspace for Education Fundamentals" for education (digital learning Platform). It is a workspace that uses various tools viz Googlemeet, classroom, sheets etc for learning, collaboration and communication among faculty and students.

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

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)

18.7795952

| 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.

- **Policy for Maintaining Physical,Academic&Support Facilities**

1. Regular monitoring & checking of all physical,academic & support facilities done through persons duly authorized.
2. Do's & Don't defined for maintenance of infrastructure.
3. Smart Classrooms maintained & updated regularly by Next Education India Pvt.Ltd.
4. AMC of computers & laptops done on regular basis.
5. Improvement in Teaching-Learning by enabling environment for research & innovation.

- **Special support for differently-abled students**

1. Creation/renovation of present infrastructure & relocation of spaces for creating congenial teaching-learning facilities.

- **Procedure for Weeding Out Library Books**

Reading material likebooks,referencebooks,journalsand 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. 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 sisters institutions.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ssssccw.edu.in/about/facilities/policy-for-maintenance-of-infrastructure/ |

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

88

| 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

141

| 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

305

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

305

| 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

A. All of the above

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

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

26

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| 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

56

| 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

3

| 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.

1

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

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)

Our institution places a strong emphasis on fostering student representation and engagement across administrative, co-curricular, and extracurricular domains through the dedicated Student Council. Each year, a group of six passionate students is carefully chosen from every class to serve on various committees within the Student Council, following well-established processes and norms. The Discipline Committee diligently maintains a disciplined atmosphere on our college campus. The Sirjana Committee, our Creative Forum, wholeheartedly supports and nurtures artistic talents, encompassing crafts, dance, music, and theatre. Meanwhile, the Moral Education Committee plays a pivotal role in instilling moral values through exemplary conduct. Our SPARK Committee oversees all literary activities, both within our college and in inter-college competitions, showcasing the literary prowess of our students. The Gurmat Bhavan Committee takes charge of organizing all religious events on campus, ensuring a harmonious atmosphere. Last but certainly not least, our Hospitality Committee extends a warm welcome to visitors, ensuring they feel at home on our campus. Throughout the 2022-23 academic session, our dedicated Student Council played a pivotal role in orchestrating a variety of events. This platform has indeed been a catalyst in shaping our students into responsible and socially aware citizens.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/student-council/ |
| 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

20

| 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

Alumni Association is 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 **E. <1Lakhs**
(INR in Lakhs)

| 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

Established in 1993, during India's era of Liberalization, Privatization, and Globalization, our institution was founded with a mission to specialize in Commerce education and prepare young girls in Amritsar border district for emerging opportunities in business and services sectors. Our governance structure aligns seamlessly with this mission. We are committed to shaping competent citizens with strong values, emphasizing religiosity, integrity, transparency, and steadfastness—pillars that guide our institution, aptly named Pillars of SSSS.

To chart our path forward, we craft a five year perspective plan (i.e. 2018-23 and 2023-28). These Perspective plans, available on college website, aim at adapting to the ever-evolving business and economic landscape while staying true to our core values. Our close-knit community fosters open communication at every level of our organization. This ensures that we promptly address challenges stemming from natural calamities, international migration, technological advancements, and the impact of social media. We develop suitable policies and take timely actions to navigate these challenges effectively. Furthermore, we have established both formal and informal feedback mechanisms that effectively address concerns raised by various stakeholders. To maintain transparency, we publish an annual academic calendar and a news bulletin, ensuring that our stakeholders stay informed about academic and non-academic programs.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/home/perspective-plans/ |
| Upload any additional information | View File |

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

At SSSS, leadership is a collective effort that involves faculty members at all levels. Committees are formed, and stakeholders are actively consulted in decision-making processes. This approach extends to assigning annual duties, ensuring individual interests align with institutional goals.

Case Study:

To enhance teaching and learning quality, the Managing Committee, particularly education and industry experts, provide valuable

insights. The Principal assigns annual duties and forms committees based on member potential and interests. This decentralized approach streamlines decision-making and reduces centralization. Inputs from experienced members are highly valued, fostering mentorship and expertise sharing.

| 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

SSSS College diligently executes its strategic plan. For example, in the Perspective Plan 2018-19 to 2022-23, the Placement Cell organized a successful Mega Placement Drive, benefiting 93 students. This event, conducted in collaboration with the District Bureau of Employment & Enterprises (DBEE), received positive feedback from 21 participating companies, fostering future partnerships.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.youtube.com/watch?v=if-plk3yOxc |
| Upload any additional information | No File Uploaded |

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.

To ensure effectiveness, the College adheres to GNDU rules for faculty service and recruitment. The Managing Committee reviews the College's progress annually and discusses its requirements for the upcoming academic session. The Principal consults Heads of Departments, and the office Superintendent's insights informing budget estimates. The teachers in-charge ensure smooth communication and adherence to policies and procedures.

| 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 interfaces | 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

SSSS College provides following welfare measures for teaching and non-teaching staff, promoting mutual trust and confidence.

Provision of financial assistance and duty leave for attending workshops, seminars etc.

Timely payment of salary being ensured and all staff members were granted an increment.

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

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 nonteaching staff

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/about/faculty-welfare-measures/ |
| 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

4

| 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

3

| 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 | View File |
| 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

16

| 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 | https://ssssccw.edu.in/naac/students-feedback-analysis-report/ |
| 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. External audits by Dass Rana and Associates, Chartered Accountants, ensure financial transparency and adherence to guidelines. Audit suggestions are promptly implemented. 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 | View File |
| 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, it relies on student fees as its major revenue source. Transparent accounting and budget allocation align with management norms. 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.

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

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

IQAC plays a vital role in institutionalizing quality assurance. It encourages research and innovation and introduces career-oriented courses, contributing to continuous improvement.

Promotion of Research:The research unit of college has laid down the policy guidelines that encourages and supports faculty members for planning and carrying out research projects sponsored by college and external agencies. ICSSR has approved major project on 'Trend of Study and Settlement Abroad in Punjab: A Study of Brain Drain and Impact of Covid-19' of Rs. 10, 52,000/-.

Introduction of New Courses:For skill enhancement training of students, the College on its own /in collaboration offers Add on /Certificate programs like-Certificate Course in Soft Skills, Tally, Introduction to Computers by IIT Bombay, Advanced CPP by IIT Bombay, Bridge Course, and Course on Preparing for Competitive Exams.Post Graduate Certificate Course in GST in session 2022-23 and Post Graduate Diploma in Web Designing and Diploma in Computer Animation (approved by the affiliating university GNDU, Amritsar) have been introduced from session 2023-24.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/academics/courses/ |
| 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

Teaching and Learning Reforms based on Stakeholders Feedbacks

Feedback from stakeholders guides improvements in infrastructure, curriculum delivery, discipline, and more. Resulting reforms include the introduction of new courses and facility enhancements.

Methodology

The structured feedback forms are developed for all the stakeholders that include the following - students, teachers, employers and

alumni. For instance, student feedbacks are based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support services whereas Employers' Feedback attempts to understand from the employer's the needs and requirements of organization/markets and accordingly enrich the curricular activities and teaching-learning process.

Observations

A careful analysis of the feedbacks is done, and appropriate action/follow up is taken for reforms and redressal. The report of feedbacks analyzed is uploaded on the College website.

Evidence of Success

1. Introduced add-on courses like Post Graduate Certificate Course in GST in session 2022- 2023 and Post Graduate Diploma in Web Designing and Diploma in Computer Animation from session 2023-2024.
2. Addition of reference books for the preparation of competitive examinations and large classroom with seating capacity of sixty students.
3. New cafeteria has been added
4. Installed tiles on ground

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/naac/students-feedback-analysis-report/ |
| 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://ssssccw.edu.in/news/annual-report/ |
| 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 was originally established as an exclusive institution focusing on Commerce education for girls during the onset of the privatization and liberalization era. At its inception, the Founders foresaw the unfolding opportunities for a capable young workforce. Commerce, particularly for girls, was an emerging field in the early nineties, leading the college to prioritize safety and affordability, catering to parental preferences. Over the years, we've succeeded in becoming a reputed institution renowned for its safety and affordability, particularly for families from lower to middle-income backgrounds.

Our core values of religiosity, integrity, transparency, steadfastness, and inclusion foster a sense of national duty, promoting equality, justice, and fraternity. These principles resonate in every aspect of our institution, from admission procedures to degree conferment, emphasizing sustainability and holistic student development.

Our unique approach includes personalized counseling for every student, offering guidance on various matters concerning fees, career prospects, and extracurricular activities. Collaborations with agencies promoting innovation and entrepreneurship, active student involvement in skill-oriented programs, and stringent campus departure rules further contribute to our distinctiveness. Our environment encourages teamwork, emotional balance, and social responsibility among students and teachers.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://docs.google.com/document/d/1p7e47yc9eufUdfNw8zB1OXgHBrbXLsMe/edit?usp=drive_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/1Ow7kMOWTZJTP0amIKxAUAqWUIw77vVhK/edit?usp=drive_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

B. Any 3 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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 college has adopted various measures to manage solid waste by promoting 5R's of Zero waste living i.e. Refuse, Reduce, Reuse, Recycle and Rot.

Waste is segregated at the source using bins located across the campus. Solid wastes encompassing food wastes, canteen waste, wastes from toilets, plastic, tins and glass bottles etc. are collected every day by the Municipal Corporation of Amritsar. Students are encouraged to use reusable items like steel Tiffin boxes, cutlery,

steel-water bottle, and cloth napkins for reducing the amount of paper and plastic waste.

The College uses digital platforms to reduce the usage of paper for communication and sharing documents & reuse one side printed paper for internal communication.

LiquidWaste Management:

Waste water from air conditioners is used for watering the flora. All waste water from toilets is moved through a network of underground pipes in the sewerage system.

E-waste management

Electronic equipment such as circuits, computers and accessories, printers, charging and network cables, Wi-fi devices, cartridges, UPS etc are recycled properly. Waste hardware appliances are used by the students for making projects. All such equipment that cannot be recycled or reused is disposed off through authorized vendors.

| 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

| 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: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

| 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

B. Any 3 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 | View File |
| 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

A. Any 4 or all of the above

5.

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading

| 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 showcases a robust commitment to inclusivity through various avenues. It emphasizes equal opportunities for both teachers and learners regardless of religious, caste, or creed differences. Festivals, from diverse backgrounds, are celebrated with fervor, fostering cultural appreciation. Special events like Majlis, SSSSian Fiesta, and iMINDZ promote art, culture, and innovation.

Moreover, initiatives like the Alumni Meet and Shadows of the Past cherish memories and share lifelong wisdom. The institution's 'Saugaat' Book Bank Fair and scholarships cater to economically disadvantaged students, fostering equity in education. The college extends community service, reaching out to diverse backgrounds for material, financial, and knowledge support, while also embracing students from migrant labor families.

Importantly, the institution's commitment to Sikhism's principles of equality and brotherhood fosters an environment where cultural or linguistic differences do not hinder learning and growth. Overall, the College's multifaceted initiatives and celebrations create a harmonious, tolerant, and inclusive atmosphere for all within its community.

| 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 actively instilled constitutional values among students by commemorating national days like Independence Day, Non-Violence Day, National Unity Day, Constitution Day, and National Voters Day through engaging activities like Poster Making, Slogan Writing, and a Cleanliness Rally. These events underscored values like equality, secularism, and human dignity. Furthermore, the institution's initiatives, including offering scholarships, ensuring fair representation, providing employment opportunities, and nurturing respect for support staff and the environment, contributed to shaping responsible citizens. Emphasizing civic duties such as active participation in elections, community service, and environmental stewardship complemented the focus on constitutional rights, fostering a well-rounded understanding of citizenship among students.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://docs.google.com/document/d/1OTtUjRCyY1nmBGDGul-Dgh6KK8Jb3K9V/edit?usp=drive_link&oid=110151195521394822619&rtpof=true&sd=true |
| Any other relevant information | https://docs.google.com/document/d/1ASbUM150zpweifIR4z8cMV7ZhX72h2Eo/edit?usp=drive_link&oid=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 **A. All of the above**

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | 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

National and international commemorative days, events and festivals are of supreme importance as these festivals remind us of the significance of freedom, democracy, and peace. These festivals are a way of spreading unity and harmony among people. With this sentiment, the College celebrated 'World Environment Day' on June 04, 2022 to create awareness about the need to protect the environment and the ways to do it by holding a declamation contest where students shared their views on various topics related to environmental issues. The NSS Unit of the College organized a function to commemorate NSS day on September 27, 2022 wherein the students presented 'Nukad Natak' on the theme 'Cleanliness' and presented a self-composed poetry 'Punjab Di Mitti' describing the various social issues. The college celebrated 115th Birth Anniversary of freedom fighter- Shaheed Bhagat Singh on September 28, 2022 where a paper titled 'Jinda Main Aazad Majnu' that depicted the level of internal liberation that Bhagat Singh lived with while he was in the 4-walls of prison was read and a drama title 'Bhagat Singh Tere Te Ilzaam Hai' was staged which portrayed Bhagat Singh's words of advocacy against allegations put on his ideologies by the authorities. The college also celebrated Cyber Security Awareness Day on October 6, 2022 and Children's Day on November 14, 2022.

| 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.

Title of the Practice -I

Fostering Transparency and Accountability through Participative Governance Title of the Practice -II**

Nurturing Intellectual Growth through "Goshti: An Interactive Session on Books"***

(Details as per format attached in Best Practices in the Institutional website web link)

| 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/1EP1EHt1SXfgCCRjjkvPf2eR11LqwpKN2/edit?usp=drive_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 College believes in broadening the existing horizons of learning and enriching the curriculum. Its plan of actions is based on five-fold framework-erudition, enrichment, expansion, empowerment and environment. For instance, the College offers a one stop solution to the parents of young girls for meeting their requirements for curriculum based education, training in competitive and technical skills, grooming for social and professional development and

inculcating values within the College campus. It not only saves them from exorbitant fees charged by private coaching centers and other such commercial hubs but also saves them from a lot of travel time and related expenses. As most of the parents prefer to send their daughters to nearby colleges, these programmes ensure availability of opportunities in safe and secured hands.

The students avail the facilities of learning within the precincts of the College from the highly educated trainers and resource persons handpicked by the college administration. The amiable and highly competent staff offers career counseling, personal counseling and motivation much needed by the young girls in their early twenties in order to facilitate responsible decision making on the issues concerning career and other life choices.

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 endeavours to achieve proficient dissemination of the curriculum by utilizing both traditional as well as contemporary methodology. The academic session of the college begins with well designed and comprehensive academic calendar. The various inter and intra departmental meetings are held to discuss various academic and extracurricular activities to be conducted in a planned manner. Time table is displayed on notice board as well as posted in whatsapp groups of various classes. Work diaries are maintained by staff members on a daily basis. The entire syllabus is divided into two terms and is uploaded on the college website. The teachers plan and prepare their lectures keeping in view the syllabus plan of different subjects. The extra focus is laid on building a sound base of the students in various subjects by providing them a question bank of basic fundamental concepts of their subjects. The curriculum delivery is enriched with workshops, seminars, group discussions, quizzes, case-studies, mock viva-voces, assignments, class tests etc. For imparting practical knowledge and hands on experience to the UG and PG students, the teachers use requisite software like tally ERP9 and SPSS. The college has started two new GNDU approved courses 'Diploma in Computer Animation' and 'PG Diploma in Web Designing' from session 2023-2024.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://sssscw.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 College meticulously implements the pedagogical process in accordance with the prescribed academic schedule facilitating the attainment of intended learning outcomes in a methodically structured manner. The teaching learning process is fully executed

as per the academic calendar which helps to fulfil the desired learning outcome targets in a well organised manner. The course and learning outcomes are conveyed to students at the beginning of each semester. In order to ensure effective evaluation of the students, Mid-term and Pre University examinations, mock viva-voce and class quizzes are planned well in advance. Intensive study program is designed for the advanced learners for various classes so as to help them improve their performance in the final exams. Similarly ,remedial classes are conducted for the slow-learners for clarifying their doubts and queries .The members also act as mentors for a specified group of students for morale building through encouragement and appropriate guidance.The mentors extend help in subject related queries by forwarding the matter to the concerned member. In case any student requires special attention or nature of problem mentioned somewhat is unusual, then the matter is brought to the notice of principal immediately.

| 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 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

C. Any 2 of the above

| 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 | |
| 0 | |
| 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) | |
| 13 | |
| 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 | |
| 467 | |
| 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 institution being affiliated to Guru Nanak Dev University, Amritsar follows the curriculum prescribed by it and hence offers papers on Environmental Studies in 3rd and 4th Semester and Drug Abuse in 2nd Semester. The paper of Business Organization in B.Com Sem-II and Corporate Governance in Sem-VI have in their syllabi speciality topics covering corporate and business ethics and professional code of conduct. 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.

The college has a clean and green campus. Various eco-friendly practices for environmental friendliness are implemented by the college. Rain water harvesting has been properly maintained. The waste management has a proper mechanism.

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

24

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| 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

391

| 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 institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

| 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 | No File Uploaded |

| | |
|---|---|
| 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://sssscw.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

854

| 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

245

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

In our commitment to delivering top-notch education, our College employs a multifaceted approach to gauge students' learning paces

and levels. We achieve this through their active participation in classroom and co-curricular activities, as well as by monitoring their attendance.

For advanced learners, we've designed Intensive Study Programs, selecting students based on their class engagement, regularity, mid-semester exam performance, and participation in various events. These students benefit from motivational sessions and problem-solving support, along with access to reference materials for extra practice.

In parallel, we're equally dedicated to supporting slow learners. Recognizing that many may struggle with foundational skills, we offer remedial classes covering essential topics. Additional help is provided for subjects like English, Mathematics, and Accounting, primarily for first-year students. These students receive personalized attention, and we use trilingual explanations to ensure comprehension.

Both advanced and slow learners receive individualized teacher support, fostering their morale and academic improvement. Our goal is to nurture every student's potential, ensuring they excel at their own pace.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| 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 |
|--------------------|--------------------|
| 854 | 41 |

| 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

Our College is committed to a student-centric approach, aiming to

transform passive learners into active, engaged individuals. Our teaching methods prioritize practical application and real-world relevance to enhance students' understanding and skills.

We employ a variety of techniques to enrich the learning experience:

- Group discussions and seminar presentations stimulate idea generation and communication skills.
- Industrial visits and field trips provide experiential learning opportunities.
- Case studies and role-plays connect students to real-life scenarios, encouraging strategic thinking.
- Senior students even get to teach junior classes, fostering maturity in thought and application of knowledge.
- We invite experts from academia and industry to interact with students, keeping them updated on the latest developments.
- Individual or group projects promote research skills and critical thinking.

Additionally, our language instruction incorporates activities like role-playing, debates, and narrative-driven teaching to encourage imaginative thinking and active listening. Our goal is to create a dynamic, engaging learning environment that equips students with practical skills and knowledge.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://ssssccw.edu.in/activities-2022-23/ |

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

Our College embraces technology to provide a dynamic and enriching learning experience. We are committed to integrating ICT tools into our teaching methods, ensuring a student-centric

approach.

To facilitate collaboration, we use Google Workspace for Education, offering access to various apps such as Gmail, Google Classroom, and Google Drive. Our faculty utilizes ICT-enabled classrooms with projectors, presentations, and videos to enhance learning.

We've incorporated supplementary tools like Quizzes, Jamboard, Padlet, and Dashboard to promote open problem-solving. Our seminar halls and computer labs are equipped with updated systems running software like Microsoft Office, Tally ERP, Python, C++, and more.

E-resources such as PPTs, PDF notes, video lectures for various subjects are available at college website for quick reference. This fosters self-paced learning, improving comprehension and retention.

Furthermore, we organize workshops to keep our faculty updated with the latest technology, ensuring a modern and effective teaching-learning process.

| 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

41

| 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

41

| 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

375

| 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.

Our College, affiliated with Guru Nanak Dev University, Amritsar follows a stringent assessment process that adheres to university guidelines. We prioritize transparency and effectiveness in our internal assessment mechanism.

At the beginning of each session, faculty thoroughly explain the procedures for internal and external examinations to our students. Internal assessment covers subjects like Financial Accounting (Tally) practical, Corporate Law, and Secretarial Practice practical, along with seminars. We share the assessment criteria with students at the semester's outset.

To ensure relevance, our faculty suggests assignments and seminar topics aligned with current trends. Seminars are evaluated based on various parameters, including content, presentation mode, communication skills, and student composure.

Students are encouraged to discuss concerns regarding assessment criteria with faculty members. We maintain a transparent process throughout.

| 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

Our College and University have established a well-organized grievance handling mechanism for examination-related issues.

The Principal oversees the process, conducting regular meetings with the internal examination committee to ensure smooth examination conduct and transparent evaluation.

We encourage students to express concerns related to internal examinations. After mid-semester exams, students can review their answer scripts with respective teachers to address grievances promptly.

Once results are compiled, we communicate assessment reports to parents and invite them for discussions if their ward's performance is unsatisfactory. This interaction aims to clarify doubts and address grievances. The entire evaluation process and result follow-up are efficiently completed within 20 days from the last examination.

| 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.

Our College is dedicated to providing high-quality education through specialized learning programs. We define program objectives and outcomes using Bloom's Taxonomy, ensuring students gain essential attributes and skills upon completion.

Course outcomes are aligned with program outcomes, promoting critical thinking, decision-making, leadership, and entrepreneurial skills. At the semester's start, faculty engage in discussions with students, acquainting them with Learning Objectives and Outcomes. These outcomes are available on the College website, and links are shared in class WhatsApp groups for easy reference.

These pedagogical approaches foster an optimal learning environment, equipping students with skills that enable them to contribute to society meaningfully.

| 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.

Our College thoughtfully formulates learning outcomes, mapping performance expectations using a holistic approach.

We employ a combination of direct and indirect methods to evaluate the attainment of Programme Outcomes (POs) and Program Specific Outcomes (PSOs). Direct methods include class tests, assignments, workshops, quizzes, mid-semester exams, seminars, practicals, and viva voce examinations.

Indirect methods involve assessing students' involvement in co-curricular activities, projects, and gathering feedback from students, teachers, alumni, and employers of alumni. Monitoring alumni's progress in further education and successful placements also contributes to evaluation.

Our alumni's preferred employment in reputed organizations reflects the fulfillment of course outcomes. We take pride in continuously monitoring and improving our evaluation methods to ensure quality education and student success.

| 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

264

| 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://sssscw.edu.in/news/annual-report/ |

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://sssscw.edu.in/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)

Total Amount sanctioned is Rs. 10,52,000 , out of which Rs. 4,20,800 was sanctioned in the first installment.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

01

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://icssr.org/ |

3.2 - Innovation Ecosystem

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

The institution fosters innovation and knowledge transfer through various initiatives:

1. Encouraging students to join MOOCs without extra fees and collaborate with IIT Bombay for certification courses.
2. Establishing an E-CELL to promote entrepreneurship via platforms like Winter Carnival.
3. SIFTI, the College magazine, showcases developments in Commerce, IT and Economics, enhancing analytical and creative abilities.
4. Conducting workshops on employability skills, GST accounting, and events like iMINDZ - Vision, Creation & Innovation for business management development.
5. Additionally, the College supports idea generation, research articles for the magazine, entrepreneurial stalls at carnivals, and community service projects.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| 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 | |
| 4 | |
| 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 | |

| 1 | |
|--|---------------------------|
| 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 | |
| <p>The college actively engages in extension activities within the local community, fostering a deeper understanding of societal issues among students, thereby contributing to their holistic growth throughout the year.</p> <p>Aligned with the principles of the National Service Scheme (NSS) by the Ministry of Youth Affairs and Sports, Government of India, these activities enable students to identify community needs, actively apply their knowledge to develop practical solutions, foster national integration and social harmony.</p> <p>The Rotaract Club, established in 2021 under Rotary District Number 3070 and sponsored by Rotary Club Amritsar Central, serves as a catalyst for positive action. The club's mission centers around nurturing high ethical standards, promoting fellowship, and fostering goodwill on a global scale.</p> | |

Specific activities, such as distributing winter clothing under Project Warmth to underprivileged sections, have instilled compassion among students while curbing unnecessary consumption. Additionally, interactions between students and residents of the local old age home have nurtured patience and empathy towards the needs of senior citizens.

Ultimately, these initiatives have broadened students' perspectives, enhancing their sensitivity towards people and the world around them. They underscore the vital lesson that education transcends thereby promoting a deeper understanding of life and societal responsibilities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1REK6njusEHqzYk7yypdOvJJfEL-IUXBF/view?usp=sharing |
| 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

10

| 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

22

| 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

2851

| 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

25

| 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**

8

| 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, 5 smart classrooms, 10 with CCTV cameras
2. 'Lafani' wi-fi enabled college seminar hall, with projector facility, seating capacity of 90 students.
3. Rose Villa hall, wi-fi enabled, with seating capacity of 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 Core 2 Duo, Dual Core, Core i3, i5, i7 processors), licensed software, fitted with networking and Wi-Fi facilities.
5. Students are facilitated digitally, when required, under Bibi Gujri Memorial Digital Facilitation Scheme. Hardware Zyxel firewall installed.
6. N-Computing Lab (an initiative under Green Computing), specifically designed for post graduate classes
7. Accounting lab, stocked with a wide variety of forms, documents & reports, gives a glimpse of working of banking

and corporate sector to the students.

8. Well-stocked library carrying 6850 volumes, having a rich collection of textbooks, reference books, literature, research journals, e-journals, magazines, newspapers. Book bank facility available.
9. Adequate number of fire extinguishers.
10. Ramp facility available for physically challenged students.
11. Suvina: A block with separate work spaces for NSS, Research, Music, Student Council.
12. Yoga Ashram: A hall designed exclusively for the practice of yoga.
13. 2 fully HD portable projectors, 2 HP i5 Laptops for Research Centre and IQAC.

Administrative block fully automated through customized ERP.

| 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 sports and games:

The sports grounds of the college are available to be used, when required, 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 equipments are also available in the College for the use of the students.

Facilities available for cultural activities:

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

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. Back Stage of the Vidyak Bhavan Auditorium is facilitated with the availability of needed requirements. To carry out multifarious events of the college, Rose Villa Hall, covering 6114 Square Yards area, established in 2006, having seating capacity of 250 students, is used.

Facilities available for yoga:

'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. 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.

11

| 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)

20.04748

| 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)

The College library is fully automated with an integrated Library Management System (LMS). The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The library stocks 6850 volumes of books and subscribes to 26 printed journals, 2 online journals and 10 news papers. The Books are classified according to Dewey decimal classification. OPAC (Online Public Access Catalogue) service is also provided where the users can search the collection of books by title and author. The books are being bar-coded and the users are given a unique barcode ID. Apart from the printed books the library is having access to online journals where the users are given awareness and made to access, browse and download e journals and databases. User orientation is provided at the beginning of the year regarding the various facilities, services and resources available in the library.

ILMS Software

Winning Edge Learning Library Management System

Nature of Automation

Fully Automated

Version

1st

Year of Automation

2012

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://ssssccw.edu.in/library/database/ |

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

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| 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)

1.04069

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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

46

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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 are 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. Computers and peripherals of Administrative Block and Computer Labs are connected to LAN.
3. The college campus has advanced Wi-Fi facility with the help of Routers and Access Points that connects classrooms of Bibi Raj Devi Block.
4. The Internet Service Providers are BSNL & Netplus .
6. The Institution has 5 smart classrooms and 2 seminar halls with ICT facility for interactive teaching learning process.
7. The maintenance of computer systems, networking, installation of new software and upgradation of hardware is done from time to time.
8. The whole College campus is under CCTV Surveillance .
9. Installation of firewall to upgrade and the lab infrastructure secure the data on computer systems.
10. College has "Google Workspace for Education Fundamentals" for education (digital learning Platform). It is a workspace that uses various tools viz Googlemeet, classroom, sheets etc for learning, collaboration and communication among faculty and students.

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

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)**

18.7795952

| 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.

- Policy for Maintaining Physical, Academic & Support Facilities

1. Regular monitoring & checking of all physical, academic & support facilities done through persons duly authorized.
2. Do's & Don't defined for maintenance of infrastructure.
3. Smart Classrooms maintained & updated regularly by Next Education India Pvt.Ltd.
4. AMC of computers & laptops done on regular basis.
5. Improvement in Teaching-Learning by enabling environment for research & innovation.

- Special support for differently-abled students

1. 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 and 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. 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 sister institutions.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sssscw.edu.in/about/facilities/policy-for-maintenance-of-infrastructure/ |

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

88

| 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

141

| 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 | |
| 305 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 305 | |
| 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 | A. All of the above |

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

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

26

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| 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

56

| 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

3

| 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.

1

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

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)

Our institution places a strong emphasis on fostering student representation and engagement across administrative, co-curricular, and extracurricular domains through the dedicated Student Council. Each year, a group of six passionate students is carefully chosen from every class to serve on various committees within the Student Council, following well-established processes and norms. The Discipline Committee diligently maintains a disciplined atmosphere on our college campus. The Sirjana Committee, our Creative Forum, wholeheartedly supports and nurtures artistic talents, encompassing crafts, dance, music, and theatre. Meanwhile, the Moral Education Committee plays a pivotal role in instilling moral values through exemplary conduct. Our SPARK Committee oversees all literary activities, both within our college and in inter-college competitions, showcasing the literary prowess of our students. The Gurmat Bhavan Committee takes charge of organizing all religious events on campus, ensuring a harmonious atmosphere. Last but certainly not least, our Hospitality Committee extends a warm welcome to visitors, ensuring they feel at home on our campus. Throughout the 2022-23 academic session, our dedicated Student Council played a pivotal role in orchestrating a variety of events. This platform has indeed been a catalyst in shaping our students into responsible and socially aware citizens.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/student-council/ |
| 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

20

| 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

Alumni Association is 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

Established in 1993, during India's era of Liberalization, Privatization, and Globalization, our institution was founded with a mission to specialize in Commerce education and prepare young girls in Amritsar border district for emerging opportunities in business and services sectors. Our governance structure aligns seamlessly with this mission. We are committed to shaping competent citizens with strong values, emphasizing religiosity, integrity, transparency, and steadfastness—pillars that guide our institution, aptly named Pillars of SSSS.

To chart our path forward, we craft a five year perspective plan (i.e. 2018-23 and 2023-28). These Perspective plans, available on college website, aim at adapting to the ever-evolving business and economic landscape while staying true to our core values. Our close-knit community fosters open communication at every level of our organization. This ensures that we promptly address challenges stemming from natural calamities, international migration, technological advancements, and the impact of social media. We develop suitable policies and take timely actions to navigate these challenges effectively. Furthermore, we have established both formal and informal feedback mechanisms that effectively address concerns raised by various stakeholders. To maintain transparency, we publish an annual academic calendar and a news bulletin, ensuring that our stakeholders stay informed about academic and non-academic programs.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/home/perspective-plans/ |
| Upload any additional information | View File |

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

At SSSS, leadership is a collective effort that involves faculty members at all levels. Committees are formed, and stakeholders are actively consulted in decision-making processes. This approach extends to assigning annual duties, ensuring individual interests align with institutional goals.

Case Study:

To enhance teaching and learning quality, the Managing Committee,

particularly education and industry experts, provide valuable insights. The Principal assigns annual duties and forms committees based on member potential and interests. This decentralized approach streamlines decision-making and reduces centralization. Inputs from experienced members are highly valued, fostering mentorship and expertise sharing.

| 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

SSSS College diligently executes its strategic plan. For example, in the Perspective Plan 2018-19 to 2022-23, the Placement Cell organized a successful Mega Placement Drive, benefiting 93 students. This event, conducted in collaboration with the District Bureau of Employment & Enterprises (DBEE), received positive feedback from 21 participating companies, fostering future partnerships.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.youtube.com/watch?v=if-plk3yQxc |
| Upload any additional information | No File Uploaded |

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.

To ensure effectiveness, the College adheres to GNDU rules for faculty service and recruitment. The Managing Committee reviews the College's progress annually and discusses its requirements for the upcoming academic session. The Principal consults Heads of Departments, and the office Superintendent's insights informing budget estimates. The teachers in-charge ensure smooth communication and adherence to policies and procedures.

| 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

SSSS College provides following welfare measures for teaching and non-teaching staff, promoting mutual trust and confidence.

Provision of financial assistance and duty leave for attending workshops, seminars etc.

Timely payment of salary being ensured and all staff members were granted an increment.

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

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 nonteaching staff

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/about/faculty-welfare-measures/ |
| 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

4

| 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

3

| 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 | View File |
| 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

16

| 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 | https://ssssccw.edu.in/naac/students-feedback-analysis-report/ |
| 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. External audits by Dass Rana and Associates, Chartered Accountants, ensure financial transparency and adherence to guidelines. Audit suggestions are promptly implemented. 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 | View File |
| 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, it relies on student fees as its major revenue source. Transparent accounting and budget allocation align with management norms. 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.

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

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

IQAC plays a vital role in institutionalizing quality assurance. It encourages research and innovation and introduces career-oriented courses, contributing to continuous improvement.

Promotion of Research:The research unit of college has laid down the policy guidelines that encourages and supports faculty members for planning and carrying out research projects sponsored by college and external agencies. ICSSR has approved major project on 'Trend of Study and Settlement Abroad in Punjab: A Study of Brain Drain and Impact of Covid-19' of Rs. 10, 52,000/-.

Introduction of New Courses:For skill enhancement training of students, the College on its own /in collaboration offers Add on /Certificate programs like-Certificate Course in Soft Skills, Tally, Introduction to Computers by IIT Bombay, Advanced CPP by IIT Bombay, Bridge Course, and Course on Preparing for Competitive Exams.Post Graduate Certificate Course in GST in session 2022-23 and Post Graduate Diploma in Web Designing and Diploma in Computer Animation (approved by the affiliating university GNDU, Amritsar) have been introduced from session 2023-24.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/academics/courses/ |
| 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

Teaching and Learning Reforms based on Stakeholders Feedbacks

Feedback from stakeholders guides improvements in infrastructure, curriculum delivery, discipline, and more. Resulting reforms include the introduction of new courses and facility enhancements.

Methodology

The structured feedback forms are developed for all the stakeholders that include the following - students, teachers, employers and alumni. For instance, student feedbacks are based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support services whereas Employers' Feedback attempts to understand from the employer's the needs and requirements of organization/markets and accordingly enrich the curricular activities and teaching-learning process.

Observations

A careful analysis of the feedbacks is done, and appropriate action/follow up is taken for reforms and redressal. The report of feedbacks analyzed is uploaded on the College website.

Evidence of Success

1. Introduced add-on courses like Post Graduate Certificate Course in GST in session 2022- 2023 and Post Graduate Diploma in Web Designing and Diploma in Computer Animation from session 2023-2024.
2. Addition of reference books for the preparation of competitive examinations and large classroom with seating capacity of sixty students.
3. New cafeteria has been added
4. Installed tiles on ground

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ssssccw.edu.in/naac/students-feedback-analysis-report/ |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

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)

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://ssssccw.edu.in/news/annual-report/ |
| 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 was originally established as an exclusive institution focusing on Commerce education for girls during the onset of the privatization and liberalization era. At its inception, the Founders foresaw the unfolding opportunities for a capable young workforce. Commerce, particularly for girls, was an emerging field in the early nineties, leading the college to prioritize safety and affordability, catering to parental preferences. Over the years, we've succeeded in becoming a reputed institution renowned for its safety and affordability, particularly for families from lower to middle-income backgrounds.

Our core values of religiosity, integrity, transparency, steadfastness, and inclusion foster a sense of national duty, promoting equality, justice, and fraternity. These principles resonate in every aspect of our institution, from admission procedures to degree conferment, emphasizing sustainability and

holistic student development.

Our unique approach includes personalized counseling for every student, offering guidance on various matters concerning fees, career prospects, and extracurricular activities. Collaborations with agencies promoting innovation and entrepreneurship, active student involvement in skill-oriented programs, and stringent campus departure rules further contribute to our distinctiveness. Our environment encourages teamwork, emotional balance, and social responsibility among students and teachers.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://docs.google.com/document/d/1p7e47yc9eufUdfNw8zB1OXgHBrbXLsMe/edit?usp=drive_link&oid=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/1Ow7kMOWTzJTP0amIKxAUAqwUIw77vVhK/edit?usp=drive_link&oid=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

B. Any 3 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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 college has adopted various measures to manage solid waste by promoting 5R's of Zero waste living i.e. Refuse, Reduce, Reuse, Recycle and Rot.

Waste is segregated at the source using bins located across the campus. Solid wastes encompassing food wastes, canteen waste, wastes from toilets, plastic, tins and glass bottles etc. are collected every day by the Municipal Corporation of Amritsar. Students are encouraged to use reusable items like steel Tiffin boxes, cutlery, steel-water bottle, and cloth napkins for reducing the amount of paper and plastic waste.

The College uses digital platforms to reduce the usage of paper for communication and sharing documents & reuse one side printed paper for internal communication.

LiquidWaste Management:

Waste water from air conditioners is used for watering the flora. All waste water from toilets is moved through a network of underground pipes in the sewerage system.

E-waste management

Electronic equipment such as circuits, computers and accessories, printers, charging and network cables, Wi-fi devices, cartridges, UPS etc are recycled properly. Waste hardware appliances are used by the students for making projects. All such equipment that cannot be recycled or reused is disposed off through authorized vendors.

| 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

A. Any 4 or all of the above

| Maintenance of water bodies and distribution system in the campus | |
|---|-------------------------------------|
| 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 |
| 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 <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | B. Any 3 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 | View File |
| Any other relevant information | View File |

| | |
|--|------------------------------|
| <p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p> | 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 showcases a robust commitment to inclusivity through various avenues. It emphasizes equal opportunities for both teachers and learners regardless of religious, caste, or creed differences. Festivals, from diverse backgrounds, are celebrated with fervor, fostering cultural appreciation. Special events like

Majlis, SSSSian Fiesta, and iMINDZ promote art, culture, and innovation.

Moreover, initiatives like the Alumni Meet and Shadows of the Past cherish memories and share lifelong wisdom. The institution's 'Saugaat' Book Bank Fair and scholarships cater to economically disadvantaged students, fostering equity in education. The college extends community service, reaching out to diverse backgrounds for material, financial, and knowledge support, while also embracing students from migrant labor families.

Importantly, the institution's commitment to Sikhism's principles of equality and brotherhood fosters an environment where cultural or linguistic differences do not hinder learning and growth. Overall, the College's multifaceted initiatives and celebrations create a harmonious, tolerant, and inclusive atmosphere for all within its community.

| 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 actively instilled constitutional values among students by commemorating national days like Independence Day, Non-Violence Day, National Unity Day, Constitution Day, and National Voters Day through engaging activities like Poster Making, Slogan Writing, and a Cleanliness Rally. These events underscored values like equality, secularism, and human dignity. Furthermore, the institution's initiatives, including offering scholarships, ensuring fair representation, providing employment opportunities, and nurturing respect for support staff and the environment, contributed to shaping responsible citizens. Emphasizing civic duties such as active participation in elections, community service, and environmental stewardship complemented the focus on constitutional rights, fostering a well-rounded understanding of citizenship among students.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://docs.google.com/document/d/1OTtUjRCyy1nmBGDGul-Dgh6KK8Jb3K9V/edit?usp=drive_link&oid=110151195521394822619&rtpof=true&sd=true |
| Any other relevant information | https://docs.google.com/document/d/1ASbUMl50zpweifIR4z8cMV7ZhX72h2Eo/edit?usp=drive_link&oid=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

National and international commemorative days, events and festivals are of supreme importance as these festivals remind us of the significance of freedom, democracy, and peace. These festivals are a way of spreading unity and harmony among people.

With this sentiment, the College celebrated 'World Environment Day' on June 04, 2022 to create awareness about the need to protect the environment and the ways to do it by holding a declamation contest where students shared their views on various topics related to environmental issues. The NSS Unit of the College organized a function to commemorate NSS day on September 27, 2022 wherein the students presented 'Nukad Natak' on the theme 'Cleanliness' and presented a self-composed poetry 'Punjab Di Mitti' describing the various social issues. The college celebrated 115th Birth Anniversary of freedom fighter- Shaheed Bhagat Singh on September 28, 2022 where a paper titled 'Jinda Main Aazad Majnu' that depicted the level of internal liberation that Bhagat Singh lived with while he was in the 4-walls of prison was read and a drama title 'Bhagat Singh Tere Te Ilzaam Hai' was staged which portrayed Bhagat Singh's words of advocacy against allegations put on his ideologies by the authorities. The college also celebrated Cyber Security Awareness Day on October 6, 2022 and Children's Day on November 14, 2022.

| 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.

Title of the Practice -I

Fostering Transparency and Accountability through Participative Governance Title of the Practice -II**

Nurturing Intellectual Growth through "Goshti: An Interactive Session on Books"***

(Details as per format attached in Best Practices in the Institutional website web link)

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://sssscw.edu.in/naac/best-practices |
| Any other relevant information | https://docs.google.com/document/d/1EP1EHt1SXfgCCRjjkvPf2eR11LqwpKN2/edit?usp=drive_link&oid=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 College believes in broadening the existing horizons of learning and enriching the curriculum. Its plan of actions is based on five-fold framework-erudition, enrichment, expansion, empowerment and environment. For instance, the College offers a one stop solution to the parents of young girls for meeting their requirements for curriculum based education, training in competitive and technical skills, grooming for social and professional development and inculcating values within the College campus. It not only saves them from exorbitant fees charged by private coaching centers and other such commercial hubs but also saves them from a lot of travel time and related expenses. As most of the parents prefer to send their daughters to nearby colleges, these programmes ensure availability of opportunities in safe and secured hands.

The students avail the facilities of learning within the precincts of the College from the highly educated trainers and resource persons handpicked by the college administration. The amiable and highly competent staff offers career counseling, personal counseling and motivation much needed by the young girls in their early twenties in order to facilitate responsible decision making on the issues concerning career and other life choices.

| 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

Future Plan of Action (2023-24)

- Emphasis on integration of Indian Knowledge System into curriculum through literature, theatrical items, music and art
- Focusing on skill enhancement and Add on/Certificate programs for capacity building as per NEP-2020, UGC, and GNDU guidelines
- Promoting multidisciplinary approach of learning through varied curricular activities
- Providing opportunity to students to contribute in College's administration through 'Earn While You Learn' Scheme and offering internships to them in the Schools/Colleges of SSSS group
- Adherence to Outcome-Based Education (OBE) framework to assess the attainment of course and program outcomes
- ? To collaborate with national bodies to organize seminars and workshops to update the knowledge of faculty and students.
- ? To provide platform to faculty and students to publish interdisciplinary research articles in the Research Publication of the College 'KhojSanvaad' and ensure its wider dissemination and reach.
- ? Extending Financial support to faculty members for attending Faculty Development Programmes and workshops
- ? To implement the project of installing solar power plant in the college campus
- ? Extending and strengthening e-governance in areas of operation of Student Admission and Support
- ? Augmentation of infrastructural facilities such as computer equipments, ICT facilities, library facilities, placement cell office, medical room, common room, etc.