



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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 own campus	Yes
Phone no/Alternate Phone no.	0183-2221683
Mobile no.	9781310053
Registered Email	ssssclege1993@gmail.com
Alternate Email	drndeepkaur@gmail.com
Address	SSSS College of Commerce for Women, SSSS Chowk, The Mall, Amritsar
City/Town	Amritsar
State/UT	Punjab
Pincode	143001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Samriti Kapoor
Phone no/Alternate Phone no.	01835052699
Mobile no.	7837378459
Registered Email	drsamritik@gmail.com
Alternate Email	ssss_college@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://ssssccw.edu.in/about/iqac/aqar/
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4. Whether Academic Calendar prepared during the year	Yes
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if yes,whether it is uploaded in the institutional website: Weblink :	https://ssssccw.edu.in/news/academic-calendar/
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5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.35	2019	15-Jul-2019	15-Jul-2024

6. Date of Establishment of IQAC	10-Nov-2018
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Punjab Budget 2020-A	13-Mar-2020	83

Discussion	1	
Seminar on Cervical Cancer	07-Mar-2020 1	70
Seminar on Financial Education- A Life Skill	11-Feb-2020 1	72
Workshop on Life Skills and Development	23-Jan-2020 2	136
Seminar on Enhancing Interview Preparation Skills	15-Jan-2020 1	10
Seminar on Role and Need of MOOC	22-Oct-2019 1	174
Faculty Development Program on Research Writing- A Journey from Unknown to Known	01-Oct-2019 1	30
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1) Curriculum and Teaching learning process : Introduced B.Com (Financial	

Services)course , Introduced Certificate course on Global religions and Guidance for Competitive Exams at the College level , Updated POs, PSOs, and COs and uploaded on college website pertaining to Financial Services (FS) and changes pertaining to Cost Accountancy Syllabus of B.Com Semester IV, Provided facilities to students for successful completion of value added and MOOC Courses, Arranged Tutorials on the basis of class responses, class tests and midterm examinations, Ensured use of ICT and other digital tools, Online teaching for timely completion of syllabus(during lockdown), Online internal examinations (during lockdown).

2)Research and publications: Four members from the faculty authored books/chapters in books, One faculty member published research paper in UGC notified Journal, Financial support and duty leave provided to teaching and nonteaching staff for attending seminars/workshops, Two members from the faculty applied for research projects to government and other national bodies, 15 members of the faculty participated in seminars/workshops/conference organized at national/international level, Motivated faculty and students for publishing research papers/books. 3) Infrastructure facilities : Construction of staircase to classrooms (room number 22 and 23), Added reference books in the Library , Purchased furniture for Classrooms. 4) Student support and services : Mentoring of College students, Addressed stress related issues of students during Moral Education Lecture and grievances and dilemma of students, Organised Intensive study programme and remedial teaching classes , Providing Scholarships to deserving students, Providing Book Bank facility. 5) Governance, leadership , Management and Institutional values and best practices: Conduct of Academic and Administrative Audit (AAA) annually, Preparation of Academic Calendar and its display on College website, College prospectus and at notice boards on prominent places, Uploaded College data on AISHE portal, Code of Conduct for students and Staff updated and uploaded on College Website, Online feedback was taken (during lockdown) to address the learning needs of the students, Feedback from students, parents, teachers, alumni and employers was taken and analysed, and suitable measures were taken on the basis of feedback, Faculty Development Programmes were conducted with special emphasis on promoting usage of ICT and development of econtent, Conduct of Green audit annually, Emphasised on making eco friendly campus by ensuring minimum use of plastic material, Usage of technology for circulation of office notices, plantation of trees. Economic Consumption of Electricity is ensured by Staff and Students, IQAC meetings are conducted regularly to take up issues related to quality as envisaged by NAAC and to ensure timely submission of AQAR by the College, The proceedings are documented properly and also uploaded on College website.

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

Plan of Action	Achivements/Outcomes
Research orientation of faculty	<ul style="list-style-type: none"> • Applied and shortlisted for two research projects under the 'IMPRESS'scheme of Ministry of Human Resource Development to be implemented by ICSSR, New Delhi • Applied and shortlisted for two research projects under the 'STRIDE' scheme of UGC • Encouraged faculty to attend workshops to enhance research based skills

Faculty development	<ul style="list-style-type: none"> • Four faculty members authored books/chapter in book. • Two faculty members held presentation on 'Research Writing: Journey from Unknown to Known' • Publication of paper by one of the faculty member in journal notified by UGC • Fifteen faculty members participated in seminars/workshops organized at national/international level • Organized seminars and workshops in College • Organized Computer training programmes for enhancing basic computer skills of faculty for making them proficient in advanced technological tools • Conducted Computer training programme for nonteaching staff of the College for enhancing computer based operational skills and making them proficient in maintaining accounts and handling clerical work • Financial and on duty leave support to faculty for attending the seminars and workshop.
Online admission process	<ul style="list-style-type: none"> • Ensured compliance of transparent and fair policies for admission to UG and PG as per rules and regulations of the affiliating University
Enrichment programme for students	<p>Besides conducting Seminars, Workshops, Lectures, Case studies following courses were introduced:</p> <ul style="list-style-type: none"> • B. Com. (Financial Services) • Short term Value added courses like Tally ERP 9 and Busy • Certificate course on Global Religions and Guidance for Competitive Exams
Supporting students	<ul style="list-style-type: none"> • Modified teaching strategies as per the learning needs of students • Providing study material in simple language • Organized remedial classes • Offered Book-Bank facilities • Provided financial assistance to needy and deserving students • Empowering students from weaker section of society financially
Platform for Advanced Learners	<ul style="list-style-type: none"> • Providing challenging assignments and special opportunities to students like participation in debates, seminars, workshops, quizzes, inter-college competitions • M. Com. students contributed research based articles (through Sifti, The College Magazine and Seminars) • Organizing Intensive Study Programme • Providing scholarships to deserving students • Provided guidance as well platform to the students for MOOC programme offered

	by IIT Bombay
Responsive Classroom Practices	<ul style="list-style-type: none"> • Remaining sensitive to individual student needs • Providing written content in easy language • Continuous assessment and analysis of performance • Reporting academic performance of students to parents during Parent Teacher Meeting and through report cards
Enhancing Quality of Teaching-Learning	Besides adopting student-centric interactive strategies like discussions, class-tests, quizzes, seminars, student-peer group interactions, projects, PPT presentations, case studies, role play the following actions were taken: <ul style="list-style-type: none"> • Blended traditional and technology based methods (use of ICT) • Department of Computer Science organized Workshop to acquaint the teachers with digital teaching platforms like Google Classroom, Google Meet, etc. • Tech forum of the College conducted weekly sessions to make students aware about latest technology updates • Teachers ensured teaching about 25 percent of syllabus through PPTs/ICT (before lockdown period) • Taught students through ZOOM Platform and sharing teacher-made Audio and videos recordings through whatsapp group (during lockdown period)
Timely deliverance of Curriculum	<ul style="list-style-type: none"> • Each of the three departments planned academic activities in advance • Prominently displayed teaching schedules and timetables • Adhered strictly to class and tutorial schedules • Made adjustments in timetable and teaching strategies for timely completion of syllabus during lockdown period
Intimation of academic calendar of the College	In the beginning of the year, teaching non teaching staff and students of the College were intimated about the academic calendar through notice board, website and College prospectus <ul style="list-style-type: none"> • Stakeholders are well acquainted about the College activities
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	08-Jul-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	19-Mar-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College follows a systematic mechanism for the effective delivery of curriculum. As the new academic session starts, the time table is prepared for UG and PG classes as per the number of theory lectures and tutorials specified in the syllabus. The entire syllabus is divided into two terms and for this, departmental meetings are planned by the Heads of Department. Lectures are planned and prepared by the teachers keeping in view the syllabus plan for different classes. A number of journals /e- Journals (Computer, Economics and Commerce) are available to students to add value and enable them to be abreast with the latest changes in economy and industry and this is ensured with Open Access System of library. The entire Curriculum is enriched through projects, student seminars and workshops. Students are also introduced to Communication Skills, Computer Proficiency and Accountancy Skills. The College includes the following aspects for enrichment of the curriculum: Value added courses, Courses on Communication Skills, Employability Skills and Skill Oriented Courses to stimulate creativity and innovation in students. For the effective delivery of the curriculum, various blended teaching-learning methods are regularly used in accordance with nature of subject. These include : • Chalk and Board method • ICT-enabled teaching-learning method • Team-teaching • Use of e-resources • Group discussion amongst the students during the classes • Case Studies, Project Work, Paper presentations and Seminars related to curriculum. The college has provision of various software such as Tally and SPSS for practical classes . In order to ensure effective delivery of curriculum, there is arrangement of regular tutorial classes, mid-term examinations, pre-university examinations, regular assessment in practical classes, mock viva-voce for improving the educational assessments of the students. Intensive Study Programme and Remedial Classes are conducted on the basis of the requirements and feedbacks of the students. There is proper maintenance of record of the different activities related to teaching-learning

process, departmental proceedings and results of the students. However, due to the outbreak of Covid-19 pandemic in the year 2020, the regular classroom teaching practices were replaced with the extensive use of e-learning platforms like Google Meet, Zoom, Video/ Audio lectures and PDF notes etc. The Revision tests were conducted online and grades were allotted after evaluating their papers. Thus regular monitoring was done to keep up the base of learning and morale of the students amidst pandemic situation through remote access modes. Elaborated guidance notes were drafted for significant topics of each subject, aptly detailing the desirable format for writing answers. Moreover, practice exercises for numerical portions were also provided to the students in order to facilitate them for preparation of final exams. It is pertinent to mention here, Dr. Jaspal Singh HOD, University School of Financial Studies, GNDU entrusted the responsibility of designing the course curriculum of B.Com (Financial Services) to the College. Faculty of Commerce also developed curriculum for Diploma on GST, Diploma on TDS Management and Return Filing and Accounting for Bankers at the University level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Course on "Guidance for Competitive Exams"	Nil	18/05/2020	6	Employability	Job Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Financial Services	03/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Acharya	Not Applicable	24/11/2020

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

	Certificate	Diploma Course
Number of Students	49	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advanced CPP (IIT Bombay)	21/08/2019	14
Advanced Python 3.4.3 (IIT Bombay)	26/08/2019	8
Introduction to Computers (IIT Bombay)	28/08/2019	38

Introduction to Computers (IIT Bombay)	29/08/2020	34
Introduction to Computers (IIT Bombay)	09/09/2019	26
Introduction to Computers (IIT Bombay)	03/02/2020	70
Tally ERP9 and BUSY	18/02/2020	44
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Environmental Studies	136
BBA	Environmental Studies	53
BCA	Environmental Studies	50
BSc	Environmental Studies	34
MCom	GST Training	1
BBA	Primary Teaching	1
MCom	Computer Operator	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The College has a well-defined and well-planned feedback system implemented at 5 levels viz. Students, Teachers, Parents, Alumni and Employers. Due to Covid-19 pandemic, feedback forms were circulated amongst students, parents and alumni via Google forms. IQAC of the college collects and analyses the feedback for the continuous improvement of the curriculum and further development of the institution. The faculty members also provide updated information pertaining to Students' feedback towards curriculum and its implementation, mode of presentation, lecture material and recommended books. The different areas where improvements are required, are discussed with respective committees/departments. The suggestions given are considered for due incorporation for the effective curriculum dissemination. Further, the proposals given by the different committees and departments are discussed with the members of IQAC and the members of management for necessary actions. The Strengths of the Institution are also taken into consideration for further academic and administrative developments. After collecting and assessing the feedback from the various stakeholders on curriculum aspects, the suggestions are notified to the Board of Studies or concerned departments of the Guru Nanak</p>

Dev University, Amritsar for changes which can be incorporated in the course structure for the next academic session. In the current academic session, valuable inputs regarding the curriculum of subject Cost Accounting were conveyed to GNDU through the member of Board of Studies and these suggested modifications were approved by the university later. For instance, the discrepancy in the marks distribution and content of syllabus of Semester III of B.Sc/BBA/ B.Com Stream was communicated to concerned authorities in the University and the issue was resolved accordingly. The objectives of this policy are effective implementation of curriculum for better learning and continuous improvement of the processes and practices.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	150	142	142
BSc	Economics	60	21	21
BCA	Computer Applications	60	37	37
BBA	Business Administration	60	32	32

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	811	71	21	Nil	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	28	9	2	4	14

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

The College has adopted well established, reliable and comprehensive support system of student mentoring to bridge the gap between teachers and students, and to motivate the students to excel in both academic and non-academic fields. For this a conducive and supportive environment is created to ensure that students can approach the mentor without hesitation. Mentors continuously motivate, guide and provide necessary counseling to the mentees in all academic and related matters such as projects, seminars etc. Objectives of Mentoring 1. To identify and understand the learning levels of students, especially the slow learners and gifted learners. 2. To

build sound rapport between teacher and students. 3. To counsel the students in order to help them gain clarity of their personal goals leading to greater confidence and determination. 4. To address common student concerns ranging from anxiety, stress to fear of change or failure. 5. To extend guidance through expert knowledge in various vocations and subject fields helping students in choosing suitable career paths. 6. To guide the students for pursuing short term and MOOC courses for their professional development. 7. To guide the students to choose right path for higher education and profession as per their potentialities. Right in the beginning of the session, the students are divided into smaller groups and each group is assigned to a mentor who keeps free flow of communication with the group in order to address various issues: academic, social and personal ensuring overall well-being of the students. The strong bond that the mentees develop with their mentors over a period of times serves as a link between the college and the students promoting the feeling of togetherness and cultivating a culture of fraternity. Guidance is given to the students for whole three years i.e. till completion of graduation. --- Personal Contact Program (PCP) : It is conducted for first year students in the beginning of session to know each student individually and understand her aspirations. The information pertaining to her education, family background, interest, and aptitude and career goals is recorded. According to the details recorded, suitable plans are made for their academic growth and development. Guest lectures, career guidance seminars and skill enhancement workshops etc. are conducted based upon the inputs received from the students through PCP. Also the areas of interest mentioned by the students apart from their subject help in selecting the students in various co-curricular and extra-curricular activities. --Moral Education Forum : Moral Education Forum is initiated as a project to inculcate values among the students and the faculty in the form of regular talks, group discussions and role plays. A special moral education lecture is also set every fortnight in the timetable of all the classes for helping the students to be emotionally strong and to tackle the hurdles of life in a better way. It is pertinent to mention that through this system of mentoring, a significant improvement in student teacher relationship has been noticed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
882	34	882:34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	34	Nil	Nil	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Samriti Kapoor	Assistant Professor	Rotary International District 3070
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Nil	First	18/12/2019	25/02/2020
BCA	Nil	First	23/12/2019	25/02/2020
BBA	Nil	First	18/12/2019	14/02/2020

BSc	Nil	First	18/12/2019	03/03/2020
MCom	Nil	First	17/12/2019	13/03/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The primary goal of the College is to strengthen the teaching learning process through rigorous assessment and evaluation. 1. A well formulated plan for the assessment and evaluation through the regular class tests, assignments, tutorials etc. 2. Midterm examinations on the pattern of Semester exams are conducted invariably in the month of September and March for odd and even semester respectively 3. The reforms suggested by affiliating University for the better teaching learning practices are followed rigorously. 4. A separate committee consisting of Superintendent, Deputy Superintendent and invigilators ensures smooth running of Mid Term Examination.. 5. After the evaluation process, answer sheets are shown to the examinees for analyzing their strength and weaknesses for further improvement. 6. Report cards, duly signed by Principal, are prepared and distributed by Class-In-Charge. 7. Parent Teacher Meet is conducted after mid-term examinations to discuss the progress of the ward with the parents. 8. The weak performers are given special attention and a special chance to reappear for better preparation for finals. 9. Principal conducts frequent review meeting with the faculty and students to take feedback of the entire examination process. 10. Mock Practical/Viva-Voce examinations are also carried out to give before hand experience of university practical examination. 11. Tally Practical examination is conducted and students are evaluated internally. 12. Seminars of B.Com Sem II, B.Com Sem IV, BBA Sem IV, M.Com Sem I and M.Com Sem III are also evaluated internally using rubrics as performance evaluation measure.

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

Being affiliated to GNDU, the College follows the academic calendar of GNDU. The academic calendar is prepared under the guidance of Principal by the members of IQAC with the consent of HODs of Departments. The academic calendar is printed in the College prospectus, displayed on the College notice-board and uploaded on College web-site for informing all the stakeholders. This schedule is also discussed with the students during the orientation programme conducted onset of the semester. Keeping in consideration the schedule of this calendar, each of the department plans term wise syllabus and various academic events like expert lectures, industrial visit, seminars, and workshops. This term-wise plan of the syllabus along with the list of reference books is uploaded on the College web-site. Teachers also keep the record of teaching in their work diary to ensure the completion of the syllabus in time and for effective execution of teaching learning process. Dates of Mid-semester examinations in all the departments are scheduled in accordance with the final examination of the university. Teachers evaluate the answer scripts of these examinations, show them to the students after discussing the concerns and provide the feedback to the students. For addressing the learning needs of the students in time, the remedial classes and intensive programme are scheduled before the conduct of final university examinations. The efficacy of various events/activities is assessed periodically by the Principal, members of IQAC and members of academic and administrative audit (AAA) committee for taking in-time measures for further improvement

2.6 – Student Performance and Learning Outcomes

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

<https://sssscw.edu.in/academics/courses/program-and-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BCom	Commerce	133	127	95
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2.7 – Student Satisfaction Survey

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

<https://sssscw.edu.in/naac/students-feedback-analysis-report/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Career as Company secretary	Commerce and Business Administration	30/07/2019
Workshop On Basic Banking Operations	Commerce and Business Administration	19/08/2019
Seminar On Banking Operations Services	Commerce and Business Administration	03/09/2019
Research Writing - A Journey From Unknown To Known	Under Faculty Development Programme	01/10/2019
Seminar On Role And Need Of MOOCs	Computer Science	22/10/2019
Workshop On GST	Commerce and Business Administration	27/01/2020
Seminar On Life Insurance Policies- LIC Of India	Commerce and Business Administration	28/01/2020
Seminar On Career As Company Secretary	Commerce and Business Administration	31/01/2020
Seminar On Programming Logic	Computer Science	31/01/2020
Seminar On Accounting Software	Commerce and Business Administration	10/02/2020

Workshop On Income Tax And E-Filing	Commerce and Business Administration	10/02/2020
Seminar On Financial Education: A Life Skill	Commerce and Business Administration	11/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	25/10/2020	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	25/10/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	6.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	3
Economics	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Financial Inclusion in India: Progress and	Dr. Moninder Kaur	International Journal of Scientific Research and Review	2019	0	SSSS College of Commerce for Women	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Financial Inclusion in India: Progress and Challenges	Dr. Moninder Kaur	International Journal of Scientific Research and Review	2019	Nil	Nil	SSSS College of Commerce for Women
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	14	Nil	Nil
Presented papers	Nil	2	Nil	Nil
Resource persons	Nil	Nil	Nil	7
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Teacher's Day Celebrations	NSS	2	25
Seminar On Water Conservation	Ministry of Jal Shakti and NSS	2	40
Registration Camp Under PMGDISHA	Ministry of Electronics and Information Technology	2	42
Swachh Bharat Summer Internship Programme For NSS Volunteers	NSS	3	150
Awareness Camps Regarding Jal Shakti Abhiyan	Ministry of Jal Shakti	2	96
Tree Plantation Drive	NSS	2	11
International	NSS	5	30

Yoga Day			
Poster Making, Collage Making And Photography Competition	Red Ribbon Club	4	80
Seminar On Traffic Rules	Traffic Police, Amritsar	3	85
Live Telecast Of Fit India Movement	Government of India	5	104
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	0	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Health Awareness	Government of India	Live Telecast Of Fit India Movement	5	104
Road Safety	Traffic Police, Amritsar	Seminar On Traffic Rules	3	85
Independence Day Celebrations	Red Ribbon Club	Poster Making, Collage Making And Photography Competition	4	80
PMGDISHA	Ministry of Electronics and Information Technology	Registration Camp Under PMGDISHA	2	42
Swachh Bharat Summer Internship Programme	NSS	Swachh Bharat Summer Internship Programme For NSS Volunteers	3	150
Environmental Consciousness	Ministry of Jal Shakti	Awareness Camps Regarding Jal Shakti Abhiyan	2	96
Swachh Bharat Abhiyan	NSS	Tree Plantation Drive	2	11
Health Awareness	NSS	International Yoga Day	5	30

Jal Shakti Abhiyan	Ministry of Jal Shakti and NSS	Seminar On Water Conservation	2	40
Environmental Consciousness	NSS	Teacher's Day Celebrations	2	25
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Workshop on GST in collaboration with Terra Education , Amritsar	Students of B.Com Sem VI and B.Com Hons Sem VI	nil	08
Seminar on 'Enhancing Interview Preparation Skills' in Collaboration with Terra Education, Amritsar	Students of BCA Sem VI and B.Sc Sem VI	nil	01
Workshop on Life Skills and Development in Collaboration with 'Mind Cropper', A Mohali based organization	Students from M.Com, B.Com, BBA, BCA and B.Sc (Eco)	nil	02
Workshop On Income Tax And E-Filing in Collaboration with Terra Education, Amritsar	Students of B.Com Sem VI and B.Com Hons Sem VI	nil	04
Short Course on Accounting Software Tally ERP 9 Busy in Collaboration with Terra Education, Amritsar	Students from B.Com, BBA and M.Com streams	nil	26
Online Training Program in Collaboration with Training Partner-Vocman India DBEE	B. Com, B. Sc (Economics), BBA and BCA	nil	15
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant

		industry /research lab with contact details			
Upgrading knowledge of students by organizing seminars, workshops, and short term courses for students to impart professional skills.	Academic	Team Lease Pvt. Ltd., Terra Education, SCO 21, District Shopping Complex, Ranjit Avenue, Amritsar	03/09/2019	31/05/2020	Students of all Courses
Field visit to enable the students to understand back-end banking operations	Field Trip	Visit to IDFC Bank	22/08/2019	22/08/2019	Students of M.Com Semester I
On the Job Training	On the Job Training	Gaurav Vij Co. ,Majitha Road,Amritsar	01/11/2019	31/01/2020	M.Com Student
On the Job Training	On the Job Training	Dr. Naresh Grover Hospital, Majitha Road, Amritsar	01/08/2019	06/08/2020	M.Com Student
On the Job Training	On the Job Training	G.A. International School,Tarn Taran Road, Amritsar	05/04/2019	05/06/2019	BBA Student
Field visit to enable the students to understand beverage manufacturing process	Field Trip	Verka Milk Plant, Verka Amritsar	17/10/2019	17/10/2019	Students of M.Com Sem I and III, B.Com Sem V, B.Com Hons. Sem V, B.Com F.S. Sem I
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

Terra Education	03/09/2019	<ul style="list-style-type: none"> • Guest Lectures • Skill Development Programmes/courses • Faculty Development Programmes • Industrial Training and visits • Placement of Students 	191
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2415000	1774545

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management System	Fully	1st	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	998	393771	142	77170	1140	470941
Reference Books	261	163817	27	16000	288	179817
Journals	17	170120	Nill	36840	17	206960
e-Journals	2	10800	Nill	5400	2	16200
Digital Database	6416	691814	169	93170	6585	784984

Library Automation	1	30500	Nil	Nil	1	30500
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	30/11/2020
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	118	5	2	2	0	3	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	118	5	2	2	0	3	2	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Camera, Microphone, Headphones, Internet connectivity, Laptops	http://sssscw.edu.in/library/e-content/content

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1485000	1273524	450000	331971

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

<p>Policy for Maintaining Physical, Academic and Support Facilities ? Regular monitoring and checking of all physical, academics and support facilities is done through persons duly authorized to do the same as per the annual duty list and other suitable formal official notifications. ? Do's and Don'ts have been stated for the maintenance of the infrastructure and have been displayed in the computer laboratory, library and corridors. ? Smart Classrooms are maintained and updated on regular basis by Next Education India Pvt Limited. ? AMC of computers and laptops is done with Global Solutions Pvt Ltd to maintain both</p>
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Hardware and Software of Computers/Laptops. ? Strengthening the regular feedback system for improving the academic performance of students. ? Analysis of the feedback for taking further action and modification. ? Enabling environment for research and innovation, for sharing resources and views for improving teaching-learning in the campus . ? Provision of special support for differently-abled students for catering to their special needs. ? Mobilize resources and create/ renovate present infrastructure and relocate spaces for academic and administration for congenial teaching-learning facilities. ? Students use Common Room(under CCTV Surveillance) during their free time especially during after-hours while waiting for their transport facility. ? A member of the staff is put in charge of the Common Room who takes round at least twice in a day. Procedure for Weeding Out Books from Library Reading material in the form of books, reference books, journals, and periodicals are constantly used and over a period of time these materials get worn out and some become obsolete due to revisions in the curriculum. Reasons for weeding out the books: ? Books having brittle pages after their prolonged used are listed for weeding out. ? Books and journals mutilated by readers are withdrawn from the circulation. ? Out of date and out of syllabus books are weeded out. For weeding out the reading material following procedure is followed: ? Books for weeding out are identified by the subject teachers. The cost and the worth of each book is verified and the list is placed before the Principal for the approval. ? Books/Material approved for weeding out is entered in the 'Withdrawn Register'. ? The useful books/ reading material is disposed of by offering them to students at free of cost. ? The text books which have brittle pages after their use for a few years and become obsolete are sold as scrap. Procedure for disposal of E-Waste materials and other equipments ? A list of potential material for disposing off is placed before the Principal for the approval. ? The condemned/faulty batteries and damaged computers are disposed through outside agencies and sold as scrap. ? The low configured computers are shifted to schools (belonging to Sant Singh Sukha Singh Group of Schools and Colleges).

<https://sssscw.edu.in/naac/procedures-and-policy/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	108	226900
Financial Support from Other Sources			
a) National	Central Sector Scheme of Scholarship for College and University Students	17	170000
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Yoga	20/07/2019	67	College Faculty
Yoga	27/07/2019	60	College Faculty
Career as a Company Secretary	30/07/2019	178	Amritsar Chapter of Institute of Company Secretaries of India
Personal Contact Programme	04/07/2019	281	College Faculty
Yoga	03/08/2019	29	College Faculty
Yoga	10/08/2019	41	College Faculty
Yoga	17/08/2019	51	College Faculty
Basic Banking Operations	19/08/2019	70	College Faculty
Advanced CPP	21/08/2019	14	MOOC
Advanced Python 3.4.3	26/08/2019	8	MOOC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Nil	99	290	Nil	5
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	GNDU Amritsar	8	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2020	2	BCA	Computer Science	GNDU	MCA
2020	2	BCA	Computer Science	Khalsa College for Women	M.Sc (Computer Science)
2020	2	B.Com	Commerce	GNDU	MBA
2020	2	B.Com	Commerce	GNDU	MBA (Finance)
2020	3	B.Com	Commerce	Khalsa College of Education	B.Ed
2020	1	B.Com	Commerce	GNDU	MCA
2020	1	B.Sc (Eco)	Economics	DAV College of Education	B.Ed
2020	2	B.Sc (Eco)	Economics	Khalsa College of Education	B.Ed
2020	1	B.Sc (Eco)	Economics	GNDU	M.Sc (Hons) in Economics
2020	1	B.Sc (Eco)	Economics	GNDU	M.Sc (Math)
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
No file uploaded.	

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

Activity	Level	Number of Participants
Bibi Raj Devi Diwas 1	College Level	5
Letter From Weather Gods- A step towards environmental consciousness 1	College Level	1
Cultural Activities during NSS Camp 1	College Level	3
Freshers Day 1	College Level	47
Cultural Meet during NAAC Visit 1	College Level	20
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2020	Nil	National	Nil	Nil	Nil	Nil
No file uploaded.						

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

Student Council of the College gives the students an opportunity to develop leadership qualities by organizing and carrying out various academic and cultural activities. In addition to planning the events for the community welfare, they also contribute to college spirit of truthfulness, integrity, religiosity and steadfastness. Student Council works for the benefit of the students throughout the year. They bring their ideas, interest, concerns, request and even feedback to the meetings. They work as a team under the able guidance of teachers and administrators. Student Council provides the platform to the students for participating in the academic, cultural, musical and theatrical items. The various student council representative committees in the College are: - Sirjana Committee- This committee helps in organizing and conducting various cultural and creative events at college as well as inter college level. Spark Committee- This committee organizes and conducts various debate and declamation contests both at college level and inter College level. Discipline Committee- The main function of this committee is to inculcate a sense of discipline amongst the students in their routine life as well as during various college events. Hospitality Committee- The student members of this committee assist the faculty members in receiving and treating guests in a warm and generous way at various college functions. Moral Education Forum- The objective of this forum is to enlighten the students regarding various moral values so as to enable them to be a good human being and a good citizen of this country. Seminar Committee- This committee organizes various seminars and workshops in the college to update students knowledge and understanding. Gurmat Bhawan Committee- This committee organizes and conducts various religious events such as Gurpurab celebrations, Sehaj Path and other related activities on regular basis. Major activities organized by the student council during session 2019-20 are as follows: Special 'Morning Assembly' to seek the blessings of Waheguru at the beginning of new session. Awareness camp regarding 'Jal Shakti Abhiyan' to sensitize the students regarding conservation of water. Seminar on 'Traffic Rules' was organized to guide and apprise the students with the new traffic rules and penalties in case of their violations. Bhog of Sehaj Path was performed on September 1, 2019 as per the tradition of the college. The student council members along with the NSS Unit of the college celebrated Teachers' Day and presented saplings as a mark of respect for the honest endeavours the teachers make towards nurturing and educating the young women. Freshers' Day was celebrated to welcome the new comers in a friendly atmosphere and encourage them to showcase their talent, to create impulses and to boost up the confidence. A discussion session on the topic 'Say No to Plastic' was organized to discourage its use and save environment. 'Diwali Fest' was celebrated with full zeal and fervor. It has been observed that the involvement of student council creates an opportunity for connection and belongingness that particularly have positive effect on the college environment.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization and participative management practices are followed at academic and administrative levels for ensuring the effective execution and functioning of the College. • Before starting the drafting of the annual budget, a circular was issued to all the three departments, the librarian, the coordinators of the student council committees and NSS to submit requirements related to infrastructure /physical facilities in their respective areas of responsibility specifically classroom furniture, IT equipments, cupboards, etc. The library committee was asked to estimate the additional requirements of textbooks and reference material in view of the change in the syllabi in certain subjects and the introduction of the new course(s). Inputs for requirements were also obtained from the members entrusted with the tasks of maintenance of drinking water and sanitation facilities for additions to these facilities. Before putting up for the perusal of higher authorities, the members of the committee for infrastructure maintenance and development verified all the requisitions received. • In order to build a culture of ICT-based teaching in the college, a policy was formed to invite suggestions from every teacher regarding the various digital modes they would prefer to adopt to teach at least two topics from each unit of the prescribed syllabi. They were encouraged to choose the media such as documentaries, YouTube tutorials, educational videos, e-books apart from the PPTS, and pdf notes. It was seen that the teachers in the subjects of mathematics, marketing management, and language were quite enthusiastic about this mode. Thus, the keen interest of faculty in blended teaching strategies made the switch over to ICT smooth and inclusive.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Allocation of sufficient budget for the purchase of books, equipments and furniture, and maintenance of the physical infrastructure like computers through AMC, Library Management System, RO water machine, fire-extinguishers and vending machine (for sanitary napkins) • Separate internet connection in the library to access the e-resources • CCTV cameras have been installed for effective surveillance of the campus • Classrooms and halls are well-equipped with comfortable

furniture, lighting and ventilation. • Provision of Photostat, computer printing facility and wi-fi facility within campus • Installed UPS and generator for effective functioning of the activities • Bore wells for rainwater harvesting

Research and Development

• Provided financial assistance to faculty members for attending workshops and webinars related to IQAC functioning, AQAR and NAAC guidelines. • Applied and shortlisted for two research projects under the scheme IMPRESS of ICSSR and STRIDE of UGC. • Applied for organizing a Sponsored Seminar to ICSSR North-Western Regional Centre, PU Chandigarh • Guided students to take up research-based topics for their seminar reports • Encouraging Post-graduate students to study and review research articles published in renowned journals • Publication of research-based articles in SIFTI magazine, the annual publication of College

Examination and Evaluation

• Availability of old question papers for all streams in the library and on the College website • Assessing Students' learning continuously through class discussions, class-tests, assignments, quizzes etc. • Provision of Timely feedback and guidance in the areas which need extra academic interventions • Conducting mid-term, pre-university written and practical examinations during the Semester • Organizing remedial classes for identified slow learners • Conducting online revision tests during the lockdown period for ensuring their preparation for the University examination • Evaluation and communication of results to students • Evaluating seminars/project reports on the basis of rubrics assessment

Teaching and Learning

• Integrated teaching with continuous assessment • Availability of E-books, e-journals, SPSS software, computers with internet connectivity • Provide platform for promoting communication skills through seminars, workshops, discussion, roleplay, case study, MOOC-online course and value-added-certificate programmes in collaboration with off-campus organizations • Provided study-material (PPTs, PDF notes, self-made videos, and audio

recordings) and conducted online classes through digital platforms during lockdown period • Encouraged students for digital internships • Displaying newspaper articles on current economic and financial situation • Teachers maintained work-diary and ensured the use of ICT tools for at least six topics of all subjects

Curriculum Development

- Faculty of Commerce actively participated in the curriculum development of B.Com (Financial Services) Course and other subjects such as Accounting for Bankers, Diploma on GST, Diploma on TDS Management and Return Filing at the University Level.
- On the basis of structured feedback of teachers regarding curriculum, valuable inputs regarding the subject Cost Accounting were also conveyed to the University through the members of Board of Studies and these changes were also approved later.
- Conducted educational seminars and workshops for students of Undergraduate and Postgraduate levels
- Conducted Bridge course for the students of semester I for orienting students to the course they have joined

Human Resource Management

- Maintaining students' attendance registers, teacher's work diary and timetable adjustment register
- Organized short-courses, special sessions for guiding students for competitive and UGC-NET examination
- Organized FDPs to equip teachers with digital tools
- Applied for research grants under the schemes of ICSSR and UGC.
- Conducted seminars/workshops for students, teaching and non-teaching staff for efficient usage of digital tools, on health awareness and safety measures
- Reviewed students' academic performance and functioning of committees
- Alumni representation in IQAC and AAA Committee
- Facilitating faculty members for participating in Refresher or Orientation courses, workshops and publication of research papers

Industry Interaction / Collaboration

- In collaboration with Time Institute, Department of Commerce and Business Administration organized three days workshop on 'Career Awareness cum Quantitative Aptitude Foundation from October 3, 2019 to October 5, 2019
- In collaboration with Terra Education,

Seminar on Enhancing Interview Preparations Skills was organized in the College on January 15, 2020 • In collaboration with Mind Cropper, the College organized a two days Workshop on 'Life Skills and Development' on January 23 and January 24, 2020 • Under MOU with Terra Education, Short Course on Tally ERP 9.0 and Busy was organized in the College on February 18 to March 14, 2020

Admission of Students

- Circulation of Admission notice through the various digital platforms, display boards, banners etc.
- Admission is strictly made on the basis of merit
- Online admission of undergraduate students and post-graduate students as per the guidelines of affiliating University GNDU, Amritsar
- Eligibility criteria for admission is followed as per the guidelines of affiliating University GNDU, Amritsar
- Organized counseling sessions in the nearby schools in order to promote admission
- Online admission process was initiated for the students during the lockdown period.
- Fee concessions and installment facility are available to needy students at the time of admission

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

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • Disseminating information pertaining to admission to various courses, term wise syllabus plans, schedule of teaching and the College activities, code of conduct and conduct of examination through College web-site • Circulating important notices and circulars on its Facebook page and through WhatsApp • Sharing one motivational message along with its simple explanation in the Punjabi language every day through WhatsApp groups to all students during the lockdown period
<p>Administration</p>	<ul style="list-style-type: none"> • E-display of time-table and communicating time table changes in advance to the faculty members and students in WhatsApp groups • Display of notices, minutes of meetings, curricular and co-curricular activities on College website for students and other stakeholders • Uploaded details of the students seeking fee concession under various government schemes on the

	Government portals timely • Monitoring alumni registration online • Administered students' feedback regarding the teaching-learning process through online feedback forms
Finance and Accounts	• Crediting salary in the bank accounts of the staff members. • Preparing College accounts through Tally • Computerization of College records and office
Student Admission and Support	• Information pertaining to online admission to various UG and PG courses available on the College website • Students are admitted online on the GNDU Portal as per the procedure prescribed by GNDU, Amritsar • Information related to conduct of various activities and events uploaded on the College website • Availability of e-books and e-journals • Fully Automated library • Facility for completion of MOOC Course, Projects and Seminar Reports at computer laboratory • Availability of Question bank on College web-site
Examination	• Conducted online revision tests • Uploading marks of internal assessment or viva-voce on GNDU Portal

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Samriti Kapoor	Role of Non-Teaching faculty in IQAC Working, NAAC Accreditation and Assessment	IQAC Cluster India	650
2020	Mrs. Jaskiranjit Kaur	Filling up Online AQAR as per RAF: Development and Application of Quality Benchmarks	IQAC Cluster India	450
2020	Mrs. Vijaylaxmi	Filling up Online AQAR as per RAF: Development and Application of Quality	IQAC Cluster India	450

		Benchmarks		
2020	Dr. Payal	Filling up Online AQAR as per RAF: Development and Application of Quality Benchmarks	IQAC Cluster India	450
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Moodle Learning Management System	Moodle Learning Management System	24/08/2019	24/08/2019	15	1
2019	Workshop on Research Writing- A Journey from Unknown to Known	Nil	01/10/2019	01/10/2019	30	Nil
2020	Union Budget 2020: A Discussion	Union Budget 2020: A Discussion	08/02/2020	08/02/2020	6	2
2020	Punjab Budget 2020: A Discussion	Nil	13/03/2020	13/03/2020	7	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Technology Integrated Lesson Plan-TPACK Way	3	19/10/2019	19/10/2019	1
Scale Development, Refinement and	2	04/11/2019	10/11/2019	7

Construction Of Causal Model: An Application Of SEM Using Variance and Co-Variance Techniques				
7 Days National Workshop on Advanced Statistical Tools and Methods	2	13/11/2019	19/11/2019	7
Introduction to Computers Online Course	1	29/11/2019	29/11/2019	1
Moodle Online Course	1	05/12/2019	05/12/2019	1
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
34	34	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Fee concession to the wards of the staff studying in SSSS institutions • Provision of casual leave, medical leave, maternity leave etc. • Financial assistance is provided for attending workshops 	<ul style="list-style-type: none"> • Fee concession to the wards of the staff studying in SSSS institutions • Loan facility • All class IV employees are registered members of Employee State Insurance Scheme and are also getting the benefits of Provident Fund Scheme • Financial assistance is provided for attending workshop 	<ul style="list-style-type: none"> • Availability of all government scholarship schemes for students belonging to SC, ST, OBC etc. and facilitating them to avail the scholarships • Created a weblink on the College Website for complaints regarding caste discrimination • Book bank facility is provided to the students • Availing benefits of 'Earn while you Learn' scheme • Provided significant amount of scholarships or financial support to the needy and meritorious students from the College funds. • Voluntary contribution from members of faculty for welfare of the students

6.4 – Financial Management and Resource Mobilization

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

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. Auditors' suggestions for improvement are implemented immediately by the College.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

93222903.18

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Academic Administrative Audit (AAA) Committee comprising two external members and one internal faculty member assess major aspects viz., Curricular Aspect, Teaching Learning Process, Evaluation Process, Research and Extension Activities, Infrastructure and Learning Resources, and Basic Facilities.
Administrative	No	NA	Yes	Academic Administrative

Audit (AAA) Committee comprising two external members and one internal faculty member assess major aspects viz., Curricular Aspect, Teaching Learning Process, Evaluation Process, Research and Extension Activities, Infrastructure and Learning Resources, and Basic Facilities.

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

- Representation of parents in IQAC
- Active interaction and valuable feedback by parents to the NAAC Peer Team
- Suggest for modifications in the existing academic calendar for smooth functioning of the institution
- Communicate their concerns related to the College

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

- Free uniforms were given to the support staff
- Organizing health awareness seminars on the issues such as cervical cancer etc.
- Creating awareness about the significance of the documents such as PAN, Aadhaar Card, Driver's License, Electoral ID etc. in opening bank accounts or while applying for loans

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

- Applied and shortlisted for the two research projects under the scheme 'IMPRESS' of ICSSR New Delhi.
- Applied and shortlisted for the two research projects under the scheme STRIDE of UGC, New Delhi.
- Initiated the Certificate Courses namely 'Global Religions' and 'Guidance for Competitive Exams' at the College level
- Applied for the sponsored seminar to ICSSR North-Western Regional Centre, PU Chandigarh
- Introduced 'Meet the Class' initiative for improving interaction with students
- Felicitation of teachers on Teacher's day by gifting book and plant sapling to each teacher
- Financial assistance to teaching and non-teaching staff for attending workshops
- College has been designated as an examination center to conduct the examinations of Company Secretary as per the guidelines of ICSI (Institute of Company Secretaries of India)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No

d)NBA or any other quality audit

No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Faculty Development Program on Research Writing- A Journey from Unknown to Known	01/10/2019	01/10/2019	01/10/2019	30
2019	Seminar on Role and Need of MOOC	22/10/2019	22/10/2019	22/10/2019	174
2020	Seminar on Enhancing Interview Preparation Skills	15/01/2020	15/01/2020	15/01/2020	10
2020	Workshop on Life Skills and Development	23/01/2020	23/01/2020	24/01/2020	136
2020	Seminar on Financial Education- A Life Skill	11/02/2020	11/02/2020	11/02/2020	72
2020	Seminar on Cervical Cancer	07/03/2020	07/03/2020	07/03/2020	70
2020	Punjab Budget 2020-A Discussion	13/03/2020	13/03/2020	13/03/2020	83
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Yoga Session	21/06/2019	21/06/2019	35	Nil
Personal Contact Programme	04/07/2019	05/07/2019	328	Nil
Seminar on Career as	30/07/2019	30/07/2019	181	Nil

Company Secretary				
Workshop on Basic Banking Operation	19/08/2019	19/08/2019	70	Nil
Seminar on Traffic Rules	26/08/2019	26/08/2019	88	Nil
Seminar on Banking Operation and Services	03/09/2019	03/09/2019	185	Nil
Workshop on Career Awareness cum Quantitative Aptitude Foundation	03/10/2019	05/10/2019	47	Nil
Seminar on Enhancing Interview Preparation Skills	15/01/2020	15/01/2020	10	Nil
Workshop on Life Skills and Development	23/01/2020	24/01/2020	136	Nil
Workshop on GST (Group 1)	27/01/2020	30/01/2020	45	Nil
Seminar on Life Insurance Policies (LIC of India)	28/01/2020	28/01/2020	192	Nil
Seminar on Career as Company Secretary	31/01/2020	31/01/2020	56	Nil
Seminar on Programming Logic	31/01/2020	31/01/2020	115	Nil
Workshop on GST (Group 2)	03/02/2020	06/02/2020	46	Nil
Workshop on Income Tax and E-Filing	10/02/2020	17/02/2020	45	Nil
Seminar on Financial Education : A Life Skill	11/02/2020	11/02/2020	72	Nil
Seminar by Traffic Police: Safety of Women	28/02/2020	28/02/2020	70	Nil
Short course	18/02/2020	14/03/2020	44	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nil	16/01/2020	1	Swachhta Pakhwada Pledge Ceremony	Spreading the message of cleanliness amongst the students and encouraging them to sensitize others on the same issue	62
2020	1	Nil	20/01/2020	1	Talk on Swachhta	Highlighting the value of cleanliness as the basic human	58

						value	
2020	1	Nil	21/01/2020	1	Cleanliness Rally	In-campus cleanliness	32
2019	1	Nil	02/07/2019	1	Tree Plantation	To raise consciousness of young women about environment	13
2019	Nil	1	27/07/2019	1	Community Engagement Initiative: Street play on Water Conservation	Encouraging the local community to avoid misuse of water	4
2019	1	Nil	01/08/2020	2	Registration camp under "Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA)"	Imparting digital literacy among the students residing in rural areas	44
2019	1	Nil	19/10/2019	1	Seminar on AIDS Awareness	Public Health	67
2019	Nil	1	24/10/2019	1	Visit to IBADAT (School of special students)	To encourage the students of special school by purchasing the exhibited material prepared by them	18
2019	1	Nil	16/11/2019	1	Jal Bachao Sankalp	Sensitizing the need of conserving water to cope with its	88

						scarcity and ensure sustainability	
2019	1	Nil	23/12/2019	7	7 Days NSS Camp	Sensitizing the students regarding environmental issues and regional equality based on the teachings of Guru Nanak	55
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Booklet	03/04/2020	Code of conduct booklet has been uploaded on the college website, kept in the IQAC room and the College library for ready reference of the faculty, students and other stakeholders. This booklet is reviewed and updated from time to time.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
"Bujharata"- A short Act based on divine composition of Guru Nanak, Japuji Sahib	13/06/2019	13/06/2019	2
"Main Challa"- Choreography on Self Composed Poetry depicting Patriotism	08/07/2019	08/07/2019	6
An Act covering social issues during NAAC visit	08/07/2019	08/07/2019	5
"Watna"- Choreography signifying	11/09/2019	11/09/2019	11

sacrifice of soldiers and their families			
"Main Badi Tang Haan"- A short act based on the teachings of Guru Nanak Dev Ji	11/09/2019	11/09/2019	4
"KabTak Nazron Ko Phone Par Rakhega"- A short lyrical and musical act guiding students about the ill effects of excessive use of mobile phones	11/09/2019	11/09/2019	4
Choreography on the writings of Sufi Saints signifying Eternal Love	11/09/2019	11/09/2019	9
"Aa Wajood cho Bahar Aa"- Theatrical Act on the journey of a soul on Bibi Raj Devi Divas	09/11/2019	09/11/2019	13
"Butt Bol Pae"- An act highlighted the dire need to sensitise the youth for conservation of nature to its precious resources.	31/12/2019	31/12/2019	6
"Letter from the Month Magh"- An act drawing attention towards leading a simple and meaningful life free of complex desires and excessive consumption.	15/01/2020	15/01/2020	4
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Special sessions were organized in the College to sensitize the students regarding conservation of water.
- The students presented saplings to the teachers on National Teacher's Day as a part of green initiative by the College.
- Students visited the villages to spread awareness against the harmful effects of stubble burning and educated the farmers to adopt the new techniques to cut and lift the crop stubble.
- Discussion session on "Say No To Plastic" was held in College campus to aware the students about the ill effects of using plastic.
- A soulful play on the teachings of Sri Guru Nanak Dev Ji

was enacted by the students and faculty to encourage the students to be responsive towards environment. • Students planted trees (Neem and Satpati) along the boundary wall of the College Campus. • Greeting the guests by presenting plant saplings. • Green Audit is being conducted annually.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BOOK DISCUSSION Objectives of the Practice: • Promoting the habit of reading books among students • Promoting sharing of learning through discussion
Expected outcome: Habit of reading books would help students in • Enhancing communication skills • Building confidence • Generating more ideas about a topic/issue • Inspiring group participation • Exploring potentialities of self
The context: It is a known fact that reading books is immensely helpful in developing ones personality. Books are a storehouse of knowledge and experiences of life. Research has shown that reading books is good for ones physical and mental health. Reading books help in building vocabulary, reducing stress, preventing age-related cognitive decline and increasing ones ability to empathize. However, it is observed that today Millennials learn more from the e-content and while chatting on social media, rather than reading the book and discussing with/among friends. So it becomes all the more relevant to revive the dying interest of book reading amongst the youth. It was felt that story telling is an interesting way to generate interest in a book. If the story of the book - its subject matter, insight the major lessons it brings out are discussed in the form of a presentation and a verbal talk, it might leave a few students hungry for more and encourage them to read the book. Thus, this practice was initiated to talk about the books, attract the attention of the students towards it and introduce them to the wonderful world of books.

The practice: Book discussion sessions were organized for each class over the semester. Three books were selected for the semester July 2019- Nov 2019 viz. Wings of Fire: An Autobiography by Dr. A.P.J. Abdul Kalam with Arun Tiwari, The Gita For Children by Roopa Pai and Walking with Nanak by Haroon Khalid. PPTs were made to brief the participants about the theme and contents of the book. A few interesting excerpts reflecting the major life lessons brought forth by these books were also related. The participants were encouraged to share their views on the philosophy of life touched by all the books. The responses of the students as listeners in all such sessions had been very good. The interaction over the story of each book showed that the students liked such activities where they get engaged in deep discussions about the bigger issues of life. Each session led to developing a strong connection amongst all participants which will surely help in building a knowledgeable and empathetic community over time. The constraints/ limitations are as follows: • More time is needed to bring out the true magic of the book in a large group. • Regular sessions needed to be held for each class to keep them connected. **Evidence of success:** • The report from the librarian showed an increase in the number of students in the reading section. • 'The Gita For Children' has been issued several times over a year. • The inspirational messages and lessons brought forth by each of these books were received well by the students and enhanced their vision of the world.

MOOC LEARNING SKILLS OF TOMMORROW Objectives of the Practice: • To help the students to enhance their employment potential • To provide a platform to students to facilitate them for digital courses • To encourage the students to pursue online courses according to their learning goals, prior knowledge and skills • To promote the IT literacy among students • To inculcate the habit of self-study
Expected outcome: With the self-paced course students would be able to pursue the course of their choice and widen the horizon of knowledge.
The context: Education is formally provided to the students within class-room. However, knowledge explosion and access to the internet has changed the strategies of learning. Massive Open Online Course (MOOC) provides a valuable

platform especially for skill based programs which can enhance the competence of students and help them build their academic profile. These short duration self-paced courses are easier to access and complete. The onus of learning is on student provided the student has access to the mobile phone/computer and the internet. However, as most of the students of the College belong to the lower economic background, not all the students have access to the technology.

Considering the need of the day and for supporting the students, especially those who lack the required facilities, the College provides the platform for the MOOC courses. The students are encouraged to get them enrolled to the MOOC courses of their choice and complete the course within stipulated time period under the guidance of the experienced teachers. The practice: Teachers helped students to enroll themselves in the Massive Open Online Courses (MOOCs) which were part of the Spoken Tutorial Project of IIT Bombay. Students were further guided and instructed regarding how to carry out the self-study. Teachers clarified the doubts of students. On getting the information regarding the completion of their respective courses, students appeared in the test to get the certification. The constraints/ limitations are as follows: • Not all students report for the course • Due to lack of determination and self-discipline still course completion ratio is less than 100 percent Evidence of success: Records of the Computer Science department indicate that number of students enrolling in these courses is increasing. During the 2018-2019 session, the number of students passed the course was 27 and in the 2019-2020 session the number of the students raised to 190. Details of MOOCs attended by the students during 2019-20 are as follows: Date Class Course No. of Passed Students August 21, 2019 BCA Sem III Advanced CPP 14 August 26, 2019 BCA Sem V Advanced Python 3.4.3 8 August 28, 2019 B.Com Sem V(A) Introduction to Computers 38 August 29, 2019 B.Com Sem V(B) Introduction to Computers 34 September 09, 2019 BCA Sem V Introduction to Computers 26 February 03, 2020 B.Sc.(Eco) Sem VI Introduction to Computers 28 February 03, 2020 M.Com Sem IV Introduction to Computers 42

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

<https://ssssccw.edu.in/naac/best-practices/>

7.3 – Institutional Distinctiveness

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

The uniqueness of the College lies in its vision to create an environment where education is accessible, affordable, and inclusive. Taking inspiration from the founder who gave away all his riches for the upliftment of the local community by creating a trust with the aim of providing education for the comprehensive development of the young minds, the College focuses on reaching out to the girl students whose parents have limited financial resources or are otherwise hesitant to send their daughters to Colleges for higher education. The College visualizes itself as a platform for holistic excellence which aims at empowering young women through skill oriented programs relevant to regional and global dynamic employment market. Our mission is to provide quality higher education to create citizens equipped with knowledge, skills, and values to build an inclusive, just, and progressive society. The vision, mission, and goals all have been aligned and focussed on the academic area. All other activities remain in the surroundings to complement this area to create a holistic impact on the development of the students. The close-knit family atmosphere, where every member of the teaching faculty, office, and support staff is equally concerned about the well-being of the students, promotes the sense of safety and trust amongst the parents. The administrative authorities are easily approachable and maintain close rapport with the students and

parents. College inspires for a truthful living for the enlightenment of the self. For this, we strive to create awareness regarding basic human values through exemplary behavior. The smooth communication between the students, teachers, parents and Principal, helps in planning the academic programs in such a way that serves best the educational and social responsibilities of the College. The academic calendar gives equal emphasis to promote the emotional and mental well-being of the students. The issues which generally cause stress and anxiety at a young age and the moral and ethical dilemmas with which youth usually grapple are taken up through discussion and in the form of counseling. Freeships to single parent-child or to economically disadvantaged students, facility to deposit fee in easy installments, free books, special classes for the weak students, free access to online resources, tele-counselling, Earn While You Learn scheme are a few initiatives that are undertaken regularly to facilitate the students. The result of all the efforts put in by the Team SSSS is clearly visible in the form of well-rounded personalities of the graduate who are ready to take upon bigger challenges of life.

Provide the weblink of the institution

<https://sssscw.edu.in/>

8.Future Plans of Actions for Next Academic Year

1. Initiatives for Blended Teaching / Learning • To Organise hands-on workshops to acquaint teachers with new interactive tools of online teaching • To collaborate with reputed institutions for organising webinars or seminars • To encourage students to opt for digital internship programs and online courses available on Swayam, Coursera etc. • Strengthening the process of collecting online feedback, its analysis and interpretation • To ensure that the feedback regarding curriculum received from the faculty members should be communicated to the University • To make provision of library facilities online for the students considering the current pandemic situation • To initiate the scheme to provide free smartphones to few selected students

2. Infrastructural Facilities • To enhance the number of books in the library for the preparation of competitive examinations and other reference material for students • To purchase adequate number of tripods and other required equipments for smooth execution of online classes • To ensure proper maintenance of computers, fire extinguishers, and other physical infrastructure in the campus

3. Development Programs for teaching and non-teaching staff • To encourage faculty members to write research papers and to apply for minor and major research projects individually or jointly • To enhance the amount of financial assistance provided to teachers for attending workshops, refresher courses, orientation programs etc. • Liberal policy will be adopted to grant duty leave to the faculty members for attending seminars, conferences, orientation programmes and FDPs. • Faculty members will be encouraged to contribute towards writing books or chapters in books in their respective areas of specialization. • Workshops will be conducted to enhance the communication skills and research orientation of the faculty members. • Post graduate students will be motivated to write research-based articles under the guidance of the teachers for publication in the college magazine. • To organise awareness sessions and workshops for the support staff of the College.

4. Holistic Development of Students • Frequent meetings to be held with the members of Placement Committee and Moral Education Forum to assess the need of designing appropriate programmes to ensure holistic development of students. • Student Council to be entrusted the task of getting inputs from new and old students regarding the kind of assistance needed for their professional and personal development. • Psychological tele-counselling service to be initiated to address the issues of anxiety, mental health and other dilemmas of the students during the pandemic period. • Conducting sessions related to employment and self-employment in order to guide the students towards the right career path. • To strengthen the link with alumni and provide them opportunities to share their

experiences and guide the students for future endeavours • The progress of the students in terms of academic performance, behaviour etc. be regularly monitored by the respective teachers In-charge to assess the efficacy of various programmes. • To enhance collaborations with reputed firms for augmenting the placement and internship opportunities for the students • To introduce certificate or diploma courses for students