



YEARLY STATUS REPORT - 2020-2021

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.	7837378459				
• Alternate phone No.	9876133083				
• Mobile	9217872644				
• IQAC e-mail address	kapur.samriti@gmail.com				
• Alternate Email address	ssss_college@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://ssssccw.edu.in/about/igac/aqar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://ssssccw.edu.in/news/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2019	15/07/2019	15/07/2024
6.Date of Establishment of IQAC			10/11/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<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)		
<ul style="list-style-type: none"> Curriculum and Teaching-learning process 1. Updated POs, PSOs, and COs and uploaded on college website pertaining to Syllabus of B.Com (Financial Services) Semester IV and V 2. For improving teaching-learning system, stakeholders' feedback was taken and analysed 3. Regular classes were held in online mode throughout the lockdown period and afterwards till opening of campus was allowed 4. Google classrooms were created for effective teaching learning process 5. G-suite was obtained to facilitate smooth functioning of online classes and assessment 6. Special sessions were held to connect with the students in order to provide them full support for studies. 7. Study material was shared and posted online through Whatsapp mode and Google classrooms platform 8. Students' performance was assessed through submitted assignments, class tests and quizzes 9. Arranged tutorials on the basis of class responses, class tests and feedback received from students 10. Open book examination and on-campus examinations were conducted as per GNDU guidelines Research and publications 1. Financial support and duty leave provided to teaching staff for attending seminars/workshops 2. Members of the faculty participated in seminars/workshops/conference organized at national/international level 3. Motivated faculty and students for publishing research papers/books 4. Publication of ISBN Book by College- 'Paigam-e-Baba Nanak: Sri Japuji Sahib' (ISBN:978-81-951302-3-8) 5. Research Unit has been established to encourage the research on emerging trends and issues of importance to society among the members of faculty and students of post-graduation 6. Research Unit initiated and successfully completed its first project on the theme 'A Study of Parents' Perspective 		

Regarding E-Learning of School Students During COVID-19 Pandemic' •

Infrastructure facilities 1. Added reference books in the Library 2. Initiated book bank facility 'SAUGAAT' 3. Purchased portable tripods stands for holding mobile phones for conducting on-line classes 4. Purchase and up-gradation of furniture for classrooms and Rose Villa Hall 5. Ensured sanitization of every nook and corner of the college on regular basis. 6. Purchased stands for holding sanitizer-bottles 7. Availled G-Suite facility, extended wifi facility in Bibi Raj Devi Block 8. Financial support to faculty for internet services •

Student support and services 1. Organised Intensive Study Programme and remedial teaching classes 2. Provided Scholarships to deserving students 3. Provided Book Bank facility 4. Supported students by providing mobile phones for attending on-line classes 5. Initiated counselling programme wherein students can discuss socio-emotional issues telephonically 6. Mentored and addressed students' grievances and dilemma so that they feel supported during the difficult time of pandemic 7. Organised webinars and discussions sessions on themes related to the socio-economic impact of pandemic •

Governance and leadership and Institutional values and best practices 1 Conducted Academic and Administrative Audit (AAA)for session 2020-2021 2 Prepared, displayed and published Academic Calendar 3 Prominently displayed COVID-19 guidelines in the College campus 4 Code of Conduct for students and Staff updated in context of Covid-19 guidelines and uploaded on College Website 5 Offline/online IQAC meetings were conducted to take up issues related to quality as envisaged by NAAC and to ensure timely submission of AQAR by the College 6 The proceedings were documented properly and also uploaded on College website 7 Online feedback was taken regularly to address the learning needs of the students 8 Feedback from students, parents, teachers, alumni and employers was taken and analysed, and suitable measures were taken on the basis of feedback 9 Conducted one day and Five day Faculty Development Programmes for preparing faculty for swift and unexpected transition to online teaching and development of e-content 10 Conducted Green audit 11 Emphasised on sanitizing college campus to make it free from COVID -19 12 Separate rooms were allocated to teaching faculty for conducting online classes 13 Usage of digital platforms like whatsapp and college website for circulation of office notices 14 Plantation of trees in the campus

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>1) Addition of books for the preparation of competitive examinations and other reference material for students in the library. 2) Adequate number of tripods, printers and other required equipments were purchased for smooth execution of online classes. 3) Proper maintenance of computers, fire extinguishers, and other physical infrastructure in the campus is ensured. 4) The College campus is made Wi-Fi enabled with a high speed internet connection to ensure smooth functioning of online classes. The coverage of Wi-Fi includes class rooms, areas including labs and library.</p>
<p>Initiatives for Blended Teaching / Learning</p>	<p>1) In the beginning of the year teaching & non teaching staff and students of the College were intimated about the academic calendar through notice board, web-site and College prospectus. 2) Platforms for teaching like G-Suite and teacher-made Audio and videos recordings through whatsapp group and Google Classroom were used during Covid Period. 3) The students were encouraged to opt for digital internship programs and online courses. As a result, several students were engaged for digital internship and enrolled for online MOOC courses. 4) Structured feedback was taken from students, alumni, teachers, employers through online mode. 5) The feedback was analysed using suitable tools and follow-</p>

	<p>up measures were undertaken on the basis of feedback received from students and stakeholders.</p> <p>6) Considering the current pandemic situation, the provision is made to ensure access of library facilities to the students through online mode. 7)The scheme 'BiBi Gujri Memorial Digital Facilitation Scheme' is initiated to provide free smartphones to a few needy students to ensure their access to online classes.</p>
<p>Development Programs for teaching and non-teaching staff</p>	<p>1) The College organized FDPs/ Webinars to acquaint teachers with new interactive tools of online teaching: i) Faculty Development Program on Digital Tools for Teachers ii) Webinar on IPR and Patent Process in association with Rajiv Gandhi National Institute of Intellectual Property Management (Government IPR Training Centre), iii) Five Day FDP on Emerging Trends in Digital Age Teaching and Learning iv) FDP on Paradigm Shift in Commerce Education. 2) Further, financial assistance was provided to teachers for attending workshops, refresher courses, orientation programs etc. 3) On-duty leave and lecture adjustment was granted to the faculty members for attending seminars, conferences, orientation programmes and FDPs. 4) Faculty members were encouraged to contribute towards writing books or chapters in books in their respective areas of specialization. 5) Faculty members were motivated to write</p>

research-based articles for the edited book to be published by the College. 6) The College organized Awareness session titled 'Relevance of Identity Documents' for the support staff of the College.

Holistic Development of Students

1) Frequent meetings were held with the members of Placement Committee and Moral Education Forum to assess the need of students and to design appropriate programmes, webinars, and Competitions. 2) Online Competitions 'Noor-e-Fann : Radiance of Talent', Intra College Competition - SWADESH were conducted to ensure holistic development of students. 3) Student Council was entrusted the task of getting inputs from new and old students regarding the kind of assistance needed for their professional and personal development and accordingly courses/ Workshops on Spoken English, Soft Skills, Social Entrepreneurship were designed. 4) Psychological tele-counselling service was initiated and Webinars were conducted to address the issues of anxiety, mental health and other dilemmas of the students during the Covid -19 pandemic period. 5) Regular sessions were conducted in collaboration with District Bureau of Employment and Enterprises (DBEE) to provide information related to employment and self-employment in order to guide the students towards the right career path. 6) The progress of the students in terms of academic

performance, behaviour etc. was regularly monitored by the respective teachers In-charge to assess the efficacy of various programmes. 7) To enhance collaborations with reputed firms for augmenting the placement and internship opportunities for the students MOU was signed with DSB Edutech Pvt. Ltd., Shakti Powertronix and SV Wealth Partners. 8) Moral Education Certificate Course and Certificate Course on 'Online Workshop on Competitive Skills' were conducted for students.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
SSSS College of Commerce for Women, Managing Committee	23/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	19/03/2020

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	322
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	835
File Description Institutional Data in Prescribed Format	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	432
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	286
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	34
File Description Data Template	Documents View File
3.2 Number of sanctioned posts during the year	34
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	38.3834962
4.3 Total number of computers on campus for academic purposes	118
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 follows a systematic and planned approach towards the execution and delivery of curriculum. At the commencement of new session, academic calendar is prepared for ensuring the conduct of various activities in a time- framed manner. The Principal monitors its effective implementation through meetings with Head of departments and faculty members. Timetable is displayed on notice board and uploaded on website of the College. Every Faculty member maintains a work diary comprising the teaching plan on daily basis and ensures to complete the syllabus in time.

For better understanding of the topics, reference study material is provided to the students in physical as well as digital form. The college designs and disseminates curriculum of various value added courses, courses on communication skills, computer proficiency, accountancy skills and employability skills for curriculum enrichment. 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 faculty members are encouraged to attend and participate in various workshops/seminars/short-courses organized by other institutes of higher learning/ professional bodies etc. The senior faculty members attend the meetings of Board of Studies and syllabus restructuring workshops.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ssssccw.edu.in/academics/syllabus/syllabus2020-23/

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

The college evaluates the academic performance of the students continuously through an internal evaluation system comprising mid semester exams, class tests, assignments, tutorials and mock viva-voce. Interactive teaching-learning is promoted through students'

participation in group discussions, quizzes and seminars.

Mid semester exams are scheduled after the completion of the 50 percent of the syllabi of each class. Student council meeting is held for seeking students' inputs regarding scheduling of exam so as to facilitate the students who are pursuing CA/CS side by side. To bolster students' preparedness before University examinations, extra hours are devoted to taking remedial classes. Intensive study programme is constituted for advance learners of each class so as to guide them to improve their performance in university exams. Students are encouraged to consult faculty beyond classroom hours for consultation and guidance.

The faculty 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 is somewhat 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

B. Any 3 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

1

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

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

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

4

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

590

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 curriculum is enriched by standardized programmes related to Moral Values, Code of Conduct, Leadership and Personality Development, Women awareness, Environment Consciousness. Apart from the specifically designed programmes, the lectures are held on regular basis as per the requirement of curriculum prescribed by Guru Nanak Dev University, Amritsar. Topics covering Environmental issues, Drug Abuse, Corporate and Business Ethics and professional code of conduct are incorporated in the syllabus of various courses. The Moral Education Forum of the college conducts regular sessions and quizzes on issues such as communal harmony, cyber security. The Forum is committed to make the students aware about the relevance of moral values. The Grievance Cell is consistently making efforts to make students aware of their rights and duties and bring to the notice of concerned authority in case they face any sort of discrimination and harassment.

A short film on World Tobacco Day was broadcasted by the Sirjana Committee of the college to make students aware of the importance of environment protection in present times. College in collaboration with Red Arts Punjab theatre organized a play on the theme titled "Hail Pollution". The act highlighted the extent of damage caused to environment by the humans.

File Description	Documents
Any additional information	View File
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

10

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

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

316

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

B. Feedback collected, analyzed and action has been taken

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

835

2.1.1.1 - Number of students admitted during the year

835

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

227

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

2.2 - Catering to Student Diversity

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

Imparting the quality education to both advanced and slow learners is a matter of pride for the College. The learning levels of the students are assessed by the College on the bases of their credentials in the previous examinations, marks obtained in Mid Semester tests and through classroom interaction and performance. The idea behind such assessment is to organize special programmes suited to the requirement of the learners at both the levels.

Understanding the ignited zeal and enthusiasm of advanced learners who wish to infuse their academic curriculum with their individual progression, special programmes viz. skill based Orientation lectures by the experts in the field, professional counselling programmes, seminars, skill-based and value-added workshops, conferences, educational tours to industries and places of educational importance are organized for all students.

To boost up the morale and confidence of slow learners, academic and personal counselling is provided. Based on the students' needs and requirements topics are re-taught, explained or doubts are clarified. Small assignments for the practice are given to them to strengthen the concepts and understanding in the course subjects.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/news/activities/activities-2020-21/
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
835	34

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

As per the academic philosophy of the College, to impart the quality education, student centric approach is adopted in a consistent way, thereby assisting the students in their transition from passive recipients to active and engaged learners. Emphasis of the teaching-learning approach is on the practical application of knowledge and skills to the real world situations in order to expand learners' understanding and improve their proficiency in skills and behavior. A plethora of methodologies used for enhancing teaching-learning experiences are:

- Group discussions and seminar presentations are an indispensable part of the teaching-learning methodology to improve idea generation and communication skills.
- Industrial visits and field trips are arranged to enrich the experiential learning of the students.
- Case studies and Role-plays are encouraged to help students relate to real-life events, apply appropriate strategies, and come up with feasible alternatives.
- Experts from academia and industry are invited to interact with the students and stimulate their interest in the subject and keep them up to date on developments in the field.
- Individual or group projects are encouraged to inculcate research skills and rational thinking.
- Story-telling methods incorporated by the language teachers develop the skills pertaining to creativity, imagination, listening, speaking and developing multiple perspectives.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ssssccw.edu.in/news/activities/activities-2020-21/

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

The College is exceptionally ardent as regards to providing advanced infrastructure and learning resources to improve students' learning experiences. This learning transition is characterized by a shift from a teacher-centered to a student-centered approach. It is imperative for the College teachers to not only master ICT skills but also to use ICT to improve teaching and learning.

To expedite the quality teaching, two seminar halls, the computer labs and four class rooms of the college have been equipped with projectors and smart boards. The college has a Wi-Fi enabled campus, which allows faculty and students to stay connected to internet and acquire and share current knowledge.

The College has registered itself to G-Suite for effective teaching and learning. All the students and the faculty members are given e-mail IDs with the domain @ sssscw.edu.in. comprising of tools like Classroom, Drive(unlimited), Docs, Sheets, Slides, Forms etc.

Online Quizzes and polls are regularly conducted to record students' feedback. The online learning environment designed through online tools like Jamborad, padlet and dashboard trains the students in an open problem solving activity.

Different applications and compilers are used by the students of computer science to execute the programming part of the syllabi.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

32

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

34

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	No File Uploaded
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

329

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

2.5 - Evaluation Process and Reforms

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

The College is affiliated to Guru Nanak Dev University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The university norms related to course-wise examination patterns are communicated to the students through the college prospectus. To evaluate Financial Accounting (Tally) practical, Corporate Law and Secretarial Practice practical and seminars, internal assessment is carried out by the College faculty. The students are informed about the criteria for the internal assessment at the beginning of the semester. For instance, assessment of seminars is based on the parameters i.e. the content of the Report, mode of presentation (PPT, lecture method, lecture cum discussion method, use of board etc.), communication skills, and confidence of the students. Students are free to interact with the concerned faculty member about any concerns regarding the criteria for internal assessment. The mechanism of internal assessment is robust.

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

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

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

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

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

2.6 - Student Performance and Learning Outcomes

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

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

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

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

The College abides by an outcome-based education mechanism to ensure the attainment of course outcomes and program outcomes. The learning outcomes for the academic programmes are clearly stated in the light of the vision and mission of the College. For assessment, evaluation and measurement of POs/PSOs, the College adopts both direct and indirect methods.

Direct methods comprising class test, assignments, workshops, quiz tests, Mid Semester exams, University exams, Seminars, practical and viva-voce examinations are used to measure the students' knowledge, competencies, and skills. These techniques give a representative sample of what students know and can perform, as well as the affirmation of students' learning.

Indirect methods such as Co-curricular activities, and extracurricular activities, feedbacks of the students, teachers, employers and alumni reflect students' learning, knowledge and skills. Apart from that, a track of the outgoing students is kept by the college by monitoring their advancement to further education, state/national competitive tests that they appear for and qualify for, and their placement in various organizations.

Attainment of objectives is also assessed in terms of the recognition that students get from universities and other institutions for their outstanding achievements in the academic and other literary and cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sssscw.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	
253	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://drive.google.com/file/d/1h7FCAd0vzbbetG52POcKihVq-nq2rIVd/view?usp=sharing
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://sssscw.edu.in/naac/students-feedback-analysis-report/	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
Nil	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

Nil

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

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

Nil

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

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

To create an ecosystem for innovation, the College emboldens the students of various streams to join Massive Open Online Courses (MOOCs) with a view to enhance their learning and upgrade their skills. The College has collaborated with IIT Bombay and offer free training to students for certification courses under Spoken Tutorial Project of IIT Bombay. The interested students are mentored and supported by College faculty without charging any additional fee. After completion of the study modules/videos under their respective courses, students appear in the test to get certification. Every year good number of students complete these certification courses successfully.

As an initiative to provide platform for innovation, Research Unit has been set up in the College. Its main objective is to create and transfer knowledge by encouraging research on emerging trends in business and industry, and on socially relevant issues. The unit strengthens and promotes the research aptitude amongst the faculty and students respectively. With the emphasis on accumulating statistical evidence and to solidify its research work, the research unit has the provision of SPSS software. The Research Unit initiated its first project on the theme E-learning of School Students during COVID-19 Pandemic.

A new project has been initiated by the IQAC of the College under which research based articles are invited from interested members of the faculty as well as students for the book titled 'Khoj Sanvad'. The book would cover articles on wide and varied themes ranging from education, e-learning to economic growth and sustainable development. Proper guidelines are provided to authors to submit conceptual as well as empirical articles. Further, guidelines also insist on original work and ensure proper care to avoid plagiarism. The research articles received from contributors are under screening process. This initiative to publish book having ISBN number would help in developing analytical and creative abilities in the faculty and students as well. As a platform to discover and hone the analytical and creative abilities of the students and faculty of the College, the book would serve as the Incubation Centre for the creation and transfer of knowledge for a large group of learners.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sssscw.edu.in/about/facilities/research-unit/

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

9

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

01

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

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

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

8

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College conducts various extension activities under programmes such as NSS, Red Ribbon Club and Moral Education Forum etc. These activities are conducted through specially formed units for each of these programmes. The involvement of students in these activities help them to develop values of responsible citizens for preserving the environment, helping under-privileged and promoting women empowerment. A continuous voluntary activity by the students is conducted to maintain cleanliness in and around the campus. The purpose is to create awareness among youth for maintaining and sustainability of clean and green environment under National Swachh Bharat Abhiyan.

Moral Education Forum

The College has well established Moral Education Forum, a project to inculcate most precious gems i.e. Ethics, Etiquettes and Manners to embellish human character among the students and the members of faculty. As a part of academic programme in the form of regular talks, group discussions, role plays and Quiz etc. It has helped in improving mannerism and behaviour of students. Its impact is reflected by them way of humility, discipline, respect for peers and elders.

NSS

The College is committed to the ideals of National Service Scheme (NSS), a public service programme conducted by the Ministry of Youth Affairs and Sports of the Government of India. The activities conducted under this programme greatly influence the students. They have become more conscious about various social issues. As NSS

volunteers, the students are able to understand the social problems by engaging themselves in social welfare activities like awareness rallies, healthcare camps, cleanliness drives, environmental protection and conservation among others. Students are also taking utmost care in keeping the College campus clean.

Red Ribbon Club

Red Ribbon Club is another ongoing project in the College. It sensitizes students to the malice of AIDS and Drug Abuse. The involvement of the students in declamation contests, poster making, essay and slogan writing competitions, etc. keeps them aware regarding the social maladies affecting youth. Students also learn the ways to prevent themselves from these evils which are engulfing the vitals of the society.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/library/publications/moral-education-forum/
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

00

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

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

25

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

1798

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

18

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

4

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.

SSSS College of Commerce for Women specialises in providing Commerce education exclusively to Women. Teaching-learning physical facilities of the college include 20 classrooms out of which 8 are Wi-Fi enabled classrooms and 4 are smart classrooms. CCTV cameras have been installed in classrooms.

College has seminar hall, Lafani, with projector facility, having seating capacity of 90 students, Rose Villa hall with seating capacity of 230 students for conduct of seminar/workshops/cultural activities

College has 4 computer laboratories, well equipped with 100+ systems (IBM/Dell/Lenovo) with latest specifications (Intel Core2Duo, Dual

Core,Core i3,i5,i7processors)and licensed software, fitted with networking and Wi-Fi facilities.

A separate N-Computing Lab(an initiative under Green Computing), also considered as Accounting Lab, is available for Commerce students. It is also stocked with a wide variety of forms, documents and reports to give a glimpse of working of banking and corporate sector to the students.

The College has a well-stocked library housed in a state of art heritage building carrying 6549 volumes. It has a rich collection of text books, reference books, literature, research journals, e-journals, magazines and newspapers. Book bank facility is also available. Fire extinguishers are available in the college and ramp facility is also available for physically challenged students.

File Description	Documents
Upload any additional information	No File Uploaded
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.

All the co-curricular activities of the College are theme oriented, value based and are well suited for supporting mental,physical,emotional, intellectual and the spiritual well being of the students.Vidayak Bhawan, 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. For the rehearsals, Rose Villa at the College, covering 6114 Square Yards area, established in 2006, is used. Inter-College and Intra-College Online competitions were organised by the cultural committee of the college during 2020-2021 due to Covid-19 restrictions.

Simple Sports Day is a regular event of the college but due to Covid-19 restrictions sports day was not organised in the college during 2020-21. The following sports grounds of the college are available at the Extension Campus:

Basketball Ground (Established in 2016) covering 28m*15m area.

Hockey Ground (Established in 2001) covering 110m*98m area.

Volleyball Ground (Established in 2017) covering 18m*9m area.

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

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

Due to Covid-19 restrictions yoga classes were organised online to revitalise the students. Rose Villa is used for in-person yoga classes at the college. Yoga mats are also available in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://ssssccw.edu.in/about/extension-campus/

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

10

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

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

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

2.83458

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

4.2 - Library as a Learning Resource

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

College Library is fully automated. It is well stocked with 6549 volumes and subscribes to 25 printed journals/periodicals, 2 online journals and 10 newspapers. All books have unique barcodes labeled on to them for quick identification and faster library transactions. Users-friendly OPAC (Online Public Access Catalogue) is also installed on a dedicated computer system to replace the old card catalogue system. Using OPAC, students and faculty are able to search the library database electronically which provides them with a quicker means of locating books, literature and other material.

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

During the online teaching, students were given the facility of getting the books issued physically from the college library. For this students first e-mailed the list of books to the librarian in the book issue form available on the college website. The librarian telephonically intimated the individual student the date and time slot to avoid any rush and inconvenience. It was ensured that each and every book was sanitized.

Under the 'Bibi Gujri Memorial Facilitation Scheme', six mobile phones were issued to the needy students for attending the online classes.

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	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.61090

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4

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

4.3 - IT Infrastructure

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

The college has well developed IT facilities to keep the computer laboratories and IT infrastructure up-to-date. Keeping in view of above, it is pertinent to mention that:

1. The college has well equipped 4 Computer laboratories and 1 N-computing Lab with full Internet connectivity.
2. The computers and printers of Administrative block and Computer Lab are connected in LAN.
3. Dedicated computing facility due to LAN- The computers of the college are connected with printers and scanners wherever required.
4. The college campus has Wi-Fi facility with the help of Routers and Access Points.
5. The Internet Service Provider (ISP) Net Plus (Fast way) provides connectivity with high fault tolerance.
6. The Wi-Fi connectivity covers classroom area, labs and library.
7. The Institution has 4 smart classrooms and 2 seminar halls with ICT facility for better teaching learning process.
8. The maintenance of computer, networking and installation of software and maintenance and up gradation of hardware is done from time to time
9. The entire college campus including classrooms is covered under CCTV Surveillance.
10. The College has "Google workspace For Education Fundamentals" as digital learning Platform for promoting education. It is a workspace that uses various tools viz Google meet, Google classroom, Googlesheets etc for learning, collaboration and communication among faculty and students.

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

4.3.2 - Number of Computers

123

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)

8.31899

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 and Support Facilities

Regular monitoring and checking of all physical, academic and support facilities is done through the persons duly authorized to do the same as per the annual duty list and other official notifications.

- Do's and Don'ts have been defined 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 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 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:

1. Books having brittle pages after their prolonged use are listed for weeding out.
2. Books and journals mutilated by readers are withdrawn from the circulation.
3. The books whose subject matter / content becomes obsolete/ irrelevant are also weeded out.

For weeding out the reading material following procedure is followed:

1. 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.
2. Books/Material approved for weeding out is entered in the 'Withdrawn Register'.
3. The useful books/ reading material is disposed of by offering them to students at free of cost.
4. 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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

68

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

91

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	www.sssccw.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

155

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

155

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

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

A. All of the above

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	View File

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**

18

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

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

2

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	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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)

Student council comprises six students from each class, thus, representing interested students from each class/department in various activities such as administration, literary, cultural, art etc. Inputs are obtained from the members of various committees while planning various events and also for various decisions concerning scheduling of internal examination, major changes in the time table, designing short courses for skill development for example tally, personality development, soft skills etc.

The student council serves valuable purpose of obtaining students' opinion on areas of major concern. It primarily serves as a platform for honest two-way communication for their opinion and the students feel "Heard" and duly considered.

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

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**

5

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

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

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

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

Perspective plan for five years has been duly prepared and uploaded on the college website and on the basis of changing circumstances and inputs received from the faculty members of various committees, required adjustments are incorporated every year. The College also develops and publishes annual academic calendar keeping in view the perspective plan for making stakeholders aware about the various academic and co-curricular events to be conducted in the College.

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

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

For determining the allocation of funds in the Annual Budget of the College for the maintenance of campus and for different departments, head of the departments viz. Commerce and Business Administration, Economics, Computer; Librarian, IQAC Coordinator and in-charge of various committees are asked to submit their requirements related to infrastructure in writing to the Principal. On the basis of the requisitions received from faculty members, suitable provision is made in the annual budget for catering to the needs of all concerned. A senior faculty member has also been delegated the responsibility of verifying the details of all requisitions before placing the purchase order.

Due to the Covid-19 pandemic, College started online classes in order to cater the needs of the students. However, for conducting these classes smoothly, infrastructural requirements such as Tripods and wi-fi connectivity were brought into consideration and duly met within reasonable time. Moreover, College applied for G-suite package and was given sanction for it on the ground that the College is self-financing non-profit institution. Furthermore, few students reported their inability to buy the mobile phone. On the basis of their academic track record and economic status, six mobile phones were purchased and issued to them to facilitate online learning.

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

All activities are conducted timely as stated in the perspective plan of the College. One of such activities was the five days Faculty Development Programme on 'Emerging Trends in Digital Age Teaching and Learning' from November 4 to November 9, 2020, which was conducted under IQAC Unit. The collective expertise of faculty was shared with a primary thrust on facilitating them for up-gradation of knowledge and skills for bridging the gaps in quality teaching skills. It equipped the faculty with communication skills and computer competencies required for effective teaching especially when the teacher has to teach her students who are not in front of her within the four walls of the classroom but learning from their home. The uniqueness of the programme was that it was conducted by the faculty for the faculty. Key focus areas of programme included development of research skills, skills required for continuous learning and cultivating awareness. Various sessions were conducted on topics such as how to evaluate Answer Sheets digitally; Introduction to Data Analysis; Practical Application of Statistical Software-SPSS; Using Google Drive; Online filing of Income Tax Return; Chetna da Dharam; Digital Payment of General Utilities; Soft Skills in Workplace; and how to avoid Plagiarism.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ssssccw.edu.in/news/activities/activities-2020-21/
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.

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

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

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

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/home/managing-committee/
Link to Organogram of the institution webpage	https://ssssccw.edu.in/organogram-of-the-institution/
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

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

- Provision of Casual leaves, Medical leave, and Maternity leave etc.
- Provision of financial assistance for attending workshops and for the internet charges of conducting online classes
- Provision of work from home to the faculty members who suffered during Covid 19
- During lockdown period, timely payment of salary being ensured
- Liberty to use the computers labs, office stationery and printers for effective discharge of their duties
- Provision of 24 hour power back-up and wi-fi facility

- Sanitation of campus and thermal checking of the staff and students are ensured
- Organized special events/activities to ensure mental/emotional well-being of the faculty during 2020 post-lockdown period

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

- Benefits of Employee State Insurance Scheme and Provident Fund Scheme to class IV employees
- No deduction of salary during lockdown period
- Provision of Loan facility to carry out family responsibilities such as arrangement for weddings, constructing house etc.
- Provision of cash allowances on some special occasions like Diwali and Gurpurab
- Conducting awareness session regarding the relevance of identity documents for class IV employee only

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/news/activities/activities-2020-21/
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

04

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

05

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

30

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

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

The accounts are audited by the External Auditor, DassRana and Associates, Chartered Accountants, 56, Majitha Road, Amritsar. The

Chartered Accountant conducts the audit consecutively and submits the report annually after the finalization of accounts. The report is submitted to the Managing Committee and thereafter approved at its annual meeting. The audit report for the preceding year is clean and unqualified. Auditors' suggestions for improvement are implemented immediately by the College.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

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

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) contributes significantly for institutionalizing the quality assurance strategies and processes. For instance, for promoting and strengthening quality teaching and learning in the institution, IQAC of the College organized an online 'Faculty Development Program' on 'Digital Tools for Teachers' on September 4, 2020 for preparing teaching faculty for their changed role from off line within classroom teaching to digital teaching mode, updating their knowledge by being member of National Digital Library and creating E-Content and the usage of various tools and software'.

Furthermore, IQAC organized a Webinar on "COVID 19 and Mental Health" on January 27, 2021 in collaboration with Sun Pharma Laboratories Limited. Dr. Piyush Mahajan, Psychiatrist, Sri Guru Ram Das Institute of Medical Sciences and Research, Vallah, Amritsar, was the resource person for the webinar. During the session strategies to cope up with stress and anxiety due to various factors like health issues, job loss, and income insecurity were discussed. Issues related with the myths COVID vaccine were addressed.

File Description	Documents
Paste link for additional information	https://ssssccw.edu.in/news/activities/activities-2020-21/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities. For instance, for encouraging research activities in the College, a separate Research Unit was established on August 20, 2020. The purpose of establishing this unit is to encourage the research on emerging trends and issues of importance to society among the members of faculty and students of post-graduation. It has been unanimously decided to provide financial support to fund major/minor projects. Research Unit successfully completed its first project on the theme 'A Study of Parents' perspective regarding e-learning of school students during COVID-19 pandemic'.

Furthermore, G-suite package was procured by the College in order to ensure a secure platform for the online classes. All faculty members and students were assigned a unique G-suite id which is to be used for online classes and other official communication with the College. The process of recording and maintaining videos of the online classes was also made much easier with the help of this package.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1h7FCAd0vzbbetG52PQcKihVq-nq2rIVd/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitivity has an inherent value in the ethics of the institution. The institution has initiated several measures for gender equity and sensitization in curricular as well as co-curricular activities of the institution. This commitment is reflected in a variety of initiatives of the college. PCP (Personal Contact Programme) is one such initiative organised during beginning of a new academic session for promoting the feelings of benevolence and trust amongst the new enrolled students of the college. Every student feels seen and heard and their personal issues (if any) are addressed immediately thus empowering every girl to start their higher education with a clear mind and confident attitude. 'Himmat Di Awaaz' has been installed in the College Campus opposite to Library where students can drop their written grievances.

Hosting events on Women's day, National days and organising empowerment forums that entails guidance to female students on physical and mental health, career, money matters, life skills, training on self defence, etc. apprise the students about the various issues and opportunities available to them and help them take intelligent decisions independently.

Teachers are powerful agents of social change. So they are also encouraged to ensure that they discuss, cite examples and case studies for addressing the contemporary issues related to gender equality and sensitivity while teaching.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/17jnrNyJngOfBfNwoU4FGzkhWQ3y_NH7v/edit?usp=sharing&ouid=109235222880423254855&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/1snQUnP_GaWe8uZwtIsfSDIJ6FtqywMj4/edit?usp=sharing&ouid=109235222880423254855&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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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: SSSS College uses proper measures for solid waste management. Students are encouraged to keep their surroundings neat and clean. Solid waste is properly disposed off. Solid waste arising from the college campus is collected by the Municipal Corporation, Amritsar on daily basis. Bio-degradable waste is effectively converted into fertilizer using composting technology available inside the college campus. The College discourages the use of plastic. Paper waste is disposed off through vendors. The College also promotes digital platform for communicating and sharing study related documents in order to minimize the use of paper, thus reducing paper waste.

Liquid Waste Management: The waste water from Air Conditioners is used for watering the plants. The waste water is disposed off through a sewerage system having a network of underground pipes.

E-waste management

SSSS College has very efficient mechanism to dispose off the E waste generated from various sources in the college. E-wastes generated from computer laboratories and Administrative Office including out of order equipment and obsolete items are either put to optimal use and the ones that cannot be reused or recycled are disposed off through authorized vendors. Instead of procuring new equipment, buy-back option is preferred for technology upgradation.

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

B. Any 3 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:

- 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 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
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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 institution provides an inclusive environment for everyone with tolerance and harmony. For instance, the college follows an open merit based admission policy offering equal opportunities to all irrespective of caste, community, class etc. About 50 % of the student's enrolment is from minorities/ SC/ OBC categories.

The book entitled 'Paigaam-e-Baba Nanak- Sri Japuji Sahib' was published by SSSS College of Commerce for Women which carries a message of Baba Nanak Ji as enshrined in Japuji Sahib for young readers. The book was released online in a Virtual Book Launch Ceremony on July 27, 2020.

The college participated in the Fit India Movement, launched by Ministry of Youth Affairs and Sports from August 15 to October 2, 2020. Parkash Purab of Guru Ram Das Ji, was observed on November 01, 2020. The College theatre group 'Niralam' enacted a play entitled 'Ilam, Akkhar ate Jaag' dedicated to Bibi Raj Devi. A Talent Show on Diwali was organized on November 13, 2020. Online Discussion Sessions on The impact of Social Media on our lives in the contemporary times and Communal Harmony were organised. The Principal of the college held Book Discussion Sessions on books such as The Wings of Fire and The Gita for Children. Activities like online quiz on Moral Education; Webinar on AIDS Awareness; Ardas Divas; Inter College Poster Making, Writing Competition & Poetry Writing Competition on World Water Day and a Stage Play Hail Pollution were organised by the college.

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	No File Uploaded

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

The college constantly works upon to develop its students as responsible citizens of the country by organizing various activities to sensitize students to the constitutional obligation.

Students are involved in activities and practices conducted at different levels to give them an opportunity to understand and resolve the contemporary challenges that influence citizenship. 'Mission Fateh' against COVID-19 was hosted by the college. The NSS Volunteers spread awareness and promoted social distancing norms, encouraged the use of mask and sanitizer through various social media platforms. The college also organised a Webinar on 'Combating Physical and Mental Health Issues during COVID-19 Pandemic' and 'COVID 19 and Mental Health' during which the students were educated about the destructive role being played by the social media in order to curb anxiety and the stress that may arise due to job loss and income insecurity. Over 45 members of the college took the pledge to commit to take all necessary precautions to prevent the spread of corona virus during a Pledge ceremony to support the new campaign launched by Hon'ble Prime Minister regarding awareness about COVID-19. An e-EPIC campaign was conducted by District Election Officer-cum-Deputy Commissioner, Amritsar enabling the 'new voters' to download their e-EPIC numbers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1hfWB7FBa3h70WM0WO4M2NbzTWS_zpkpz/edit?usp=sharing&ouid=109235222880423254855&rtpof=true&sd=true
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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

In order to maintain harmony and healthy work atmosphere and to make the students aware of the national pride and rich cultural heritage, various National/International commemorative days are regularly celebrated and observed in the college. The college held an Intra College Competition 'SWADESH' on the eve of 73rd Independence Day. National Voters' Day was celebrated on 25 January, 2021 wherein a pledge was taken by students to cast their vote sincerely. International Yoga Day was also celebrated on June 21, 2020. A Slogan writing and Poster Making competition was organized to mark the International Day against Drug Abuse and Illicit Trafficking on June 26, 2020. The college also organized a webinar on Pollution Control Day, December 2, 2020, to raise awareness among students regarding environment pollution. Tree Plantation Drive was observed on World Soil Day, December 5, 2020 and National Mathematics Day was celebrated on January 05, 2021. An event Yuva Parvasi Bharti Divas was celebrated by the Ministry of Youth Affairs & Sports on January 8, 2021 via live Facebook media and students of the College witnessed the live session. National Youth Parliament Festival was organized in the Central Hall of the Parliament on 11 January, 2021, addressed by the hon'ble Prime Minister Shri Narendra Modi in order to enable youth to exchange their social and cultural uniqueness. The College

Student Council members and students of various classes virtually attended National Youth Parliament Festival.

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	No File Uploaded

7.2 - Best Practices

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

PROVIDING MOBILE PHONES TO NEEDY STUDENTS DURING LOCKDOWN PERIOD UNDER 'BIBI GUJRI MEMORIAL DIGITAL FACILITATION SCHEME'

Objective of the Practice:

- To enable students who cannot afford a smartphone to attend online classes.

Expected Outcomes:

Providing mobile phones to needy students during lockdown period to help students to attend online classes.

- Interaction with their teachers.
- Receive notes and as well as submit their assignments on WhatsApp/Google classroom.
- Ensure that their studies are not disrupted.

The Context:

As the Covid-19 crisis caused a sudden shift of classes from physical to online mode, a few students from marginalised backgrounds were left in the lurch due to lack of devices and internet access. These students were unable to attend classes online because of the unavailability of smartphone.

These students were not having smartphone because of poor economic conditions or their siblings were to attend the class at the same time and there was only one smartphone in the family.

Therefore, a proposal to buy smartphones for such students was submitted to the Honorary Secretary of the College Managing Committee which was approved.

The Practice:

A circular was sent to all the classes through class Whatsapp groups seeking information regarding such students who could not attend the online classes for want of smartphone. A total of six students were brought to notice by the teacher incharges. Hence, six smartphones (Realme Brand) were bought and entered into the library stock register. The students were called and issued the devices through the library after advising them for the responsible use of smartphones.

The constraints/limitations are as follows:

- Due to limited outreach and possibility of interaction with the students, the message of the college's initiative to buy smartphones for the needy students could not reach all the students and therefore, the request for smartphones was received from six students only.
- The students had to bear the cost of an internet connection themselves.

Evidence of success:

- Six students availed the benefit of the smartphones issued by the college to them from time to time and it was noticed that they regularly attended online classes.

ONLINE COUNSELLING SESSION FOR STUDENTS DURING PANDEMIC

Objective of the Practice:

- Psychosocial tele counselling of the students in order to ensure that they are able to handle social isolation, focus on facts and reject rumours, handle emotional problems and also support their near and dear ones.

Expected Outcomes:

Online Counselling of students was scheduled to help the students cope up with the changes brought about by the COVID-19 pandemic by

- Reducing their stress
- Suggesting ways of dealing with worry
- Generating a sense of hope in them
- Suggesting some appropriate ways to cope up with the emotional and financial challenges.

The Context:

Minding our minds became an important issue during the Covid-19 pandemic. The most common emotion faced by all of us was fear. Fear of social isolation, feeling lonely or sad, angry and irritated, anxious and panicky was the situation faced by all of us. Fears and stress were worsening our mental health condition, social isolation was making us moody and irritable. At this time there was felt a need of a psychological counselling session for the students so that they could get rid of their fears and anxiety and to instill in them a new hope for a better life ahead.

The Practice:

Counselling sessions of 150 college students were carried out in order to ensure that the students could interact with their teachers in a warm and nurturing environment and share their deepest fears and worries about what is happening outside and within them without being judged. The college aimed at providing the students a platform where they could express the feeling experienced and the mental, emotional and financial problems encountered by them.

The constraints/limitations are as follows:

- Due to confidentiality issues some students are not able to speak their heart out at phone.
- The understanding of the issue reported was limited to the matter reported by the students vocally. Direct face to face communication could have resulted in a better understanding of the situation and hence resulted into better emotional and moral support.

Evidence of success:

- Most of the students reported that they felt relieved both emotionally and mentally after having a word with their teachers.
- The students suggested that such sessions should frequently happen so that they are able to identify their strengths and overcome their weaknesses.
- It helped the college authorities to design flexible fee payment system and select students for earn while you learn scheme and then adopt and develop a compassionate approach towards them who have been seriously affected by the pandemic situation

File Description	Documents
Best practices in the Institutional website	https://ssssccw.edu.in/naac/best-practices/
Any other relevant information	https://drive.google.com/file/d/1rSh8-CzGOJL2bV2aLbE_Pornyc-znGFj/view?usp=sharing

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

1). **Inclusiveness** :The college follows an open merit based admission policy offering equal opportunities to all irrespective of caste, community, class etc.which is evident from the fact that approximately 50 % of the student's enrolment is from minorities/ SC/ OBC categories. Further, a number of students (from under privileged section of the society or migrant labour families or the families who were hit hard by the COVID crisis economically) who were unable to pay college fees were facilitated, granted liberal fee concession under Baba Nank 550th Parkash Purab Scholarship Scheme (BNPS) , allowed to pay fees in easy monthly installment.

2).**Connectivity** : Throughout the period of lockdown in the absence of in person classes a close contact was maintained with the students by the college through virtual mediums. Daily motivational message was sent through class Whatsapp Groups. Besides regular classes as per the official timetable, special extra classes were held in the evening through online mode for the students who were slow in learning or find difficulty due to net connectivity. Recorded audio lecture, PPTs, E-Books were provided to ensure better understanding of the difficult topics.

A number of events were held through virtual mode to keep the students engaged and also help them utilize their creativity during the stressful pandemic times.

The prime motive behind all such endeavours was to extend moral support to each student so that no one feels isolated or strained. The message intended had been that we as family stand together in times of crisis. Tele counseling service was enabled for counseling students seven days in a week and various psychological issues of students were resolved successfully.

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

1. Initiatives for Blended Teaching and Learning

- To promote more collaborations with reputed firms for organising webinars and for augmenting academic interaction, placement and internship opportunities for the students.
- To make teaching-learning process more student centric whereby students' interests can be matched with the skills required for the job market.
- To strengthen the process of collecting and analysing online feedback in order to improve the student learning experience.
- To ensure the reporting of the feedback regarding curriculum to the University
- To strengthen the process of extending library facilities digitally for the students due to the current pandemic situation.
- To upgrade the internal examination system and its evaluation process considering the pandemic period.
- Post graduate students will be motivated to write research-based articles under the guidance of the teachers for publications in the college magazine.
- Special sessions by experts will be organized for the faculty and students in order to enhance public speaking skills.

2. Upgrading the Infrastructural Facilities

- To increase the number of books for the preparation of competitive examinations and other reference material for students.
- To ensure proper maintenance of computers, fire extinguishers, and other physical infrastructure in the campus.
- Enhancing the use of ICT in all the academic and administrative sections of the college.
- To augment the resources in terms of more computer equipments and office for Research Unit, NSS Unit, IQAC etc.
- An open-air theatre and yoga centre are to be constructed in the college premises.
- To enhance the usage of e-resources in all the departments.
- To initiate more eco-friendly measures in the campus.

3. Development Programs for teaching and non-teaching staff

- To enhance the amount of financial assistance provided to teachers for attending workshops, refresher courses, orientation programs etc.
- More workshops to be organized for the faculty in order to apprise them regarding different dimensions of teaching and research.
- To initiate the policy to provide financial incentives to teachers for publishing research papers in UGC CARE list journals.
- 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 actively participate in research activities and contribute research papers and book chapters in reputed publications.
- To organize awareness sessions and workshops for the support staff of the College.
- The policy for payment of honorarium to IQAC Coordinator is planned to be initiated.

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.
- Student Council to be entrusted the task of getting inputs from the students regarding the kind of assistance needed for their professional and personal development.
- Regular sessions to be conducted to address the issues of anxiety, mental health and other dilemmas of the students.
- Assessment of students' academic and non-academic performance by respective teachers in-charge.
- To conduct activities regularly to hone the creative and communication skills of the students
- To promote the conduct of skill-oriented certificate courses.
- To form 'Rotoract Club' for the students in order to develop a sensitive approach towards the society.
- To encourage ecological conservation practices amongst students and to inspire them to spread awareness regarding the same.
- To establish 'Entrepreneurship Cell' in the College to promote the spirit of self-employment.