SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SSSS COLLEGE OF COMMERCE FOR WOMEN

SSSS COLLEGE OF COMMERCE FOR WOMEN, MALL ROAD CHOWK,
MAJITHA ROAD, AMRITSAR
143001
www.ssssccw.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sant Singh Sukha Singh College of Commerce for Women, Amritsar, was established in 1993 to mark the Golden Jubilee celebration of Sant Singh Sukha Singh Khalsa School, its parent body.The College is being run under the auspices of Sant Singh Sukha Singh Khalsa School Committee. It is managed by the Managing Committee, SSSS College of Commerce for Women, The Mall, Amritsar, registered under the Society Registration Act XXI of 1860, No. ASR/233 of Year 2002-2003 dated 17/02/2003 affiliated to GNDU. It is included in Section 2(f) and registered under Section 12(B) of the University Grants Commission Act. The College was primarily established to educate young girls in career oriented courses in Commerce and allied streams. At present there are six degree courses viz. B.Com (Pass), B.Com (Honours), BBA, BCA, B.Sc (Economics) and M.Com and these are being run quite successfully.

The College does not receive any kind of aid/grant either from state/central agencies or from other external Non-Government bodies; however it provides holistic education in congenial academic environment at the most affordable fee structure that caters all strata of the society. Every care is taken by the Management, administrators and faculty to respect and live by the basic human values. The College has significant infrastructure. In the past 24 years the students secured 396 merit positions. The students of this College, being hard working, focused and with sound academic background, are always preferred for employment in the local colleges, banks and other organizations as well. Moral education is an essential part of the curriculum. In an atmosphere radiant with professional work culture and commitment, we provide, promote and empower young women to develop them as powerful instruments of awareness and change to transform the society. In short with around 900 students and 50 members of the staff, the College has been a model in creating an atmosphere of SSSS Parivar, incorporating amiable work practices, equality and commitment, reinforcing discipline and confidence in one and all.

Vision

SSSS College of Commerce for Women, The Mall, Amritsar is a pioneering institution in Commerce. It 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 in an atmosphere radiant with professional work cultures and spiritual aura.

Mission

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

Objectives:-

Keeping in view our guiding principles RITS, the College strives to achieve the mission by

- Providing education at affordable fees
- Imparting in-depth knowledge, understanding and practical wisdom of the core subjects
- Cultivating and sensitizing about socio-economic environment
- Preparing the students to face challenges in day to day life
- Stimulating start-ups and innovative entrepreneurship initiatives in trade and commerce
- Empowering young girls in values and ethos

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- SSSS College of Commerce for Women is being run under the auspices of Sant Singh Sukha Singh School a 125 year old institution committed to the cause of imparting education
- The Managing Committee comprises highly experienced, committed and accomplished educationists and professionals
- Located in the heart of the city, a kilometer away from the city bus stand and easily approachable from the old City and the civil lines area as well
- Exclusive Women College specializing in courses in Commerce and allied subjects
- Highly affordable fee structure
- Freeships and scholarships to the students from less privileged sections of society
- The Principles of Religiosity, Integrity, Transparency and Steadfastness are part and parcel of the functioning at all levels
- Work culture is based on self-discipline and commitment
- Emphasis on personality and skill development programmes
- A good team of highly qualified and diligent teachers
- Track record of excellent results in University examinations
- Moral education is an integral part of the curriculum
- Regular feedback from students and stakeholders for strengthening the teaching learning process
- Administrative authorities easily accessible to the parents and students to ensure free and fair communication
- Emphasis on building SSSSian spirit to promote healthy relationships amongst the junior and senior students
- Salaries to the employees are always paid regularly and timely.

Institutional Weakness

- Limited resources for infrastructure development
- Fee and funds from the students are the only source of income
- Inability to pay salaries to the regular employees as per the latest recommendations of the Pay Commission.
- Absence of hostel facility
- Insufficient parking space

Institutional Opportunity

- Setting up of a Skill Development Center
- Promoting research activities and publications
- Establishing Academia Industry linkages to strengthen placements
- Mentoring students for MOOC
- Starting add-on courses for theatre and stage craft

Institutional Challenge

- Excessive competition from colleges and private universities
- Increasing migration of students to foreign countries for higher education
- Sustaining students for post graduate courses
- Ensuring regular attendance due to increasing trend of private coaching institutes
- Maintaining constant financial aid to the increasing number of needy students
- Using innovative teaching methods to maintain the interest of students
- Lack of enough employment opportunities in the region

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

SSSS College of Commerce for Women runs six degree courses viz. B.Com (Pass), B.Com (Honours), BBA, BCA, B.Sc (Economics) and M.Com. Effective curriculum delivery is ensured through a well-planned and carefully monitored process. The course curriculum, drafted by Board of Studies (BoS) and approved by Senate, is made available through University website in the beginning of the session.The printed copies of the syllabi notification are supplied to each department for preparation of subject allocation and work schedules. The syllabi plans are drafted by the concerned teachers and discussed with respective Heads of Department before communicating to the students. For periodical assessment and better preparation of the students, mid-semester and pre-university examinations are conducted in every semester.

Choice based credit system is not being followed in any of the courses as the affiliating University does not provide for any such provision to the Colleges.

For curriculum enrichment,enhancement of knowledge and building skills amongst the students, various add on programs are conducted regularly. Duration of most of these courses exceed thirty hours.

Value based education is the top priority for the College. As such many value centric activities like plays, choreographies, seminars, discussions etc. are organized to promote and inculcate values amongst the SSSSians.The students of undergraduate and post graduate courses undertake field projects as per the course guidelines.

Feedback on curriculum is taken from the faculty during the faculty meetings and from students while

interacting with them. The analysis of feedback is communicated to University either in writing or through BoS for further redesign or modification.

Teaching-learning and Evaluation

The enrollment of students in various courses has increased steadily over the previous five years. The admission process is a transparent and well administered mechanism, complying with the norms of affiliating University.

The College has established time tested practices to attend the learning needs of students.All programs are evolved using student centric methods to create and sustain the interest of the students in learning. It is ensured that teachers follow the academic calendar prepared before commencement of the academic session for effective execution of the programme.

The College facilitates innovation and encourages creativity in teaching learning process. Teachers and students are offered opportunities to communicate their requirements in terms of extra classes, guest lectures, workshops etc. Ample number of activities are held as a part of classroom study. Flexibility is a part and parcel of work schedule.

Qualified and competent teachers are appointed as per the University norms. They are provided opportunities and full support to develop their unique abilities through participation in a wide array of events. Faculty takes initiatives to learn and keep abreast with the latest developments to evolve continuously and strive for excellence in academic pursuits.

Emphasis is laid down on inculcating team spirit amongst the faculty which is in-fact the most outstanding attribute of the College.

Programme Outcomes, Programme Specific Outcomes and Course outcomes have been developed and uploaded at the College website.Examination and internal assessment system is efficient and utmost care is taken to ensure accuracy and transparency at all levels. Students' grievances are addressed promptly.

Research, Innovations and Extension

SSSS College provides enabling environment for research and innovation. The College magazine 'Sifti' serves as an Incubation Centre for the creation and transfer of knowledge for a large group of learners. 'Sifti' also acts as a repository of latest developments and help in developing analytical and creative abilities in the students and the faculty. The College organizes several workshops and seminars on Intellectual Property Rights (IPR), Industry-Academia Innovative practices from time to time. Doyens from different fields are invited in the College to facilitate networking and establish collaborations with the industry.

The College recruits dynamic and young faculty as per University norms to mentor and channelize the young students. The College promotes faculty engagement in authoring books, publication of research papers, organizing seminars and workshops for up-gradation of domain specific knowledge.

The College conducts number of extension programmes like cleanliness drives, awareness rallies, and healthcare camps to create awareness about the role of clean environment and as a contribution to National

Swachh Bharat Abhiyan. The College Red Ribbon Club conducts awareness campaigns and competitions on AIDS awareness. The College seeks to actively involve students in NSS activities to inculcate the spirit of social responsibility in students.

The College organizes field trips from time to time to familiarize the students about actual working of banks, corporate houses, and securities trading. The College also encourages students for internship and on-the-job training programmes to develop professional acumen among students.

Infrastructure and Learning Resources

SSSS College of Commerce has good infrastructure for the smooth conduct of the academic and allied activities. The College is spread over an area of 3868 square yards in the heart of the city with adequate green cover.

It has adequate number of spacious classrooms, seminar halls,ICT enabled classrooms, a well-stocked fully automated library and well equipped air-conditioned computer laboratories. CCTV cameras and fire extinguishers are installed at significant locations and public address system covers the entire campus. Supportive facilities for conducting various academic and other learning activities; basic amenities like safe drinking water, hygienic washrooms and uninterrupted power supply are made available. The College has the provision of big playgrounds and sufficient facilities for organizing the games/events like badminton, sack race, dribbling, skipping and so on. Students perform *yog-assanas* and aerobic exercises under the supervision of the trained teachers.

The College library is fully automated and uses Integrated Library Management Software (ILMS). It has 6352 volumes. Two online journals, 25 journals and periodicals and 10 newspapers are being subscribed. Users-friendly OPAC (Online Public Access Catalogue) is also installed.

The Computer labs are well equipped with Dell, IBM and Lenovo systems with networking and broadband facilities. The available bandwidth of internet connection is 100 Mbps with 300GB of data per month. N-computing unit has been set up for the postgraduate students. Laptops/portable projectors are also available.

Sufficient funds are allocated and expended annually for the enhancement and maintenance of physical facilities.

Student Support and Progression

?Honest and consistent efforts are undertaken for student support and progression. College disburses reasonably good amount amongst the needy and deserving students as scholarship and free ships in spite of being an unaided College with an economical fee structure.On an average **20** percent of the total students enrolled avail such benefits from the College every year.In addition to this around **4.5** percent students have received scholarships under various Government Schemes.

In addition to financial support, ample opportunities are provided for academic progression through various capability enhancement and development programs which are organized through collaboration with various Government and Non-Government agencies. Nearly one-fourth of the total enrollment gains by attending such program. It is pertinent to mention that more than 60 percent of the bridge courses/workshops/add on courses

have been conducted without any extra charges from the students.

The student council is a platform to ensure active involvement of the students in entire academic and allied activities of the College. It enables them to give their inputs in the form of ideas, organizing abilities and feedback too.

The talents are discovered, nurtured and portrayed through various art forms by the Creative Forum and Speakers Forum. The special attribute in this regard is that the training for extracurricular activities is given by the College faculty itself.

The College has groomed many Bankers, CAs, College and University teachers and Software experts. The alumnus of this young College is well placed and accomplished. Over the last five years a total of 140 students have attained the university positions.

Governance, Leadership and Management

SSSS College of Commerce for Women is a pioneer institution specializing in career oriented courses in Commerce and allied disciplines. The College is being governed by a registered society under the aegis of Sant Singh Sukha Singh Group of Schools and Colleges. In pursuance of its goals aiming at developing the young women of the region into resourceful human resources, plans and policies are formulated to offer quality education at affordable prices based on principles of equality and justice.

The College has a well-defined organizational structure to ensure its smooth functioning. The Managing Committee constitutes highly qualified professionals from diverse areas viz. Education, Medicine, Business and Industry. Regular inputs are taken from all stake- holders to ensure quality of teaching and learning. Being a small College, it has been successful in building a work culture based on the ethos of honesty, sincerity and commitment.

Efficiency and sense of commitment are part and parcel of functioning at all levels which ensures pleasant working conditions for its teaching and non-teaching staff and a conducive and learning environment for the students. Various professional development and administrative training programmes are organized for teaching and non-teaching staff from time to time. A well-defined mechanism is followed for assessing the teaching-learning process on the basis of feedback from students periodically. Annual financial, academic and administrative audits are conducted. College ensures the quality initiatives in the academic and administrative domains since its inception in the year 1993. College website has been structured in the session 2011-12 and is up-dated timely.

Institutional Values and Best Practices

The College has been successful in cultivating and evolving a culture based on established values and ethos. The close-knitted SSSS family takes pride in enfolding everyone: students, members of the staff and parents equally as valued members. Taking inspiration from our founders S. Sant Singh and Bibi Raj Devi, the College practices kindness, compassion and equality in its functioning at all levels.

The safety and security of our student is the matter of prime concern. Along with the CCTV surveillance security system, loving care, personal attention, mentoring makes the students feel comfortable and safe. They

can devote their total attention towards developing their potential through various academic pursuits. The parents too regard this College to be the safest for their wards.

The clean and green campus is well maintained and neatly kept. **Six bore wells** are made for rain water harvesting. The students are encouraged to participate in keeping the campus clean and green. Various activities are held throughout the year for making the students aware of their right and duties. Moral Education is an integral part of our education. Regular sessions are held to address the issues related to moral and ethical values so as to ensure clarity of thought and purity of actions in the students. Intiatives are undertaken to save energy and manage solid ,liquid and E-waste.

Considering the social, moral and ethical responsibility the college observes a number of best practices such as conducting Remedial Classes, Intensive Study Programme, Pre-admission classes / Foundation Course / Bridge Course, Short courses on Communication and Computer skills and preparing students for Competitive exams, Supporting deserving students , emphasizing on Inculcation of Values, Earn while you Learn scheme . These practices have significantly contributed in the improvement of academic and administrative functioning of the college.

The College has six courses with strength of less than 1000 students only, still the participation of students in various cultural activities at College and inter College events remains noteworthy.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SSSS COLLEGE OF COMMERCE FOR WOMEN
Address	SSSS College of Commerce for Women, Mall Road Chowk, Majitha Road, Amritsar
City	Amritsar
State	Punjab
Pin	143001
Website	www.sssccw.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Navdeep Kaur	0183-2221683	9781310053	-	sssscollege1993@gmail.com
IQAC Coordinator	Jaskiranjit Kaur	0183-5052699	9217872644	-	bumrahjaskiran@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	24-08-1993

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Punjab	Guru Nanak Dev University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	31-12-2014	View Document
12B of UGC	31-12-2014	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	SSSS College of Commerce for Women, Mall Road Chowk, Majitha Road, Amritsar	Urban	0.955803	1098.6

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce And Business Administration	36	Senior Seconadary	English	150	144
UG	BCom,Commerce And Business Administration	24	B.Com first year students with minimum fifty percent marks are eligible	English	150	37
UG	BBA,Commerce And Business Administration	36	Senior Secondary	English	60	48
UG	BSc,Economics	36	Senior Secondary	English	60	51
UG	BCA,Computer Science	36	Senior Secondry	English	60	46
PG	MCom,Commerce And Business Administration	24	Graduation	English	60	53

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				37
Recruited	0	0	0	0	0	0	0	0	0	37	0	37
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	5	0	5

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	0	23	0	23

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	825	0	0	0	825
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	108	0	0	0	108
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	0	8	17	18
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	8
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	748	748	828	879
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		748	756	845	905

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 6

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	05	05	05	05

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
933	905	845	756	748

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document]

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
281	267	231	231	240

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	32	30	30	30

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	32	30	30	30

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 23

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4157687	5040380	6870616	5406991	2754720

Number of computers

Response: 118

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The curriculum is designed by the University through the Board of Studies. The syllabi are uploaded by the University on the University website in the beginning of the session. The printed copies of the syllabi are forwarded to each department and the College Library as well.

The syllabi plans are made by every teacher during the first week of every semester dividing the entire semester into two terms. As per the latest syllabi specification, hardware and software facilities of the computer labs are updated. Taking into account change in syllabi and revision of books, the library is also updated. Time table is planned keeping in mind the weightage given for each paper and number of hours allotted as per the University norms. The teachers use methods as per the learning needs of the students to make the learning process more interesting and effective. Guest lectures are organised on the topics related to curriculum to broaden the horizons of the learners. Mid semester Exams and Pre University are conducted to assess the understanding and preparation of the students for final Examinations. Based upon the results in the mid semester examination, Remedial classes are held for the weak students. Intensive study program is conducted for the students with higher potential. They are provided with additional reference material and assignments for having better performance in the final exams.

The Principal maintains close contact with the staff. The teachers keep her in touch with the progress of students in their respective subjects. Extra classes and tutorials are held whenever required. Time table is kept flexible to accommodate such extra classes. Apart from the staff meetings, the Principal holds meeting with the students to ask them their difficulties in learning. They are encouraged to give their suggestions for scheduling their revision classes/practice tests etc. before the semester exams.

Guest lectures, workshops, presentations, discussions etc. are the part of the academic program every year. Special arrangements are made to issue the books from the library to the students for the whole of the session. The old specimen copies of the books are also collected to form a book bank to help the students who are unable to purchase the same. The Post graduates students are offered "Earn while you learn" scheme whereby they are entrusted with the task to hold special classes to help the junior students in difficult subjects.

The members of the faculty who represent College in the Board of Studies keep in touch with the rest of the faculty for suggestions for updating the syllabi. Also whenever some important issue needs attention of the Board, written representations are made by the College to the concerned Head of Department in the University.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 6.37

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 33.33

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 30.21

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
435	299	366	92	119

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

1.3 Curriculum Enrichment

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

Response:

The institution has a strong belief in value based education and has taken upon itself the task of providing all pervasive education through its various programs and activities interwoven into the academic calendar.

Based upon the Sikh philosophy of equality and respect to women the system of the college provides equal opportunities to all irrespective of caste and community. Equality for women is a practice here and is apparent in the routine working. The girl students are taught to respect themselves and their uniqueness and empower themselves with knowledge, skills and values for leading enriched lives. Keeping clean and green environment had been our motto for the last many years and students are encouraged to act in a responsible manner with respect to keeping their surroundings clean and green. Discipline Committee ensures that the campus is not littered with wrappers etc. during recess and the student members keep vigil throughout the day to lovingly correct the erring behavior. Tree plantation is a regular activity and the students take care of the plants they have sown. Nobody ever plucks the flowers or spoil the garden rather it remains the favourite place to sit around during the free hours. College has a unit of NSS under which tree plantation and other activities related to protection in environment are conducted. Various contest, rallies and camps are organised to acquaint the students regarding their right to vote so that they are able to become the better citizens. The college has a unit of Red Ribbon Club under which various events such as seminars, poster making competition, essay writing competitions etc. are organised from time to time in order to make the students aware regarding AIDS and blood donation. Various co-curricular and cultural activities like drama, poetry, debate, quiz contests are conducted from time to time to provide ample opportunities among the students in order to inculcate human values and ethics. Frequent group and panel discussions are held to help the students develop a clear vision on various issues concerning personal and professional development. The College keeps a close contact with a panel of experts comprising Social entrepreneurs, Bankers, CAs, Traffic Marshall, Advocates, Economists, Investment Advisors, Skill development Coaches, who are invited time to time to create awareness among the students. In house expertise has been gradually developed over the years for Career Counseling, Personal Counseling, Communication Skills, Reasoning abilities and IT updates. The members of the faculty who had an aptitude for any of these areas had been provided opportunities and resources to develop the requisite skills and gain experience in the same. As such all such facilities are provided to the students regularly within the regular working schedule and without extraneous charges.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 12

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 12

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 28.19

1.3.3.1 Number of students undertaking field projects or internships	
Response: 263	

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.74

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
933	905	845	756	748

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1110	1095	1020	945	945

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 0

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Assessing the learning levels of the students after admission

The Institution identifies learning levels of the students after admission through their previous academic credentials; during teaching-learning process through oral questioning and discussions; and after the conduct of the mid-term house exams on the basis of marks obtained in each of the written exams. These students are identified as advanced learners and slow learners. Once these learners are identified, they are encouraged to work in ways that suit their learning styles and that can enhance their understanding and learning.

Orientation lectures by 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 and is a regular feature. The career guidance and placement cell has been active in arranging campus recruitment drives, making students aware of job opportunities and qualification and training required for varied jobs and so on. Intensive Study Programme is organized for advanced learners and remedial classes for slow learners. Besides these, the previous year toppers are invited to deliver the talks for motivating and guiding the students for better preparation, presentation and performance in the exams. The model answers/ answer sheets are also discussed / shown to the students.

Organizing special programs for advanced learners and slow learners

For Advanced Learners

The College offers optional training / certification programs related to core subjects enabling Advanced Learners to gain knowledge beyond the curriculum. In order to support the fast learning among these learners it is ensured that they are given additional challenging assignments/project work. The grouping of these advanced students is done in such a way that they work together on projects to share their knowledge and utilize their maximum potential. They are encouraged to participate in various symposiums, quiz competition, poster presentation and various other intellectual inter- institution competitions. These students are also encouraged to write the articles for the college magazine 'Sifti'. The faculty also offers guidance of the prospective professionals in addition to classroom teaching.

For Slow Learners

Efforts are made to find the reasons of being slow in learning. Accordingly, these students are counselled. Personality Development programs are conducted to motivate these students to work harder and boost their confidence.

Tutorial and remedial classes are conducted by the subject experts in every subject to improve grasping abilities and academic performance of these students. Special time table is designed for conducting these classes. Based on the students' needs and requirements topics are re-taught, explained or doubts are clarified. Additional assignments for the practice are given to them to strengthen the concepts and understanding in the course subjects. Small tests having one or two questions are conducted. These students are always encouraged to participate in various social activities/class activities/institution activities/co-curricular activities conducted at college or university level so as to enable them to be at par with their counterpart.

File Description	Document
Any additional information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 26.66

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response:

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

The academic philosophy of the Institution in letter and spirit is student-centric. Various methods of experiential and participatory learning are adopted to ensure that students are active participants rather than remaining passive listeners in teaching learning process.

Along with conventional lecture method of teaching during explanation, interpretation and revision of course content for facilitating understanding of the learners, teachers also adopt new techniques, illustrations, power-point-presentation (PPT), conduct practical sessions and arrange special lectures for making teaching-learning process more interesting and student-centred. To enable the students to acquire proficiency in various technical subjects, workshops on creating different modules for software related to latest technology, paper-presentation, and seminars using PPTs are made part and parcel of the teaching learning process.

Although course-curriculum remains important, learning while doing is at the core of the teaching and learning process. Students are guided and involved in discussions, analyzing and reflecting on academic and contemporary issues. Various activities like theme based-educational enactment, case studies, quiz and game sessions are designed and conducted. The main purpose of these activities is that the teachers-in-charge act as facilitators, to ignite, the sense of responsibility among the students. Hence, these activities not only provide the students a chance to gain substantial experience, showcase their skills, analyze & evaluate the outcomes and uncover personal attitude but also engage and help students to acquire first-hand knowledge on the subjects and current practices.

For developing problem-solving abilities, application skills, communication skills and skills such as identifying, solving, evaluating, reflecting, making supportive judgments in the subjects like commerce, computer and economics, students are given opportunity to solve the problems related to the different issues/topics to offer the solutions for the organizational issues during the process of learning. These learning experiences also encourage students to adopt innovative techniques and develop their ideas and skills.

File Description	Document
Any additional information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 71.43

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 26.66

2.3.3.1 Number of mentors

Response: 35

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity promote original and critical thinking and enable students to meet with future challenges and market competitions. To meet these requirements teachers are always encouraged for implementing a number of strategies.

- Keeping in consideration the nature of subject matter, each topic is completed within the time frame using the learning pedagogies that suit the requirements of the students and allow them to grasp the concepts.
- A blend of innovative teaching practices and democratic teacher-student interaction kindles the thought process, nurtures critical reasoning and instill the habit of lifelong learning among the students.
- Interactive sessions, group discussions, assignments, paper & PPT presentations and insightful documentaries hone the intellect of the students and help them to think rationally and find innovative solutions for existing and future problems.
- Project based learning and writing articles for the college magazine 'Sifti' instill research acumen among the students. The editorial team of the magazine includes student editors who actively

participate in the publication process of the magazine.

- Lectures by the expert on themes like research methodology, life skills and direct interaction with them help to invoke critical thinking in the students.
- Students are encouraged to design the invitation cards, brochures and college magazine.
- The use of ICT in the teaching learning process has helped in transforming the learning environment to facilitate the development of critical competencies.
- Various committees of the College organize a plethora of extracurricular extension activities and competitions in varied fields as dramatics, dance, debates, declamations, public speaking, creative writing and rangoli making. These competitions and activities promote creativity, teamwork and analytic temperament in the students and enhance their multi-disciplinary expertise. Moreover, members of faculty serve as catalysts in the process of facilitating the students for developing interpersonal, communication and independent learning skills.
- Activities like enactment for the given situation, making the videos related to advertisement of the product, mock interviews, giving tag-line to the product for promoting its sale, providing the solutions for the given organizational problem and so on, facilitate understanding and analysis of the situation, the challenges, and the optimal use of resources and skills to overcome the challenges to accomplish the task.
- Various rallies, awareness campaigns, workshops expose students to various latest trends and inculcate innovation, creativity and humane temperament as well among the students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<u>View Document</u>

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 6.2

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	2	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<u>View Document</u>

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.43

2.4.3.1 Total experience of full-time teachers

Response: 295

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 3.18

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

As College is affiliated to Guru Nanak Dev University (GNDU), system of examination (semester system of examination is followed since session 2012-13), syllabuses of various courses, pattern of question papers, conduct and schedule of examination, evaluation of answer sheets and declaration of results are entirely outlined and controlled by the University.

Internal evaluation mechanism of the college comprises: conduct of mid-semester examination, evaluation of seminar presentation, by students of B.Com, BBA &M.Com and mock viva sessions for M.Com ,BBA classes. A separate College Examination Committee has been constituted for conducting these internal examinations.

For optimal utilisation of recourses and infra structure, two centres are formed to conduct the examination: Block 1 and Block 2.Each block is assigned equal number of classes for the conduct of exam.eg B.Com Sem I&III, BBA Sem I&III, B.Sc (Eco) Sem I & III in Block 1; M.Com Sem I &III, BCA Sem I,III & V in Block 2. Two members are put in charge of each block in the capacity of Superintendent and Deputy Superintendent who are entrusted the responsibility to conduct the examination in a systematic manner. The tentative schedule for these examinations is declared in the academic calendar. Date sheet is always notified at least 15 days before the beginning of the examination. The evaluation of the answer sheets gets done promptly. The members execute the evaluation work within the college hours and evaluated answer sheets are shown to the students immediately after the conclusion of the examination. The teachers discuss the question paper at length detailing the students about the model answers and their observations about the mistakes commonly made by the students. The students who are unable to secure minimum pass marks in these exams are given another chance to appear before the semester examinations. Class tests are conducted to assess the students' understanding throughout the session.

CCTV cameras have been installed in each of the rooms where the exams are conducted. Through personal supervision by the invigilators and regular monitoring of the conduct of the examination by the Committee smooth, fair and efficient conduct of house examination is ensured.

For Seminar presentations for B.Com, BBA and M.Com and Financial Accounting (Tally) Practical for B.Com internal evaluation mechanism is followed as per the guidelines of the Guru Nanak Dev University once in a semester. Viva voce examination conducted by external examiner is part of the course viz. M.Com and BBA. To assess the sufficiency of preparation of the students for external viva voce, Mock viva sessions are held by the internal examiners before the final exam to build student's confidence.

Descriptive feedback and Marks are given on the basis of performance of the examinees for further required improvement. The marks are given based upon the performance of the examinees and these marks

are entered in their mark sheets for mid semester examination. Parents are also reported about the students' performance through Report cards and Parents Teacher Meetings.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment is done for evaluation of financial accounting (tally) Practical and Seminars by College faculty. Schedule and Evaluation criterion of these are communicated to the students well in advance. Evaluation of financial accounting (tally) practical is done on the basis of practical problems solved by the students in the lab and the file maintained by the students covering all practical sessions undertaken by them throughout the semester. Criterion for assessing the seminars presentation is based on the four parameters i.e. content of Report, mode of presentation(PPT, lecture method, lecture cum discussion method, use of board etc.),communication skills and confidence of the students. These parameters and the weightage assigned to them is notified to the students in advance. Hence, entire system of internal evaluation is transparent and robust.

File Description	Document
Any additional information	[View Document](#)

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

Response:

There is a mechanism for re-dressal of grievances with reference to evaluation both at the College (for internal examination) and University (for external examination) level. If any student feels that the marks allotted to her in any subject paper are not justified, she can approach the University for Re-evaluation. She can apply for re-checking or re-evaluation as per university rules. As far as internal exams are concerned, the answer sheets are shown to the students after evaluation. Their doubts or grievances are addressed promptly. The students can approach the Head of Department if she is not satisfied with the evaluation. Subsequently the consolidated award list containing awards of each subject and aggregate marks are also shown to the class for verification. The Report Cards are prepared and issued to the students who in turn get them signed by their parents. Parents too are offered opportunity to visit the college to discuss the result of their wards in examination. The entire exercise of evaluation and follow up of result is completed within 20 days from the date of last examination held.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

As stated in 2.5.1 the internal evaluation is for seminar and practical only. This evaluation is carried out

once in semester as per the guidelines issued by the affiliated university.

The information regarding schedule of seminar and practical is communicated to students and teachers according to college academic calendar well in advance. A list of the topics for the seminar is prepared and topics are allocated to the students. Students consent is also considered during allotment of the topic and date of seminar.

Usually ten to fifteen days time is given to students to prepare the seminar on given topic on the allotted date.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The College runs following undergraduate and postgraduate program

- B.Com
- B.Com(Hons)
- BBA
- B.Sc. (Eco)
- BCA
- M.Com.

Undergraduate courses are three year degree program where as postgraduate program is two-year degree course.

The program outcomes (POs), program specific outcomes (PSOs) and course outcomes (COs) for each program have been developed. The guidelines pertaining to the outcomes are discussed and circulated to all faculty members and accordingly teaching is planned. Expected course outcomes of all courses are communicated to the students at the beginning of the academic year during the orientation program and during the classroom teaching. Recently these have also been uploaded on college website. Students are motivated towards course outcomes throughout the session by respective subject teacher.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The course outcomes help the stakeholders to manage the resources effectively to the maximum extent. This creates path to improve the process continuously.

Expected outcomes for every degree programme are listed out by the teachers under the POs, PSOs and COs. In the light of these outcomes and keeping in consideration the vision, mission of the institution, resources, funds, and infrastructure of the institution, the Management, Principal, and teachers analyse and identify strengths, weaknesses and success of implementation of various policies.

Attainments of objectives are measured in terms of the students' University result, performance of students during classroom interaction by asking spontaneous questions, involving students in discussions, from the class test scores and during presentation, seminars, workshops, other extracurricular activities, and their behaviour with classmates, teachers and other teaching and non-teaching faculty of the college. Attainment of objectives is also measured in terms of recognition students get for their distinguished achievements in academic and other literary and cultural events from University and/ or other institutions. Teaching learning process is also assessed on the basis of feedback forms duly filled by students. These feedback forms provide inputs on strengths, limitations, constraints of teaching learning process and teaching competency of members of faculty.

Besides these, College keeps follow up of the outgoing students by maintaining the record pertaining to their progression to higher education, state/national competitive exams for which they appear and / or qualify and their placement in their various organizations. These records indicate the success of the programs the college has undertaken**.**

Thus, program outcomes, program specific outcomes and course outcomes are assessed on the basis of students':

- Academic Performance
- Performance in extracurricular activities
- Attendance during regular class room teaching and during other academic and other activities
- Behaviour inside class room
- Behaviour in the campus
- The competitive exams for which they appeared
- The competitive exams they qualify
- Placement to various organizations

Students attainments are also recognized for their achievements, for instance, class toppers, University rank holders and best outgoing students are honoured and awarded by certificates and mementos during Annual Day Function. University also honours first rank holders by awarding Gold medals to them.

2.6.3 Average pass percentage of Students

Response: 83.59

| 2.6.3.1 Total number of final year students who passed the examination conducted by Institution. |
| --- |
| Response: 270 |
| 2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution |
| Response: 323 |

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:
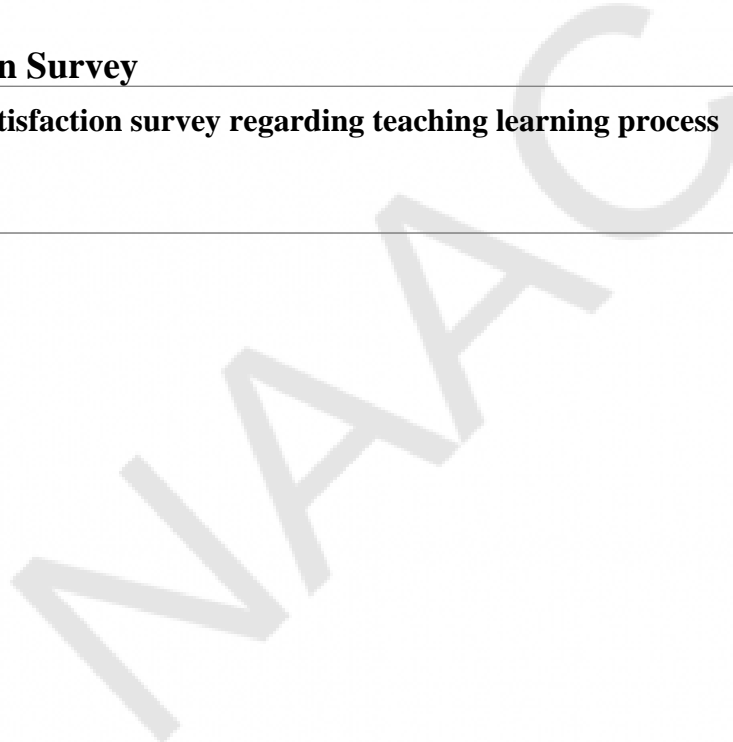
Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 157

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge

Response:

The College has developed a sound knowledge base in the form of an annual publication of the College magazine 'Sifti'. It is designed in a manner so as to build a repository of the latest developments in the core areas viz. Commerce, Information Technology and Economics. The magazine 'Sifti' is neither a usual College magazine with prose and verse compilation nor a research journal of a professional nature. Rather, it is a simple presentation of articles and informative pieces written by the students and faculty which are useful in keeping them well versed and updated in their respective fields. It also helps in developing analytical and creative abilities in the students and faculty as well. As a platform to discover and hone the analytical and creative abilities of the students and faculty of the College, the magazine serves as the Incubation Centre for the creation and transfer of knowledge for a large group of learners.

In fact, the main objective of publishing this magazine is to encourage the students to develop writing skills along with exposing them to a wide arena of information in the form of reference material. The latest in general knowledge and specific updates are covered for the reference of those who are going to appear in competitive exams. A few small research projects taken up by the post-graduate students are also being published lately.

The entire project is so designed that students from all levels and courses are involved in the process of making contributions to the magazine. The editorial board is formulated in the beginning of the session. The chief editor is appointed on rotation basis, selecting a member from any of the three departments each year. Two co-editors are chosen from amongst the relatively newer members from the faculty for the three sections viz. Commerce, Economics and Computer Science. Two student editors are appointed for each of the three sections. The editorial board formulates a basic list of topics inviting write-ups from the students. A general notice is circulated in the College. A few research based articles are also proposed for which the interested members of the faculty join the students for co-authorship. The students help the editorial team in typing, editing and page set up etc. The title pages of all sections and pictorial pages too are entirely designed by the editorial team itself.

The College has well established Seminar Committee comprising of faculty members from different departments. Seminars and workshops related to research and other diverse fields for the development of students and faculty are organized regularly. Besides this, faculty members are always encouraged to participate in seminars, workshops, conference and other similar activities. Under faculty development programme, teachers also discuss and present the seminars on latest issues and challenges to find the solutions and meet the needs of present day learners. To facilitate and update the knowledge of the students about advancement in technology, commerce and other allied subjects the experts from different fields are invited.

File Description	Document
Any additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 51

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	9	5	9

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.48

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	3	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.29

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	2	6

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college conducts various extension activities under programmes such as NSS, Red Ribbon Club, Buddy's Project etc. These activities are conducted through specially formed units for each of these programmes. The involvement in these activities helps students to develop into responsible citizens and more importantly in terms of 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 about the role of a clean environment in the

betterment of human health and contribution to 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 in the students and the members of faculty. As a part of academic programme in the form of regular talks, group discussions, role plays etc. it has helped in improving mannerism and behaviour of students. Its impact is reflected by way of humility, discipline, respect for peers and elders amongst the students**.**

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	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 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 last five years

Response: 29

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	5	3	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 24.86

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
66	232	51	285	358

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	
Any additional information	

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 17

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	5	0	2

File Description	Document
Number of Collaborative activities for research, faculty etc	
Copies of collaboration	
Any additional information	

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College has adequate facilities for the smooth conduct of teaching and learning process. The infrastructure in terms of building and other necessary facilities is being constantly upgraded as per the requirements. The campus area is spread over an area of 3868 square yards at the SSSS Chowk right at the intersection of the Mall Road and Majitha Road. With 21 spacious class rooms, Computer laboratories, Library, Staff room and a Common Room -all well-furnished, the campus offers adequate facilities for the staff and the students. CCTV cameras and fire extinguishers are installed at significant locations and public address system covers the entire campus. Drinking water facilities with water purifier and cooling system are available. The computer laboratories are well equipped with 123 computer systems of IBM, DELL and Lenovo. Additional peripherals viz. a printer and multimedia projectors for the use of teachers; online UPS to provide backup time during power outage are available as well. All labs have air conditioning, broad band Wi-Fi and networking facilities. The seminar hall Lafani has a capacity of 90 seats and another hall Rose Villa has a capacity of 250 seats. Both the halls have audio visual facilities. Four class rooms have been fitted with multimedia projector equipment.

Library is automated and well stocked .It subscribes to 25 Journals (including 2 in online mode).The staff room has three sections and a computer system is available in the staff room. Laptop and portable projector are available for computer aided teaching.

The institution has another campus at Mata Kaulan Marg, half a kilometer away from the main campus housing a big State of the art Auditorium-Vidyak Bhavan with 900 seats, a meeting hall –Niyamat with 100 seats and big playgrounds.

Area of campus: -   3868sq. Yard

No. of classrooms: -   21

No. of smart classes: -   04

Seminar Hall with ICT facility   02

No. of computer labs: -   05

No. of rooms for staff: -   03

Library hall: -   01

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

Facilities for sports activities requiring lesser time and space relative to regular events are available in the College. Sports Day is celebrated annually to instill the value of sportsmanship. Students participate in events like Dribbling, Kho-Kho, Arm Wrestling, Sack Race, One-legged Race, Rope-Skipping, Brisk Walking, Badminton, Obstacle Race, Blindfold Walk etc.

Special efforts are made through seminars and stage events to keep students rooted in their culture and heritage. So, diverse cultural activities and art forms viz.folk, contemporary, semi classical and tribal dance forms; theatre and stage craft; poetry and storytelling and devotional music forms are organized throughout the year. Facilities for these activities are made available to the students.

The College has a Yoga Centre. Morning sessions are held on weekly basis to teach various asans for keeping students mentally and physically fit

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 26.09

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 52.32

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2400000.00	3250000.00	3400000.00	2250000.00	1330000.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The College Library is fully automated and uses Library Management System developed by Winning Edge Learning Pvt. Ltd., Amritsar. It is well stocked with 6352 volumes and subscribes to 25 printed journals/ periodicals, 2 online journals and 10 newspapers (English, Hindi and Punjabi). All the 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.

Sr.No	Name of the ILMS software	Nature of automation (fully or partially)	Version	Year	
1	Library Management System by winning edge learning Amritsar	Fully	1	2013	

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College library was established in the year 1993, the year of inception of the college itself. Being a

Commerce College focusing on this discipline, major proportion of the collection in the library especially during its formative years, comprised text books and reference books related to B.Com curriculum. However over the years a vast collection has been built up in the subject related books, books on religious studies and contemporary literature .A few significant publications of Department of Languages,Government of Punjab, Publications Department of Guru Nanak Dev University, Amritsar and Punjabi University Patiala are also available.

During beginning of the semester, demands for the different books and journals are taken 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 users 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.

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.2

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.32	.74	2.03	1.23	.66

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 22.52

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 218

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The computer laboratories of the College are well equipped with systems of IBM, DELL and Lenovo. The systems are upgraded from time to time to keep up with the advancements in technology. Intel Core2 Duo, Dual Core, Core i3 and Core i7 processor based desktops have been installed. Software is updated regularly as per curriculum and teaching requirements. At present, MS-Office, Tally ERP, C/C++, Java, Oracle, SPSS, PHP etc. are installed. Hardware upkeep is also ensured through annual maintainence coverage arrangement with a local firm. A Canon printer and four laptops for use of faculty are available as well. Multimedia projectors are used by teachers to enhance the learning experience of students. Four online UPS provide backup time in case of power outage to each of the five laboratories. All labs have broadband internet connectivity and networking facilities.

A separate lab is set up for Post-Graduate students through NComputing – a desktop virtualization company, enabling them to share a single computer system. This innovative technology lowers desktop computing costs, improves manageability, and reduces both energy consumption and e-waste.

File Description	Document
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 7.91

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 12.66

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
496723.00	999454.00	629394.00	507792.00	356887.00

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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.

Response:

1. Library

The library is under the charge of a qualified librarian. An advisory committee comprising four members Mrs. Jaskiranjit Kaur, Ms. Deepika Khanna, Mrs. Baljinder Kaur, and Mrs. Vijay Laxmi help librarian in obtaining inputs from the faculty and students for regular updation of the books and efficient services all year round.

2. Computer Laboratories

The Head of Computer Department has been entrusted the overall responsibly for the upkeep and maintenance of the laboratory. Maintenance is done by a professional service provider with whom the contract is made on annual basis. He provides prompt and regular support to handle all kinds of hardware and software problems throughout the year. Upgradation of the software and formatting of the systems etc. is done invariably every year during the summer break.

3. Building and other facilities

Repair and maintenance of the building is done regularly .Minor repairs are done as and when the needs arise and major repairs or renovation is undertaken usually during the summer holidays. All electrical facilities are serviced during the winter holiday. Water cooler, generator etc. are also serviced regularly before the summer term begins. The Teachers in charge and the students report any such matter requiring immediate attention to the office superintendent or to the Principal directly.

The Security officer has been entrusted the responsibility for regular checkup of building and other fixed facilities on daily basis.

4.List of Hardware:-

- No. of computers access to Internet: 123
- Available bandwidth of Internet Connection: 100Mbps
- Available Data: 300GB
- LAN Configuration and speed: cat-6/100/1000Mbps
- Network provider (ISP):   Netplus
- Servers: 03
- Laptops: 04
- Projectors(multimedia):   03
- Online UPS: 04
- Removable Hard disk: 01

5. List of Software

- Office 2003,2007,2010
- Client Oracle 8i, Server Oracle 9i
- Tally ERP 9(GST)
- SPSS-20
- C/C++

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 4.49

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
45	54	76	20	0

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document]
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document]
Any additional information	[View Document]

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 21.22

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
237	169	177	174	135

File Description	Document
Any additional information	[View Document]

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 36.17

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
377	345	235	247	313

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

09-02-2019 11:07:29

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 12.68

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	65	254	43	118

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.78

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	10	13	12	31

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 31.32

5.2.2.1 Number of outgoing students progressing to higher education

Response: 88

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 72

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	4	3	14

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	15	4	3	14

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The various student council and representative committees in SSSS College of   Commerce for Women are:

- **Sirjana Committee:**

Sirjana Committee has 17 student representatives, one student from each class, and 6 members of the faculty. This committee helps in organizing and conducting various cultural and creative events such as Talent Hunts, Freshers' Day, SSSSian Fiesta and Youth Festivals.

- **Spark Committee:**

The Spark committee comprises 17 student representatives, one from each class, along with 6 members of the faculty. This committee organizes and conducts various debates and declamations contests both at college and inter-college level. The students from this committee are trained to conduct the programs in various cultural events.

- **Discipline Committee:**

This committee too consists of 17 student representatives , one from each class, and 7 members of the faculty. The main function of this committee is to inculcate a sense of discipline amongst the students in their routine life as well as during various college events.

- **Hospitality Committee:**

The Hospitality committee has 6 members of the faculty along with 17 student representatives, one from each class.The student members assist the faculty members in receiving and treating guests in a very warm and generous way at various college functions.

- **Moral Education Forum:**

The objective of this forum is to enlighten the students regarding various moral values so as to enable them to be a good human being and a good citizen of this country. Six members of the faculty along with 17 student members coordinate the activities of this forum. The college has reserved 15 minutes every Monday for moral education discussions to be conducted by faculty members in their respective classes.

- **Seminar Committee:**

This committee organizes various seminars and workshops in the college for the benefit of the students. It has five members of the faculty along with 17 student representatives, one from each class.

- **Gurmat Bhawan Committee:**

In view of the importance of religious and spiritual values, a Gurmat Bhawan committee has been constituted in the college with six members of the faculty and 17 student volunteers. This committee organizes and conducts various religious events such as Gurpurab celebrations, Sehaj Path and other religious activities on regular basis.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 4.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	4	3	3

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association of S.S.S.S College of Commerce for Women was incorporated in March 2016. The main objective of this association is to enroll all alumni as its members so that they can provide active support and contribution in matters relating to the welfare of the students of the college. The name of the Alumni Association of the college is '**SAANJH**', The Sacred Bond. A total of three alumni meetings have been held since its inception. The meetings were clubbed with cultural activities for the entertainment of the alumni and to strengthen the bond between the teachers and the students. The college is truly proud of its brilliant alumni who have distinguished themselves in various spheres of life. The alumni association provides a platform to the old students of this college to maintain contact with each other as well as with their alma-mater. The alumni inspires the students for hard work and commitment to pursue their dreams.The alumni have also played an active role in mentoring the students of the college in the areas of their expertise. An alumni of the college Mrs. Deepti Aggarwal, Assistant Manager Punjab and Sind Bank, Amritsar, acted as a resource person for a seminar on banking operations. During her interaction with the students, she explained the various modes and operations related to banking such as NEFT, Internet Banking, Mobile Banking, KYC Norms, Unified Payment System and CTS at length. Another alumni Mrs. Dilpreet Kaur, a CA, presented a seminar on 'Taxation Laws and Practice' for the benefit of the students. Mr. Shilpa Gupta, another CA held the workshop for the students to help them understand the procedural formalities to file an income tax return online.

An online alumni registration link has been provided on college website to make it easy for the old students to get themselves registered under the association. The old students are advised to register themselves at the alumni link / https://alumni.sssccw.org/register_alumni.php . The alumni are also advised to keep the college updated with respect to their particulars either through website link/ email : ssss_college@yahoo.co.in or personally so that the college can forward the important information to them regarding the various events and activities going in the college from time to time. The college has also created a WhatsApp group titled as 'SSSS Alumni' so as to keep in close contact with its alumni.

File Description	Document
Any additional information	<u>View Document</u>
Link for Additional Information	<u>View Document</u>

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	<u>View Document</u>
Alumni association audited statements	<u>View Document</u>

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>
Report of the event	<u>View Document</u>

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

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 upcoming job opportunities in the service sector especially Banking and Finance services in post liberalization period.

Vision of SSSS: SSSS College of Commerce for Women, The Mall, Amritsar is a pioneering institution in Commerce. It 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 in an atmosphere radiant with professional work culture and spiritual aura.

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: Before the beginning of every session, the College develops annual academic calendar which is published in the prospectus.This calendar includes month wise plans for various events and activities including:

1. Personal Contact Programme (PCP) for the students of semester I of all courses
2. Guest lectures, seminars, skill development programmes
3. Events focused at moral education
4. Education in vocational guidance seminars
5. Speaker's forum events and Creative forum events
6. Remedial Classes and Intensive Study Programme

Incorporating the aim of specialized education, strategic plans are also formulated for:

1. Short courses on entrepreneurship development, public policy, i-policy, banking, telecommunication, personal grooming etc.
2. Freeships and Scholarships to the needy and deserving students
3. Visits to stock exchange, industrial visits and interaction with students of rural areas etc.
4. Updating library resources regularly
5. Improving ICT enabled teaching
6. Encouraging faculty to take up refresher courses, orientation programmes, paper presentation, workshops, short term courses etc.
7. Counselling matriculate and intermediate students of sister institutions and final year students of the College as well for higher education

The faculty members are informed about the purpose, vision, mission and values of the College from time

to time during meetings with the Director, members of management, the Principal; and during functions conducted at the College. All members of the faculty remain present and participate in all the academic, cultural and religious programmes organized in the institution.

The stake holders are also informed about objectives and values of College during College functions, through College newsletter and magazine Sifti, books published by the institution, during academic talks and discussions, parent-teacher meet; and through the College website.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Managing Committee meeting is conducted twice a year. Budgets, requirements of the College in terms of infrastructure, and human resources are regular items in the agenda, along with admission details and progress report of the College. The Principal and a senior member of the faculty are always present during meeting and every item of agenda is discussed and decisions are taken, giving primary consideration to their opinion in all operational and policy matters. Subordination of individual interest to institution interest remains the guiding principle in all decisions at all levels.

The Member Director takes active part in formulating strategic plans and policy matters of the College. He keeps a close contact with the Principal to know the progress, challenges and keeps advising her on all academic and financial matters. In order to ensure the quality of teaching and learning process, the members of Managing Committee especially those who are experts in education and industry give valuable suggestions for innovative and holistic approach in education.

In view of goals and philosophy of the institution, the Principal chalks out the annual academic calendar, assigns annual duties for regular programmes and constitutes committees for specific events. The duties are assigned keeping in view the potential of the members, their aptitude and interest in various areas. This helps in making and implementing academic and other decisions faster and hence, in minimizing the centralization of authority.

The institutional values are shared with the staff during meetings to build the feeling of mutual trust and confidence among the staff. Every new programme, the constitution of committees and the annual duty lists are always discussed with the Heads of Departments before finalizing them. Suggestions by the Heads are invariably given due weightage with regards to every such organizational matter. Open lines of communication are offered to all senior members of the faculty to keep the Principal informed about all operational matters. The issues which need attention of the Principal or Management are addressed promptly.

Teachers-in-charge, who act as a communication channel between the students and the administration ,are also entrusted the task of mentoring each class separately. Regular meetings are held by the Principal with the teachers-in-charge for monitoring the progress of the class in academics.

Student council is constituted annually to involve the students' representatives in decision making process and also to ensure coordination amongst the various departments. 6-8 students are elected from each class by the students themselves through voice-voting. As per the area of interest, students are inducted into various committees. These committees together form 'Student Council'. Two members from the faculty are appointed as Coordinator and Deputy Coordinator. Thus the student council comprises members from the staff and 90-130 students. A meeting of the student council with the Principal is held in the beginning of the session and hereby, they are apprised of their role in planning and organizing various academic and co-curricular events in the College.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The focus of the College has always been on providing quality education to our students and developing in them a commitment for the studies. Every year, a syllabi plan is prepared before the beginning of the session as per the planned schedule.

Although the College follows the principle of equality for students irrespective of their academic performance, it also recognizes and respects the individual learning styles of the students.

The College has constituted a special plan to help the students excel in academics through a programme titled '**Intensive Study Programme**' on the basis of students' performance in class and in Mid-semester Examinations. 10-15 students with higher learning potential are selected from each class. As per intensive study plan, at least one extra class of each subject is planned. The classes of intensive study programme are optional but highly recommended since these help in enhancing the academic performance of the students.

Before the start of this intensive study programme**,** the Heads of respective departments conduct meeting with subject teachers of each class. In this meeting, the contents of the programme are discussed and enlisted on the basis of the suggestions given by the respective subject teachers. Additional assignments having numerical problems are given to the students for ample practice. Topics, which have the higher probability of appearing in the University examinations or seem relatively difficult, are given priority in this programme. Students are advised to consult reference books for thorough study.

Remedial Classes for weak students are also conducted wherein they are advised to start revision of the subjects in a planned manner. These students are also given the assignments as per their learning needs. Such classes provide opportunity to clarify doubts related to the curriculum and examinations.

A special session is conducted for providing tips on the way of writing and presentation of the answers in the University examinations. Students are encouraged to work hard and always plan to have long term road map to a successful career in life.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College is being run under the auspices of Sant Singh Sukha Singh Khalsa School Committee. It is managed by the Managing Committee, SSSS College of Commerce for Women, The Mall, Amritsar, registered under the Societies Registration Act XXI of 1860, No. ASR/233 of year 2002-2003 dated 17/02/2003 affiliated to GNDU. It is included in Section 2(f) and registered under Section 12(B) of the University Grants Commission Act.

Functions of Various Bodies

Functions of the managing committee including President, Vice-President, Honorary Secretary, and the Principal are given in the additional information.

Service Rules, Procedures, Recruitment, and Promotional Policies

The College follows principles of Secularism and Equality. No discrimination on the basis of caste or community is done at any level; neither in the recruitment policy nor in the admission policy.The College follows all rules and regulations prescribed by GNDU regarding the service, recruitment, and promotion of the faculty members.

Grievance Redressal Mechanism: The College has a well-defined grievance redressal system for the students as well as faculty members. Every year, a parent-teacher meet is conducted for the students of semester I of the under-graduate courses. The parent-teacher meet is also conducted for the students of semester II to semester VI occasionally. Students/parents discuss problems regarding academic matters in this meeting.

Student council also serves as a feedback platform for the suggestions. The grievances reported are addressed promptly. Suggestions from the students are taken into account for further improvement.

Open lines of communication are offered to the faculty for redressing their grievances timely.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Constant efforts are made to assess the academic needs of the students as well as the faculty members. To achieve this purpose, a staff meeting is held immediately after the summer break for communicating time table, new policies, government scholarship schemes and other significant plans for the new session. The broad categories of duties are assigned, on annual basis, to different committees. Regular meetings of the Principal with members of these committees and members of student council; interaction of the teachers with the students during 'Personal Contact Programme' (PCP) and Career and Counseling Sessions help in gauging the requirements and aspirations of our students.

PCP is held every year in the beginning of the session, wherein a panel of members of the faculty meets new student individually. The information of each student pertaining to her educational and family

background as well as her interest and aptitude, career aspirations, challenges in pursuing the studies etc. is recorded during PCP programme. Members conducting career and counseling sessions also assess the needs of the students in terms of the latest trends in the job market.

The information so elicited signify that students are interested to join the private coaching centers for the preparation of the competitive exams and for improving soft skills although it is beyond the reach of many students; and that parents also consider better to send their daughters to the College for learning rather than sending them to private centers.

Keeping these facts and believing in philosophy of **equality**, the College endeavours to provide equal opportunities to all the students for providing additional information, training and qualifications, equipping the students with latest trends, and bridging the gap between the different phases of learning by organizing **Short Courses on Communication and Computer skills and preparing students for Competitive exams.** These courses are designed with following objectives:

·   To update the knowledge of the students in different avenues associated with Commerce, Economics and Computer

·   To prepare the students for different competitive exams

·   To improve the communication skills

·   To groom the personality and boost up confidence

These courses are made available during the session including summer and winter holidays. These sessions are held regularly and serve multitude of purposes for different students like help students in discovering their individual strength and potentialities, identifying their weak areas, improving their verbal communication. Various strategies like project work, translation drills, collaborative learning, presentations etc. are adopted to increase the competence of the students. Outsourcing is done for short courses on entrepreneurship development, public policy, i-policy, banking, tele-communication, communication skills etc. Certificates are awarded to the students on completion of the course.

During the last five years, the College has also conducted various activities and add-on courses to enhance the capabilities and confidence of the students.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The College is committed to provide pleasant working conditions for its all staff members. The College has

taken following initiatives for the welfare of teaching and non-teaching staff.

- The teaching workload is assigned as per University norms. No one is allocated excessive workload.
- Motivational lectures and discussion sessions on challenges and issues in the field of education in the contemporary times are conducted regularly by the Seminar committee.
- Healthy, hygienic and conducive work environment is being provided to the staff members. Initiatives are taken towards the mental and moral health and for developing team-spirit among the staff members. Any member can approach the Principal in case of any grievances.
- The College ensures regular and timely payment of salary to all staff members. The salary is directly credited to their bank accounts. Annual increment in salary is granted to all members –regular, contractual and adhoc. This encourages the faculty members to pay more attention towards their work and enhances their performance. Faculty members having Ph.D degree are given an extra increment.
- During the appointment of the adhoc staff at the beginning of every year, preference is generally given to the staff employed in the previous session.
- As per the policy of the College and the University, faculty members are given the casual leaves, medical leave, maternity leave etc.
- Faculty members are given the liberty to use the computers labs, office stationery and printers for effective discharge of their duties in the college. Provision of 24 hour power back-up and secured Wi-Fi are also maintained.
- Loan facility to carry out family responsibilities such as arrangement for weddings, constructing house etc. is provided to non-teaching staff. On some special occasions like Diwali and Gurpurab, cash allowances are distributed to non-teaching employees.
- Computer orientation programmes are conducted for staff members.
- Fee concession to the wards of the staff studying in SSSS institutions is granted.
- All class IV employees are registered members of Employee State Insurance Scheme and are also getting the benefits of Provident Fund Scheme.

File Description	Document
Any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	
Any additional information	

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	4	3	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 9.35

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	0	4	3

File Description	Document
Details of teachers attending professional development programs during the last five years	
Any additional information	

09-02-2019 11:07:35

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The College follows continuous and comprehensive assessment mechanism for assessing the performance of the teaching staff on the basis of feedback (written and oral) from the students, through the University results and Annual Confidential Report (ACR).

For teacher's appraisal through student-feedback, feedback form has been designed in English. This form includes specific statements keeping in consideration the various dimensions of teaching-learning process; and as per the comprehensive level of the students. These feedback forms are analyzed and evaluated by the administrative authorities. Meeting with students is also conducted to get suggestions for improving the teaching-learning process.

Separate feedback forms have also been designed to obtain feedback regarding seminars and workshops.

In order to appraise and evaluate the performance of the faculty members, Teacher's Performance Appraisal Proforma has also been designed. These include details like books published/reviewed; papers published in National and International Journals; conferences, seminars, workshops and training programmes attended during the academic year, teaching methods adopted and assessment duties carried out.

ACR form includes the information related to leaves availed, activities organized, behavior, obedience, punctuality and class management.

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	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is no mechanism for the internal audit in the college. Internal audit is conducted in case any requirement arises.

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 submit 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 reports for the preceding five years are clean. Auditors' suggestions for improvement are implemented immediately by the college.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 10

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	5	5

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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.

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

Response:

Promoting and Strengthening Research Culture in the Institution:

For promoting and strengthening research culture in the institution, following practices are followed:

- Recruitment of PhD teachers
- UGC and GNDU circulars pertaining to research are circulated among teachers.
- All faculty members have been provided with unique user ID and password for accessing *Drishtikon: A Management Journal* and *International Journal of Business and Analytics and Intelligence.*
- Infrastructural support such as library, reprographic, internet and latest technological facilities are provided for carrying out research work.
- Teachers are encouraged to publish and present the research papers in reputed journals.
- Faculty members are granted leave to participate in short term courses and various workshops related to Research Methodology/SPSS training.
- Publication of research based articles / papers in the *Sifti*, the College magazine, by the students and the teachers

Students' Feedback on Faculty, Teaching-Learning Process andEvaluation:

The College reviews and implements teaching-learning reforms keeping in consideration the students' feedback on faculty, teaching-learning process and evaluation.

- Students' feedback showcases the actual quality of teaching learning process.
- Teachers teaching the specific class are not involved during students' feedback process.
- Students having attendance above 70 percent only are allowed to give feedback on faculty, teaching learning process and evaluation.
- Presence of minimum 70 percent students of each department is ensured at the time of feedback.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

Ensuring effective execution of teaching learning process:

The College ensures that the leave of a teacher does not affect teaching-learning process. As an initiative of teaching-learning reforms, members of the time table committee make required adjustments to the effect that gap in the time table due to the non-availability of the teacher is filled immediately and intimated to the concerned teachers well in time.

The College has taken various measures to ensure students' attendance. Monthly/daily attendance of the students is reported in the office and adequate measures are adopted to motivate the students to be regular in the classes. Roll numbers of students having less than 75 percent attendance till Mid Semester Exams are reported to the office and follow up action is taken promptly. If a student is found habitually irregular in attending classes, parents are intimated. In case of those students whose attendance is short, are required to attend remedial classes during preparatory holidays to make good the shortage of lectures.

Assessing learning outcomes through house tests and pre-university examination:

In order to measure the learning outcomes of the students, the College follows the process of conducting house tests and pre-university examination during every semester. House tests are conducted in the mid of the session and the pre-university examination are conducted before the commencement of the preparatory holidays of the University examinations. The question papers of the house test, prepared by two teachers-in-charge of the subject, are scrutinized and finalized by the Principal. Criterion of evaluation followed for assessing the learning outcomes of the students through these examinations is same as that followed in the University evaluation. These examinations help the students in assessing their preparation so far and encourage them to strategically plan for the University examination in a better manner.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<u>View Document</u>
Any additional information	<u>View Document</u>

6.5.4 Quality assurance initiatives of the institution include:

    1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

> **Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
> 2. **Academic Administrative Audit (AAA) and initiation of follow up action**
> 3. **Participation in NIRF**
> 4. **ISO Certification**
> 5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The College is consistently working towards betterment of quality in its overall functioning. A few of the initiatives undertaken in the administrative and academic domain are as follows:

- The College has been included in the list of colleges prepared under Section 2(f) and 12(B) of the UGC Act 1956 under the head Non-Government, self-financed colleges in December 2014.
- Number of PhD holders in faculty has increased from two in 2013 to five in 2017.
- Collaborations with Amritsar Policy Group (A Think Tank) and Terra Education (Skill Development Center)
- Active association with National Career Scheme Unit, Placement Cell, Guru Nanak Dev University, Amritsar
- Initiating faculty development programmes
- Incorporating ICT enabled class room teaching
- Conducting interactive sessions on issues concerning youth with students on regular basis
- Special attention to Career Counseling
- The College Library is fully automated and uses Library Management System developed by Winning Edge Learning Pvt. Ltd., Amritsar. User-friendly OPAC (Online Public Access Catalogue) is also installed on a dedicated computer system to replace the old card catalogue

system.

- Additions to infrastructure viz. extension of teaching block, administrative block, renovation of library, staff room and computer laboratories
- All important documents and records since the inception of the College have been digitalized.
- The campus is equipped with secured Wi-Fi connectivity.
- An air conditioned seminar hall Lafani, equipped with multimedia projector, was constructed in 2014.
- Gurmat Bhawan, the Prayer room, has been constructed in the new building in 2016.
- The official website of the College is being updated to keep up with the dynamically changing trends in education and has a user friendly interface.
- The College has been conducting its alumni meet since 2016.
- College started M. Com course in 2015 and B.Com (Honours) was started from the session 2017 onwards.
- IT Infrastructure of the College has been perpetually growing. In addition to building, renovation goes on as per the requirements. The College has four air conditioned computer labs and one N-Computing (Thin Client) lab with 123 computer systems. All the five labs are aesthetically designed. Provision of SPSS software is also there.
- Food warming facility is available in the college for the students and teachers

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 24

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	5	3	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

> **1. Institution shows gender sensitivity in providing facilities such as:**
> > 1. **Safety and Security**
> > 2. **Counselling**
> > 3. **Common Room**

Response:

1. **Safety and Security:** The safety of girl students is the prime concern of the College administration. Adequate security measures are taken to ensure safety of the students inside and around College premises. Although the College is located in the heart of the city, a few meters away from the busiest intersection, the gate keeper and a security officer keep a strict vigil on the surroundings especially at the opening and closing hours of the College. The security officer has been instructed to take a round of the entire surrounding area and the connecting roads at the dispersal time of the students. Three CCTV cameras are installed near the College entrance- one by the local administration at the intersection and two by the College authorities covering the area outside and inside the College gate. The security officer keeps contact with the local Police Control Van (PCR) which is generally stationed within a radius of 1 km to call them in case of urgency. Lady Constables are put on duty by the Police Department on special occasions. Within the College campus the members of the staff take rounds before the commencement of the classes and after dispersal time to keep a watch in general. Since the College does not have hostel facility, all the students leave the premises within an hour of the conclusion of the last class. Apart from the security officer and members of the staff on discipline duty, two members of the office (ladies) take

a final round of the entire building around 45 minutes after the last class is over and ensure that everyone has left the college.CCTV Cameras are also installed outside the washroom area and common room.Along with the safety measures, the experts are invited to educate the students about Self Defence.

2. **Counselling:** Being a small College, keeping personal contact with students is our strength. The students are encouraged to communicate freely with their respective Teacher In-Charge regarding any matter whatsoever. Also, a Personal Counselling Committee is constituted and the students are notified the names of the members so that they can approach them whenever there is need. Through Personal Contact Programme the members of the staff get an opportunity to know the students better in terms of their family and educational background. The students also overcome their initial hesitation and open up with their teachers on various issues concerning their education and life as well. A member from the committee visits each class at least once every semester to make the students aware of their general well-being, worth, personality issues. The aim of such meets is to build up self-esteem of the students and help them realise power of their inner self so that they can speak up boldly and raise their voices whenever they witness any unfair treatment.

3. **Common Room:** Students use Common Room during their free time especially during after-hours while waiting for their transport facility. CCTV Camera is installed in the Common Room. A member of the staff is put in charge of the Common Room who takes a round twice in a day. Besides a woman attendant is available throughout the day.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 43538.4

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 19.53

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1560.16

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7988.96	
File Description	**Document**
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
• **Solid waste management**
• **Liquid waste management**
• **E-waste management**

Response:

1. **Solid waste management:** Separate dustbins for plastic and non-plastic waste have been placed at the significant locations in the entire campus. For solid waste management transport arrangements are provided by Municipal Corporation, Amritsar. However the efforts are being made for the management of the other wastes. For example:- Concrete waste material is reused for construction of the building pavement; old class room furniture is redesigned and remodeled into various forms viz. chairs, wooden fittings in the auditorium; old iron grills have been reused in the staff room and administration block corridors.

2. **Liquid waste management:** Drinking water facility is available in campus. Proper supervision ensures that there is no wastage of water. Proper drainage system is available in the campus for managing liquid waste. Small repairs are done as and when required.

3. **E-Waste management:** E –Waste materials are properly disposed off. The condemned/faulty batteries and damaged computers are disposed through outside agencies. The low configured computers are shifted to schools (belonging to Sant Singh Sukha Singh Institutes). A separate N Computing lab is set up for Post-Graduate students. This innovative technology lowers desktop computing costs, improves manageability, and reduces both energy consumption and e-waste.

Classroom discussions and seminars are conducted regularly to make the students aware regarding the management of various waste materials.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College makes efforts to conserve one of the most important natural resource – Water. Rainwater harvesting is considered as a reliable way to conserve water. There is proper rain water harvesting system in the campus to minimize the wastage of water resources. The collected rain water is used to recharge the ground water levels which are beneficial for the environment. And to facilitate ground water recharge six bore wells/pit holes each 120 feet deep, have been constructed at different locations inside the College campus. All bore wells are properly closed so there is no risk of contamination.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Since the city lacks an effective Public transport system and the roads are overcrowded, the preferred mode of transportation is motor vehicles (Generally two wheelers). Many students go for pillion riding. Auto rickshaws are also a popular mode of travelling within and around city. Considering the state of roads and chaotic traffic only a few students use bicycles to reach College. With strength of 933 students and 48 members of the staff, the number of vehicles are 428 scooters(Two wheeler) and 02 cars only.

The Campus is lined with a good number of trees and plants. The green cover around the boundary walls absorbs the excess noise and dust from the busy road outside the premises.

Efforts are being made to minimize the use of paper in the routine work in the College. Office correspondence, notices to staff and students are mostly in electronic format. The important information/updates regarding activities and academic programmes are made available on the college website. A Facebook Page and WhatsApp groups have also been created to share important updates or notices. Urgent notices are put up in the WhatsApp group of the respective classes. It is pertinent to mention that such groups are used only for formal communication between the teacher and the students only. Thus besides serving as a communication medium it also teaches them the responsible use of social media.

During the current year the entire office record comprising official documents, students and staff record, financial statements for the last 25 years has been digitized.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.39

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-

wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9361.00	14550.00	78980.00	10496.00	2390.00

File Description	Document
Green audit report	[View Document]
Details of expenditure on green initiatives and waste management during the last five years	[View Document]

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 19

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise

during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	3	2	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 14

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	3	3	3

File Description	Document
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 12

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	2	1

File Description	Document
List of activities conducted for promotion of universal values	View Document

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7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Teacher's Day Celebrations

Students of the college organize a function to celebrate the Teacher's Day every year on 5th September which is also the birth anniversary of Dr Sarvapalli Radhakrishnan, a prominent thinker, philosopher and an educator and the students present cultural programme and express their gratitude towards their teachers by way of flowers and fabulous "Thank you" notes.

National Unity Day

The College celebrates National Unity Day on 31st October to pay tribute to 'The Iron Man of India', Sardar Vallabhbhai Patel.

Diwali Mela

Diwali Mela is celebrated every year with great enthusiasm and zeal at the College campus. The beats of music and colours of rangoli fill the atmosphere with festive spirit. The food stalls offer a variety of snacks and sweets.

Maharaja Ranjit Singh Birth Anniversary

The birth anniversary of Maharaja Ranjit Singh Ji is celebrated by holding a special assembly of students and faculty to make them aware of the glorious history and heritage of Punjab.

International Yoga Day

Yoga is an ancient physical, mental and spiritual practice that originated in India. Yoga Day is celebrated on 21st June every year.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College maintains transparency in its financial, academic, administrative and auxiliary functions :

The evaluated answer sheets of all internal examination are shown to the students. The consolidated award list of mid semester examinations are displayed on the board for the information of all the students. The marksheets duly signed by the Teacher In- charge and the Principal are issued to the students.The list of the students who are selected for award of prizes /trophies/medals on the basis of their performance in academics and cultural activities is invariably displayed on the notice board at least 15 days before holding the event.

All major events are planned through participative management. The Member Director generally holds meeting /discussions with the Principal and staff for discussing various academic initiatives.

Financial audit is conducted annually and report is submitted for the approval of the Management Committee.Budget is discussed and approved annually at the meeting of the Management Committee before the beginning of the new financial year.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1st Best practice: Supporting deserving students

Objectives of the Practice

Over the years it is noticed from the profile of the students at the time of admission and at the Personal Contact Programme (PCP) conducted for the first year students that a few students belong to the families with low economic conditions. Therefore it was decided to support the deserving students.

The objective of this practice is: To extend the financial supports and / or facility of books to the students

- with poor economic conditions with the purpose of helping them to continue their study
- who excel academically
- without any discrimination of caste, religion

Expected outcome

- It is a known fact that the College has a compassionate attitude towards the students whose parents do not have sufficient means to finance their education. And hence such students would be able to attain the degrees and get settled in the avenues of their choice.

The context

- At the commencement of the session the students are notified regarding the Fee Concession scheme. A help desk is formed in office to provide the basic information regarding the scheme and for whom it is available. The students are instructed to obtain the concession application form from the help desk and submit the duly filled form to their respective teacher In-charge within the specified time. The College believes in the principle of **Transparency** and hence every care is taken while scrutinizing the application form. The teacher-in-charges of various classes interview the applicants and verify the details of the concession form. After scrutinizing every detail the Teacher In-charge put in their remarks for recommendation or otherwise to forward all such forms to office. A summary statement is prepared in the office detailing the particulars of the students, her academic and attendance record, the reason for seeking concession etc. The Principal goes through the summary statement and recommends fee concession as per the concession policy statement approved by the College Management. The recommendations so made are put up before the member Director for final approval. The cheques comprising the amount of concession are issued to the students after getting final approval from the Member Director. It is also noted that every year the number of students applying for the concession is increasing. Applications recommended by the teacher in charges for book bank facility are forwarded to the librarian, which after the recommendation from the Principal are considered for the further action. The concessions, thus, in College fees and facility of book bank are granted to the students.

The practice:

- The concession scheme is renewed every year on the basis of student's satisfactory academic records, regularity in attendance, and good conduct. The rate of concession in fees ranges between Rs.500 to Rs.5375. On an average 21.22 per cent students are benefited by scholarships, freeships etc. provided by the institution.
- There are different scholarship schemes offered by the Government for SC, ST, OBC, brilliant students etc.
- 50-60 students get the book bank facility for the whole session.
- Students are advised not to apply under more than one scheme.
- It has been observed that the number of student seeking concession in fees and the issuance of books from book bank has risen over the years.

- The students, who find it difficult to pay the semester fee in lump sum amount, are allowed to pay the fees in two instalments if they submit their request in writing prior to the last date for deposit of fee.

The constraints/ limitations are as follows:

- Although the fee structure is kept substantially low as compared to other private Colleges in the city, still Freeships/ concessions are provided to the students who aspire higher education but do not have sufficient resources.
- Although efforts are made to sanction amount generously for fee concession, yet it can be increased

provided the institution is funded through NGOs and Government as well.

Evidence of success:

- Number of students, who are applying for the fee concession in the first year of admission, is increasing every year.
- It is pertinent to mention that the students who are fatherless are offered a standard concession equivalent to 25 % of the total fee.

Problems encountered and resources required: The institution does not get any grant from external sources.

2nd Best practice:Inculcation of values

Objectives of the Practice:

It is a matter of common observation that the young generation is being brought up in a society with deteriorated human values, growing penchant for material comforts and breaking up the traditional joint family system. The lack of attention on the part of parents has led to the present situation where the youth is generally seen as devoid of basic values, manners and etiquettes expected in a civilized society. Therefore, it was decided by the authorities to prepare, print and circulate the 'Manual' that can make the students and faculty members abreast with the value system.

The objectives of this practice are:

- To create awareness about social obligations
- To inculcate the ethical values
- To inculcate respect for everyone
- To sensitize about the environment
- To promote love for learning

Expected outcome:

SSSSians and other stakeholders would be able

- To observe the values in letter and spirit

The context:

- Values can be inherited or can be learnt through the social environment. As such it becomes more important for the educational institutions to help the students and to ensure that the students are learning and following the social, moral and ethical values. Knowing these values would help each and every student to respect her uniqueness; to respect juniors, seniors and fellow friends; to know how to behave at different places and during different occasions; to take care of their well-being and the like.

The practice:

- It has been a matter of common observation that youngsters are generally ignorant of social, moral and ethical norms which are necessary to be good human beings. As such SSSS has endowed a booklet Moral Education Forum. This booklet is distributed to all the students without charging any cost.
- After the commencement of every session, the first assembly is conducted in which the students are made aware of the values and the principles of the institution verbally as well as through the power-point presentation and the enactment.
- The students perform prayer in respective classrooms every morning.
- Every Monday from 9:30a.m.-9:45 a.m. students are sensitized about various issues concerning the values through discussions, role playing and poems. The College being the Women College focuses mainly on the empowerment of women. Hence, the issues are discussed keeping in consideration the challenges the students and the teachers meet with; and the other contemporary issues that need to be addressed.
- Various items viz. plays, choreographies, musical items are organised as part of cultural event to highlight the relevance of the universal values of truth, compassion, equality, honesty, justice etc.

The constraints/ limitations (if any) are as follows: NIL

Evidence of success:

- Although change in belief system is a slow process, yet a positive change in the attitude and behaviour of the students as well as the faculty members is observed as they become a part of SSSS family.
- It is also apparent from the number of the students, who are getting admission, which is increasing every year without making any advertisement through private circulation.
- The Alumni during their talk with the enrolled students appreciated the values the institution emphasizes upon and encouraged their youngsters to follow these values in true sense.
- Many show enthusiasm for reading and learning of scriptures which later on becomes a regular habit over the lifetime.
- They do not hesitate sharing their problems with their mentors which help them obtain personal counselling in times of dilemmas.
- Students imbibe the values of simplicity, hard work, truthfulness, honesty, equality, secularism and the like, and emerge mentally stronger.
- They are generally responsible towards the College property and facilities, classroom furniture, electrical fittings, multimedia equipment etc.
- They never pluck flowers or spoil any plant or litter the campus.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Unique advantage commensurate to Vision of the College

College was started as an exclusive College of Commerce for girls only. It was the beginning of the privatization and liberalization era and as such the Founders envisioned the opportunities that lie ahead for the young competent work force. It is pertinent to mention that the field of Commerce was an upcoming field of study in the early nineties, especially for girls. As such the College focused on building itself as an institution which is preferred by the Parents to send their daughters considering their priorities in terms of safety and economy. Gradually over the years we have been successful in establishing ourselves as the institution which is considered safest and affordable by the Parents especially from the lower and middle strata of the society.

The institution believes in the religiosity, integrity, transparency, steadfastness and policy of inclusion and in promoting the nation building qualities of equality, justice and fraternity. Integrity and transparency are reflected in all the accomplishments of the institution i.e. from the admission process to the conferment of degree/placement and even beyond; and Religiosity and steadfastness are reflected from our emphasis on sustainability and holistic development of students as human beings.

The below mentioned points indicate the due care we take to ensure our uniqueness in the aforementioned respect:

- From the time student comes to join the College a personal contact is formed through counseling of every student on individual basis. All guidance and help is offered to the parent and the student regarding every matter of their concern viz. fee concession, book bank facility, career opportunity, co-curricular aspect and so on.
- Networking and collaboration of the College with agencies that can facilitate innovations and entrepreneurship among the students
- Students' maximum involvement in different activities and skill oriented programmes
- Rules of the College does not allow a student to leave the campus without permission before their last period
- College environment fosters teamwork, cooperation and mutual support among students and teachers and hence they are emotionally balanced, morally upright, socially responsible
- Ecologically sensitive team of faculty who make optimal use of resources for producing academically accomplished learners (result of last five years)
- Although the alumni is young yet they are well placed and professionally dedicated

5. CONCLUSION

Additional Information :

Sant Singh Sukha Singh College of Commerce for Women, Amritsar, was established in 1993 to mark the Golden Jubilee celebration of Sant Singh Sukha Singh Khalsa School, its parent body. S. Sant Singh Rais, the founder donated his entire property and formed a trust to run a school in the memory of his only son S. Sukha Singh who had died young. He started a Primary School in Bazar Mai Sewan in the vicinity of Sri Darbar Sahib. The school was later on shifted to the present location at the Mall Road which now houses a Senior Secondary School and also this College of Commerce.

Special attention is paid to build soft skills such as written and verbal communication skills, social etiquette and professional grooming. The College has significant infrastructure: spacious class rooms, comfortable furniture, seminar halls with audio-visual aids, well-stocked fully automated library and air-conditioned computer laboratories. Fee concessions are given liberally to the needy and deserving students. Book-bank facility is also available for the economically poor students. Bridge courses and Remedial classes are conducted regularly for the academically weak students. Intensive Study Programmes are constituted for the students with higher potential to help them excel in academics. The pass percentage in University examinations has always been higher than the average University pass percentage.

Concluding Remarks :

The College has made great strides and established itself as a leading College of commerce, exclusively for women, in this region. The College is known for its discipline, peaceful atmosphere, eco-friendly environment, academic achievements and innovative practices. Every care is taken to respect and live by the basic human values of truthfulness, kindness and compassion to inspire the students to respect and imbibe the same.