



**SANT BABA SEWA SINGH MEMORIAL
GOVT COLLEGE(GIRLS)
GURU KA KHUH, MUNNE(RUPNAGAR)**



YEARLY STATUS REPORT-2022-2023

Part-A

Data of the Institution

1. Name of the Institution

Sant Baba Sewa Singh Memorial Govt Girls
College Guru Ka Khuh, Munne

- Name of the Head of the institution : Ms.Geetanjali Sharma
- Designation: Principal

- Does the institution function from own Campus? Yes
- Phone no. /Alternate phone no. 01887-245870
- Mobile no. 9653213092
- Registered Email gcgmunne@gmail.com
- Alternate Email gcgmunne@gmail.com
- Address : Sant Baba Sewa Singh Memorial
Govt Girls College Guru Ka Khuh,
Munne Village Munne
Po Takhatgarh Teh Anandpur
Sahib Distt Ropar(140119)

- City/Town : Rupnagar
- State/UT : Punjab
- Pin Code : 140119

2. Institutional status:

- Affiliated/Constituent Affiliated
- Type of Institution: Girls
- Location : Rural
- Financial Status: As per Govt. Rules

- college.
- 4) How to Achieve Goals of the college.
 - 5) Academic calendar making.
 - 6) Formation of some other committees were done for the improvement of the college.
 - 7) Action plan was made to increase the strength of the student of the college.

Agenda of the first meeting

- 1) NSS enrollment and **camp** organization.
- 2) Discussion on SC and minority Scholarship.
- 3) How to make students aware of **Anti-ragging and drug problem**.
- 4) To motivate students to attend and more classes and maintain their attendance .

Agenda of the Second meeting

- 1) Making action plans of next semester
- 2) Adjustment of **time table**, so that students who are weak can be taught giving extra time.
- 3) **Career counseling**, planning for students **jobs**, **Organizing Job Festival** so that students can be exposed to good and healthy atmosphere and they should be able face the world by their soft skills.
- 4) Many type of festivals are to be celebrated in the college **IT fest, commerce fest**.

Agenda of the Third meeting

- 1) Every department has planned **activity** in which students showed their interest and enthusiasm.
- 2) **DASTAK** programs were organized in the college in which students can directly interact with the principal. listening to their problems and solving them.
- 3) Discussion are done to make the campus **handicapped friendly**.
- 4) Please upload, minutes of meetings and action taken report.
- 5) Discussion was done to use the grant under HE24 Scheme for the boundary walls.

Agenda of the Fourth meeting

In this meeting general discussion about the improvement of the college was done.

Agenda of the Fifth meeting

- Our Colleges IQAC along with the principal planned many activities and programs during the session and tried to Implement them.

- a) New **IT lab** well Equipped with computers and Wifi was constructed.
- b) Various **lectures** were Organized to impart Knowledge to Students according to their field.
- c) **IT Training programme** was also Organized for IT students and rounds of Interviews were Conducted for Students.
- d) IQAC team visited the whole campus and took the note of the broken parts of the campus and made the **agenda to repair the building**.

Agenda of the Sixth meeting

In this meeting the action plan for RUSA proposal was discussed and how to fill the RUSA proposal on portal and what should be the point of emphasis in RUSA.

Action taken report

- 1) Action plan was made to repair the damaged parts of the building and to make boundary wall.
- 2) A chart was made to visit adjoining schools for counseling students to take admission in our college..
- 3) A plan of DASTAK Programs was made to fill the gap between the Principal Teacher and the Students. Orientations plan was also made.
- 4) Activity planner was made and discussed.
- 5) Academic calendar was made for the session.
- 6) Action plan was made to speed up the process of syllabi finishing of all the subjects.

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

11. Significant contributions made by IQAC during the current year (maximum five bullets)

- Our Colleges IQAC along with the principal planned many activities and programs during the session and tried to Implement them.

- a) New **IT lab** well Equipped with computers and Wifi was constructed.
- b) Various **lectures** were Organized to impart Knowledge to Students according to their field.
- c) **IT Training programme** was also Organized for IT students and rounds of Interviews were Conducted for Students.
- d) IQAC team visited the whole campus and took the note of the broken parts of the campus and made the **agenda to repair the building**.
- e) **Herbal Garden** is being Developed in the College along with Kitchen Garden along with the **landscaping** of the back lawn.
- f) IQAC team regularly check the college campus, any drawbacks in the management of the college, discipline of the students.
- g) IQAC team regularly monitor the different types of activities going on in the college, like in the past months grants for different courses from the government was given to the college, its utilization in efficient and student friendly way so that money can be spend on the required points.

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

- Action plan of IQAC for the next Academic year For Quality enhancement is to Develop smart class Rooms for the students .

- 1) To improve skills of the Students
- 2) To Encourage Faculty to attend Faculty Development Programmers, So that they can Enhance their Knowledge and impart it to students.
- 3) Our Students were told about NSS, Environment committee, Red ribbon Club, Buddy Group. So that more and more students tend to participate in various activities related to these bodies.
- 4) Our IQAC audits the time table and academic calendar and make sure that the whole college sticks to the plan made in the academic calendar, to make the college functioning smooth and effective.

5) We have installed to digital smart classrooms in the college, so that teachers can teach the students by digitally smart ways and students can also be made aware about the smart teaching.

13. Whether the AQAR was placed before statutory body? YES

Name of the statutory body is :- COLLEGE COUNCIL

14. Whether institutional data submitted to AISHE : YES

14. Whether institutional data submitted to AISHE : YES

15. Multidisciplinary/ interdisciplinary

The new Education policy ,enable the students to have wide knowledge of different subjects and make students stand in society. It helps students in their academic growth students can choose the subjects of their choice and they are made skillful. Our college follows the syllabus prescribed by Punjabi university Patiala we have multidisciplinary courses in our college. Students attain variety of subjects and courses in our college and that leads to effectiveness of teaching of our institution .Our faculty members are also well educated and well talented with the help of which our students get good exposure in all subjects.

Our institute also organizes inter disciplinary activities like IT Fest, commerce Fest, special lecture on different topics of different fields which are of concern these days .By organizing Quizzes, Seminars, Poster making, Rangoli etc

So overall our institution provides variety of subjects and courses along with the activities related to their particular subject or different subjects which enable our students to get more exposure.

Our college is trying to establish or start some multi-disciplinary courses like beautician and fashion designing. We always try our students to expose them to every type of extra curricular activities so they can be develop into the smart individual like discussion debates, quiz, ppt. showing on different topics.

16. Academic bank of credits ABC

1)It enables students mobility across higher education policy .

2) It Helps in seamless integration of skills and experience into credit based system .

3) Our college has digital store house that contains information of credits earned by individual throughout their learning journey .it will enable students to open their accounts and give multiple option entering and leaving the college . All colleges affiliated to Punjabi university ,Patiala have storage house of credit of students like internal assessment of students and marks of every subject .so we can say that our students can shift to other universities but by taking migration certificates not like advanced –high tech universities where students can enter and exit at any time.

4).Our institute provides the students more subjects then their syllabus by the adoption of certificates courses to enable our students to have vast knowledge other than their subjects. Our institution has organised a special campaign on registration of students on ABC portal.

17. Skill development

Our college is very enthusiastic in improving skills of students ,in one way the other we try to expose our students to various strides for example we have include two Certificate courses in their curriculum..

1 .IT enabled in computer course

2. Accounting and taxation in services

So that students of any course **BA, B.com, BCA**, can have these subjects can improved their skill to get job easily. Our college has organized **training programme for IT students** to make them ready have extra skill.

Our students are also playing games like **Kabaddi , Volleyball**, so that they can develop extra skill to make their carrier in **sports** .

Our institute is also applying for **vocational courses** of the student's interest in which they can enhance their extra skill with interest and can get job easily.

We have applied for two different vocational courses for students, one is fashion designing and beautician.

We are also planning to send our students for some internships in different industries so that they can improve their skills and can have more job opportunities.

18. Appropriate integration of Indian Knowledge System (Teaching in Indian language, culture, using online course)

Our College teaches the students in **local language** as well as **English** so that students become aware of both the languages .They should feel comfortable in English also. Because students have to face the modern world which is **English dominated in India** . We teach students according to **Indian knowledge system**. We also Tell students about Indian culture by organizing **Heritage Festivals under EK Bharat, Shresht Bharat, Youth Festival, Youth Festival** we also motivate our students to participate in youth festivals to where they get **good exposure**, we also take them **heritage sites** so that they should be aware of local heritage. We also include IT courses in the syllabus. so we can say that our institute teaches the students in **Indian local language** and also expose them to **English culture** by organizing various **webinars** in English and English department is also told to motivates students to speak more and more English which is the need of the day in **Indian knowledge system**.

We have organized various activities by all the Departments under the topic **INDIAN KNOWLEDGE SYSTEM** so that the students and staff can know about the Indian Knowledge System at root level. PDF is attached.



Indian Knowledge System.pdf

19. Focus on Outcome Based Education (OBE)



Our college tries to Focus on **outcome based education**. In **traditional system** of education teachers and students spend a lot of time in studying only **one subject** and cramming it. They were not skilled enough , that lead to **unemployment, a great gap between industry and curriculum**. But these days the curriculum is designed in such a way that students can be exposed to more than one subject and he/she comes to know the benefits and harms of the particular subjects which enables the to do more than one courses at a time. We are also trying to Focus on outcome based education, by making such curriculum that students should be knowing clearly something about their goals in life. like by studying in **BA students are Focused** in giving further **competition or post graduation** in their subject .We have included in our syllabus some extra courses for skill development of students so that the youth can be easily employed early as possible. these days students are made aware their choice one they

want to do whether they want to go in for post graduation or any competitive test or job. We conduct **Guest Lectures** on different issues which are of concern these days . Like **Environment** is a great point of concern these days, there **are many jobs in environment** related issues .**Arts students** are also having **Technical knowledge** because of the IT courses. If the students are made clear to achieve their goals in college itself they do not feel much difficulty in further life, but they want to choose they will have clear motive of their carrier..In skill our college has organized training of some High Level course (IT) which enabled the students to get job. **Our College thrives more and more towards OBE.**

20.Distance Education-Online education

Our college has quite good online education system during **covid times**. Our college was doing teaching on online mode. These days there is not too much online teaching some of the part of this session was online and some was offline..But our faculty members have prepared E-content of the syllabus and the rationalization of the syllabus is also done.We do not have any course in **distance education**.

Extended Profile

1. Program	
1)Number of courses offered by the institution Across all programs during the year.	07. BA,B.COM,BCA,PGDCA,MSC-IT(R) IT enabled in computer course Accounting and taxation in services Jagat Guru certificate courses)
2)Data Template	 View File.pdf
2.1 Student	
Number of Students during the year (Institutional of data)	 297 Book2.pdf
Number of students in certificate courses	NILL

2.2 Number of seats Remarkd for reserved categories

GOI/State Govt. Rule during the Year

Sr. No.	Course	Category	No. of Students
1	REGULAR	BC	78
2		SC	96
3	SELF FINANCE	BC	16

4		SC	47
TOTAL			237

	BA	B.COM	B.C.A
Total	63	13	17
Pass	39	12	17
Reappear	24	1	0
Percentage	61%	99%	100%


2.3. Number of outgoing-final year students during the year.

3.Academic
3.1 Number of full time teachers during the year

Full time teachers	04 1.Asso. Proff. Navdeep Singh (Pol sci.) 2.Dr.Pushpa Devi (History) 3.Dr.Nidhi Bala (Commerce)
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	4.Asstt.Prof.Rani Devi (Comp. Science)
HEIS	02 1.Lect.Pawandeep Kaur (Comp. science) 2.Lect.Nisha Rani(English)

3.2 Number of sanctioned posts during the year Teaching	09		
	Principal		
	Sr. no.	Subject	No. of Post
	1	English	01
	2	Punjabi	01
	3	Commerce	01
	4	Hindi	01
	5	Religion	01
	6	Pol. Science	01
	7	History	01
	8	Physical Edu.	02
Non- Teaching	05		
	1	Librarian	01
	2	Library Restorer	01
	3	Steno Typist	01
	4	Clerk	01

	5	Watchman	01
4.Institution			
4.1. Total number of Classrooms and Seminar halls		30- 1	 college pdf.pdf
4.2. Total Expenditure excluding Salaries			
Excluding Salary Component		16898692.68	
4.3 Total number of computers on campus for academic purposes 26 computers for Academic Purpose and 5 for Office Purpose		33	

PART-B


Criterion 1 – Curricular Aspects

1.1 Curricular Planning and Implementation

The college curriculum ensures delivery through a **well-planned** and a documented process. All the programs taught in the institution are designed. By Punjabi University Patiala and the institution follows the curriculum prescribed by **academic council** of the university. The **Time Table committee** headed by **Principal** and senior faculty member draws up detailed time table which efficiently deploys time for academic and co-curricular activities. The academic committee plans the best methods to successfully implement the curriculum.

Due to the prevalent pandemic situation the curricular was taught through virtual mode using online meeting apps such as **Zoom meet, Google meet**, Microsoft teams. Before the start of the academic year, faculty members are encouraged to prepare an active plan for their virtual classrooms teaching of the entire year. This distribution of the curriculum helps in timely completion of the course well before start of the final examination at the end of the session. Internal assessment at tutorial projects comprises the formal process. Periodic virtual meetings of **IQAC** takes stock of the progress of teaching among others things

The college is well equipped with only one smart lab and ICT facilities. to promote interactive teachers students are to participate in online group discussions, quizzes and seminars. This year we have tried our level best to improve the process of teaching in the classrooms by adopting different efficient methods. IT students were motivated to use more and more computers and do more practicals so that their knowledge in IT sector is improved. ARTS and Commerce students are also taught by various way to improve their knowledge

TIME TABLE	 TIME TAbE.pdf
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RATIONALIZATION OF SYLLABUS

Syllabus of History (BA)



BA1.pdf



BA 2.pdf



BA3.pdf

Syllabus of Political Science (BA)



Pol Science.pdf

Syllabus of English (BA)



BA1ST SYALLBUS.pdf



ba3rd.pdf

Syllabus of Punjabi (BA)



PUNJABI COMP.pdf



Punjabi elective.pdf

Syllabus of Hindi (BA)



hindi syllabus.pdf

Syllabus -B.Com


B.COM 1 (1).pdf


B.COM 2.pdf


B.COM 3.pdf

Syllabus- BCA


bca 1st syllabus (1).pdf


bca 2nd syllabus com (1).pdf


bca 3rd syllabus com (1).pdf

Syllabus-PGDCA & MSC-IT


pgdca syllabus com (1).pdf


msc.it syllabus com (3) (2).pdf

1.1.2 The Institution adheres to academic calendar for the smooth conduct of college.


Academic calendar 2021.pdf

1.1.3 Internal evaluation system:

We have very **effective** system of internal evaluation. Our **exam pattern** is exactly according to the **Punjabi university** but internally our evaluation is based upon the tests, the MST and **assignments** on the basis of which internal assessment is given to the students. Our evaluation system is very transparent and clear. The college also encourages the staff and students to participate in college level and state level activities like seminar, workshop, symposium. Our college follows the **academic calendar**. Students are judged on the basis of their result in MST, their behavior in the classrooms, their interest in the task and the subjects assigned to them. so we follow a very effective pattern of internal evaluation. **Theory and practical** subjects are also evaluated separately and marks are given on their performance and attendance in theory and practical separately. So overall our college follows a very clear and transparent system of internal evaluation but still if any student has a doubt our faculty members very effectively sort out the issues. Our college has very transparent system, of internal evaluation and adhere to the rules and regulations of Punjabi University, Patiala.

1.1.4 Teachers of the institution participates in the following activities related to curriculum development members of academic bodies, setting of question papers and designing of syllabus of any Add on course and certification course.

Almost our all the staff members are indulged in one or the other above activities. All of us are quite active in educational/curriculum aspects

1.1.4.1 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating university and /are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Settle of question papers for UG/PG programs design and Development.	1. Mrs Geetanjali Sharma Principal a) Member of board of Studies of under graduate in Punjab university b) Paper setter of Bsc Final (Ecology), Bsc first (Cryptogams) c) Bsc Second (Botany) Home science (Stream) 2. Associate Prof. Navdeep Singh a) Member of post graduate board of studies. b) Paper Setters
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1.2- Academic flexibility

Our institute is affiliated to Punjabi University Patiala all the courses and the syllabi are restricted to Punjabi University Patiala only. Our college has **BA, B.COM, BCA, PGDCA, MSC-IT** all are judged and examined separately by Punjabi University. Our BA students can have multiple options of subjects where as **BCOM** and **BCA** has fixed number of subject. In India we do not have much academic flexibility. Our students have to study in one stream only but in distance students can have other options but our college has no course of distance learning. Our institution itself can not give access to the students in the academic flexibility but if NEP is started we can use that system in this process and then there will be academic flexibility.

1.2.1-Number of Programs in which Choice Based Credit System (CBSC)/elective course system has been implemented.

NIL

1.2.1.1- Numbers of Programs in which CBSC/Elective course system implemented. NIL

1.2.2-Number of Certificate programs offered during the year

1) Certificate Course in IT enabled Services

2) Certificate Course in Accounting and Taxation

Affiliated to Jagat Guru Open University

1.2.3- Number of students enrolled in Certificate program as against the total number of students during the year =

NIL

1.2.4-Details of students enrolled in subjects related to certificate/ Add- on programs

1.3 Curriculum Enrichment

1.3.1-Our Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum.

1. **Professional ethics**- In our institution students are taught about the professional ethics in different fields by taking seminars or extra lectures. Our students are very much aggressive in doing all the others extra curricular activities like learning **professional ethics** and participating in **class rooms task** and **other duties** given to them in **NSS Buddy Group Environment societies**. Students are trained professionally by **conducting lecture** of different topics or fields . Our college students are indulged in various types of activities on **human values** like how to **behave in society** as a **good citizen** .They also go to adjoining schools to enlighten the students(kids) about **health hygiene, moral values**. Our Students are also given lectures on moral values and their duties as a citizen. We are also a very much aggressive in **Imparting knowledge** of **great vision**. We also try to **enrich** our curriculum by telling students about **outside class room** teaching, we give them **projects ,assignments, PPTs** on different topics not related to their syllabus even. Our students are also exposed to **high level webinars** or seminars so that they are capable to bring newness to the curriculum. In **DASTAK** programme students are also told students about human values, professional ethics. Lectures are also organised on **personality development**, moral values. Curriculum enrichment is about giving greater meaning to the syllabus by adding values beyond class room teaching . We also focus on overall development of the students and teach them **skills relevant** to real life situations. We also **promote group projects, field works, creative research** and **brain storming sessions** in all the subjects. so that when our **pass out** from our institute they should be transformed into a **good and smart human being** and are able to perform better and get **motivated** in their future life.

2)**Environment**- Environment of the college should be student friendly along with the discipline and mannerism so we try to inculcate all the qualities in the students, in the college as well as outside college.Our college provides good and favourable environment for teaching and learning. Faculty members and students **collaborate** in a very healthy manner so that our college environment remains cool and disciplined. Our **principal** motivates all the faculty members and students to maintain **healthy environment** in the institute. Our college is a disciplined college whole of the staff and students are **punctual** so there is no problem of any anarchy in the institute. **Classes are taken regularly , students attendance is monitored** regularly, **time table is properly maintained ,academic calendar is followed regular tests** are given. Students are listened in **DASTAK** programmes with great care and principal helps in solving their problems. **Counselling** is done time to time to make the students **stress free** during the exams .Healthy environment in the campus makes our institute a **disciplined and cool** institute.

3)**GENDER:-** Being all girls college we try to educate our students about the gender issues in the society by organising lectures or activities by various outside agencies and NGOs. Gender are being enlightened about Gender issues their **equality in society**, their **rights in society** their **freedom to speech** about any issues like their personal problems health wise or social. we also organise **webinars on girls problem** like **women empowerment health and hygiene** and **female foeticide**. Being all girls college our girls are always **free** talk to principal and faculty members. They **do not** face any type of major problems like **sexual harassment** in our institute.

4)Sustainability in curriculum:- As per the need of the our fixed curriculum with flexibility in it is required in the changing word so that the particular does not become outdated. Sustainability in curriculum means able to maintain the syllabus in changing world, in various **circumstances**. We always think that curriculum should be according to students **today's** need. It should **not outdated** in the future times. It should also show some **positive impacts** on the students in their future like when they are **graduated** from our institute they should be **groomed** and **confident** .But we have to adhere to the curriculum designed by Punjabi university Patiala .We motivate our students to take **extra courses** present in the college so that they should be **flexible** to face any challenge in their future. Sustainability in the curriculum is **the main motive** of the **education** which will enlighten our college students **above classrooms teaching**. We adopt various methods to retain the sustainability of the curriculum which is to be taught to the students and make it interesting and informative for the students by organising other activities related to the subject.

Students are being **taught** about the **uses** of the **curriculum** they are being admitted in. They are enlightened about their **streams** and its value in **society**. By organising various activities of their particular streams so that they develop **interest** in their **streams** like **declamation** contest. **English department** organised **poetry competition, essay writing** competition so that they adhere to the subject they are studying.

Punjabi Department organized **declamation** contest **Essay writing, poster making, Punjabi week** was also organized to make their subject more attractive.

Hindi Department organized **poetry, Hindi Divas Kavita Ucharan** competitions.

IT department organized **IT fest** to embark the qualities of IT. Various models of IT related concepts were being made, **ppts** were shown. To increase popularity of IT ,**typing test, projects in IT** were also made so that students become more and more interested in IT subject and its curriculum.

Commerce department performed various **activities** to keep their students **engrossed** in the subject like **commerce fest**.

All these activities and the way teacher teaches keeps the students sustainable in their curriculum. Our college takes **complete responsibility** of the students to **adhere** interestingly to the **subject**. It is a **healthy practice** of our institution. Our **placement cell** is also very active. Our students are **exposed** to various types of **Job fest** and **industry visit**. So that our girls can be adjusted to various job placements.



INDUSRIAL VISIT(TRIP).pdf



dastak pdf (1).pdf



pdf1.pdf



PDF1 (1).pdf



JOB FEST.pdf

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

In **BCA-I,BCA-II,BCA-III, PGDCA, MSCIT, BCOM-I, BCOM-II, BCOM-III** Internship are organised, projects are given to the students for practical approach B.COM stream does not have any practical work to do but still we give our students some projects so that they should have some practical approach towards their subjects. We are also trying this year to give **internship programme** to our **IT students**

History, English, Political Science, Hindi, Punjabi are the subjects which don't have any practical task to do but still our faculty members always give **some field work and research work** to the students. **Physical Education** is practical subject in this students are judged on the basis of how they perform in the **playground** so physical education is completely dependent on the practical or the project work.

Syllabi of all the streams



BCA 1st SYLLABI.pdf



bca 2nd syllabus com (1).pdf



bca 3rd syllabus com (1) (2).pdf



msc.it syllabus com (3) (1).pdf



pgdca syllabus com (1) (1).pdf

Syllabi: - B.Com



B.COM 1 (1).pdf



B.COM 2.pdf



B.COM 3.pdf

Syllabi:- BA History



BA1.pdf



BA 2.pdf



BA3.pdf



NAAC Political_Science1 (1).pdf

Syllabi :- BA Hindi



hindi syllabus.pdf

Institutional Data-Our institute in all is having departments like English, Hindi, Punjabi, Pol.science, History, Computer Applications, Computer Science

Every department is having its own Profile in which they have listed their faculty members their syllabus ,E-content, activities they are performing in the session. This departmental profile helps the IQAC in monitoring the function of Every department in the college.

Departmental Profile


HISTORY DEPARTMENTAL PROFILE.pdf


POLITICAL SCIENCE.pdf


COMMERCE DEPARTMENT .pdf


COMPUTER DEPARTMENT PROFILE.pdf


ENGLISH PROFILE (1).pdf


PUNJABI DEPARTMENT PROFILE.pdf


BCA Department profile.pdf


HINDI DEPARTMENT PROFILE.pdf

Data of non teaching staff


non teaching pdf.pdf

Number of students enrolled in our college.


Book2.pdf

1.3.3. Number of students undertaking:-

Project work -	90
Field work ,NSS Students -	100
Research work -	35

1.4 Feedback System:


respose graph.pdf

1.4.1-Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders(Students, Teachers, Employers, Allumni):-STUDENTS AND TEACHERS

1.4.2. Action Taken Report of the Institution on the Feedback-

Whole of the data of the feedback was studied analyzed and actions were taken on the weak points. The feedback of the students taken by the institution was analyzed seriously and weak

points are taken care of and improved, so that the weakness in the first time should become the strength next time. Principal and College Council do the observations and transfer to the faculty members

2. Teaching Learning and Evaluation

2.1 Student Enrollment profile:-



2.1.1 .Number of students admitted during the year 297

2.1.2 No. of seats filled against various reserved seats(SC,ST,OBC,Divyang)

	BA(300)	B.COM(60)	B.C.A(40)	MSC it(40)	PGDCA(40)
SC	75	15	10	10	10
OBC	15	09	02	02	02
BORDER AREA/ BACKWARD AREAS	12	02	02	02	02
SPORTS PERSON	06	01	01	01	01
FREEDOM FIGHTER	06	01	01	01	01
DISABILITY	09	02	02	02	02
EX.SERVICEMAN	06	01	01	01	01
CHILD /WIDOW RIOTS EFFECTED	06	01	01	01	01
WIDOW/ DIVORCEE	06	01	01	01	01

We have no Divyang or any Disabled student.

2.1.2.1. Total no. of Students admitted in reserved category:- 245

Sr.No.	Course	Category	No.of Students
1	REGULAR	BC	78
3		SC	96

4	SELF FINANCE	BC	16
6		SC	47
TOTAL			237

2.2-Catering to Student Diversity

2.2.1.Catering To Student Diversity

College is committed towards identifying the students problems, because they are from diverse backgrounds and college efficiently needs all the needs and problems of the students. Our college has the ability to cater different diverse group of students(from any stream any background). Our institution has a diversity of courses and students with different levels and caliber. We have to manage the learning ability students of different streams from different background. B.A, B.COM, B.C.A, PGDCA, MSCIT. In this Some of the student are fast learners and intelligent but some are less intelligent with low IQ .We manage the students diversity in an appropriate way. Punjabi University is the main authority which gives the results ,some students take good positions, some at middle level and some are weak, some are the failures, But our Institution manages all types of students according to their ability. Our faculty take care of weak students by taking their extra classes /tests etc.

Toppers or sharp students are exposed at their level and are being followed so that they become asset for the college. They are nurtured and different levels to develop them into smart personalities to represent the college's name. Their separate interviews and counseling s are done to give them better exposure.

Where as the middle and the lower ones are identified separately ,they are taken care of by taking extra classes tests projects in the free periods by our faculty members so that they are not left behind or drop outs. We also provide them extra books and notes. Their parents are regularly informed about their progress report and attendance. We have organized different types of committees to solve the problems.

Our Institution tries to cater very carefully to the students diversity we have in our college.

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

No. of students-297

Ratio is **49:1**

No. of teachers-04 (Permanent),02 (HEIS)

2.3-Teaching Learning Process

2.3.1 To make our students exceptionally smart, because the are from complete village background, we need different practices in teaching learning so that when exposed to the outer environment, the students should be confident. Our college always encourages students to undertake every type of learning in the college, classroom learning, through P.P.Ts., lectures, quizzes, and out side class room learning by Projects, assignments and field work.

Tests and discussion in the classes of every stream are regular feature in our college. Learning and teaching through other ways like departmental activities are also conducted by every department throughout the session students are also motivated for self study in library so that they can analyzed themselves and learning become interesting for them. We have installed two digitally smart classrooms which enable our teachers and students to teach and learn in digitally smart way. They do not get bored by regular learning or teaching. Trips are also organized to make the students aware of the beyond curriculum subject .Our institute focuses on basic learning for the students so that why teaching learning process in our college is a very healthy one.

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

We are trying to make our students more IT smart by introducing IT enabled course for B.A. Students. B.com students so that they can operate high end gadgets and become digitally smart which is the need of the day. Our teachers organize various types of webinars and lectures to keep the students updated .Our teachers are also able to operate laptops and pc's which help them to teach students in an effective way and teaching become interesting and high-tech for both students and teachers. Our teachers have also made E-Content of the syllabus which they are teaching which helps the students to have the syllabus accessibility own their pc's. We have installed two digitally smart classrooms which enable our teachers and students to teach and learn in digitally smart way. Teachers and students make ppt. and learn through You tube channels in digital classrooms.

Our teachers also attend high-tech Faculty Training Program so that they can impart their knowledge to the students. Our teachers also prepare PPT's of the topics which they have to teach in the students.

2.3.3.-Ratio of mentor to students for academic and other related issues:

2.3.3.1-No.of mentors

Full time teachers	04	PAN Number
	Asso. Professor Navdeep singh (Pol sci.)	ADTPS3881P
	Dr.pushpa devi (history)	CMJPD6025M
	Dr.Nidhi bala(commerce)	CXVPB4695L
	.Asstt.prof.Rani devi (comp.science)	CMJPD6027K

Total no. of students 297

Circulars pertaining to assigning mentors to mentees



buddy group pdf (2).pdf

2.4-Teacher profile and quality



teacher experience.pdf

2.4.1-Number of full time teachers against sanctioned posts during the year

Full time teachers	04	PAN Number
	Asso. Professor Navdeep singh (Pol sci.)	ADTPS3881P
	Dr.pushpa devi (history)	CMJPD6025M
	Dr.Nidhi bala(commerce)	CXVPB4695L
	.Asstt.prof.Rani devi (comp.science)	CMJPD6027K

2.4.2-Number of full time teachers with PhD/D.M./M.Ch./D.N.B

Super specialty /D.Sc./ D.litt. During the year

2 Full Time Teachers

1.Dr.Pushpa Devi (PH.D)

2.Dr.Nidhi Bala (PH.D)

2.4.3-Number of years of teaching experience of full time teachers in the institution



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2.4.3.1

Full time	Name	PAN Number	Experience
Teachers (4)	Asso. Professor Navdeep Singh (Pol sci.)	ADTPS3881P	26 Yrs.
	Dr.Pushpa devi (History)	CMJPD6025M	16 Yrs.
	Dr.Nidhi bala(Commerce)	CXVPB4695L	16 Yrs.
	Asstt.Prof.Rani devi (Comp.science)	CMJPD6027K	15 Yrs.

2.5 Evaluation Reforms and Process

2.5.1-Mechanism of evaluation of our college is transparent and robust in terms of frequency and mode. In our institution Evaluation system is very clear and transparent. Students are always judged

1. On the basis of activities.
2. Their performance in the tests.
3. How much they are attentive in class.
4. How much they are regular in class.
5. Marks they obtain in tests, in MSTs.

6. How they do their assignments' given to them.
7. How they do project work given.
8. How much interest they take in practical classes.
9. How many times they visit library.
10. How much sensitive they are towards college property.
11. We add new processes and methods to improve the knowledge of the students.

On all these bases our evaluation is done which is very non negotiable to a larger extent. we always try to do reforms in our evaluation system by changing our procedures and methods in our college.

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

Mechanism to deal with internal examination

We deal with internal examination related grievances in a very **cooperative** manner.

Students are judged or given internal assessment on the basis of their attendance, their behavior and MSTs which they give during the sessions.

As we have made an **Internal examination branch and Internal examination grievance committee or cell**. Which manages any **grievance** related to examinations system in the college like some students are not able to give MST in time, some are not able to come in college regularly, some also face problems in getting their result from the university due to internal institutional problems. Their **problems are heard** and solved. The **Cell listens** to the problems of students and try to solve them by taking applications from the students about their problems then forwarded to **concerned teacher** and then to **Registrar examination** then to **Principal**. Their problem is solved and listened **Transparently** without any partiality so that student should not feel stressed about the examinations or its related issues. We always do **time bound** procedures to make process easy for the students and the teachers. Our **internal examination system** is very much **efficient** and effective which enables the students to free to talk to any teacher for the **smooth functioning** of the college in **students interests** .

2.6.-Student Performance Learning Out Come

2.6.1. Student performance

Programmes and course outcome of all the programs are offered by the institution or stated on the college notice board and communicated the students with teachers.

In our institute **students' performance** is **judged** time to time in every course.

It helps students to learn **more effectively**. Performance of the student is always **connected to learning outcome**. If a student **studies** well her performance will be **good** that will lead to good learning out comes that is **motto of our college**.

It means that what students have learnt should always be having some , like **best knowledge** of her **subject, streams**, strong sense of self identity, strong sense of **competition** only then the student will be able to **feel the connection between her and the outer world** where she has to **compete**. The outcome of the **good knowledge** of the students gives **strong sense of well being, confidence. Performance** of a student is always related to outcome of learning process

like students are forced or **encouraged** to give **good results** and they should know what they want to express. They should also know about their **future aspects, plans**.

Importance of learning. Outcome is **discussed** in every **IQAC, meeting**, so that we can **improve** our **students learning outcome**. Students are also made aware of the learning outcome in classes in our college.

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

The programme outcome and course outcomes are **measured** using various **indicators** throughout **semester** of academic year and the **MSTs** in the mid session. Our faculty records performance of each student with the help of specified course by **continuous evaluation** process. We attain the program outcome by taking **Tests**, doing **Discussion** and our day to day **weight age** system on the basis of student performance. Our Internal assessment system in every subject is **mandatory**, **students** are always made **aware** of their **judgment** and evaluation so that should always be **careful** towards their **performance, behaviour** and **attitude** towards study in the college. The theory and practical subjects are also evaluated separately.

2.6.3-Pass percentage of students during the year

Pass% (2022-2023)

No of students passed in Final year :

2.6.3.1-Total no. of final year students who passed the university examination during the year. Pass% (2022-2023)

No of students passed in Final year



outcome percentage of all students 2022-2023.pdf

2.7-Student Satisfaction Survey

https://docs.google.com/forms/d/1kZy_jtOaEzr5KoV66PJlg3El5r_-XVSJmdzC6EYoKJY/edit



respose graph.pdf

2.7.1-Student Satisfaction Survey (SSS)on overall institutional performance is as below



respose graph.pdf

3.Research Innovation and extension

3.1	Resource mobilisation for research:	NIL
3.1.1	Grant Received from government and non government Agency:	NIL
3.1.1.1	Total grant from government and non government agency for research:	NIL
3.1.2	No. of Teachers recognise as research guide	NIL
3.1.3	No. of departments having research projects funded by government and	

3.2-INNOVATION ECO SYSTEM

Our institute has **created** a **good ecosystem** for innovations and creations in the college. Being **rural college**, our college is **not** very much **excelling** in Innovation. Because innovation needs lot of **research students** and **infrastructure** and **enthusiasm** in the student. We have only BA, BCOM, BCA, MSC-IT and PGDCA but our students are of rural background and they do not show much interest in any research and innovation but **still** we try to **indulge** our students according to their **competency** in one way or other in research and innovation. This session we are **trying** to create **good ecosystem** in our college. We **design** our **activities** of the subjects keeping in view their IQ and calibre. We are also organising some **educational tours** to some **industries** to give our students better **exposure** and we have also plans to give students the field knowledge of the subject. We are trying to give our students such ecosystem in which they can innovate something new in their subject. Our **IT** students were taught a **separate course** so that they are able to attain a different level of knowledge of their subjects. Being girls college we **do not have** any **start up** concept in the college because the girls are **not** very much **privileged** for any new **entrepreneurship**. But our **library** has good no. of latest **Books** and Journals **newspapers** from which students can **gain** some **knowledge** of innovation we also organise **seminars** or talks to give **innovative ideas** to the students.. This **year** we also signing **MOU** with a **Rupnagar** based **organization** for the **start-ups**.

3.2.2-No of workshops conducted on research methodology intellectual property rights and

Entrepreneurship during the year	NIL
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3.3- Research publication and awards	NIL
--------------------------------------	-----

3.3.1 No. of PhDs registered in PhD as per eligible teacher	NIL
---	-----

3.3.2 No. of Research papers per teachers in journals on UGC website	NIL
--	-----

3.3.3 No. of books and chapters in books published per teacher	01
--	----

3.3.3.1 Total no. of books and chapters written in the books and papers in the national conferences.	01
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3.4-Extension activities

3.4.1 –Extension activities carried out in the college about social issues or for their holistic development.

1. 1July 2022	International Bag Free Day
2. 14 July 2022	Our Girls had selected under “ <u>Mainu Maan Hai</u> ”
3. 21 July 2022	VAN Mahotsav
4. 7 August 2022	Celebrated “ Raksha BanDhan ” by Brahma Kumaris
5. 8 August 2022	Selfie with Tiranga Under the topic “ Har Ghar Tiranga ”

6. 11 August 2022	Vriksha Bandhan
7. 12 August 2022	Teej Festival 2022
8. 15 August 2022	Independence day
9. 24 August 2022	Orientation Program of BA- Ist
10. 26 August 2022	Inauguration of new Administrative block
11. 29 August 2022	Certificate Distribution of Internship Programme and Placement drive was organised in college
12. 31 August 2022	Orientation lecture given by Jagad Guru Open University staff was organised in the college
13. 5 September 2022	Teacher's Day celebration
14. 9 September 2022	Online Lecture for Feminine Hygiene and Cervical Cancer in Collaboration with Red Ribbon Club was held
15. 13 September 2022	Zero balance Accounts of the students were opened by SBI bank
16. 28 September 2022	NSS Department organised a skit and cycle rally on 150 th Birth anniversary of Shaheede Azam Bhagat Singh Ji
17. 29 September 2022	Workshop on Rain Water Technique was organised in the college by Keynote Speaker (Dr. Simarjeet Kaur) Prof. Rayat Bahara Uni
18. 30 September 2022	Dastak Programme was organised by Principal for all Students
19. 1 October 2022	Celebrated Gandhi Jayanti
20. 6 October 2022	Seminar was held on Cyber Attack
21. 17 October 2022	Diya making competition was organised
22. 21 October 2022	Slogan Competition was held on the topic say no to Crackers
23. 1 November 2022	Punjab Day was celebrated
24. 3 November 2022	Organised a Seminar dedicated to " Punjabi Language "
25. 4 November 2022	Webinar on ABC portal
26. 26 November 2022	Constitution Day was celebrated
27. 2 December 2022	Water's Day and Computer Day was celebrated
28. 5 January 2023	MLA Dinesh Chadda and Sant Baba Satnam Singh Ji Visited the college and Grant of 53 Lacs for the boundary wall was released
29. 14 January 2023	MOU was signed between our college and focal skill(IT and Skilling Company)
30. 17 January 2023	Traffic Awareness Week was celebrated
31. 26 January 2023	Republic Day was celebrated
32. 21 February 2023	Job Fest was organised
33. 24 February 2023	Meditation Camp was held
34. 3 March 2023	Sports Day was organised
35. 5 March 2023	Educational tour was sent to Kalpna Chawla

36. 14 March 2023
37. 10 April 2023
38. 9 May 2023
39. 10 May 2023
40. 4 June 2023
41. 21 June 2023

Planetarium
 Industrial visit of Students to **PUNCOM Mohali**
 Programme on **Indian Knowledge System**
 Farewell party of BA students
 Distribution of Zero Balance passbooks to the Students
Celebrated Environment Day
Celebrated Yoga Day



extension activity1.pdf



extension activity2.pdf



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3.4.2- Number of Awards and recognitions received for extension activity from Government or Government recognised bodies. NIL

3.4.3-Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/yr etc.,(including the programmes such as Swacch Bharat, AIDS Awareness, gender issues etc, and/or industry, community and NGOs)during the year.

Our institute organised no of extension programs though NSS and Red Cross. Swachh Bharat Abhiyan was organised in the college. Whole of the college campus was cleaned by the college Principal ,Teachers students and sweepers. We also organised a cycle rally on Swachh Bharat Abhiyan and Plastic free campus and surroundings. We also motivated our students to use more and more dustbins so as to make the campus clean. Our canteen area and ground, parks are always checked time to time by our Principal and Environment society.

Our principal Prof. Geetanjali Sharma also gave a lecture to the students about gender issues. Our NSS programme coordinator organised all programmes under AIDS awareness, gender issues and community.



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yoga and cycle.pdf

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 during the year.

Our institute organised no of extension programs though NSS and Red Cross. Swachh Bharat Abhiyan was organised in the college. Whole of the college campus was cleaned by the college Principal ,Teachers students and sweepers. We also organised a cycle rally on Swachh Bharat Abhiyan and Plastic free campus and surroundings. We also motivated our students to use more and more dustbins so as to make the campus clean. Our canteen area and ground, parks are always checked time to time by our Principal and Environment society.

Our principal Prof. Geetanjali Sharma also gave a lecture to the students about Gender issues and AIDS awareness.



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



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3.4.4.1 Around 200 students participated in one or the other extension activities during the year

3.5-Collaboration –Our college in collaboration with Nehru Yuva Kendra organised Skit and Lecture about the Drug awareness amongst to students.



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sakhi pdf.pdf

3.5.1-Number of collaborative activities for student internship during the year NIL

3.5.1.1- Number of collaborative activities for research facility exchange & student exchange NIL

3.5.2- Number of Functional MOU's with institution other university industry corporate houses 01

4.1 Infrastructure and learning Resources



college pdf (2).pdf

4.1.1 Physical facilities

Our Institution has very **good infrastructure** for the **students**. We have very good **spacious airy classrooms** which can accommodate a good no. of students. Our college has a very **beautiful well constructed building** .We have separate **Administrative block**, good **Staff room** for the **Faculty** members and **around 30 class rooms**. We have **separate** building for all streams BA, BCOM,BCA,PGDCA, MSC-IT . Our college has **high-tech** and **digitally smart, well equipped IT lab** with good **WiFi**. There are **two big lecture hall** to organised any type of extracurricular or curricular activity . Our college has very good well equipped **Library** with around **3500** books with good **table, chairs**. Our college has **Two** very **large** and **beautiful gardens** fully covered with **greenery**, **benches** are installed for the students in the gardens. **Girls common room** also there in our college where girls can relax in the free period. We have very **big ground** which is used by **physical education** students for various games. Our institute good

no. of **washrooms** for faculty ,non teaching and girls. Our institution has very big and spacious **Auditorium** where various types of function take place. Our college has a **Canteen** which full fills bare minimum requirements faculty and students.



college pdf (2).pdf

4.1.2.The institute has adequate facilities for cultural activities, Sports, games ,Yoga

Our college has very big **auditorium** where student can do various activities, their lecture, seminars are conducted there. Entire college campus is spread over 5 acres with **good greenery infrastructure, building**. Our college has a good music room for **Gurmat Sangeet** Over all our college has quite good facilities for **cultural activities. Sports, games** together and we practice **Yoga** in our very big **two gardens** and students play **outdoor games** in a very **big playground** but we donot have any special sports track .



college pdf (2).pdf

4.1.3.Number of classrooms seminars halls with ICT enabled facility such as smart class rooms

We have **30 class rooms** in two buildings, a very big **seminar hall** for all streams.We have **separate departmental classrooms for B.com, BCA, PGDCA, MSC-IT**

We have one very **good IT Lab** which is fully equipped with **31 computers, WIFI and comfortable table chairs with projector and screens and Ac's** .

But we are not having any smart class room ,we are now planning to develop digitally smart class rooms this year.



IT infrastructre.pdf



class room.pdf

4.1.4-Total expenditure for infrastructure excluding salary during the year (INR in lakhs)

HEIS	394940
P.T.A	531280
Funds A.F	83764
Total	1009984
Building Expenditure -----	201522
	266999
Total	468521

4.2. Library as a learning resource

Our library is very **modern and digitally smart** with **around 3407 books and journals newspapers** and we have **Koha app** for our up gradation for the library.

4.2.1-Name of ILMS software-**KOHA**

- Nature of automation (partially)
- Version-21.11.02.000
- Year of automation 2022-23

4.2.2-The institution has subscription for e-resources

NIL

4.2.3.Annual expenditure for purchase of books

Expenditure of the purchase of books-1200Rs.

Expenditure of the magazines/journals-6120Rs.

Year of Expenditure-----2021-22

4.2.4-Number per day usage of library by teachers and students

Students -----50

Teachers -----06

Login data by teachers -----06



library .pdf



data pdf.pdf



accession register pdf.pdf

Upload last page of the Accession register details

Methods of computing per day uses of library

KOHA

Number of users using library through E-Access

30

Number of physical users accessing library

40

Total working days-----

06

4.3-IT Infrastructure – We have well **equipped IT LAB with 31 computers and good table, chairs ,well maintained photocopy machine, one projector and Ups screen.** We always **upgrade our windows10** according to the latest needs. Our students very comfortably use **our Pc's** and do their practical work. **Our library** has also got **Wifi access** for the students .they also **login** to get some **study material**.



IT infrastructure.pdf

4.3.2.Total No of Computers

Our college has **31 computers** in total **26 for students** and **5 for office work**.

4.3.3.Bandwidth of internet connection in the institution

40Mbps

4.4.Maintenance of Campus Infrastructure

Our College **maintains** very nicely the **Campus infrastructure** by repairing time to time the **old building, its washrooms ,class rooms ,blackboards, windows, doors and floors**. We have done **landscaping** of our back lawn and **renovated** the **staff room** and the **administrative block**. We have also renovated **First Aid Room** and also **IT lab** completely. **Herbal garden** and **Kitchen garden** have also being developed in the college. We regularly repair the every **nick** and **corner** of our college building with great efficiency and according to **students needs**. So that students should not feel any problem in studying in our college. Overall college campus is the well maintained one with good infrastructure. We have also **applied for the construction** of **our boundary walls(backside of the college)**which will be **recently done**.



first aid room.pdf

4.4.1- Expenditure on maintained of infrastructure excluding salary.

Total expenditure excluding salary during the year (INR in lakhs)

HEIS	697941
P.T.A	425696
Funds A.F	19890
(Including Building Expenditure)	
Total :	1143527

4.4.2 There are Established systems and procedures for maintaining and utilizing campus facilities.

Our buildings with **classrooms** are properly taken care of by our **administrative staff** and our **seawares**. In the class rooms **fans and lights** are checked by **electrician** and **repaired**. Buildings are cleaned duly by our sweepers .Building's **,washrooms** are also cleaned and maintained **hygienically** by our **sweepers ,dustbins** are placed in every corner of the whole **campus**.

Our institute has established system of maintaining the **campus** and its **surrounding's**. Our **LA** takes care of **IT LABs**, its **computer ,its projectors, UPS screen . Software** is checked and **upgraded** time to time, **antivirus** treatment of the computer is done at regular basis.

We have full **library staff** to take care of the **books**, Librarian and library restorer . **Returning of books** and **issuing** is properly recorded on the **register**. We also have **Book bank**.

We **do not** have any particular **sports complex** but we have a **big ground** where students can **play** their games. We have **no professional coach** to keep the ground updated but our **Mali** takes care of the grounds.

If we have any **power outage** in the college we have **invertors** and **generator**. We **do not** have any **professional buildings care takers** in the college to take care of the classrooms and administrative block but **our mali and our chokidar and LA** takes care of the whole campus

We **do not** have any **professional electrician** in the college to take cares of fans and lights, but still we manage our campus with least resources and outsource people.

In the **class rooms, fans and lights** are checked by **electrician** and **repaired**. So collectively we can say that our campus is a nicely maintained campus with least facilities , resources and funds.



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5- Student Support and Progression

5.1- Student support

Our institute gets special SC scholarship for the SC Students from Punjab Govt, and Centre Govt. We also get scholarship for Sikh minority students , free ship card is also made for the SC students .

Category	No. of Students
SC	119
OBC	NIL
Sikh Minority	48
Total students	167

5.1.2-No. of students

167

5.1.3-Capacity Building and Skill Enhancement and Incentive taken by institute.

Soft skill, Languages, Communication skills, Life skill (Yoga, Physical Fitness, Health, hygiene), ICT computing skill.

Our institute helps the Students in building their **personality** and **enhancing** their **skill**, their **confidence** in various ways. We organize **soft skill lecture** by different resource's to improve their body language, **communication skills**, their aptitude and educate them to be smart enough to face the outer world.

In Life skills we organised **Yoga camps** to make them aware of their health and physical fitness. We also organised **Cycle rallies** to keep them healthy. We organized the

lectures to motivate them ,by the **doctors** on **hygiene** and **health** tips so that girls should be aware of problems in their health and hygiene.

ICT computing skills are being taught to our student in IT classes. We also teach our **BA students** about **computer** through **certificate course** and **B.Com** student by **Accounting and Taxation**. We have otherwise in our institution **BCA,PGDCA AND MSC-IT** courses in which **good number** of students are admitted and are already taking IT training. We have also organised **IT related extracurricular** activities in the college to make the subject interested for the students.



PDF1 (3).pdf



yoga and cycle (1).pdf

5.1.4- We try our level best to **counsel** all the **students** of the college. They are benefitted by **carrier counselling** cell of our college. We organized lecture by **IT skills company** on carrier counselling near about **200 students** attended the lecture and were benefitted. Associate professor Navdeep Singh also gave lecture on carrier counselling and their readiness for competitive examination. Our carrier counselling cell is very much active in organizing the activities which are required for the students benefit in the competitive examination.



PDF1 (3).pdf

5.1.5 The institution has a Transparent mechanism for timely redressal of students grievances.

We have **Sexual Harassment committee** and **Antiragging committee** which time to time make the students aware about their approach for **zero tolerance** for the particular issues and follow the guidelines issued by bodies. Over all the committees are quite **active** and listen to the grievance of the students carefully and try to solve them. We are all girls college so we do not have much problem related to sexual harassment.

a)Sexual harassment committee

We are all girls college so we do not have much problem related to sexual harassment. But still Its meeting are held time to time during DASTAK programs students are heard of their problems and are solved. But still our girls are free to talk to any faculty member about any problem freely.

b)Antiragging Committee

We have **Antiragging committee** in our college which during the session takes orientation programs to tell the girls about **no Ragging** in the campus. Time to time DASTAK program are also held in which students are told about our Ragging free campus. We have painted on our outside boundary wall about Ragging free campus. So our institute makes sure that no ragging should be done in our college.



sakhi pdf (1).pdf



Pdf 1.pdf

5.2- Students progression –

5.2.1- No of placements of outgoing students during year.

Ours is a rural college, girls passing out from the college do not follow very good carrier, some of them get married, very few of them get jobs, but some of the girls go for the further studies like MA, M.COM ., MCA or any computer course.

Our BA student roll no 414 has done computer course and works as social worker in rural development Centre NURPUR BEDI.

Our Students who are placed in one company or doing some other jobs.

Our B.COM students roll no 822 got job in visa immigration

Our students Seema, Kanchan, Anita got a job in HDFC Bank



STUDENTS IN JOBS.pdf

5.2.3- No of students qualified in state nation or international examination – **NIL**

5.3- Students participation and activities

5.3.1- Our students participate in **state level sports** and culture activities like- **Youth festival**

1. Our students participated in state level sports **PUNJAB KHED MELA** and excelled in **KABBADI** at **District level**

2. Our students took part in various activities in Youth Festival.

5.3.2- **Our institution facilitates student participation and engagement in various co-curricular and extra curricular activates.**

Our institution facilitates students to participate in various Activities like- **Youth Festival** and Activities performed in **collaboration with Nehru YUVA KENDRA**. Any Call or Mail we receive from any other college we **encourage** our **students** to participate in the activity .

We do not have any particular **students council body** but our students can represent their problems or issues to the **Principal and College Council** and other Grievance Committees. Our Faculty and students **walk hand in hand to make the college environment healthy.**



Nehru yuva pdf.pdf

5.3.3- No of sports and culture events commutation in which students participated during the year.

Our institution facilitates students to participate in various Activities like- Youth Festival and Activities performed in collaboration with Nehru YUVA KENDRA. Any CALL or Mail we receive from any other college we encourage our students to participate in the activity .We do not have any particular students council body but our students can represent their problems or issues to the principal and other academic and administrative committee. Our Faculty and students walk hand in hand to make the college environment healthy. In the month of march **Sports Athletic** meet was conducted in our college in which good no. **Of students participated and got prizes.**

**5.4- Alumni Engagement-**5.4.1- There is registered in **Alumni Association** of the college-**NIL**

5.4.2- Alumni contribution during the year-

NIL**6. GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1- Institutional Vision and Leadership**6.1.1- The governance of the institute is reflective of **Good Mission and Vision** .





Our Intuition provides **carrier oriented, skill oriented and life oriented** path to the students. We educate students in every aspects so that they should be smart enough to face the modern world. which is **digitally smart** We try to **mould our youngsters to worlds greater heights** and their **goal in life**. Their **knowledge up gradation** , their **personality up gradation** is our main **motive and mission**.

MISSION – VISION-

- To promote value based system
- To Motivate less privileged students
- To promote religious harmony along with attachment to the modern world.
- To Facilitate leadership qualities in the students.
- To teach them carrier oriented education.
- Our college has various committee and society which time to time organised various activities to make students more participative.
- We have college council of senior staff member who have great vision and teaching experience which helps the students in various ways.

6.2- Strategy Development.

6.2.1-.. Our staff has been more **innovative** and **creative** about teaching the students . every faculty member made **E- Content** of **syllabus** and **PPTs**. We **planned** our college **curriculum** and activities in a very nice way so that **students** should not feel unhappy about the college procedures. We have different **strategies** in every field to **cope** with the students. Our faculty member became **digitally smart** to teach the students.

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6.2.2- FUNCTIONING OF INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES ADMINISTRATIVE SETUP AND PROCEDURE.

Our institutional bodies are **College Council** College ,**Advisory committee**, **Academic council**, **Dean Student Welfare Society** ,**NAAC**, **IQAC**, **Carrier Guidance**, **Placement Cell**, **Bursar**, **PTA Committee** ,**HEIS Society**, **Examination branch**. We have Our College **Website**, **College Face book Account**, **College You tube Channel** .
WE have different **committees** for smooth functioning of College.

1. Scholarship committee (Sc and Sikh Minority).
2. Environment committee
3. Beautification and Cleanliness committee
4. Anti ragging cell
5. Women sexual harassment Cell
6. College grievance Cell
7. Building Committee
8. College Property In charge
9. Library Advisory Committee
10. Yuvak Service Club
11. Cultural Activities
12. NSS
13. Time Table in charge
14. Prospectus Committee
15. Buddy Committee
16. Red Ribbon Club
17. Building Defacement cell
18. Alumni Association

We have all the above **societies**, **committee** and **clubs** for the smooth functioning of the college and these committees play a key role in the good governess of the institution.



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6.2.3- IMPLEMENTATION OF E- GOVERNENCE IN THE AREAS OF OPERATION – We have implemented E-GOVERNANCE in every field in our college like in Administration, Office, Library, Fee, Internal assessment, Interaction with Punjabi University Patiala, IT and Salary of the Staff Members.

6.3- FACULTY EMPOWERMENT STRATEGY.

6.3.1-Our **institution motivates** and **encourages** the faculty members **add** to their **knowledge** and calibre by sending them to different types of **orientation** and **faculty development programs**

- 1.Faculty is allowed to attend **faculty development courses**.
2. They are allowed to go for **Refresher**, **Orientation** course to add to their knowledge so that they are being **enriched** and becomes **eligible** for next **promotions**.

3. They are **allowed** to attend **workshops seminars, write books , paper in Journals**
4. They are being **motivated** by our Principal .
5. They are all given **medical leave , mobile allowance, house rent, maternity leave, child care leave.**

6.3.2- No. Of teachers provided with financial support to attend conferences / workshop- NIL

6.3.2.1- No. Of teachers provided with financial support to attend conferences / workshop - NIL

6.3.3- No. Of professional development /administrative training program for teaching and non teaching staff during the year:- NIL

6.3.4- NO OF TEACHERS UNDERGOING ONLINE , FACE TO FACE FACULTY DEVELOPMENT PROGRAM DURING THE YEAR- NILL

6.3.5-INSTITUTION PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON TEACHING STAFF

Our college **follows** the particular **appraisal** system of teaching and non teaching staff according to **Punjab Govt rules . ACRs of teaching and non teaching staff** are written and judged by the **Principal** of college. Teaching staff is **judged** on basis of their **results** of the classes, their **punctuality**, their **efficiency** towards **duties** they are given, **completion of the syllabus** or extra **curricular activities** performed by them in the college. Their **promotions** is done by the **DHE** on the basis **CAS- UGC guidelines .** The appraisal of **non teaching staff** is also done by **Principal** on the basis of their **efficiency** towards the work given to them and their **punctuality**.

6.4- Financial management and resource mobilization

6.4.1 The Institution conducts Internal and External **audits** regularly of the funds ,PTA, ADMISSION FEE, ANNUAL FUND ,STUDENT AID FUND, UNIVERSITY FUND, HEIS FUNDS. PTA and HEIS are **audited** by **private CA** where as **Govt. Audit** the **other funds**. We spend our resources with too much care whether HEIS, PTA, Red cross fund or Amalgamated Fund. Each Expenditure is done on the basis of **strict rules** and **regulations** through proper procedures . No **laps** is there in spending our **Funds**.

We **do not** have any **UGC Fund** any **RUSA Fund** but still we spend our other funds according to the well defined mechanism so as to monitor **effective utilization** of the available financial resources. The institute adheres to the utilization of the budgets available with us by going through all procedures which are transparent. The entire process of **procurement** is monitored by **purchase committee** and **Principal**.



6.4.2 Funds/ Grant received from non Govt. Body or individual

NIL

6.4.3 -Institutional strategies for mobilization of funds and optimal utilization of recourses .

We make **strategies** to use **effectively** our **funds** to fulfil our needs and **requirements**. **First demand** is asked from the **department** or the **committee** which needs interference then that demand is **discussed** with college **council** and then **plan** is prepared to spend it. Like any **activity** in the **department** any **educational** tour, refreshments for any function like Youth Festival, or any help to the students. We have proper planning of budget of the institute which is used for the **development purpose** and **students benefits**. We **focus** on each and every part of the college which needs **development**. Whether it is **landscaping** or **building repair** or any type of the **purchase** and extension activity in the college , Youth Festival, any **sports related activity** . **Balance** is always maintained in all aspects we spend our money by proper **procedures** (**calling of quotations analyzing it opening of quotations** in the presence of **principal and the committee member**) and then the **purchase** is done .Our institute every month **analyzes** our funds so that they are **not** uselessly **depleted**. We follow all proper procedures to **maintain** our **expenditure** like proper **registers** are **maintained**, **cheque book** are maintained , **cash book** are maintained with the **signature of the principal** so in the end we can say that our institution has spend our funds by making proper strategies and their implementation should in favour in college.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (**IQAC**) as the name denotes **IQAC** this **cell** has to take care of the **internal quality** of the **institute** in all **fields** whether it is educational or extra curricular or infrastructure..

Our **IQAC** has **contributed** significantly to our **institutional development** for achieving **mission, vision** and **target** to make our college one of the **best** in the area. To achieve **goals** of the college our **IQAC** team does the **consistent** and **catalytic** improvement in the **academic, administrative** and **professional** function of the college.

IQAC is responsible for **Assuring** the **robust** and **effective quality Assurance** in the college. It is also responsible for **HIGH QUALITY** teaching and maintain cordial atmosphere in the college between **faculty, non teaching staff** and **students**.

IQAC takes the **regular meetings** of all the **committees** of the college time to time discussed with them their work **done** during the session. They also give proper **suggestions** to get them **implemented** for the benefit of the college.

IQAC takes **audits** of every part of the college including **departmental meetings, departmental registers** , **departmental** performance by analysing the students results through **DASTAK** programme , Non Teaching part of the college and the Activities which are to be performed by various committees of the college so that colleges overall growth is analyzed and improvement is done.

IQAC also **audits** the **budget** and **funds** of the institute. Our **IQAC** team is to maintain the momentum of quality consequences.

6.5.2 The institution reviews its teaching learning process, methodologies of operations and learning outcomes.

IQAC continuously takes **strides** to **improve** the **quality** of **teaching learning** process. **Academic calendar** is prepared according to which college functions.

IQAC also check the **methods** and the **operations** in the learning **out come** so that the our institution reaches the **higher level** every year. Our IQAC team **periodically** attends the **meetings(online)** of **NAAC** to **improve** its own **working** level. IQAC in our institute is setup to improve the institutes **functioning** and making **program** of all the activities, extra curricular, curricular etc in an **innovative** way giving **persistent focus** on improving the students **calibre** and **exposure**. So overall ,our IQAC works as per **norms** and **regulations** keeping in view the **colleges** **benefits**.

6.5.3 Quality assurance initiatives of the institute:-

1. Regular meetings of **IQAC** are organized with the principal to discuss the **various issues**.
- 2 **Feedback** from the students are **collected** and **analysed** by the **faculty** members and this helps them to **improve** their **teaching** learning process.
- 3 This **procedure** of **meetings** and **decisions** and **feedback**, **Collectively** improves the quality of **teaching**, **atmosphere** of college .Development of faculty of the college and making college as one of the good **intuition** of the area, IQAC's main motive.

7.-INSTITUTIONAL VALUES AND BEST PRACTICES

7.1- Institution value and social responsibility

7.1.1- Measures and initiatives by the institution for the promotion of **Gender equity** during the year.

Our institution **favours** the **gender equity** in society. Ours is all **girls college** so we have great **domain** to **empower girls**. We always try to **motivate** our students about **gender equality** in all **fields** like **economic independence** , **social status** and **equality** at the **job place**, so that they can feel them selves **equal**, no less then **men**. **Physical education department** is also very active ,it also **promotes** the girls to play **kabbadi**, **volleyball**, **race** and all other games to make the girls **physically strong**. Being **rural college** our some of the girls get **married** in the first year itself, we **educate** them about their **rights** in the **married life** and to **peruse** their **carrier** in **future**. We also **guide** our girls students in **DASTAK** program, how to be **independent** and **smart** in life and also **not** to get **exploited** in society. We **encourage** our **girls** to participate in every type of **interview**, **job profile**, curricular and co curricular activities which our institute organises. Our college also do **Gender Sensitization** by organising activities like **SAVE THE GIRL CHILD** , **BETI BACHAO BETI PADHAO**, **INTERNATIONAL WOMEN 's DAY** IS **ALSO CELEBRATED WITH GREAT ZEAL**. We also conduct Essay writing, Declamation Contest, Lecture or Dowry system ,Gender bias ,Domestic abuse for the girls.

We have **written** to our **DHE** for sanitary pad **wending machine** and in incinerators so that girls can get sanitary pad in college it self. We also discuss with girls about **girls** problem **specifically** which they **can not** discuss at home.

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1. ANNUAL GENDER SENSITIZATION ACTION PLAN.

OUR INSTITUTION HAS PLANNED THE FOLLOWING ACTIVITIES

- A) Lecture On **Gender Sensitization** by a renowned personality
- B) Essay writing competition **Female Foeticide**
- C) Rangoli competition to **Save The Girl Child**
- D) Declamation on **Beti Bachao Beti Padhao.**
- E) Declamation on great **Women personalities.**


2. Specific facilities provided for girls in our college in terms of safety and security, counselling , common room, day care centre for young children.

Our institution has proper **Safety Measures** for the female staff and girl students. Ours is the all girls college so this is the **positive point** for us. Girls feel quite comfortable here. They **do not** feel any **insecurity** because of the absence of the boys. Girls can freely move here and there, sit anywhere quite comfortably.

We have very good **Girls common room** where girls can relax and can feel comfortable , We have a chowkidar who is present 24*7 at the gate and no **outsider** can enter our college **without permission** . No girl student is allowed to go outside college **before 1 pm without teacher permission.**

Counselling - We time to time council our girls about their rights their progression, there carrier orientation. In DASTAK programs regularly . They are motivated to stand in society with their head upright . We also make them aware of the dangers which they can face in the outer world . We also tell them about the Top Women personalities of the world like **Indra Gandhi , Kalpana Chawla, Lata Mangeshkar, Indra Nui , Mother Teresa, PT Usha , Sania nehwal** so that they should also have the **vision** to reach to that level . Our college have also painted our boundary wall with(**Beti Bachao Beti Padhao , Save the Girl Child**)

We donot any day care centre for young children.

 common room.pdf		
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7.1.2-The institution has facility for alternate source of energy and energy conservation measure.(solar energy, bio-gas plant, use of led bulbs)

1.Our institute has written to DHE to implant **solar panel** which is in **progress** and will be done shortly by this we will be able to **save energy** and our electricity bill will also be **reduced** .

2.We are also using **LED bulbs** and tubes in maximum part of our college which are energy **efficient** and are more **durable** with longer **lifespan** and have also got the capability to resist voltage fluctuation.

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7.1.3- Describe The Facilities in the college for the management of following types of Degradable and non-degradable waste, solid waste Management, liquid waste management. e-waste management, water recycling system

Our college is in great **favour** of **management** all types of **waste** like **collecting** the waste and **treating** it and using it further we have good no of **dustbins** which are placed in every nook and corner of the college in which college waste is collected. **Plastic waste** is **separated** from the **organic waste** and **organic waste** is **put** in a **pit dug** in the **corner** of the college . To make **fertilizer**(compost) from it. Our garden waste like dry leaves, green leaves, twigs are collected by our maali and is put in the pit from where Compost (HUMUS) is formed and that compost is used as **fertilizer(organic)** in plant beds.

Water storage is also done during the **rainy season**

We also do **soil management** like wherever **extra** soil is there we collect that soil to make **corners** of the beds and **landscaping** by making small hills in the college and then these hills are **decorated** by the **plants** and the **waste material** .We also do **Best out of waste practice** like any stones or bricks collected from the college campus are used in **decorating** the college **plant beds** and plants beds in one way or the other. We believe in three **RRR**'s in waste management like **Reduce Reuse Recycle**. We are trying to make our campus **Plastic Free** .Any plastic bottles or plates or glasses or in our college campus are decorated and painted by our students otherwise one time plastic plates or glasses or bottles are not allowed in our college campus..

We have very **less E -waste**. Every electronic equipment is **analyzed ,repaired and reused**. The electronic equipment which are **beyond repair** are **sold to vendors for recycling**. Our IQAC also **audits the E-waste**.

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7.1.4-Water conservation facilities available in the institution .Rain water harvesting Bore well construction of tanks, Distribution of water system in the campus.

Our institution does not has any proper water conservation system ,rain water harvesting. But we **reuse rain water** by our **construction of pipe system** which from **terrace** of college directly goes into the **plant beds**. Both purposes are solved ,**water wastage is not** there and **plants** are **watered**. We also have **tanks** or **water storage pits** to store extra water which is used for washing purposes.



7.1.5-Green campus Initiative

7.1.5.1- The Institutional initiatives for greening the campus

-1.Our institute has a very **less flow** of **automobile** entry because of **rural college**. Most of the **students** come by **bicycle** or **local buses** .Our college is located in **green cover** surrounded by big trees and vegetation, so chances of **pollution** are very **less** but still we always try to make our **campus clean and green** by **more and more plantation** and our **Environment committee** time to time instructs the mollies to take care of the campus to make it **green** and **maintain** the plants which are already there.



2.**Use of bicycles** 80% of our college students come on bicycles and the vehicle, automobile entry is very **less** and the most important point is that our College has only **5acres** of land and only **two** buildings no separate departments in buildings so we do not need any battery operated vehicles.

3.**Ban on use of plastic**-We have **completely banned one time plastic in our campus** like **no disposable plastic plates glasses** are allowed in **campus**. If by one reason or the other they are used in the college They are **disposed off properly** or they **are reused** for any other purpose. We are trying our **level best** to keep the **campus plastic free**. We have **also painted** on the college **boundary walls** to educate the college staff and students about **less use of plastics,” Say No to Plastic”**. Students are also taught in the **Environment studies** subject about this topic and we always enlighten them about the **harmful effects of plastic**. Our **seawares** also are very careful about the use of plastic in the campus. In **the canteen** also we **do not allow** any type of **plastic** so in the end we can say that our **campus is almost plastic free** and we are trying to go one step ahead towards **environment friendly campus**.

4.**Land Scaping**- The word landscaping means the proper **beautification** and **maintenance of** land .In our **college** we have a very **beautiful landscape** which serves many purposes in our campus.

A .**Extra and Waste** soil of the campus is used in a nice way to make a **hill** like structure.

B. Extra **bricks and stones** are used in **decoration** of the landscape, we break the bricks into small pieces and add to the landscape. **Extra stones** are collected from the college to beautify in the way that the **beautification** is also done and **waste material is also used** .

Beautification of the campus is done **without spending any money**.

Our institute in future is also **planning** to do more landscaping .This is a very **efficient** way **to save the soil** from **Erosion ,wastage** and it also serves the purpose to **Save Environment**. In our campus, we are trying our best level



7.1.6-Quality Audit on Environment

7.1.6.1-We have not done these audits by any outside agency but internal audit by the iQAC team is done on regular basis.




1.Green Audit-we do our green audit time to time by the help of IQAC team and Environment committee .We keep a check on whether our green cover is increasing or decreasing in any way .We keep on planting trees, shrubs , herbs in the college time to time by celebrating **Van Mohatsav**. In this way our staff and students also become conscious about the greenary

Energy Audit –Our institute has not done any energy audit from any outside agency but internally we are conscious for the Energy Saving concept. We have also applied for **solar plant** installation in the campus to the DHE very shortly it will be implemented. We also have changed all the bulbs with LED ,bulbs and tubes in the campus which save energy as compare to simple bulbs, consume less electricity and are energy friendly. We have also put notices in every corner of the college to **switch off the light and fans** when not in used.

3.Environment Audit-Our IQAC team convened by **Principal Geetanjali Sharma** who is botanist takes care of the Environment related issues of the college by doing discussion on the topic. Various activities are conducted to related to environment in the college like celebrating **Earth Day, Environment Day ,Ozone Day ,Forest Day, Plastic Free day**, Rangoli Programmes and Declamation, Poster making, Plantation drive on different environment days to make the college sensitive about the poor condition of the environment in India. Our IQAC team also audits the environment programmes in the campus to make our campus healthy and pollution free, Plastic free. We have also organised Webinars and Lectures on environment related issues from very renowned personalities .

4.Clean and Green campus-We have a very good Environment Society and Beautification, Cleanliness society in college which sees all the aspects of clean green campus by Planting more and more trees ,keeping check on cleanliness of every corner of the college and use of less plastic in the campus. We have also developed **Herbal Gardens** and **Landscaped the back lawn** of our institute.

To beautify the campus we have kept dustbins in every corner of the college and tell the Students to use them. The plants or the trees which are already grown up are pruned time to time by our Mali regular notices are put for the students to keep the campus clean and Green. Classrooms and Washrooms, Girls common rooms, Staff rooms, Administrative Blocks, IT labs are cleaned on daily basis. We also instruct our sweepers not to burn leaves and twigs to avoid **Pollution**. Many **Cycle rallies** were also organised on stopping burning leaves and no use plastic in the surrounding villages also. Our college promotes the **Environmental Friendly** concept.

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7.1.7 The institution has disabled friendly barrier free environment with ramps with lifts for easy access to the class rooms

As **such** we have **no** particular student or Staff who is disabled in any way but our college is quite **disabled** friendly ,there are **not** much **stairs** to be used whether for **the classroom entry** or to the **administrative entry**. We have **plain** and **smooth path** for the entry to any part of the college. All the class rooms are the **ground floor**. Our Library and canteen are on the first floor . Rest whole of the college is situated on the ground floor we have **proper signage** for every part of the college ,All the **classrooms are Numbered**, Girls common room is also **differentiated** ,washrooms and parking are **separately** defined with proper signage .So ours is a **Student friendly campus**.

7.1.8 Describe the Institutional Efforts- Initiative in providing inclusive environment to the students

Our institute does **great** efforts in providing **good** and **harmonious** environment to the students.

1 Tolerance – We **teach** our students about importance of the tolerance in life. We educate how to be **tolerant** in all the aspects like **religion**, any issue in **society** ,at **home** in **college** or **outside world** where they have to deal with in students groups, with teachers in their families with **tolerance**. We teach them that they will not be able to become **good human beings** without **tolerance**. Our life becomes hard and difficult without tolerance . We organise **Lectures, Group discussions** and **debates** on the topic **Tolerance** and guide them in DASTAK program how to be tolerant or try to be tolerant which is a great point of concern in today's youth.

2 Harmony towards Culture, religion, linguistic ,communal, socio economic and other diversities.

Our institution guides the students to be **harmonious** towards every **culture** whether it is their **own culture** or some one else **culture**. We should **respect** every **culture** and **religions**. India is a **multicultural multilinguistic** nation so students have to be **adaptable** to every culture and religions and area. We also **motivates** our students to go on **tours** to other **states** so that they are able to **adapt** to other areas also with different **culture and language**. We also organised Heritage Mela under Ek Bharat Shresht Bharat which in some how created the **awareness** amongst the students about the culture .We educate our students to keep their **connection** to their **roots** and also to fly in sky because of the modern **days digitally smart world**.

Our college also teaches our students to **respect every religion** in their peer group or at their home or at their work place in future.

Linguistics-Ours is a rural college. Our students almost **speak one language Punjabi** but still we motivate them to speak **Hindi and English** and respect and tolerate every language.

Communal ,Socio –economic- We educate our students to live in **communal harmony** with each other, by organizing declamation contests ,discussions and debates on communal harmony. In college as well as outside college, they are taught **not to differentiate** between different.

communities on socio economic background. We teach them that social economic background does not matter much. They should not differentiate between each other on basis of their economic status. All students are equal for the principal and faculty members in our institute. We also celebrate the National days like **Independence day, Republic day, Constitution Day** with the students. This gives the message to students that **we are one.**

7.1.9 Sensitization of the students and employee of the college to the constitutional Obligations, Rights Duties and responsibilities of the citizens

Our institute sensitizes the students and employees of college about our **constitutional obligations** and values. **26 November** was celebrated as **Constitution Day** in the college to promote constitutional values amongst staff members and the students so that they should be aware of their duties and rights. Students and staff should respect our constitution. Our duties toward constitution, We also celebrated **Har Ghar Tiranga Har Ghar Jhanda** to motivate the locals (adjoining villages about the value of our National Flag. Students and staff are lectured to respect our Flag. We also guide our students about their duties, responsibilities and rights. By organizing various activities like Rangoli, Poster making, Selfie with Tiranga. We celebrated **National Voters Day** also. We encourage our students to make their voter card and vote for any party of their choice irrespective of their caste and religion. We also celebrate **Azaadi Ka Amrit Mahotsav** with great zeal. So that t students can know the **value of Freedom.**

7.1.10 Our institute has prescribe code of conduct for Students and Teachers.

1:- Students –Our is a rural college we do not have t much problem in maintaining code of Conduct. Our Girl students **well behaved** and **disciplined** but still we educate them how to conduct themselves in the college and during the interview .During **Orientation** program and **DASTAK** programs. We basically guide them to respect teachers wishing them properly, talk less in the campus, useless mobile in the campus their body language, their dress code etc. They also being told about their responsibilities. towards **college** and **college propriety**, code of **ethics code of behavior in library**, in **corridors**, in **common rooms**.

2:-Teachers- Our Principal and our faculty members follow code of conduct like their behavior in the college campus with the students, in the class room and outside the class room. their **punctuality**, their **timeline** to finish syllabus in time.

3.Office staff- Our office staff is also made aware about their code of conduct towards teachers, students and their office duties.

4.Administrator – Administrator also is aware of his\her code of conduct, behavior with staff ,with students, how to run the college with efficiency and to maintain punctuality. If every one in the institute follows his/her code of conduct institute works in a smooth and progressive way.

7.1.11 Institution Celebrates /Organises National, International Commemorative Days events and festivals

1. 1 July 2022	International Bag Free Day
2. 14 July 2022	Our Girls had selected under “ <u>Mainu Maan Hai</u> ”
3. 21 July 2022	VAN Mahotsav
4. 7 August 2022	Celebrated “ Raksha Bandhan ” by Brahma Kumaris
5. 8 August 2022	Selfie with Tiranga Under the topic “ Har Ghar Tiranga ”
6. 11 August 2022	Vriksha Bandhan
7. 12 August 2022	Teej Festival 2022
8. 15 August 2022	Independence day
9. 24 August 2022	Orientation Program of BA- Ist
10. 26 August 2022	Inauguration of new Administrative block
11. 29 August 2022	Certificate Distribution of Internship Programme and Placement drive was organised in college
12. 31 August 2022	Orientation lecture given by Jagad Guru Open University staff was organised in the college
13. 5 September 2022	Teacher’s Day celebration
14. 9 September 2022	Online Lecture for Feminine Hygiene and Cervical Cancer in Collaboration with Red Ribbon Club was held
15. 13 September 2022	Zero balance Accounts of the students were opened by SBI bank
16. 28 September 2022	NSS Department organised a skit and cycle rally on 150 th Birth anniversary of Shaheede Azam Bhagat Singh Ji
17. 29 September 2022	Workshop on Rain Water Technique was organised in the college by Keynote Speaker (Dr. Simarjeet Kaur) Prof. Rayat Bahara Uni
18. 30 September 2022	Dastak Programme was organised by Principal for all Students
19. 1 October 2022	Celebrated Gandhi Jayanti
20. 6 October 2022	Seminar was held on Cyber Attack
21. 17 October 2022	Diya making competition was organised
22. 21 October 2022	Slogan Competition was held on the topic say no to Crackers
23. 1 November 2022	Punjab Day was celebrated
24. 3 November 2022	Organised a Seminar dedicated to “ Punjabi Language ”
25. 4 November 2022	Webinar on ABC portal
26. 26 November 2022	Constitution Day was celebrated
27. 2 December 2022	Water’s Day and Computer Day was celebrated
28. 5 January 2023	MLA Dinesh Chadda and Sant Baba Satnam Singh Ji Visited the college and Grant of 53 Lacs for the boundary wall was released
29. 14 January 2023	MOU was signed between our college and focal skill(IT and Skilling Company)
30. 17 January 2023	Traffic Awareness Week was celebrated

31. 26 January 2023	Republic Day was celebrated
32. 21 February 2023	Job Fest was organised
33. 24 February 2023	Meditation Camp was held
34. 3 March 2023	Sports Day was organised
35. 5 March 2023	Educational tour was sent to Kalpna Chawla Planetarium
36. 14 March 2023	Industrial visit of Students to PUNCOM Mohali
37. 10 April 2023	Programme on Indian Knowledge System
38. 9 May 2023	Farewell party of BA students
39. 10 May 2023	Distribution of Zero Balance passbooks to the Students
40. 4 June 2023	Celebrated Environment Day
41. 21 June 2023	Celebrated Yoga Day



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All the above day are celebrated to respect the issues which are sensitive and need attention these days.

7.2. BEST PRACTICES

7.2.1 Any two Best Practices successfully implemented by the institution.

Our s is a rural and all girls college. Which is a great **positive** point of our institution. The girls of our college come from the adjoining villages with **poor or rich back ground**. They are getting a **great opportunity** to study **good** with **less fee structure** and in the **remote** area where our college is situated Parents are quite **comfortable** in **sending** their girls to our college. They feel **safe** and happy sending them to our college. This is a one of **best practice** that we have in our college.

Our college has a very **effective, working, NSS, Buddy Group** “whose main function is to keep student away from **drugs** or any other bad habit”. Our these groups time to time do various activities for the students involvement in the college with positive impact on their **personality**.

We have divided all the students of our college in **6 group** with one teacher as a **mentor**. These students are attended by their mentor in 5th period once in a weak to educate them against drugs and participate in the on going activities in the campus.

Following are activities of these two Groups(NSS and Buddy Groups) in session 2022-23

3. Anti drug campaign was organised from :-

a) 21 June Yoga Day.

b Poster Making Competition lecture SAY NO TO DRUG.

c) Fitness Activities

d Games in the playground.

e) Peom Recitation

f) Nukad Natak

4. **Anti Drug Campaign** through webinar was organised

5 **Swachhata Pakhwada** was celebrated by NSS volunteers.

6. **Mission Green** was celebrated 7. **Poshan Maah** was celebrated

7. A lecture on **moral values** was given to the girls students.

8. A camp was organised on **HIV aids** by NSS.

9. **NSS One Day Camp** was organised

10. **Poetry Competition** (Poerty outloud was conducted by English Deparment).

11. **Kavita recitation** by Hindi department.

15. **Yoga Day** on 12-05-2023.

16 **Ek Bharat Sreshth Bharat** function.

17 **Environment Day** on 04-06-2023.



extension activity1.pdf

One of the best practice of our college is that we divide our colleges proceedings in different parts whether **education**, **office work** or student activities, their syllabus. We always try to complete, **analysis** and **finalise** these outputs. This helps us to run our college in **smooth** way and **enable us to educate** the girls in different **stride** to make them confident and **knowledgeable**.



2. We also take **feed back** and **satisfaction Performa** from the students so that our faculty member analysis their teaching in the college. We have a very **Transparent** system of **assessing** the students.
3. Our **Library** has a different **Common Book Bank** from where less privileged students can take the books and study.
4. We repair and maintain our infrastructure by the funds which we have in the college like PTA, HEIS, students welfare fund and University Funds.
5. We have organised educational tour to **Kalpna Chawla planetarium** from the grant received from the Punjab Govt.
6. We also took the students on Industrial visit to **PUNCOM SAS** Nagar to expose our students to the Industrial Culture.



7.3.1 INSTITUTIONAL DISTINCTIVENESS

1. Our Institute is quite distinctive in some of the fields. Being Rural and all girls college we as institution have to do some different activities which make our institute different from others.

2. We have a very **effective conjunction** of teaching. We give **quality education** with the **minimum fees structure** in comparison to the adjoining colleges in this areas. The girls of this area are **benefitted** greatly by our college. Ours is the all girls college which is our **distinctive feature** from other colleges. We promote **academic, physical, moral and culture development** of the students by keeping them busy in various types of curricular or extracurricular activities. Our **Principal** organise **DASTAK** program time to time to listen to the students grievances and problems. We focus on **holistic** development of the girls which **encourages them** to grow in their life successfully. Girls from all back ground come to our college for education and we **groom** them for **higher study and job placements**. Our institute also tries to **accommodate less privileged girls** students by giving them **concessions** in the fee structure in way or the other. Girls and their parents feel comfortable and relaxed in our campus.

3. In spite of rural culture we have motivated our girls to expose them to the modern culture by taking their tours to Kalpna Chawla Planetarium and PUNCOM so that our students should feel themselves as rural students we try to make them smart by implementing certain rules like dress code in BCA dept. and to speak in English with the faculty members at least in the college campus.

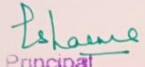
4. Our faculty members are also **highly educated and talented** to manage the girl students of every IQ and back ground.

5. One of the very distinctive feature of our institute is that **80%** of our campus is under **green cover**, surrounded big trees and small shrubs. So is considered to be distinctively **ENVIROMNENT FRIENDLY** campus which is of great point of concern these days.

7.3.2 Plan of action of next academic year

Our college has following plan of action for the next session

- 1 Our college has **no boundary wall** so our first priority is to make the boundary wall(Back side of the college) of the college so that we can have well defined area and protection for girls.
- 2 .Our next priority is to renovate the **college auditorium** so that seminar and workshops of high level can be conducted in the college itself.
- 3.We have a plan to buy **furniture** for Hall and Girls Common room.
- 4.Next point of our concern is to install CCTV cameras for safety and security of the girls and the college property , to install digital display boards.
- 5.We have already applied for installation of SOLAR PANNEL this year we will try to install it.
- 6.We have a plan to organize various department activities(Planning of NSS camp, DASTAK program).
- 7.In this session we are also planning to start some new subjects and **VOCATIONAL COURSES** . so that the **strength** of the students of our college can be **increased** .
- 8.We are also planning to make **Digital Smart Class Rooms** this year.



Principal
S.B.S.S.M.Govt College (Girls)
Munne (Ropar)

THANKS