



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|-------------------------------------|
| 1. Name of the Institution | | S.U.S GOVERNMENT COLLEGE |
| Name of the head of the Institution | | Mr. Sukhbir Singh Thind |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 01676220134 |
| Mobile no. | | 9872876027 |
| Registered Email | | gcsunam@gmail.com |
| Alternate Email | | anchala_94@yahoo.com |
| Address | | Near Baba Bhai Mool Chand Samadh Ji |
| City/Town | | Sunam |
| State/UT | | Punjab |
| Pincode | | 148028 |
| 2. Institutional Status | | |

| | |
|--|-----------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Prof. Swaranjit Kaur |
| Phone no/Alternate Phone no. | 01676220134 |
| Mobile no. | 9888475821 |
| Registered Email | gcsunam@gmail.com |
| Alternate Email | goyal.sunam@gmail.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | https://susgcsunam.com/downloads/NAAC/aqar/AQAR-2018_19.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://susgcsunam.com/downloads/NAAC/calendars/Institutional-calendar-2019_20.pdf |

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|-------|-------|------|-----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 2 | B | 2.72 | 2015 | 15-Nov-2015 | 14-Nov-2020 |

6. Date of Establishment of IQAC

01-Jan-2010

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| IQAC has advised the Post Graduation Department of | 26-Jul-2019 1 | 150 |

History to organize a program on 26th July 2019 on the occasion of 20th anniversary of Kargil War so that the feeling of patriotism among the students and the sense of respect for our soldiers in our s

[View Uploaded File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/ Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---------------------------------|--|----------------|-----------------------------|---------|
| Institution | RUSA Equity Component | RUSA | 2019 60 | 31260 |
| Institution | RUSA VOC Component | RUSA | 2019 60 | 158338 |
| Institution | RUSA-II Infrastructure Grant Component | RUSA | 2020 60 | 2500000 |
| No Files Uploaded !!! | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

- Effective planning for upgradation of infrastructure
- Increasing social media presence of the Institution through various platforms like YouTube channel, Facebook etc.
- Village Adoption Programme with the help of NSS
- Anti Drug Campaign
- Celebration of special days of International/National/State importance.

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

| Plan of Action | Achivements/Outcomes |
|---|-------------------------------|
| To initiate prepration of econtent by different faculties | Process started |
| Installation of CCTV Cameras | Amount of 268500 has spent |
| To formulate department wise academic calendar | Formulated academic calendars |
| Extension of Staff and girls parking | Amount of 350000 has spent |
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Sep-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curriculum followed by college is designed and planned by Punjabi University Patiala to which the college is affiliated. The institution provides a range of subject options to the students of different streams viz. Humanities, science and Commerce, various skill oriented courses like PGDCA, DCHN, PGDDD&T are running in college. PG classes of MA Punjabi and MA History are running in college. The university revises the syllabus from time to time to catre the needs of the students. The college has developed a structured and effective system for implementation of the curriculum. The various means through which the institute execute its curriculum are: Academic calendar: The IQAC prepare academic calendar at the beginning of each session to ensure timely delivery of curriculum to the students. All stack holders including

teachers and students are properly notified by placing the academic calendar at prominent places in the college. Orientation programme is organized for the fresh students on the first day of the beginning of the session where they are sensitized about their academic schedule and different extension activities.

All other events to be conducted including monthly tests, internal examinations, seminars, sports etc are accommodated within the framework which primary aims at curriculum delivery. Every department prepare its own log book to ensure full coverage of the syllabus within a specific time frame. All departments follow the academic calendar for conduct of internal test and assignments. Post graduate students are specially trained in handling the assessments projects etc. MST are taken in the mid semester according to university instructions. The hard copies of award lists of the MST are submitted to examination registrar of the college. Subject wise result analysis is also done by the teachers and HOD's. Mentoring system: The college follows a mentoring system where by the progress of individual students can be monitored.

For mentoring system tutorial period is allotted in the time table. Teachers interact personally in the tutorial group. Students also share frequently their problems, ideas and views with the teacher. Special attention is given to slow learners. In the even semester due to unexpected covid-19 situation teachers strived hard and learnt new tools to be continuously in touch with their students through whatsapp groups, zoom classes, google meet etc. and monitor their studies and preparedness for examination. The subject wise results analysis also done by the concerned teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| NIL | NIL | Nil | 00 | NIL | NIL |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NIL | Nil |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| Nil | NIL | Nil |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 0 | 0 |

1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|--------------------------------|----------------------|-----------------------------|
| Retail and soft Skills | 12/10/2016 | 40 |
| Sale Marketing and Soft Skills | 12/10/2016 | 40 |

| | | |
|--|------------|----|
| Media and Entertainment and Soft Skill | 12/10/2016 | 40 |
| View Uploaded File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|------------------------------|---|
| BSc | Medical / Botany IInd Year | 5 |
| BSc | Medical / Zoology IInd Year | 5 |
| BSc | Medical / Botany IIIrd Year | 9 |
| BSc | Medical / Zoology IIIrd Year | 9 |
| BA | Geography IIIrd Year | 17 |
| BCA | BCA Software Lab IIIrd Year | 28 |
| PG Diploma | Dress designing & tailoring | 12 |
| View Uploaded File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

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

| Feedback Obtained |
|--|
| <ul style="list-style-type: none"> • Student feedback:- Student feedback is collected every year on line to facilitate the teacher quality enhancement. IQAC designed the feedback form and display on the college web-site. The concern teachers collect the data end of the session .since the purpose of collecting feedback is self analysis and self improvement the concern teachers collect and analysis it. The collected data is than hand over to principal. Principal prepare a report and take necessary steps. Principle guide the HODs of Departments who share the input with further staff members of department. In session 2019-20 The questionnaire is based on the Likert scale where the responses are recorded on a scale of 1 to 5, with the most positive response (Excellent) being rated as 5 and last option of response (Fair) being rated as 1. The given questionnaire was filled online by 287 random students from all UG classes. After the survey, the mean score for each question has been calculated and then the overall mean has been arrived at..The report of principal is summarized as follow: The teachers feedback Performa mainly consist of the assessment of performance of a teacher in classes and beyond namely communication skill, accessibility of teacher in and out of class, assignments, knowledge of topic, and commitment to the job, punctuality in class and maintenance of discipline which can be graded as |

excellent, good and fair. It was good to see that various remarks were given showing that students were free and fair enough in giving feedback on a particular teacher. The other part consists of reflection on course content of what that particular teacher is teaching, its relevancy to the particular subject, its difficulty level etc. In some subjects of Arts student shows contentment however conventional science subjects like physics, math, chemistry etc. Were found to be difficult but students show contentment in this stream. Student demands more IT facilities. The overalls analysis of the feedback from students was tabled at the meeting. As a result of the feedback special classes were held for some subjects at department level. • Feedback from parents: The feedback from parents is collected orally by different departments. When HODs interact with parents. Also online form is available on college web-site where parents can give their feedback. Also during PTA meetings feedback is collected from parents orally and the suggestions given by parents are taken into measure and institution take necessary steps. • Feedback from alumni:- An Alumni meet is arranged in college one or twice which provides a good option for direct interaction and feedback. Online feedback form available on college web-site. The feedback of all stack holders is analyzed at all levels and utility measures are taken accordingly some of the students from every department also taken into confidence and they along took part in the smooth functioning of system through which institution benefits immensely through it. Thus with an effective feedback process combined with relevant actions to strengthen the teaching learning process the institution is growing leaps

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|------------------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA | Arts | 1200 | 2644 | 1948 |
| View Uploaded File | | | | |

2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 2539 | 316 | 54 | 0 | 19 |

2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|---------------------------|---------------------------------|
| 54 | 11 | 15 | 4 | 4 | 6 |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

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

Mentoring plays a very important role for overall development and performance of students. It provides more contact hours between teachers and students. It minimize the drop out rates among students. Through mentoring system slow learners and advanced learners can easily identified. The students can be trained according to their calibre and mentoring also help in grooming their personality. To implement the mentoring system every year the names of all students are collected and arranged. Then they are divided into groups depending upon their own strength and student teacher ratio. Each group is assigned a teacher/mentor. The mentor gives necessary information to his mentees and aware them about rules and regulations of the college. The students are made aware of different societies and extra curricular activities. The mentoring had been a challenge, particularly during the ongoing COVID 19 pandemic, which prevailed during the entire reporting period. Online teaching and evaluation were the prime mode of education for mentoring the students. The faculty was in touch with students via various electronic modes such as Emails, whatsApp and Google classroom etc. Teachers provided emotional support to the students during these testing times.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 2855 | 54 | 1 : 53 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 41 | 38 | 3 | 2 | 10 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|-------------------|---|-------------|--|
| Nil | NIL | Nil | NIL |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|------------------------------------|----------------|----------------|--|---|
| BA | BA3PUP | 6 / 3 | 10/10/2020 | 12/10/2021 |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous internal evaluation is done by the college as prescribed by Punjabi University Patiala. The pattern and dates for each subject or course is prescribed by the University and college strictly adheres to it. The innovations attempted is only in the case of assessment that the University has provided for assessments. For assessments teachers assigned work to the students in the form of assignments/project work /field work, class test and MSTs etc. As an affiliated college the freedom of the college in aspects related to evaluation is negligible. Experts are often invited to participate in Group discussion with students and faculty to enhance knowledge and communication skills of students. Apart from this, all departments have a

mechanism of internal assessment of students learning process. The on line tests, assignments were the key measures for the student appraisal during the ongoing period of COVID 19 pandemic.

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

The IQAC prepare the academic calendar at the beginning of each session to ensure timely delivery of curriculum to the students, conduct of internal examination and events. All stakeholders including the teachers and students are properly notified by placing the academic calendar at prominent places in the college. All the events are conducted according to the schedule worked out by the college administration and IQAC. The calendar serves as an important guideline to teachers who are expected to complete the syllabus within the stipulated time specified in the calendar. The examination committee conduct internal examinations according to the academic calendar and disseminate results through notice board.

2.6 – Student Performance and Learning Outcomes

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

<https://susgcsunam.com/NAAC/pos-cos>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|------------------------------------|----------------|--------------------------|---|---|-----------------|
| ARTB3PUP | BA | Arts | 431 | 431 | 100 |
| View Uploaded File | | | | | |

2.7 – Student Satisfaction Survey

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

<https://online.susgcsunam.com/Surveys/AnalysisReport>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 00 | 00 | 0 | 0 |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|-------------------|------------|
| Seminar on Kargil war by history department | History | 26/07/2019 |
| Seminar on Word Search Terminology by Math | Math | 09/08/2019 |

| | | |
|---|----------|------------|
| department | | |
| Seminar on Fit India Movement | NSS | 29/08/2019 |
| One day workshop on Poshan (women nutrients) | NSS | 10/09/2019 |
| Seminar on Financial Awareness by Commerce department | Commerce | 20/10/2019 |
| Seminar on Vigilance awareness | NSS | 29/10/2019 |
| Seminar on Value and Importance of vote | Sveep | 25/01/2020 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| 00 | 00 | 00 | Nil | 00 |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| 00 | 00 | 00 | 00 | 00 | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 00 | 00 | 00 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| 00 | 0 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|------------------------------------|------------|-----------------------|--------------------------------|
| International | Chemistry | 2 | 6.2 |
| View Uploaded File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|------------------------------------|-----------------------|
| Punjabi | 1 |
| Chemistry | 2 |
| Commerce | 2 |
| Sanskrit | 2 |
| View Uploaded File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| 00 | 00 | 00 | Nil | 0 | 00 | 0 |
| No file uploaded. | | | | | | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| 00 | 00 | 00 | Nil | 0 | 0 | 00 |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 7 | 12 | 13 | 1 |
| Presented papers | 2 | 1 | 1 | Nil |
| Resource persons | Nil | Nil | Nil | 8 |
| View Uploaded File | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|--|--|--|--|
| Flag released ceremony of Red Cross/Flag of red Cross released, Money amount 1250 collected from flag selling sent to district defence service welfare officer sangrur | Red cross | 5 | 125 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|---------------------|---------------------------------|------------------------------|
| NSS Village Adoption | Appreciation Letter | Gram Panchyat Village Biggarwal | 50 |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--|---|--|--|--|
| Flag released/ Donation scheme of red cross | Red cross | Flag released ceremony of Red Cross/Flag of red Cross released, Money amount 1250 collected from flag selling sent to district defence service welfare officer sangrur | 5 | 125 |
| Jal Shakti Abhiyan | NSS | A Rally on Save Water Save Life | 6 | 160 |
| Swachhta Hi Sewa | NSS Unit 02 | One Day Camp on Swachhta Hi Sewa in Village Biggarwal | 2 | 50 |

[View File](#)

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
| 00 | 00 | 00 | 00 |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| 00 | 00 | 00 | Nil | Nil | 00 |

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|--------------|--------------------|--------------------|---|
| 00 | Nil | 00 | 0 |

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 2000000 | 1536713 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Others | Newly Added |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |

[View File](#)

4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| E-granthalaya | Partially | 3.0 | 2015 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|--------|-------------|-------|-------|---------|
| | | | | | | |
| Text Books | 9666 | 927238 | 226 | 78700 | 9892 | 1005938 |
| Reference Books | 1452 | 253347 | 0 | 0 | 1452 | 253347 |

[View File](#)

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| 00 | 00 | 00 | Null |

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 67 | 3 | 10 | 0 | 0 | 1 | 23 | 100 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 67 | 3 | 10 | 0 | 0 | 1 | 23 | 100 | 0 |

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| 00 | 00 |

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 1800000 | 1614613 | 800000 | 713495 |

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

The institute has a well structured system whereby physical, academic and support facilities are systematically monitor and maintained. Various committees give recommendations regarding purchase ,repair and upkeep of infrastructure. Procedure for utilisation Requirements submitted by different committees taken into consideration for procurement of the new and maintenance of existing infrastructure. Laboratory: Practical subjects have their own laboratories and the equipments. Their requirements are discussed in departmental meetings. Laboratory assistants are attached for duty in each laboratory. The science laboratories are utilised for practical papers. Each department is responsible for submission of requirements of their laboratories. Laboratories are upgraded and maintained by utilising funds available in the departments. SLA and JLA prepare record of stock, consumption of right off the recurring and non recurring material under the supervision of concerned HODs. Annual stock verification is done by the concerned committee which is formed by the principal. Infrastructure: For the construction, maintenance and repairing of physical infrastructure whenever a grant is received the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by utilising funds in the college. Library: The library and its all infrastructure is maintained by library staff. Its working is closely monitord by the library committee. Requirements for enhancement of library books are submitted to library committee by each department. In the library books are arranged in user friendly manner so as to help the user to locate the books easily. Sports complex: Head of physical education department

looks after the sports facilities. The requirements of equipments for playground, gymnasium and sports are upgraded every year by utilising sports funds. Classrooms: The cleanliness of classroom is maintained by the committee who has assigned the work also the college administration carry out regular inspection. The safety of the furniture and all other things are in the hands of college chowkidar with head of incharge of this section. Classrooms are assigned in the time table according to class strength by the time table in charge. Special attention is given on allotment of ICT enabled classrooms.

Computers: The computers are looked after by the system assistant and is maintained by faculty members who has been allotted the computer and also the members of computer science department. The purchase of hardware and upgradation of software is done according to need. The college administration with the help of computer science faculty make plans and decide according to need.

<https://susgcsunam.com/Articles/other>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | Nil | Nil | Nil |
| Financial Support from Other Sources | | | |
| a) National | Nil | Nil | Nil |
| b) International | Nil | Nil | Nil |

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|-----------------------------|
| Retail soft Skills, Sale Marketing Soft Skills,Media Entertainment Soft Skill | 12/10/2016 | 120 | Finishing School Under RUSA |

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|--------------------|--|--|--|---------------------------|
| Nil | 00 | 0 | 0 | 0 | 0 |

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| | | |
|---------------------------|--------------------------------|---|
| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| 00 | 0 | 0 | 00 | 0 | 0 |
| No file uploaded. | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|---------------------------|--|--------------------------|---------------------------|----------------------------|---|
| 2019 | 17 | BA | Arts | Punjabi University Patiala | PGDCA, LLB, B.ED, LLB.ED, M.SC math, M.A. MUSIC B.ED M.SC M.A. PUNJABI BMHM M.A. HISOTRY NTT B.ED M.A ECONOMICS |
| View File | | | | | |

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

| Items | Number of students selected/ qualifying |
|-------------------|---|
| Nil | 0 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|---|--|------------------------|
| Essay writing, Debate, slogan writing competitions on Blood Donation importance | 03/10/2019 Red Ribbon Club at college level | 20 |
| Run for unity a mega event on National Unity Day/ Pledge taken for unity on National Unity day | 31/10/2019 NSS at college level | 200 |
| Buddy day was celebrated and a seminar on the topic of Social concerns of drugs was organized under Buddy | 14/11/ 2019 NSS/ Red Cross/Red Ribbon at college level | 400 |

| | | |
|--|---|----|
| Programme / DAPO | | |
| Poem recitation, Slogan writing, Essay Writing on gender issues/ Female Feticide/ Nutritents | 20/08/03/2020 Women Welfare Club at college level | 30 |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|-------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Gold | National | Nil | 1 | 9127-2016-502 | Satgur Singh |
| No file uploaded. | | | | | | |

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

There is as such no student council in the college, but students of various departments and volunteers actively involved in all types of college development activities. Various committees of institution do their work effectively with the involvement and active participation of students. The committees share students ideas, concerns and interest with administration and consider the students ideas. College has various committees which are directly related with students like youth club, NSS, Red cross, Red Ribbon, Women cell, Narcotic cell, EVS club, Anti ragging committee etc. With the involvement of students these committees organize various competitions like debate, slogan writing, Essay writing, rallies and community related activities. Various awareness programmes and campaign also planned and executed with the help of students. Volunteers also help in maintaining discipline on various events at college. Thus staff with the help of students contribute a lot at academics as well as administrative level.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni association named as 'Old Students' Association' which constituted on 20/02/2002. It focuses on the continuing development of the Institute's academic and off-campus programs, expansion and renewal of its facilities, and providing financial aid to students. Former faculty members continue to closely associate themselves with the college through the departmental activities as well as college get-togethers in which they are special invitees. The Old Students' Association networks basically by framing a hierarchy of authority.

5.4.2 – No. of enrolled Alumni:

25

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

On July 10, 2019, a meeting of the Old Student Association was held under the leadership of Principal Dr. Sukhbir Singh Thind and President Mr. Yadvinder Singh Nirman, in which the following decisions were unanimously agreed upon.

1) To increase the number of students in the new session 2019-2020 in the college, advertisement will be done for admission in different schools and nearby special places. 2) To enhance the beauty of the college, a proposal to plant saplings at different places in the college campus and to keep garbage in dustbins was approved. 3) The decision was agreed to pay the fees of any two needy students who took admission in the college. On this occasion Principal Dr. Sukhbir Singh Thind Chief Patron, Mr. Yadvendra Singh Nirman President, Dr. Parminder Singh General Secretary, Mr. K.L. Batra Director, Professor Ashwani Goyal Vice President, Mr. Pankaj Dogra, Professor Chamkaur Singh were present as members. Meeting-II On January 11, 2020, a meeting of the Old Student Association was held under the leadership of DDO Shri Sukhbir Singh and President Mr. Yadvinder Singh Nirman, in which the following decisions were unanimously agreed upon. 1) It was agreed to offer books and some financial assistance to students whose parents have died during the Corona Period. 2) The proposal was agreed to take care of the plants damaged due to Corona Period and to plant new plants. On this occasion DDO Shri Sukhbir Singh Chief Patron, Mr. Yadvendra Singh Nirman President, Dr. Parminder Singh General Secretary, Mr. K.L. Batra Director, Professor Ashwani Goyal Vice President, Mr. Pankaj Dogra, Professor Chamkaur Singh were present as members.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization: Admission: The institute has adopted an admission process which fosters participative management and encourage decentralization of power. All matters relating to admissions are sub delegated to the admission committee. Which comprise of all heads of department with the principal as the chairman. The terms of reference for the sub committee has been formulated by the IQAC and the sub committee has to work with in the framework designed by the admission committee. The sub committees to implement the all existing rules . The committee also fixes the time for completion of admission process. The sub committee does not work on its own but appoint a committee from the teaching faculty, does practicing participated management. Help desk are made available for prospective students. Teachers who are appointed for duty at the help desk give a proper guidance to interested applicants and provide them with details of admission procedure and the time allotted for admission interview. Once the applications are received the sub committee appoints the screening committee which conduct the interview. The sub committee prepare the list of successful candidates and puts it up for display on the college notice board.

Participative management: The institution also promote the culture of participating management at various levels like: 1. Strategic level-the principal, college council, IQAC and other committees are involved in defining and framing guidelines, policies and procedures with regard to admission, examination, discipline, grievance, finance etc. 2. Functional level-faculty members share their knowledge amongst to themselves, students while working for a committee. 3. Operational level-the principal interact with government and other external agencies and faculty members on regular basis to make its working more effective. Students and non teaching staff also join hands for effective execution of different academic, administrative extension, and extra curricular activities.

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

6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|----------------------------|--|
| Teaching and Learning | <p>The institute follows the number of teaching strategies to deliver the curriculum. The lecture method is still the widely used pedagogy adopted by the institute due to the large number of students. There is freedom to students to choose elective subjects. There is proper functioning of tutorial system in the institution in which student counselling done by mentor teacher for handling students academic and non academic issues. Group discussion and seminar presentation from students are other popular modes of teaching learning methodology adopted by the institution. Some departments such zoology, Botany geography conduct field work to impart hands on learning. Some departments like fashion designing BCA department assign project work to students</p> |
| Curriculum Development | <p>As an affiliated college of Punjabi University, Patiala follow the curriculum developed by the University. The University follows UGS Guidelines and revises the curriculum from time to time</p> |
| Examination and Evaluation | <p>Examination and evaluation system is carried out as per Punjabi University Patiala guidelines. At the internal level institution has examination committee which supervises and ensures smooth conduct of internal as well as University examinations. Quality initiatives are continually adopted by the committee to harbour a temper of fairness and transparency. Internal evaluation schedule is prepared and the dates are communicated well in advance to students to ensure enough time for the preparation. To make internal assessments class tests and mid semester tests are conducted by the institution. Members of the examination committee maintains strict vigil during examination. The committee maintains and records of marks of internal examinations collected from concerned departments so as to avoid manipulation of marks.</p> |

| | |
|--|---|
| Research and Development | The IQAC committee and college administration continually encourage teaching staff to involve in research activities. The institute support for research and development by encouraging faculty to interact with faculty from other institutions, to take part in research activities ,FDPs, workshops and seminars. A full fledged central library equipped with thousand of books is available for research work. |
| Library, ICT and Physical Infrastructure / Instrumentation | The full fledged library with rich collection of books, magazines, newspaper etc. Is managed by the library staff and its working is supervised by the library committee. The committee constantly work towards modernisation and improvement of the library. The committee adopts measures to promote and enhance reading culture among students. In ICT internet access is given to teachers and administrative staff in the college also access is made available to students in computer labs for academic purpose. Every year institutions spent a large amount of money on instrumentation and upgradation of college labs. |
| Human Resource Management | The management of the teaching staff is generally done by the principal who works in close proximity with the heads of department. All important matters are discussed in the meetings. The IQAC apoints all teachers in different sub committees and give them responsibilities according to their skill and capabilities. The management of the non teaching staff is carried out by the principle and the head assistant. |
| Industry Interaction / Collaboration | Efforts of Collaborations with various authorities have been made and memorandum of understanding is being prepared between the institute and the authority. |
| Admission of Students | The admission process is strictly according with University guidelines. Also the admission matter is managed by the admission committee which consists of heads of departments with principal as a chairman. The committee implements the existing rules of admission set by University. |

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

| E-governace area | Details |
|------------------|---------|
|------------------|---------|

| | |
|-------------------------------|---|
| Administration | <p>The college makes substantial use of ICT in dissemination of rules, regulations and all other information to faculty and students. For stream lining and enhancing effectiveness of college administration, the college authorities has initialized. The digitization of all data base and records.</p> |
| Finance and Accounts | <p>Online payment of fees to Punjabi University,Patiala is done by college. The financial transactions are carried out through online and offline modes. The salaries of the staff are credited to their accounts directly. The grants from the government are received directly in the bank accounts of the college. The accounts of RUSA/UGC/HEIS/PTA funds are audited from time to time by CA's and auditors of the government of Punjab. Fee collection is online and offline and scholarship of the students are directly credited to their accounts electronically from the government. Refund of excess amount if any paid by the student is also transferred through banks. Cashbooks of various funds are maintained by the accountants are checked by the bursar and principal of the college from time to time.</p> |
| Student Admission and Support | <p>The College website developed to support the admission process and other relevant information to the all stakeholders. Separate web page titled admission 2019-20 was created on college web site accommodating guidelines and all relevant information for the applicants. All the students had to register themselves. Once registration is done students can apply for various courses and then tentative rank list And then final rank list is generated. Based on this rank list students are called for final verification of documents. Further frequent and timely updates were also made available on this web page. Any query regarding admission progress was responded by college admission committee.</p> |
| Examination | <p>Internal examinations and assessments are conducted in every semester. After evaluation is completed by concerned department final marks obtained by all students submitted to examination committee of the college. Online</p> |

submission of the internal marks to the affiliating university through its portal is done by concerned departments. Prior notification such as submission of examination forms, collection of admit cards are displayed on college web-site.

Planning and Development

The College Electronic Data base and information system works effectively for collection and dissemination of information. The time table and other academic and non academic communication are uploaded on the college web-site. Also centralized students data base is maintained at the office level and available to faculty members. Decisions taken during IQAC meetings are uploaded on the college web-site and are available to all stake holder. General procedures and processes regarding augmentation of infrastructure and instrument station are uploaded on the web-site.

6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------|--|--|-------------------|
| Nil | 00 | 00 | 00 | 0 |

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|-----------|---------|---|---|
| Nil | 00 | 00 | Nil | Nil | Nil | Nil |

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|------------|------------|----------|
| Youth leadership Training | 1 | 10/10/2019 | 19/10/2019 | 9 |

| | | | | |
|---|---|------------|------------|----|
| programme held at NAGGAR (H.P) | | | | |
| Induction/orientation programme for faculty in university/colleges / institutes of higher Education at Ramanujan College University of Delhi. | 1 | 04/06/2020 | 01/07/2020 | 28 |
| Cyber Security SRM institute of SCI Technology | 1 | 22/06/2020 | 26/06/2020 | 5 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 1 | 2 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|---|--|
| <p>The college is a Government institute and the rules and regulations and schemes are applicable to the regular employees. Loan facility from the state government like housing loan, education loan, GPF etc. are available. Fixed medical facility of RS 1000/- to all regular faculty and Medical reimbursement is also available to all employees. Mobile allowance of RS 500/- is given to all employees. Pension and other benefits like leave encashment, gratuity, commutation and GIS for retiring employees by the government Casual, medical, earned, ex-India, maternity leave facilities are given to all employees. Leave for</p> | <p>The college is a Government institute and the rules and regulations and schemes are applicable to the regular employees. Loan facility from the state government like housing loan, education loan, GPF etc. are available. Fixed medical facility to all regular faculty and Medical reimbursement is also available to all employees. Mobile allowance of RS 500/- is given to all employees. Pension and other benefits like leave encashment, gratuity, commutation and GIS for retiring employees by the government Casual, medical, earned, ex-India, maternity leave facilities are given to all employees.</p> | <p>Medical Facility under red cross, Scholarships from Govt. and Non-govt. sponsored, Free Bus pass facilities to the students are provided, Late Shri Surjeet Singh Brar welfare scheme (Fee of one student fill under this scheme), help of books and fee to needy students from red cross, Late shri Kulwant singh virk and captain Lal Singh Memorial Award.</p> |

Academic pursuits (higher studies).

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal financial audits of govt. funds through college bursar and office superintendent. Local audit is done by CAs for non-govt funds such as PTA, O.S.A. etc. The external audit is done by AG office of Punjab govt. from time to time.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|--|
| PTA | 10192153 | Salary for Teaching Non Teaching, Building Repair, Printing stationery, Annual Sports function, Youth festival, Refershment, Telephone Bill, Misc. |
| View File | | |

6.4.3 – Total corpus fund generated

19178486

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | Yes | Principal |
| Administrative | Yes | CA | Yes | Principal |

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

The institution has an active PTA (Parent Teacher Association) which involves students and their parents through regular PTA meets. The association is a valuable asset and is instrumental in suggesting the solutions for the institutional challenges. PTA is associated with the working and administration of the college lending financial assistance to the various activities held in our college. During session 2019-20, PTA has spent in total an amount of Rs. 85,42,626/- details of which are mentioned below: 1. Financial Assistance - Salaries of Guest Faculty. 2. Infrastructure development - Repair and maintenance of campus buildings, purchase and repair of college furniture etc. 3. Socio-Cultural Activities - Youth festival, sports and prize distribution.

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

1. On 10-09-2019, under the leadership of Principal Dr. Sukhbir Singh Thind, NSS Department organized workshop for girls under Poshan Abhiyan and Tandrust Punjab at Shaheed Udham Singh Government College, Sunam. In which about 200 students participated. All Staff Members participated in this seminar. Dr. Monika Choudhary, Assistant Professor Krishi Vigyan Kendra, Sangrur participated in this workshop as the keynote speaker. While Principal Dr. Thind felicitated the guests, he said that if todays generation is healthy, then only

the country can progress and this type of workshop makes a special contribution in making the students physically and mentally strong. On this occasion, Dr. Monika Choudhary informed the students in detail about the lack of blood and water in the body, water testing, cleanliness and balanced diet. 2. On 15 April 2020 under guidance of In charge of girls Unit-02 online Poster making competition held to aware people about covid-19 . Students from their home prepare posters for instruction on Covid-19. The activity displayed on college face book page. 50 students of girls unit-02 participated in this Programme. All the faculty members attended this online event which also help them to take care in this panademic period.

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

- Keeping pace with changing times and Covid-19, college has increased its presence on various social Media Handles like Youtube, Facebook and Instagram. This has made dissemination of information easy for various stakeholders of college. Also various webinars were conducted live on Youtube channel of college in order to make learning processes convenient during Covid times.
- To sensitize and aware the students about social issues village adoption programme organized by college with the help of NSS.
- Anti Drug drive Managed by conducting various activities.

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | IQAC has advised the Post Graduation Department of History to organize a program on 26th July 2019 on the occasion of 20th anniversary of Kargil War so that the feeling of patriotism among the students and the sense of respect for our soldiers in our | 26/07/2019 | 26/07/2019 | 26/07/2019 | 150 |
| 2020 | IQAC | 08/03/2020 | 08/03/2020 | 08/03/2020 | 30 |

instructed the women welfare club that a program should be organized on the occasion of International Womens Day on 08 March 2020, whose direct relation shows the importance of this day.

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|-------------|------------|------------------------|------|
| | | | Female | Male |
| One day workshop on Poshan (women nutrients) | 10/09/2019 | 10/09/2019 | 200 | 50 |
| Village adoption programme of Biggarwal village/ seven day NSS Camp at village biggarwal/ Awareness Campaign for Environment, Health, Road safety, Stubble burning and management by NSS Girls Unit-2 | 27/01/2020 | 02/02/2020 | 50 | 10 |
| Poem recitation, Slogan writing, Essay Writing, on Gender Issues/ Female Feticide/ Nutrients by | 08/03/2020 | 08/03/2020 | 30 | 10 |

| | | | | |
|---|------------|------------|-----|-----|
| women welfare club | | | | |
| Awareness Online Programme for Covid-19 by NSS Girls Unit-2 | 15/04/2020 | 15/04/2020 | 50 | 20 |
| Extension of Wash room for Girls in Girls common room 130000 has been spent. 660485 Rs has been spent for the furniture of Girls common room. Girls parking extended by interlocking tiles with amount 350000. | 10/07/2019 | 19/07/2019 | 800 | Nil |
| Lohri Celebration | 13/01/2020 | 13/01/2020 | 200 | 150 |

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

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

1. Rs.4730 spent to purchase plants saplings. 2. To conserve energy old bulbs and tube lights have been replaced with LED lights reducing power consumption.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|----------------------------|--------|-------------------------|
| Physical facilities | Yes | 1 |
| Ramp/Rails | Yes | 1 |
| Any other similar facility | Yes | 1 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--|--|------------|----------|--|------------------|--|
| 2019 | 1 | 1 | 15/08/2019 | 1 | Student Played Nukkadd Natak on the occasion of indepe | Social evils | 15 |

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|--------------------------------------|---------------------|--|
| Punjabi University Academic Calendar | 16/04/2019 | Released by Punjabi University both offline and of lately online it enlists the academic calendar of the university alongside rules and regulations that the faculty and the students need to follow covering all the necessary aspects. |
| College Prospectus | 01/06/2019 | Every year the prospectus issued by the college contains in detail the code of conduct in terms of Do's and Don'ts that the student should be well aware of and must follow diligently. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Save Environment Save earth Campaign dedicated to 550th birth Annversary of Guru Nanak Dev Ji | 01/06/2019 | 31/07/2019 | 160 |

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Water Management and Conservation:- 1. As the college has huge green spaces/parks so it automatically leads to ground water recharging. • Energy Management and Conservation:- 1. Use of energy efficient and rated electrical equipments to conserve energy. 2. Proactive monitoring of lights and fans left switched on. • • Waste Management:- 1. Installation of dustbins to facilitate segregation of waste. 2. Waste management through proper segregation and disposal of waste. 3. Incinerators for disposal of sanitary napkins in the common room. • Increasing awareness regarding Environment 1. Plantation Drive on special occasions 2. The college has a distinct environment society that organises numerous lectures, events etc. for sensitising the students regarding the importance of environment and on how to conserve it for creating a sustainable future. Every year green cover is increased in the campus by plantation drives from time to time through in environment day celebration

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice-I Village adoption program: Goals: 1.Village adoption scheme is

to equip and familiarize the students with the socio economic dimensions of the ruler communities, status of sustainable use of natural resources, changing perceptions and aspirations, priorities and innovative effort of the ruler communities for sustainable development . 2. To develop organizational and communication skills among the students. 3. Sensitizing students for paying back to society. 4. Developing proximity of the college students with the villagers and strengthening bond between them by organizing a special residential camp. 5. Making the villagers aware of the factors adversely affecting their progress. Context : The college has constant endeavoured to produce citizens who are not only academically excellent but are assests to the society also. The college adheres to its vision and mission of being a premier institute insuring high quality education with moral values. The college focus more extension activities to serve local community which benefit both students and common people. In the past few decades, the government has launched and implemented various welfare, upliftment schemes and awareness programs for the rural people. But you due to lack of effective execution and result oriented mechanism the desired goal could not be achieved. The overall progress of the villagers living in remote areas is still restrained by various factors. Illiteracy, health issues related to unhygienic living conditions, adherence to traditional modes of farming, negligence towards various social issues etc are some of the issues restraining training the progress of The villages that compelled us to organize an awareness campaign specially targeting these issues to bring about a change in Outlook of the villagers. Moreover such activities would surely be helpful in sensitizing the students to pay back to society and to develop some of the vital skills among them. The practice: Objective: Small step to make giant leap Adopted villages: Biggarwal No .of students Participated:50 Introduction: The aim of this programme was to emphasized and highlights students about the need of environment safety, health issues, traffic rules and female feticide. Implementation: Seven-day NSS Camp of Shaheed Udham Singh Government College, Sunam was organized from 27-01-2020 to 02-02-2020 under the guidance of Principal Dr. Sukhbir Singh Thind and under the leadership of Dr. Ramandeep Kaur at village Biggarwal. It is worth mentioning that this camp was organized by Unit-2 girls, under which village Biggarwal was adopted. During this camp, while the village school and Dharamshala were cleaned, the trees were also painted. Seminars were organized on different days on topics related to health, traffic rules, legal aid etc. Giving health-related information, important topics like importance of balanced diet, lack of water and blood in the body were shared with the students. Special discussion was held on the observance of traffic rules and its need for the society. Under legal aid, girl students were introduced to the rights of an ordinary person, especially women. Dr. Parminder Singh, Principal Government Ranbir College Sangrur and Mr. Jatinder Pal Singh SHO Sunam attended the closing ceremony of the camp as chief guests. He gave good wishes and blessings to the students. Dr. Parminder motivated the students to take care of health along with studies. Shri Jatinder Pal gave a message to the students to stay away from wrongdoing and to do social welfare work by staying within the ambit of the law. Kaka Verma, Traffic Marshal Patiala, who specially reached this camp, asked the students to choose the goal of their life and be honest towards it. He gave information including basic medical aid and detail of CPR techniques. On the last day of the camp, students were awarded for different activities. Simranjit Kaur B A Part III was adjudged the Best Volunteer. In the end, a rally giving the message of protection of the environment was taken out in the village and trees were also planted. On this occasion Professor Mukhtiar Singh, Professor Dharminder Singh, Professor Rohini, Mr. Tarsem Singh, Mr. Amit Kapoor, Mr. Raghubir Singh, Mr. Abhishek Sehgal, Mr. Irwinjit Singh, Mr. Beera, Mr. Gurmukh Singh, Mr. Bunty, Sarpanch of the village Mr. Satbir Singh. , Panchayat member Tulsi Singh, Mrs. Surinder Pal Kaur, Mrs. Gurpreet Kaur etc. were also present. We have successfully completed this event with the support

following dignitaries: • Sh. Kaka Ram verma: Traffic Marshall Punjab Police • Sh. Narinderpal Singh: Extension Educator • Sh. Bharat Hari Sharma: Member eye donation samiti

Evidence of success: 1. The participated students appeared more sensitized and motivated as their participation in other social activities conducted by college enhanced. 2. Invitations received from the villagers to the college to organize more training and guidance sessions for different activities. 3. Change in villagers attitude towards cleanliness was clearly evident. 4. The organizational skill among the students appeared to be enhanced while organizing various programs in the college.

Problems encountered: 1. Participation of the villagers was comparatively less during daytime owing to their engagement in agriculture activities. 2. It seemed rather difficult to enlighten the villagers on the issue of superstitions and blind faith especially women folk.

Best practice -II Student mentorship program: Goal: 1. To provide an opportunity for the student to express and share their feelings with the mentor. 2. Discussion of conflicting issues faced by students and seek solution on regular basis. 3. To provide moral, technical and any other support. 4. To retain new students by helping them to become more familiar with the S.U.S. culture. 5. To encourage students to meet their educational and professional goals and objectives. 6. To provide opportunity to our students to know the work experience of teacher mentors which further assist the student mentees in making educational and professional decisions more wisely.

Context: The nature of students background that is catering to different socio culture and economic diversity necessitates mentoring being adopted as one of the best practice by institution. Moreover it is aimed to align with the institutional mission and vision statement aiming to develop students on progressive line that is to imbibe in the students a rational positive Outlook towards life there by making them responsible citizens.

The practice: The institution activities encourage academic excellence, self esteem and personal growth of students. Following are few points about student mentorship program that is practiced at institution. 1. Students are briefed about this program at the induction program in the starting of session. 2. Mentoring session is conducted once in a month. 3. The session is compulsory for every student to attend. 4. Each mentor is assigned with 40-50 students for the whole session. 5. The mentors are provided with details of mentees performance in terms of academic and attendance record. 6. The mentor also keeps track of mentees personal development such as co curricular activities, discipline and career related issues. 7. The grievances of the mentees are taken by the mentor and if necessary it is forwarded to principal for necessary remedial actions. 8. Mentoring system is arranged by IQAC in college. Teachers are directed to help students in any case and counseling of students is taken during tutorial period especially girl students. 9. Every department has instructions that understand the needs of students and provide them maximum support in study and extra activities. 10 . IQAC with other departments like NSS, Red ribbon, Red cross arrange different activities for students. 11. IQAC with different sources make arrangements to ensure that information regarding student support programs reaches the concern students. It can be buy notice board, WhatsApp groups or by personal interaction with students. 12. Buddy programs are running successfully in the college in which buddies awared about drugs and other social issues.

Evidence of success: 1. Improvement in mentees discipline, interaction and communication skill. 2. Improvement in students attendance. 3. Establishment of vibrant relationship between teachers and students which has provided congenial atmosphere in the classroom as well as in the campus.

Problems encountered and sources required: Diversity in students background and up bringing that is lack in the art of effective articulation, introversion, indifferent attitude etc. inadequacy in general guidance, career and professional related materials.

Financial constraints is also a major issue.

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

institution website, provide the link

https://susgcsunam.com/downloads/NAAC/best-practices/Best-Practices-2019_20.pdf

7.3 – Institutional Distinctiveness

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

Development of students through Centre for holistic education: There is a need to evolve a more holistic approach, an enriching blend of academics and value initiatives. This whole some approach helps youngsters evolve into better human beings with character, integrity and social responsibility. Education should include whole some development of students for the betterment of society. Values, character, capacity building programs have to be included in the curriculum. S.U.S. Govt. college is quality conscious and trend setting institute with the focus on providing equal opportunities for the development of human potentials for every segment of the society. The vision of the institute is to produce graduates with the highest caliber by imparting education through and innovative and analytical approach with an objective to create valuable resources for society. The institute help students to cultivate integrity, insight, intelligency and empathy through holistic learning modes.

At institution level we the teachers and students, strive for excellence in academics and inculcate positive attitude. Institution with the help of various clubs like EVS club, NSS, Red ribbon club, Red cross, narcotic cell etc take special initiatives like conservation of water, gender related issues, women empowerment, celebrate special days such as constitution day, republic day, independence day, mothers day, womens day, environment day and days related to the great martyr of the country etc. to imbibe in the minds of students awareness on contemporary issues, the spirit of nationalism and values etc. All this is done by inviting scholars and experts to talk on these issues. The measures of the successful implementation of the teaching learning process can be monitored by evaluating the successful outcomes of the graduates in terms of their placements and higher education. The relevance of the curriculum in the context of the needs of 21st century and industrial revolution at institution level has prescribed by program outcomes and course outcomes for programs at the departmental level. As such, every course teachers articulates on the course learning outcomes and program outcomes which makes the teaching learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge and skills leading to competence and attitude.

Institute has student mentorship program under which 40-50 students are assigned to faculty members . There is tutorial period in the time table during which mentor interact with their mentee students and try to solve their issues and monitor their performancethroughout the course. Special attention is given to slow learners. All these efforts are made to enhance the overall personality of the students in addition to their academic learning.

Provide the weblink of the institution

https://susgcsunam.com/downloads/NAAC/institution-distinctiveness/7.3.1_Institutional_Distinctiveness_2019_20.pdf

8.Future Plans of Actions for Next Academic Year

- 1.To make more efforts for campus placement.
- 2.Installation of solar panel.
- 3.To promote more and more inter departmental activity.
4. To start water harvesting of college plants.
5. In order to reach out to college stakeholders in Post COVID world, institute will have to increase social media presence.
6. To equip student and faculty members for the smooth conduct of online teaching learning and evaluation process.
7. To Augment IT equipment and infrastructure to keep pace.
8. To carry out repair and maintenance of college infrastructure.
9. To Enhance Industry- Academia interaction
10. To plan effective utilization of expected RUSA

Grant 11. To Promote Research environment in college 12. To ensure sanitary practices for Corona-free Campus 13. Effective implementation of Government Covid-19 SOPs in campus.