



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		S.U.S. Govt. College Sunam
• Name of the Head of the institution	Dr. Parminder Singh	
• Designation	DDO/Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01676220134	
• Mobile no	9872876027	
• Registered e-mail	gcsunam@gmail.com	
• Alternate e-mail	goyal.sunam@gmail.com	
• Address	Near Baba Bhai Mool Chand Smadh Ji	
• City/Town	Sunam	
• State/UT	Punjab	
• Pin Code	148028	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Punjabi University Patiala				
• Name of the IQAC Coordinator	Prof. Ashwani Goyal				
• Phone No.	01676220134				
• Alternate phone No.	01676220134				
• Mobile	9872876027				
• IQAC e-mail address	gcsunam@gmail.com				
• Alternate Email address	gcsunam@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://susgcsunam.com/downloads/NAAC/aqar/AQAR-2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://susgcsunam.com/downloads/NAAC/calendars/Institutional-Calendar-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	NILL	2004	03/05/2004	03/05/2009
Cycle 2	B	2.72	2015	15/11/2015	14/11/2020
6.Date of Establishment of IQAC			01/01/2010		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institution	RUSA-II Infrastructure Grant Component	RUSA	2020/60	7500000	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Effective planning for up gradation of infrastructure 2. Increasing social media presence of the Institution through various platforms like YouTube channel, Facebook etc. 3. Celebration of special days of International/National/State importance. 4. Effective Measurement taken against Covid-19 5 Successful completion of Mission Fateh with Collaboration of NSS.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>IQAC advised all the staff to make maximum use of online facilities with the aim of continuing the education of the students even in the environment of covid 19 and not only educate the students through this medium but also encourage them during this pandemic. And along with making them acquainted with the importance of life, they should also make them aware of their duties towards the society.</p>	<p>1 Successful implementation of Government guidelines for Covid-19. 2. Successful implementation of online study through various online modes.</p>
<p>IQAC also compelled the staff members and students to follow the guidelines issued from time to time by the Government of India and the Government of Punjab through the online medium. In this sequence, the college was instructed to sanitize the entire college campus to save it from covid 19. For which, in particular, it was also said to buy all the necessary items.</p>	<p>1 Successful implementation of Government guidelines for Covid-19. 2. Successful implementation of online study through various online modes. 3. 4 times sanitization of college campus during Covid-19</p>
<p>IQAC asked the NSS department of the college to organize a program under Mission Fateh run by the Punjab Government on July 2020 to make people aware of the prevention of corona epidemic so that the students and the public themselves are protected from this epidemic be able to save.</p>	<p>1. A seminar under mission fateh organized by NSS Unit-II on date 01/07/2020 2. An Awareness Campaign against covid-19 run by NSS under mission fateh during month july.</p>
<p>In order to maintain positive energy and thinking among the students, IQAC has talked about organizing online competition under Sveep by 20th July 2020, under which poster making, slogan writing and such</p>	<p>Online Fine Art Competition to promote vote caste by Sveep on 20/07/2020.</p>

<p>competitions should be conducted.</p>	
<p>IQAC advised the NSS Department to organize Inter College Online Competition before 15th August 2020 by collaborating with any organization, NGO or club, which is directly related to the promotion of Mission Fateh run by Punjab Government.</p>	<p>Online Inter college Poster making, Collage Making, Cartooning, Salogan Writting Competition under mission fateh against Covid-19 on 12/08/2020.</p>
<p>IQAC advised the NSS department to celebrate National Unity Day on 31 October 2020, the birth anniversary of Sardar Vallabh Bhai Patel and said that keeping in mind the integrity, sovereignty and mutual harmony of the country, the spirit of patriotism was spread among the students.</p>	<p>Cleanliness drive on National Unity Day on 31/10/2020.</p>
<p>IQAC asked Sveep and the NSS department to organize a program to celebrate National Voter's Day on 25 January 2021 to make students aware of the importance of voting as well as the rules of road safety in view of traffic</p>	<p>Programme on Voter awareness conducted by Sveep on 25/01/2021.</p>
<p>IQAC asked the women welfare club to organize such a program on 08 March 2021 in conjunction with any organization, club or any other department of the college, which would increase the knowledge of the subject like importance of women among the students. If they wants, by making a special person the chief guest, he/she can also get this work done through his statement.</p>	<p>Celebration of Inter National Women Day by online quiz competition on 08/03/2021.</p>
<p>IQAC advised the college to organize such a program on April</p>	<p>Hindi Department celebrated Dr. BR. Ambedkar Anniversary on</p>

14, 2021, keeping in mind the anniversary of Dr BR Ambedkar this year, so that more and more students should know about the life of Dr Ambedkar.	14/04/2021
IQAC in association with the Department of Self Finance proposed to organize an online competition to commemorate Labour Day. The main purpose of which will be to show the importance of this day among the students.	IQAC with the help of self financed department celebrated Labour day by online competition on 01/05/2021.
The IQAC asked the Anti-Narcotic Cell to plan a pledge program on May 31, 2021 on World No Tobacco Day so that the anti-drug spirit prevails among the students.	World No Tobacco Day celebrated by Anti- Narcotic cell on 31/05/2021.
IQAC in collaboration with NSS Department planned to organize an online competition on 10th May 2021 to commemorate Mother's Day. The main focus of the competition will remain on the mother.	Mother's Day celebrated by IQAC & NSS on 10/05/2021 by organizing online Competition.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	20/01/2022

15. Multidisciplinary / interdisciplinary

<p>With this approach the goal of our institute has been to enroll maximum number of students in various multidisciplinary courses. In this regard, contact is also being made with other universities by the institute so that in future students can take more advantage of it.</p>
<p>16.Academic bank of credits (ABC):</p>
<p>No specific work could be done in relation to Academic Bank of credit, one of the main reasons is that the university and the department did not give any guideline or guidance to us.</p>
<p>17.Skill development:</p>
<p>Under skill development, every effort is made to promote the process of skill development through various courses under the finishing school and subjects like DCHN, PGDDD&T, Fine Arts etc. NSS, Red Ribbon, Red cross, Women welfare club, Sveep, Environment Club, and various departments provide their services For this, but due to lack of funds, We are able to do it only up to one level.</p>
<p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p>
<p>Under the curriculum of different subjects, information and knowledge related to Indian culture, history and language is shared with the students. For the convenience of the students, many subjects are taught in English, Hindi and Punjabi languages. Literature related to Punjabi, Hindi, Sanskrit language as Indian languages is taught under Graduate Course in Arts. In an effort to make Sanskrit language cheerful, special attention is paid to organizing seminars, workshops, etc., and participation of students in it.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>
<p>Under Outcome Based Education, teachers share information about POs and COs related to their respective subjects with the students and every effort is made to guide them to make the next path easier for them.</p>
<p>20.Distance education/online education:</p>
<p>Various types of online mediums are used by teachers for online education such as sharing of audio and video based lectures through youtube channel, notes through pdf file many other types of links through whatsapp group. Classes through Zoom and Google Meet etc. Available facilities of ICT are used in the institute but due to lack of financial support it could not be done on a large scale.</p>

Extended Profile

1.Programme	
1.1	28
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2985
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	1143
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	918
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	39
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	41
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	33
Total number of Classrooms and Seminar halls	
4.2	13853963
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	67
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum followed by college is designed and planned by Punjabi University Patiala to which the college is affiliated. 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 staff holders including teachers and students are properly notified by placing the academic calendar at prominent places in the college. 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. 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:** 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. The subject wise results analysis also done by the concerned teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://susgcsunam.com/downloads/NAAC/calendars/Institutional-Calendar-2020_21.pdf

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

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. 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 examination committee conduct internal examinations according to the academic calendar and disseminate results through notice board.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://susgcsunam.com/downloads/NAAC/calendars/Institutional-Calendar-2020_21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

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

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

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

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

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

1.3 - Curriculum Enrichment

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

Response:-

The above mentioned cross cutting issues are included in the university syllabus as a part of programs with an intention, Like Geography, Political science, Public Administration EVS & Road Safety and Drug Abuse etc. The National service scheme (NSS) conducts voter Awareness programmes, Participate in Swacch Bharat Abhiyaan, Work on Environment issues, Conduct rallies. NSS Camps organized in adopted villages and motivate the village people on several issues like women rights, women health, female feticide, Tree Plantation, stubble burning etc. Red Cross unit, Anti Narcotic cell, Women Cell also work in college and arrange lectures on social issues. EVS & Road Safety, Drug Abuse are two subjects which are a part of curriculum. Institution call Traffic incharges to aware the students about the Traffic rules time to time. EVS Club every year in college celebrate environment day on 5th of June. On this day

tree plantation, Seasonal seeds plantation is also done. Water utensils for birds also placed at various places in college. Buddy Programs are running in college by state Government for drug abuse prevention under this DAPO incharge with the concern of time table incharge allot zero period for this purpose. Whole college students participate in ground activities, Group discussion and seminars in allotted period.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

111

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://online.susgcsunam.com/Surveys/AnalysisReport
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://online.susgcsunam.com/Surveys/AnalysisReport

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2985

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1864

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Students with various background converge in the college. After the admission process over college under takes proactive exercises, on a regular and continuing basis. Identification of students into advanced & slow learner based on their performance in various components .

This is done by following way:

1. On their previous examination results.
2. Observing & assessing the participation of students in regular classes, assignments and presentations.
3. Evaluating the performance of students in internal tests and semester examinations.

Measures in force for advanced learners:

The advanced learners are provided free access to central library and departmental library. Motivated to participate in Co-curricular and extra curricular activities such as elocution, Quiz, debating, essay writing etc. Rank holders as well as award winners are

facilitate by the college. The institute offers guidance to students for various competitive examination, higher studies through placement cell.

Measure in force for Slow learners:-

They have given extra assignments & solve previous years question papers. Departments organize parent-Teacher Meeting to communicate performance & attendance of students. Extra lectures are arranged in departments. IQAC instructed all the departments to follow the objectives of remedial teaching for slow learners to improve their performance

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

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

Number of Students	Number of Teachers
2985	52

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Response:- Students Centric methods in the teaching learning process is prime objective of IQAC& all departments took efforts in this direction. In the Department of COMMERCE a method of experiential learning was used to learn the transaction in the bank by visiting the bank and taking part in actual bank transactions. The department students visit CA & took training of 10 days in summer vacations every year to learn cost accounting and cost control. Group discussions & group projects are given to students. English department used participative learning methods, like group discussions, demonstration, News paper reading, and book reviews. Science Department collaboratively celebrates Science day in which students of B.Sc. Med/Non-Med participate in Speech, Poster making,

Quiz & Model making. Departments of Political Science organize visit to local self-Government (Panchayat Raj) to understand its functions, rights & duties. For problem solving Techniques case study, study of current Affair used to increase students participation and develop their problem solving skills. Assignments, quizzes, Presentation used to develop logical reasoning & problem solving skills. All these are conducted across various departments.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Keeping in mind the importance of ICT e-learning environment is created in the Institution with well equipped smart boards, LCD Projector, Audio visual facilities. In addition to chalk and talk methods of teaching the faculty members are using IT enabled learning tools like Google classrooms, Zoom classes, You tube videos, recorded lectures, etc. The College facilitates the teaching learning process by providing internet & Wi-Fi facilities. Every departments has established whats app group of students through which the close harmonious relation rapport between the students & teachers has established. The students also used to share difficult concept and terms with their classmates. It has resulted in a successful method of off-campus interaction.

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

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

2.3.3.1 - Number of mentors

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

535

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Process of Internal assessment is communicated to the students well in advance and the students are made aware of the evaluation pattern to ensure strictness & transparency. The internal assessment of institution is handled by examination committee. Examination Committee:- The committee consists of convener work as Registrar & members from departments, Non-teaching staff also support in the work. Continuous Internal evaluation System is used for internal assessment of students. The information about the internal evaluation tests like units tests, home assignments, surprise test, Multiple choice Question tests, Oral tests, project report test is given by circulating notice in classrooms & it is displayed on the departmental notice board. The answer books of the different tests are shown to the students. Mid semester tests are arranged by the examination team according to university guidelines and assessments of students is based upon their class tests, attendance & Mid semester performance, Viva-voce based on practical work is carried out for the evaluation. All internal Re-internal, Practical, Semester end and supplementary examination are conducted once in each semester.

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

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

There is mechanism for redressal of grievances concerning evaluation both at college & university level. Time Tables of all examination are displayed on the Notice board & displayed well in advance to give adequate preparation time for the students. ID cards are issued to the students without Id cards there is no entry in the college

examination hall during exam. Roll nos. are issued before university exam. without which there is no entry in examination hall. The process which ensures maximum security is transparent among the faculty. The Examination committee gives a schedule for submission of question papers. The evaluated answer sheets in case of internal exams are shown to students in the class rooms by the subject teachers. The grievances of the students are resolved on the spot. The award lists are put on the notice board by the examination committee. At university level, students can apply for re-checking & re evaluation within time limits given by university.

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

2.6 - Student Performance and Learning Outcomes

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

The institution run various programs. Learning outcomes for all course are displayed on college website and teachers discuss the same with students at the beginning of each session. The vision & mission statement is displayed in college prospectus, college magazine & on institutional website. The detailed learning objectives & outcomes are shared by the respective faculty members in the initial lectures of the academic year. In addition we also focus on universal learning outcomes such as communication skills, life skills, Problem solving, Creativity, along with enhancement of human values. The college publishes the academic Calendar every year well in advance and is uploaded on the college website. Regular teaching is done as per the time table. Syllabus is completed as per the teaching plan prepared by the concerned faculty. The faculty maintain their academic diaries. The teaching, Learning & assessment processes are reviewed at college level. The performance of students in their examinations is parameter to judge learning outcomes. Records of academic results and others achievements are maintained by college. The feedback obtained from students, alumni, parents on the teaching learning process helps to gain an insight.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://susgcsunam.com/NAAC/pos-cos
Upload COs for all Programmes (exemplars from Glossary)	View File

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

S.U.S. Govt. College committed to quality education which is reflected in its programme outcomes and course outcomes. The POs and COs attainment is evaluated in following way. Direct Method :- 1. The continuous internal assessment and end semester examination are the prime tools for a evaluation of POs and COs attainments. The continuous internal assessment comprises of two tests, assignment, practical attendance (minimum 75%).The marks obtained by the students are mapped to COs and POs. 2. Experiential learning in the form of organizing events like workshops/seminars also used to evaluate students organizational and leadership skills which are component of POs. Indirect Method:- 1. Students feedback on curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if any, are made. 2.POs are evaluated based on the performance of the students in terms of their progression to higher studies, qualifying in the competitive examinations and placement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

918

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

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

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

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

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovation and transfer of knowledge through the activities of various committees and cells.

- The career Guidance cell comprising of faculty members as mentor for students to develop their innovative skills. Various departments organize seminars & interactive session with successful entrepreneurs to promote specialized knowledge in the fields of commerce Management & Information technology.
- Labs of all science subjects are there to conduct any type of experiments related with research.
- We have well equipped library where students interested in research can visit any time from Monday to Saturday.
- The concerned faculty is motivated to undertake research by granting duty leave to attend research activities like seminars, conferences, workshops etc.
- Though we are trying to establish incubation centre in future still we are running certain different committees such as

career guidance cell, Placement cell.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

00

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

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

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

1

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

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

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

00

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

Different departments are functioning in our institute under the Holistic Development Programme. These departments give a good message to the society by the students through different activities, whose impact is also visible in different ways. Keeping in mind the environment, different types of awareness rallies were taken out by our institute on a serious topic like stubble burning, for which our students went to different villages and gave the message to the people not to burn stubble. The impact of these rallies was that many farmers in our surrounding areas did not burn stubble and started using other technical facilities. An attempt was made by the institute to make the students aware against drugs under the buddy group and through it they were encouraged to spread the anti-drug message to their neighborhood as well, the result was that our institution established itself completely anti-drug campus in our society as well. Moral education is also promoted among the students through different tutorial groups and their problems related to the institution are heard, the big result of this is that the faith in

human values ??among the students is increased. Keeping in view the holistic development of the students, students are encouraged to participate in cultural programs and sports under co-curricular activities along with academic education. These students, working as a team in these programs and sports, move ahead with the message of mutual brotherhood.

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

00

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1590

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate physical and academic facilities to the different programme. The college campus have:

Lecture class rooms 27

Lecture theatre room 06

Laboratories 08 (Chemistry, Physics, Zoology, Botany, Geography, Music, Fine Art, Dress Designing,)

HEIS Departments Class Rooms 07

Computer Labs 03

Staff Room 02

Computing and Other Equipments

LAPTOPS 04

Computers 67

CCTV 41

Wi-Fi 04

Photocopier 03

Computer Lab 01

Smart Class Room 03

Virtual Class Room 01

Examination facilities

The Institution has an examinations control room incorporated with computer, photo copier, Wi-Fi facility, CCTV Surveillance.

Library:-

The College library covering area is 2856 sqft. The library is connected to internet with optimal seating capacity of students.

Auditorium/conference room:-

Seminar hall 01

Full AC Auditorium 01

Rooms And Cabins:-

There is separate room for principal, Vice principal, Registrar, Staff and Administrative staff, and for each in charge of various extension activities. All departments in the college have ample storage space for departmental documents, Projects, & Assignments submitted by students.

Additional Facilities:-

Store room 02

Wheel chair 01

Ramp for physically disabled students 03

Sanitary vending Machine in girls Common Room 01

Handy Cam 01

Botanical Garden 01

Herbal Garden 01

Fire extinguisher 07

Compost pit 03

Power generator 02

Canteen Area

Two & four wheeler Parking Space for students& Staff

Microwave oven & refrigerator for official purpose & in some departments for Teaching & Non teaching staff

Water with RO facilities at various places in college

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

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

The college played a supportive and proactive role in grooming students for sports & extracurricular activities.

Indoor Facilities: Particulars Area

Gym for fitness work: Not specified

Badminton Court: 13.40*6.10 mtr.

Weight Lifting: Not specified

Chess Table: 2

Indoor Swimming Pool: 25*50 mtr.

Table Tennis Court: Standard Size

Carom board: Not specified

Outdoor Facilities: Particulars Area

Hockey Ground: Sixer Side 30.5*52.5mtr.

Handball Ground: 40*20 mtr.

Kabaddi Ground: 13*10 mtr.

Football Ground: 60*95 mtr.

Cricket Ground:Not specified

Standard Track:400 mtr.

Volleyball Court:18*9 mtr.

Shotput: Standard Size

Long Jump Pit :Standard Size

High Jump :Standard Size

Discus Throw: Standard Size

Javelin Throw: Standard Size

Triple Jump: Standard Size

Taekwondo (Wushu Training): Standard Size

Sports Equipments:- Tug of war Rope - 01

Badminton Rackets - 14

Table Tennis Rackets - 04 pairs

Weight lifting - 01 set

Cricket Bat - 02

Hockey Sticks - 20

Volley Ball - 03

Cricket ball - 10

Specification of gymnasium - Three station gym, Thigh exercise Bench
Infrastructure of Cultural activities:- There is committee for youth activities in college. This committee encourage students to participate in cultural activities & competitions at inter-college, intra-collegiate and at university level. Youth festival is the Major event to find hidden talent of students. The institute has various avenues for hosting & practicing the cultural activities.

1. 01 Auditorium
2. 01 Multipurpose hall
3. 03 Open stages
4. 03 Wide lawns
5. Open Ground for the events.
6. Handy Cam for Photography.
7. Projector, Projection screen
8. Sound system
9. Well Managed fine art lab with maximum facilities.
10. Music room equipped with various instruments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/dSeI3BfWIsI

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/bv3IPFeE12s
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

74568

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

4.2 - Library as a Learning Resource

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

The college library has a well constituted advisory committee. The committee comprises of senior faculty members who monitor the smooth functioning of library. The committee takes initiatives & gets them implemented to make it more students friendly. The total area of main library is 2856 sqft. There is separate library in HEIS department.

Library have a stock room, reference room ,three reading rooms for boys, girls & staff members, circulation area & librarian's office.

The library has fully open access system. Library contains a total stock:-

- Books Approx. 30,000

- Daily weekly newspaper 09
- Magazines in the field of science, current affairs, Competitive exams, sports 36
- Journals National/ International in Punjabi & Science 07

College library is partially automated using E- Granthalaya, Software version 3.0 by national Informatics centre (NIC) Ministry of Electronic, Govt. of India, Installed in the year 2015. The software is used for:

1. Data entry of books
2. Searching the books

While other library operations are carried out manually.

Other ICT facilities

- Printer Cum Photocopier machine 01
- Internet facility is available in library.

HEIS Library has:-

- Books -2402
- Reading room-01
- Big Study Table-02
- Newspaper (The tribune,-02 Punjabi tribune,)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://youtu.be/AT0MosHr51k

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

23443

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has development Committee for up gradation of IT facilities & maintenance. This committee continuously monitor the requirements of departments & classrooms. The enrichments & up gradation in IT facilities is uploaded as a file.

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

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

116264

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Various committees give recommendations regarding purchase ,repair and upkeep of infrastructure.

Laboratory:

Each department is responsible for submission of requirements of their laboratories. Laboratories are upgraded and maintained by utilizing 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 HOD's. Annual stock verification is done by the concerned committee.

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 utilizing funds in the college.

Library:

The library and its all infrastructure is maintained by library staff & Committee. Requirements for enhancement of library books are submitted to library committee by each department.

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 utilizing sports funds..

Classrooms:

The cleanliness of classroom is maintained by the committee who has assigned the work. The safety of the furniture and all other things are in the hands of college chowkidar with head of incharge of this section.

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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1303

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://susgcsunam.com/NAAC/agar/AQAR-2020-21/CRITERION-V/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

5.1.5 - The Institution has a transparent

C. Any 2 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

143

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. Publication of students magazine:- The college publish its Magazine "Udham Jyoti" editors & Sub editor are selected among students.
2. NSS Participation:- 3 NSS Units are active in college, 2 units of boys & 1 Unit for girls. These units organize various activities under the guidance of Punjabi University Patiala. An annual 7 day residential camp is held where students get practical exposure to community development projects. NSS units also carries out activities like tree plantation, Cleanliness, Traffic and Road safety awareness programs.
3. Youth activities:- Students participate at large level in youth activities also participate in blood donation camps, youth festivals, rallies and campaigns etc. Students made short films & Nukkad Nattak on social issues & with the permission of institution Principal they openly show these in college campus.
4. Anti ragging :- Anti ragging committee consists of staff & students representatives.
5. In any case if students have any type of problem they can directly meet the Principal.
6. The students also contribute to placement & Alumni Committee by actively helping in organizing their activities.

File Description	Documents
Paste link for additional information	https://youtube.com/channel/UCYxsEPSENmT1o_Vx0ZpLTiA
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

College has a registered Alumni association. Some of the alumni are expertise in their respective fields. They are invited on various occasion in the college like Annual functions, Athletic Meet, NSS camps to encourage the students. Their experience & participation encourage the students. Some of SUS family Alumni like Pammi Bai, Karamjit Anmol, Bhagwant Mann, Bs Ghuman (VC of Punjabi University Patiala), Dr. Parminder Singh deputy DPI, encourage the students on various moments. Recently Alumni Members donate Covered Dustbin for college campus. Alumni also help students by giving them cash money for their fee.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision - The vision of the college is to become a premier institute disseminating knowledge & skills and inculcating human values at its core.

Mission:-Dissemination of education amongst the people from rural, semi urban and urban area of Sunam Tehsil by-

- Inducing basic human values like honesty, Character building, humanity, social equality, nationality, self-reliance.
- Promotion of Punjabi language & culture.
- To bring environmental awareness for sustainable development.
- To induce spirit of devotion for social work for up lifting the society at large.

The college was established in 1969 and take over by Punjab DPI College strives to archive its specific goods & objective by giving full concession of tuition fees to girls students & by giving financial aid to economically weak and handicapped students. Within the framework laid by Punjabi University Patiala a hierarchy is followed. The Principal is the Head of institution, ably supported by vice Principal for administrative purpose and registrar for academic purpose. Coordinators of various program with the help of administration steer the programs to achieve the goals set by the college.

The IQAC is responsible for quality initiatives of college & it decides the various academic, co- curricular & extra curricular activities to be conducted during the year.

The institute give constant support & encouragement to the activities of support services & cultural committee also provide a variety of chances to the students with the opportunity to achieve excellence in the fields.

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

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

Since ours is a govt. college the college abides by all the instructions & guidelines, given by the DPI (college), Punjab and Principal Secretary, Higher Education, Punjab. They hold regular meetings of the college principal & share their vision, policies & priorities.

All financial and administrative power lie with college Principal. The principal is assisted by college council consisting of senior most faculty member of college.

The modern managerial concept like strategic planning, teamwork, decision making and effective implementation are introduced in the college. Institutional practices are decentralized to a large extents.

Various committees are formed to plan & monitor the function of different departments. The Principal allows the administrative staff, the heads of the departments and various committees to take decision for carrying out their duties & various programs. Thus participation of all members of the institution in decision making process creates environment of participatory democracy. The college IQAC is a very important committee in planning executing & coordinating quality plans & activities inthe college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college follows a formal quality policy, Realizing that the task

of quality enhancement is multi layered and a long term project, the college has adopted a piece-meal method to translate the policy into action for the planning & execution & review of college activities into reality.

Institution has taken the following efforts to improve facilities which would bring all round development of students:-

- No. of seats increased in B.Com & B.Sc. courses.
- Strength of students increased during 2015-2020.
- College has successfully brought courses like M.A (Punjabi), & Sanctioned the Courses public administration, Music, Fine Art.
- Website has been updated every year, Software are used for admission.
- Infrastructure in terms of class rooms has been increased
- Staff intake has also increased as per requirement
- Library resources both books & online have been steadily growing.
- Auditorium has been constructed in the college by Punjab govt.
- Environment conducive to research is promoted.
- Compost pit, Solar Energy Panel system is deployed in the college.
- Herbal Garden is newly built attraction of college.
- In sports counting of sport equipments increased during last five years.
- Facilities to support differently able students are also maintained and constructed a new washroom for these students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://online.susgcsunam.com/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

In ordered to implement all the rules, instruction and guideline given by department of Higher Education of Punjab Govt. The College has its own decentralized internal organizational structure for decision making and decision implementation as follow:-

1. College Principal

2. Vice Principal
3. College Council
4. Internal quality Assurance cell (IQAC)
5. Parent Teacher Association (PTA)
6. College Bursar
7. HODs & departmental faculty
8. Conveners of various committees & their members.
9. Office superintendent & office staff.
10. Lab staff & supporting staff.

Service rules, Procedures, and Recruitment:- The regular appointments are done by PPSC.

Provision relating to Guest faculty teaching staff selection- advertisement is published in there leading Newspaper (Regional & English)

- Interview selection committee including Principal & subject expert is appointed by college.
- Interview is conducted
- Selection committee prepare its report

Provisions for Non- Teaching Staff:- Appointment and promotions of Non- teaching staff are made as per the Government rules and at College level. Service book & leave records- Service books are maintained in the college.

Leave records are maintained in the college.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://susgcsunam.com/downloads/documents/organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching & Non Teaching:

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 Academic pursuits (higher studies).

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the rules & regulations laid down by the UGC regarding the assessment of the performance of regular teachers. There is an official appraised system of the staff to evaluate the performance in multiple activities. The college Principal writes their ACRs which include the academic results, organizational ability, extra assigned duties other than teaching & their sense of integrity & honesty. These ACRs are further submitted to DPI (colleges) Punjab by the Principal. Self appraisal part of ACRs is filled by teachers themselves.

The Principal includes his/her remarks, comments Appraised & evaluation in the ACRs. All ACRs are submitted to the DPI (Colleges), Punjab for further review & evaluation. These ACRs become an important basis for Career Progression.

Students are the major stake holders in the teaching learning process. Thus for teaching staff Students feedback is also very important. In case of teaching staff the feedback of all faculty covering all the classes & subjects taught by them is taken from the students. The online feedback on teachers is taken on a rating scale that includes aspects such as subject knowledge, coverage of syllabus, clarity of explanation & use of appropriate teaching methods. This feedback is then submitted to head of institution for necessary action. For non teaching staff Principal & College Council work on the feedback of students & other Stake holders.

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

6.4 - Financial Management and Resource Mobilization

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

Financial Audit aims at ensuring financial transparency, essential for smooth running of the institution. All the applications regarding the financial permission are routed through Bursar. The Bursar supervises cash books and account books of the college. It is the responsibility of the Bursar to get the accounts audited every year. The college constitutes different purchase committee to carry out purchases for the college. The College Principal & Bursar ensure that all purchases are done by inviting quotations & as per govt. rules & Instructions under RUSA Grant purchase of objects done through Gem portal as prescribed by Govt.

The College gets its accounts internally audited by CA. There accounts are related to PTA, UGC & Self financed departments of College for external audits, the team is sent by the Punjab Govt. Govt. Grants and funds were audited time to time. There was no major audit objections.

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

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

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

14724224.33

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The major sources of revenue are:-

1. Fees collected from students.
2. College funds
3. PTA Fund
4. HEIS Fund
5. Govt. Fund
6. RUSA Grant

The College lists the short term & constant needs of the college related to its development. In view with that, the committees are formed which continuously look after different opening of funding from agencies like UGC, RUSA. After recognizing college eligibility for particular proposal, College prepare & sent the well drafted proposal to obtain funds from different government organizations.

Funds are collected spent only for planned expenditures reflected in the budget. During the preparation of expenditure inputs are obtained from IQAC, departments, library, sports, laboratories and committees. After collecting quotations from the purchase department the budget is revised on the basis of requirements and priorities of the college. The college also makes operational budgetary allocations for salaries of all teaching and non teaching staff, repair and maintenance, development work, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation expenses, electricity and water bills, stationery expenses, postage and telegram and miscellaneous expenses. All financial transactions are controlled and monitored by internal and external audit.

Apart from this our transferred such retired faculty deposited a meager amount in terms of FDs to encourage to students to excel in academics.

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

6.5 - Internal Quality Assurance System

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

The College has established Internal Quality Assurance cell since 2010. Since then team IQAC has been working towards the betterment of institution.

1. Improving teaching quality:

The IQAC monitors the implementation of vision and mission of the college. IQAC prepares perspective plan of development for the college & execute it in a strategic plan of every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic & administration facilities, gender equality, Strengthened extension activities, sports etc. IQAC holds meeting during the session and ensure the implementation of decision taken. After the second cycle of NAAC, IQAC has been promoting the Quality Culture.

2. Promote Cultural Activities:

The mission statement of college states that rural youth empowerment through quality Education. Therefore IQAC has always been trying to enhance & update its academic and administration. Environment pollution & climate change are the major issues in the global level can be met by movements at grass root level. IQAC with the help of EVS club & N.S.S. Conducted different environmental protection activities like tree plantation, Campaign for no use of plastics & also promote green campus activities. Installed compost pit & solar panel system for energy generation in college campus. IQAC promotes digitization & IT facilities in college campus & with the approval of Principal arrange Wi-Fi facilities in College. Separate computer lab proposal prepared for arts students.

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

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

1. Organize state/ National level seminars, workshops, sport meet:

IQAC with help of various clubs like EVS clubs, Red Ribbon club, Red Cross, Women cell organize various seminars on gender issues, Environment safety, Road safety & awareness, Traffic rules.

2. Office automation with strengthening of E-records:

- Office is partially automated.
- Most of the work is computerized.
- College has developed its own website (www.susgcsunam.com) where all the information regarding admission and Exam is regularly updated.

3. Staff to be motivated towards Research, Publications & Participation in Faculty development programs:

- Many of the teaching staff members are involved in various research activities & has published their research paper in UGC approved journals.
- Teachers have written books & book chapters with proper ISBN no.
- Teachers presented research papers in various National /International conferences.
- Various Teachers participated in faculty development programme.

4. College website, ICT based teaching & learning Wi-Fi facility water & energy conservation:

- College has developed its website www.susgcsunam.com
- College has its own Facebook page where the extension activities regularly uploaded, (Shaheed Udham Singh Govt. College Sunam) is the address of Facebook page. College has its own YouTube channel where extension & other activities

uploaded regularly.

- Three Compost pits constructed in the college.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://susqcsunam.com/NAAC/agar/AQAR-2020-21/CRITERION-VI/6.5.3/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College gives high trust to gender equity programs in the institution. The effort of the institution to promote gender equity are as :

- Tuition fee of all girl students waived off.
- Currently 1367 out of 2985 our students are girls.

Institution show gender sensitivity in providing facilities such as:

- CCTV surveillance monitors college buildings. Whenever necessary the girls get counseling from our women faculty. The girls students are encouraged to be confident.
- The institution has a Common room to facilitate female students. Separate wash room are available for lady staff and girls students.
- There is separate NSS girls unit in which girls actively participate under the guidance of Dr. Ramandeep Kaur program officer. 'Women Development cell' that organize various activities and programs on women related issues
- Other committees and departments to conduct programs to create awareness about gender equality.
- Online Workshop on Fabric Painting organized by PGDDD&T department and NSS Department in which online competitions of Mask Making, Painting (Hand Paint, Block Paint and Stencil Paint) and Embroidery conducted from date 10.05.21 To 13.05.21.
- Online Competition Quiz, Poster Making, Essay Writing, speech competitions conducted on the occasion of International Women's Day on date 08/03/2021 by NSS and Women Welfare Club.

File Description	Documents
Annual gender sensitization action plan	https://susgcsunam.com/NAAC/aqar/AQAR-2020-21/CRITERION-VII/7.1.1/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://susgcsunam.com/NAAC/aqar/AQAR-2020-21/CRITERION-VII/7.1.1/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution believe in the Practice - Reduce, Recycle & Reuse

A Prudent budgeting approach is adopted in the collection, segregation and disposal in the 3 R's attitude.

Solid Waste Management:-

- The major solid waste materials generated in the college includes horticulture wastes, such as dried leaves or plant clippings. There also certain amount of glass, fiber, food waste, paper & plastic. The waste is segregated at source by providing separate dustbins for Bio-degradable & non-biodegradable waste. The biodegradable waste from college campus is converted in to the compost. There are three compost pit in the college one in botanical garden and 2 in back of sports ground.
- Metal, Wood, Glass & plastic scrap collected from laboratories, Library, office & college campus is given to scrap dealer for recycling.
- Signboards are displayed on the college campus for encouraging idea of plastic free environment

Liquid waste management:- There is sewage system in the Institution for major liquid waste includes effluents from toilets & laboratories.

- College works towards generating minimal e-waste by reusing it. Electronic goods are used at their optimum level by proper up gradation & maintenance. All the miscellaneous E-waste such as CDs, Batteries, fluorescent bulbs, electronic item are collected & delivered for safe disposal.
- Vehicles are not allowed inside the campus.
- Green Diwali is celebrated in the college library every year by NSS in which a message is given for 'No use offire crackers'
- The use of Plasticis strictly prohibited in the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution promotes linguistic, Regional, Cultured diversity

among the students. Activities that promote communal harmony are under taken frequently. following are some such activities.

- The thread that units whole of India is Hindi which is the national language. Hindi department organized Hindi Bhasha diwas every year.
- In Sep5,2018 Dr. Sukhbir Singh Thind (Principal) inaugurated" Imaandari di dukaan" in library. Where stationary articles put without any vigilance. Students can take any article and put the money in a box.

Cleanliness Drive on National Unity Day: On 31 October 2020, National Unity Day was celebrated by the NSS Department under the leadership of DDO Professor Sukhbir Singh. On this occasion, an oath was taken by the NSS department in the college to maintain the unity, integrity and security of the country.

Jan Andolan Campagin Against Corona:

On 22 April 2021, on behalf of the NSS Department of Shaheed Udham Singh Government College, Sunam, on the topic 'United to Fight corona', to spread awareness about the Corona epidemic. Under the 'Jan Andolan', various activities are being conducted online

Online Competition in commemoration of 400th Birth Anniversary of Shri Guru Teg Bahadur Ji :

Self Financed and NSS department organized an online quiz competition in commemoration of 400th Birth Anniversary of Shri Guru Teg Bahadur Ji on 20 May 2021.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College is fully aware of its social & constitutional responsibilities including values among students towards society & Community.

- To Generate Patriotism, Institute celebrate Independence Day, Republic day, National Unity day, Sadhwana Diwas. Birth anniversaries of our great Martyrodom etc.
- In the Civic Sense election awareness seminars, voter's day celebration & voter's ID drives conducted in the campus with the help of concerned department.
- Time to time college organize various road safety awareness programs with the help of NSS department.
- Pledge on different issues like Drugs, Environment safety, Women welfare, road Safetyand Awareness taken on various occasion.
- Human values are taught to students by organizing seminar, workshops and competition.
- For Environment Consciousness Environment day is celebrated every year on 5th June in college campus.
- During Covid Time Everyone patiently done their duties. Teachers fulfill their responsibilities regarding Education & extra co-curricular activities on line. Institution provide safe time to everyone. Sanitizers are made available at many points in the college. Security person check the temprature of every person who enter in the college campus.Few activities done in Covid-19 time are as follows:
 - Online Fine Arts Competition to Promote Vote Caste on July 20, 2020
 - Cleanliness on National Unity Day on 31 October 2020.
 - Programme on Voter Awareness And Road Safety on January 25, 2021.
 - Online Inter College Essay Competition On Environment System Under String Of Activities to Save Environment on June 9, 2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://susgcsunam.com/NAAC/agar/AQAR-2020-21/CRITERION-VII/7.1.9/
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional

B. Any 3 of the above

ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

At S.U.S. Govt. college, we celebrate many Commemorative days. College regularly celebrate National Festivals, Observance of Days to Commemorate National Personalities, Days of Environment related, days of Punjabi culture & ethics, Days of our right & duties etc. Detail of some day celebration is as follow:

1. On 31 October 2020, National Unity Day was celebrated
2. International Women's Day was celebrated on March 8, 2021
3. Self Financed and NSS department organized an online quiz competition in commemoration of 400th Birth Anniversary of Shri Guru Teg Bahadur Ji on 20 May 2021.
4. On June 9, 2021, under the leadership of Principal Tarsem Chand, the NSS Department organized online inter-college Essay competitions on the topic of environment system under the string of activities to save the environment
5. On the occasion of International Yoga Day on 21st June 2021, Yoga related activities were conducted by the NSS Department.
6. On 5th September 2020, online seminar on Teacher's Day was organized by NSS Girls Unit.
7. On 31 October 2020, National Unity Day was celebrated
8. On Dated 2 November 2020-21 a competition was organized in view of the festival of Diwali
9. On 12th March 2021, the Amrit Mahautsav of Independence was celebrated
10. On 14 April 2021, an online quiz program dedicated to the birthday anniversary of Dr BR Ambedkar was organized

11. On 26 April 2021, an online quiz competition dedicated to 'Shri Guru Teg Bahadur Ji Ke 400th Prakash Utsav' was organized

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-I

Online teaching during covid-19

Objective:

1. To continue academic activities of students during lockdown.
2. To provide syllabus content in the form of e-content .

Context:

The covid-19 pandemic has raised the significant challenges for the higher education community worldwide. A particular challenge has been the urgent and unexpected request for previously face to face University courses to be taught online.

The practice:

Thus an online teaching and learning strategy framework was developed for providing active and personalized education for all students to complete the curriculum. The various factor of this planning are:

Evidence of success:

The practice prove to be really successful in inculcating online teaching skills among the faculty members and learning skills among students.

Problems:

Slow or bad internet connectivity become a hurdle in online teaching.

Best Practice-II

Title: Students development and engagement to reach beyond academics during Covid-19

Goal:

Dedicating time to co curricular activities during pandemic provides students with the sense of social connection.

Context:

As the college shutdown in the mid of session during covid-19 the students have to utilise their time effectively beyond academic study.

The Practice:

we conducted online elocution competitions, slogan writing competitions, mask distribution, vaccination camps, seminars, Webinars, awareness campaign, Mission fateh and many more.

Evidence of success:

Prominent number of participation of students during co-curricular activities and webinars and online competitions.

Problems encountered and sources required:

Google platform, evaluators, resource person, updated computer system, audio system, internet, zoom meeting platform, video editors etc required for the activities.

File Description	Documents
Best practices in the Institutional website	https://susgcsunam.com/downloads/NAAC/best-practices/Best-Practices -2020 21.pdf
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Mission & vision of the college in the past and in the present is to help students grow into better human being with the ability to transform within.

To inculcate the values among students the institute celebrated national and international commemorative days.

Teacher's Day:

On 5th September 2020, online seminar on Teacher's Day was organized.

Pledge on National Unity Day:

On 31 October 2020, National Unity Day was celebrated.

Republic Day Celebration by Making Live Paintings

On 26th January 2021, on the auspicious occasion of Republic Day Professor Sandeep Singh was asked to make live paintings

Amrit Mahautsav of Independence Day:

On 12th March 2021, the Amrit Mahautsav of Independence was celebrated

Birth Anniversary Dr. B.R. Ambedkar:

On 14 April 2021, an online quiz program dedicated to the birth anniversary of Dr BR Ambedkar was organized

Mother's Day:

On 10th May 2021, an online creative competition was organized.

International Labor Day:

On the occasion of International Labor Day, an online poster making and slogan writing competition conducted.

World Anti-Hypertension Day

World Anti-Hypertension Day was celebrated on 16th May 2021.

Prakash Parv:

On 20 May 2021, an online quiz competition conducted.

World No Tobacco Day:

World No Tobacco Day was celebrated on 31 May 2021.

International Yoga Day:

On the occasion of International Yoga Day on 21st June 2021, Yoga related activities were conducted.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To Start M.Com
2. Construction of MA Punjabi Block.
3. Installation of Soler Panel.
4. Upgradation of Website.
5. Construction of more classrooms.
6. Construction of Badminton court.
7. To increase academic collaboration and linkage with industries
8. To increase ICT facilities
9. Separate computer lab for arts students
10. To generate energy conservation sources
11. To strengthen the placement cell
12. To promote Punjabi language and culture