



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>S.U.S. Govt. College Sunam</b>
• Name of the Head of the institution	<b>Prof. Tarsem Chand Garg</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>01676220134</b>	
• Mobile No:	<b>9872876027</b>	
• Registered e-mail	<b>gcsunam@gmail.com</b>	
• Alternate e-mail	<b>gcsunam@gmail.com</b>	
• Address	<b>Near Baba Bhai Mool Chand Smadh ji</b>	
• City/Town	<b>Sunam</b>	
• State/UT	<b>Punjab</b>	
• Pin Code	<b>148028</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	<b>Punjabi University Patiala</b>
• Name of the IQAC Coordinator	<b>Prof. Ashwani Goyal</b>
• Phone No.	<b>01676220134</b>
• Alternate phone No.	<b>01676220134</b>
• Mobile	<b>9872876027</b>
• IQAC e-mail address	<b>goyal.sunam@gmail.com</b>
• Alternate e-mail address	<b>anchala_94@yahoo.com</b>
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://susgcsunam.com">https://susgcsunam.com</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://susgcsunam.com/Articles/calendars">https://susgcsunam.com/Articles/calendars</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>NIL</b>	<b>2004</b>	<b>03/05/2004</b>	<b>03/05/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.72</b>	<b>2015</b>	<b>15/11/2015</b>	<b>14/11/2020</b>

**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
<b>Institutional 1</b>	<b>RUSA-II Infrastructure Grant Component</b>	<b>RUSA</b>	<b>2022/60</b>	<b>217508/-</b>
<b>Institutional 1</b>	<b>RUSA-II Equity Component</b>	<b>RUSA</b>	<b>2022/60</b>	<b>93750/-</b>

**8.Whether composition of IQAC as per latest NAAC guidelines****Yes**

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1 Installation of Solar Panel 2. Celebration of important days 3. Construction of Parking shed for Girls 4. Installation of one more water cooler in front of science block 5. Renovation of Music room and paint on the whole college Building	
<b>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</b>	
Plan of Action	Achievements/Outcomes
Estalishment of computer lab	Separate computer lab for arts students has been established during the year 7 computers installed in the lab for the students.
Parking shed for girls	Sucessful constrution of parking shed for girls in the college upto the end of the session.
Installation of Solar Panel	10kw solar Panel installed in the college.
Celebration of important days	1 Vijay Diwas Celebration On 26

	<p>July 2021.2 Martyr Day Tributes to Saheed Udham Singh On 30 July 2021. 3.Green Diwali Celebration On Dated 2 November 2021. 4.National Education Day was celebrated on 11th November 2021. 5.National Constitution Day was celebrated on 26 November 2021. 6.● Book Exhibition in the College Main Library on Republic Day. 7.Book Exhibition in the Main Library on International Women's Day On 8th March 2022. 8.● Book Exhibition in the Main Library on the Martyrdom Day of Shaheed-e-Azam Sardar Bhagat Singh On 22 March 2022.9.Sacrifice day was celebrated on 22 March 2022. 10. World Art Day was celebrated on 13th April 2022.11.Birth Anniversary of Dr. BR Ambedkar On 13th April 2022.12.Earth Day was celebrated on 22nd April, 2022.13.● World Book Day On 23 April 2022.</p>
Workshop and seminar	<p>1.Webinar on financial Awareness by Commerce and Economics Department on 04/07/2021.2.Webinar on 75th Anniversary of Independence Day And Martyrdom Shaheed Udham Singh by PG Department of Punjabi on 28/07/2021. 03.Workshop on uses of water colour in painting on 12/10/2021. 04.Seminar on Vigilance awareness on 29/10/2021.05.Oriental Program by Commerce department on 31/03/2022</p>
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

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.

#### 16. Academic bank of credits (ABC):

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. But despite this, the work of evaluation and development of students is done by the institute by adopting different methods like assignment, assessment, reading material selections etc.

#### 17. Skill development:

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. Two certificate courses IT and Business Etiquets and diploma in fashion designing under Jagat Guru Nanak Dev University running successfully. CPBFI skill based training is arranged by institution for commerce students. 86 students of commerce department are taking training under CPBFI. NSS, Red Ribbon, Red cross, Women welfare club, Sweep, 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.

#### 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

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.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

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.

### 20.Distance education/online education:

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.

## 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	<a href="#">View File</a>

### 2.Student

2.1	3243
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1143
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3	1000	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	38	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	41	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	36	
Total number of Classrooms and Seminar halls		
4.2	4987330	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	74	
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 stakeholders 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	<a href="#">View File</a>
Link for Additional information	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/</a>

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 documents	<a href="#">View File</a>
Link for Additional information	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/</a>

**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.**

**C. Any 2 of the above**

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

389

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

389

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

122

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

#### 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	No File Uploaded
URL for feedback report	<a href="https://online.susgcsunam.com/Surveys/AnalysisReport">https://online.susgcsunam.com/Surveys/AnalysisReport</a>

### 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 sanctioned seats during the year

2540

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

2121

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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.

- On their previous examination results.
- Observing & assessing the participation of students in regular classes, assignments and presentations.
- 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
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3243	51

File Description	Documents
Any additional information	No File Uploaded

**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	No File Uploaded
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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://youtu.be/bv3IPFeE12s">https://youtu.be/bv3IPFeE12s</a>

**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**

51



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

581.6 year

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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	No File Uploaded
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	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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	No File Uploaded
Paste link for Additional information	<a href="https://susgcsunam.com/Articles/pos-cos">https://susgcsunam.com/Articles/pos-cos</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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	No File Uploaded
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

1000

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

00

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - 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	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - 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

#### 3.3.3.1 - 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

27



File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2480

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

## 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 30

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 74

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 02

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	<a href="#">View File</a>
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	No File Uploaded
Paste link for additional information	<a href="https://youtu.be/dSeI3BfWIsI">https://youtu.be/dSeI3BfWIsI</a>

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

6

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://youtu.be/bv3IPFeE12s">https://youtu.be/bv3IPFeE12s</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)

4987330

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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 thefield 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	No File Uploaded
Paste link for Additional Information	<a href="https://youtu.be/AT0MosHr51k">https://youtu.be/AT0MosHr51k</a>

**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	No File Uploaded
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)**

**65941**



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

#### 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

130

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 are as follow.

S.No: Item Name: Qnt.: Amout: Fund:

01 : Computer & Printer: 07: 418635/-: AF

02: CCTV Camera: 10: 108964/- : PTA

03: Computer: 01: 61300/-: PTA

04: Computer: 01: 23950/- UF

No. of Wi-Fi Connection 10

Total No. of Computers 67+7

Computer Labs - 01 & 03 in HEIS

**Smart Room- 03****Virtual Class Room 01**

**Wi-Fi Facilities:** - The College has provided Wi-Fi facility to students & teachers for this college has tie up with BSNL & Connect Pvt. Ltd. Internet downloading and uploading speed is 100 Mbps

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

**4.3.2 - Number of Computers**

74

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

2009382

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	No File Uploaded
Paste link for additional information	Nil

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

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

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

1392

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

##### 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

5

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

**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**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://susgcsunam.com/Articles/agar/AQAR-2021-22/CERITERION-V/">https://susgcsunam.com/Articles/agar/AQAR-2021-22/CERITERION-V/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**924**

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

**924**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

78

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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.**

0

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

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

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



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 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. Plantation is done by Alumni on various occassion in 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	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**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	No File Uploaded

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 in the college.

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

## 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.

- Three Add on Certificate courses has been started under Jagat Guru Nanak Dev Open University Patiala.
- MOU has been signed between Bajaj finserv pune under which certificate programme in banking, finance and insurance for commerce students is running in college.
- Strength of students increased during 2015-2022.
- 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.
- M.A. Punjabi Block constructed in which two class rooms, one seminar hall and one library room has been constructed.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://online.susgcsunam.com/">https://online.susgcsunam.com/</a>
Upload any additional information	No File Uploaded

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

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	<a href="https://susgcsunam.com/">https://susgcsunam.com/</a>
Upload any additional information	No File Uploaded

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	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**

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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	No File Uploaded

## 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	No File Uploaded

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)

17579837.63

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

#### 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. UGC Grant
7. 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	No File Uploaded

## 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.

### 1. 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 prepared for arts students.

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

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

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.

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](http://www.susgcsunam.com)) where all the information regarding admission and Exam is regularly updated.

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.

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

- College has developed its website [www.susgcsunam.com](http://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	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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 1404 out of 3243 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 Competition Quiz, Poster Making, Essay Writing, speech competitions conducted on the occasion of International Women's Day on date 08/03/2022 by NSS and Women Welfare Club.

File Description	Documents
Annual gender sensitization action plan	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/7.1.1/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/7.1.1/</a>
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	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/7.1.1/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/7.1.1/</a>

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 Sep 5,2018 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.
- Tribute Paid to the Martyrs by lighting Candels on Vijay Diwas on 26/07/2021.
- Online Competition conducted on sacrifice days to Tribute the Martyrdom on 22/03/2022.
- Blood Donation Camp Arranged by Red Cross on 22/04/2022.
- Painting Competition related to culture of Rajasthan under Ek Bharat shreshtha Bharat Campaign on 29/04/2022.
- Martyr Day Tributes to Saheed Udham Singh on 30 July 2021.
- Green Diwali Celebration on Dated 2 November 2021.
- Book Exhibition in the Main Library on the Martyrdom Day of Shaheed-e-Azam Sardar Bhagat Singh on 22 March 2022.
- Birth Anniversary of Dr. BR Ambedkar on 13th April 2022.
- International biodiversity day celebrated on 23rd May 2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College 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 Martyrdom 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 Safety

and 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.

The detailed report of activities attached as file:

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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 ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. The file of major day celebrated attached below.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice- I

Title : covid vaccination drive 2021-22

### Best Practice-II

Students development and engagement to reach beyond academics - Co curricular activities.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

To prepare students to be part of National and international community the college celebrated a host of national and international days with an array of culture social and divers themes. This was to enable them to experience and understand the

world community better and also for dipper inside into the world at large. At the time of preparation of academic calendar itself the heads of department decided to promote culture social and global ambience in the institution by listing international and national days which would be celebrated as part of department initiatives. 14 days of National and International importance celebrated in the institution. The department of Red Cross celebrated "Vijay's Diwas". The Main library staff celebrated "Martyr day of Shaheed Udham Singh", "Republic day", "International women day", "Martyr day of Shaheed-e-Azam Bhagat Singh" and "World book day" by organizing book exhibition in the main library. "Green Diwali" celebrated by PGDDD&T department. "National Education day" celebrated by NSS Unit -2. Pledge Ceremony on "National Constitution day" organized by Political science & History department. "Sacrifice day" was celebrated by NSS department. Fine art department celebrated "World Art day". Department of youth welfare celebrated "Birth Anniversary of Dr. BR Ambedkar". EVS Club and NSS department celebrated "Earth Day". "International Biodiversity day" celebrated by Zoology department.

## 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 stack 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 end 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	<a href="#">View File</a>
Link for Additional information	<a href="https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-I/">https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-I/</a>

### 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 documents	<a href="#">View File</a>
Link for Additional information	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-I/</a>

**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/**

**C. Any 2 of the above**

<b>Diploma Courses Assessment /evaluation process of the affiliating University</b>	
<b>File Description</b>	<b>Documents</b>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>00</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<b>No File Uploaded</b>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
<b>7</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Brochure or any other document relating to Add on /Certificate programs	<b>No File Uploaded</b>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
<b>389</b>	



**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

389

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

122

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://online.susgcsunam.com/Surveys/AnalysisReport">https://online.susgcsunam.com/Surveys/AnalysisReport</a>

## 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 sanctioned seats during the year

**2540**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

2121

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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.

- On their previous examination results.
- Observing & assessing the participation of students in regular classes, assignments and presentations.
- 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
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3243	51

File Description	Documents
Any additional information	No File Uploaded

### 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	No File Uploaded
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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://youtu.be/bv3IPFeE12s">https://youtu.be/bv3IPFeE12s</a>

**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**

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

581.6 year

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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	No File Uploaded
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	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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	No File Uploaded
Paste link for Additional information	<a href="https://susgcsunam.com/Articles/pos-cos">https://susgcsunam.com/Articles/pos-cos</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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	No File Uploaded
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**

1000

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

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

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - 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	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - 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**

**3.3.3.1 - 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**

27

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2480

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

## 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 30

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 74

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 02

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	<a href="#">View File</a>
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	No File Uploaded
Paste link for additional information	<a href="https://youtu.be/dSeI3BfWIsI">https://youtu.be/dSeI3BfWIsI</a>

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

6

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://youtu.be/bv3IPFeE12s">https://youtu.be/bv3IPFeE12s</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

4987330

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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	No File Uploaded
Paste link for Additional Information	<a href="https://youtu.be/AT0MosHr51k">https://youtu.be/AT0MosHr51k</a>

**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	No File Uploaded
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)

65941

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

#### 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

130

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 are as follow.

S.No: Item Name: Qnt.: Amout: Fund:

01 : Computer & Printer: 07: 418635/-: AF

02: CCTV Camera: 10: 108964/- : PTA

03: Computer: 01: 61300/-: PTA

04: Computer: 01: 23950/- UF

No. of Wi-Fi Connection 10

Total No. of Computers 67+7

Computer Labs - 01 & 03 in HEIS

Smart Room- 03

Virtual Class Room 01

Wi-Fi Facilities: - The College has provided Wi-Fi facility to students & teachers for this college has tie up with BSNL & Connect Pvt. Ltd. Internet downloading and uploading speed is 100 Mbps

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

#### 4.3.2 - Number of Computers

74

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS



File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

2009382

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	No File Uploaded
Paste link for additional information	Nil

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

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

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

**Government during the year****1392**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year****5**

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

**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**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-V/">https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-V/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

924

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

924

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

78

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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.**

0

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

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

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

17

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 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. Plantation is done by Alumni on various occassion in 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	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**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	No File Uploaded

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 in the college.

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

## 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.
- Three Add on Certificate courses has been started under Jagat Guru Nanak Dev Open University Patiala.
- MOU has been signed between Bajaj finserv pune under which certificate programme in banking, finance and insurance for commerce students is running in college.
- Strength of students increased during 2015-2022.
- 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.
- M.A. Punjabi Block constructed in which two class rooms,

one seminar hall and one library room has been constructed.

- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://online.susgcsunam.com/">https://online.susgcsunam.com/</a>
Upload any additional information	No File Uploaded

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

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	<a href="https://susgcsunam.com/">https://susgcsunam.com/</a>
Upload any additional information	No File Uploaded

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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	No File Uploaded

### **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**

0

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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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	No File Uploaded

#### **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	No File Uploaded

#### 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)

17579837.63

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

#### 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. UGC Grant
7. 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	No File Uploaded

## 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.

#### 1. 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 prepared for arts students.

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

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

**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.

**Office automation with strengthening of E-records:**

- Office is partially automated.
- Most of the work is computerized.
- College has developed It sown website ([www.susgcsunam.com](http://www.susgcsunam.com)) where all the information regarding admission and Exam is regularly updated.

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

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

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

- College has developed its website [www.susgcsunam.com](http://www.susgcsunam.com)
- College has its own face book page where the extension activities regularly uploaded, (Shaheed Udham Singh Govt. College Sunam) is the address of face book page. College has its own you tube 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	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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 1404 out of 3243 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 Competition Quiz, Poster Making, Essay Writing, speech competitions conducted on the occasion of International Women's Day on date 08/03/2022 by NSS and Women Welfare Club.

File Description	Documents
Annual gender sensitization action plan	<a href="https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-VII/7.1.1/">https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-VII/7.1.1/</a>
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	<a href="https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-VII/7.1.1/">https://susgcsunam.com/Articles/agar/AQAR-2021-22/CRITERION-VII/7.1.1/</a>

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/">https://susgcsunam.com/Articles/aqar/AQAR-2021-22/CRITERION-VII/</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 547 629">File Description</th> <th data-bbox="547 566 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 547 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="547 629 1445 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 734 547 801">Any other relevant documents</td> <td data-bbox="547 734 1445 801" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	<a href="#">View File</a>					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>D. Any 1 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1171 547 1234">File Description</th> <th data-bbox="547 1171 1445 1234">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1234 547 1379">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 1234 1445 1379" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1379 547 1485">Certification by the auditing agency</td> <td data-bbox="547 1379 1445 1485" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1485 547 1585">Certificates of the awards received</td> <td data-bbox="547 1485 1445 1585" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1585 547 1653">Any other relevant information</td> <td data-bbox="547 1585 1445 1653" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>	Certification by the auditing agency	<b>No File Uploaded</b>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<a href="#">View File</a>	
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Any other relevant information	<a href="#">View File</a>										
<p><b>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</b></p>	<p><b>B. Any 3 of the above</b></p>										

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 Sep 5,2018 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.
- Tribute Paid to the Martyrs by lighting Candel on Vijay Diwas on 26/07/2021.
- Online Competition conducted on sacrifice days to Tribute the Martyrdom on 22/03/2022.
- Blood Donation Camp Arranged by Red Cross on 22/04/2022.
- Painting Competition related to culture of Rajasthan under Ek Bharat shreshtha Bharat Campaign on 29/04/2022.
- Martyr Day Tributes to Saheed Udham Singh on 30 July 2021.
- Green Diwali Celebration on Dated 2 November 2021.
- Book Exhibition in the Main Library on the Martyrdom Day of Shaheed-e-Azam Sardar Bhagat Singh on 22 March 2022.
- Birth Anniversary of Dr. BR Ambedkar on 13th April 2022.
- International biodiversity day celebrated on 23rd May 2022.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College 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 Safety

and 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.

The detailed report of activities attached as file:

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code

B. Any 3 of the above

**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 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. The file of major day celebrated attached below.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

#### Best Practice- I

Title : covid vaccination drive 2021-22

#### Best Practice-II

Students development and engagement to reach beyond academics - Co curricular activities.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

To prepare students to be part of National and international community the college celebrated a host of national and international days with an array of culture social and divers themes. This was to enable them to experience and understand the world community better and also for dipper inside into the world at large. At the time of preparation of academic calendar itself the heads of department decided to promote culture social and global ambience in the institution by listing international and national days which would be celebrated as part of department initiatives. 14 days of National and International importance celebrated in the institution. The department of Red Cross celebrated "Vijay's Diwas". The Main library staff celebrated "Martyr day of Shaheed Udham Singh", "Republic day", "International women day", "Martyr day of Shaheed-e-Azam Bhagat Singh" and "World book day" by organizing book exhibition in the main library. "Green Diwali" celebrated by PGDDD&T department. "National Education day" celebrated by NSS Unit -2. Pledge Ceremony on "National Constitution day" organized by Political science & History department. "Sacrifice day" was celebrated by NSS department. Fine art department celebrated "World Art day". Department of youth welfare celebrated "Birth Anniversary of Dr. BR Ambedkar". EVS Club and NSS department celebrated "Earth Day". "International Biodiversity day" celebrated by Zoology department.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. To start PG in commerce.
2. Implementation of rain harvesting system.
3. To increase academic collaboration and linkage within industries and to sign more MOU with industry.
4. To increase ICT facilities.
5. Installation of podium in the auditorium.
6. Construction of new administrative block.
7. Construction of more classrooms.
8. Installation of one more 10 kilowatt solar panel.
9. Strengthening of the placement cell.
10. To bring one more NSS unit for girls.
11. To conduct various energy audits of college.
12. To bring more add on courses .
13. Upgradation of website.