



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |  |
|--|--|
| <b>1.Name of the Institution</b>                     |  |
|  | Sri Guru Hari Singh College, Sri Jiwan Nagar, Distt. Sirsa |
| • Name of the Head of the institution                | Dr. Harjwant Singh   |
| • Designation  | Officiating Principal                                      |
| • Does the institution function from its own campus? | Yes  |
| • Phone no./Alternate phone no.                      | 01698272224  |
| • Mobile no  | 9466059122   |
| • Registered e-mail                                  | Sghs.college@gmail.com                                     |
| • Alternate e-mail                                   | Sghs.college@gmail.com                                     |
| • Address  | Kari Wala Road, Sri Jiwan Nagar, Distt. Sirsa              |
| • City/Town  | Sirsa  |
| • State/UT   | Haryana  |
| • Pin Code   | 125075   |
| <b>2.Institutional status</b>                        |  |
| • Affiliated /Constituent                            | Sri Guru Hari Singh College, Sri Jiwan Nagar, Distt. Sirsa |
| • Type of Institution                                | Co-education   |
| • Location   | Rural  |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status   | Grants-in aid   |                |                             |               |             |
| • Name of the Affiliating University   | Chaudhary Devi Lal University,<br>Sirsa   |                |                             |               |             |
| • Name of the IQAC Coordinator   | K.L. Grover   |                |                             |               |             |
| • Phone No.  | 9416724025  |                |                             |               |             |
| • Alternate phone No.  | 01698272224   |                |                             |               |             |
| • Mobile   | 9416724025  |                |                             |               |             |
| • IQAC e-mail address  | Sghs.college@gmail.com  |                |                             |               |             |
| • Alternate Email address  | Sghs.college@gmail.com  |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="https://sghsc.in/igar/">https://sghsc.in/igar/</a>                           |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://sghsc.in/academic-calender/">https://sghsc.in/academic-calender/</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | C++   | 65.50          | 2003                        | 21/03/2003    | 20/03/2008  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 25/07/2014                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| NIL  | NIL   | NIL            | 0                           | 0             |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |

|   |   |  |
|---|---|--|
| <b>9.No. of IQAC meetings held during the year</b>  | 03  |  |
| <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>  | Yes   |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | No File Uploaded  |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | No  |  |
| <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>   |   |  |
| <p>1. The internet connections and bandwidth were increased. 2. Web cameras were purchased for smooth conduct of online classes. 3. Enrollment of the candidates for the new session 2020-2021 was carried out through online mode. 4. Adhering to academic calendar students were made aware of changed pattern of online examination and regarding solving grievance in online examination. Online tests, Unit Tests were conducted. 5. To create awareness among the students about the importance of clean the safe environment, the campus was made vehicle free and saplings were planted in the college.</p> |   |  |
| <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   |  |
| <p>1. Developing and Promoting Innovation in Teaching- Learning<br/> 2. The College website was proposed to change its features to a user friendly. 3. To conduct regular IQAC meetings.<br/> 4. Preparation of Academic Calendar. 5. To improve Feedback System 6. To inculcate sense of responsibility towards conservation of environment. 7. Examination Reforms</p>  | <p>1. The teaching -learning activity of the college has been hit hard by the COVID19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. UG and PG students were made aware of their curriculum, physical and online facilities available in the college through WhatsApp groups. Many of the faculty members have adopted the blended</p> |  |

mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given to the students. 2. It was upgraded to a new platform with more user friendly for easy access of the staff and students. 3. IQAC was reorganized and strengthened. Three meetings of IQAC were conducted in 2022-23 to plan and organize various academic and administrative activities. 4. Adaptation and implementation of the prescribed Academic Calendar carried out successfully. 5. Feedback from Teachers and students was collected for curricular aspects/ college Infrastructure/amenities. The report of feedback was analyzed and Action taken based on feedback was posted on the college website. 6. Regular tree plantation drives. Special cleanliness drives on eve of Mahatma Gandhi Jayanti. The students and the college became a part of the green campus campaign. This paved a way in decreasing environmental issues in campus to an extent. 7. Adhering to academic calendar students were made aware of changed pattern of online examination and regarding solving grievance in online examination. Online tests, Unit Tests were conducted.

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

Yes

- Name of the statutory body

|  |                    |
|--|--------------------|
| Name   | Date of meeting(s) |
| Governing Body, Sri Guru Hari Singh College, Sri Jiwan Nagar | 07/01/2021         |

**14. Whether institutional data submitted to AISHE**

|      |                    |
|------|--------------------|
| Year | Date of Submission |
| Nil  | Nil                |

**15. Multidisciplinary / interdisciplinary**

Sri Guru Hari Singh College, Sri Jiwan Nagar provides opportunity to students to get multi-disciplinary education. The institution offers courses in the streams of Arts and Commerce which allows for the combinations of different subjects in one course that helps in gaining knowledge and encourages the students to apply their existing and newly acquired knowledge in more practical and hands-on way. The institution offers education for the students to get knowledge about all types of subjects. Ch. Devi Lal University has introduced choice-based credit system in post graduate courses in session 2017-18 onwards, in which students studying in PG courses study open elective subjects. Students can choose any subject of their own choice/interest from subjects offered by other departments to get basic knowledge and skills. Also, in UG Courses Hindi/Punjabi subjects are offered as elective subjects to Arts Students. The institution believes in the self-empowerment of women and the importance of value education which helps in all-round development of an individual. Lectures on interdisciplinary approach, delivered both by college faculty and invited speakers are held each year. Other lectures on gender issues, environmental awareness, sustainable development, Say No to Drugs and other relevant topics are held all year round.

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

Not undertaken by the institution so far as we follow the courses and schemes implemented by the affiliating university / State govt. Hence our State Govt. / Affiliating University must first implement the scheme. As soon as the university changes the rules of course registration, enrollment, requirements, credits to be granted and nature of grades etc. we will formally undertake the same following their guidelines.

**17. Skill development:**

Skill development as a part of education is indeed important to

establish a strong foundation for a bright future. Skill development during education will help students to figure out their strength and weakness. Our college organizes various activities, skill-based programmes and different competitions. For this various committees/cells are there. In this institution subject societies, mentor-mentee groups, Red Ribbon Club, Women Cell, IQAC, NSS, NCC etc. are effectively working in this direction. All these cells organize various activities such as talent show, Quiz, PPT, Poster making competition, Sports meet, Yoga, Essay Writing, Poetic Recitation, Painting etc. Students also visit Industries and Bank for educational purpose as well as to get practical knowledge. When students participate in all areas, they have multiple avenues to learn from, they become confident and independent. A curriculum centered on skill development encourages students to think deeper and solve problems independently.

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

All the faculty members of Sri Guru Hari Singh PG College, Sri Jiwan Nagar are oriented towards the integration of Indian Knowledge system. Hindi language is compulsory for all the students. In the class, teacher teaches in both languages i.e. Hindi & English. For this purpose, students are offered choices of language as medium of their study. Such as apart from English, Hindi and Punjabi can be the medium for the promotion of vernacular/foreign language. The paper setting and evaluation are in both languages, so that students can easily be able to get the same according to their easiness.

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

Outcome Based Education is a student centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcome at different levels. Even though the curricula are designed by the university, our senior faculty plays an important role by contributing as member of Board of Studies. The course material of the curricula is so designed as to draw out the maximum potential of each student. It is also made sure that it helps the students in their employability and progression. The students must go through the process of external evaluation at the college and affiliating university levels respectively. The college library has several books/ magazines for competitive exams apart from their course related books.

#### **20.Distance education/online education:**

COVID-19 crises has created many education challenges but at the

same it has offered new opportunities to embrace new technologies in education system. These crises have brought a shift from traditional education to online education in all the educational institutions around the globe. Pertaining to the barriers posed by the pandemic our college has successfully imparted all its courses' content in online mode along with adequate study material keeping in view the remote accessibility so that no problem is faced by any student. After opening the economy along with educational institutions, our college adopted a hybrid mode of education inculcating online as well as offline resources for teaching learning process. Faculty in the college are regularly encouraged to learn new methods for imparting courses' content through online mode using various apps like Zoom , Google classroom, Google meet, etc. to deliver the online lectures. Some of them have also uploaded their lectures on you tube channels. Tools like PowerPoint Presentation, Digital Board etc. are also used. As a part of formal education, there is no course on distance education in our college, it can be incorporated only by instructions from the competent authorities.

### Extended Profile

#### 1.Programme

|  |   |
|--|---|
| 1.1  | 3 |
| 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                                | 508 |
| Number of students during the year |     |

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

|  |     |
|--|-----|
| 2.2  | 610 |
| 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   | <b>138</b>                |
| 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   | <b>15</b>                 |
| Number of full time teachers during the year  |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 3.2   | <b>11</b>                 |
| Number of sanctioned posts during the year  |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | <b>12</b>                 |
| Total number of Classrooms and Seminar halls  |                           |
| 4.2   | <b>15,36,682</b>          |
| Total expenditure excluding salary during the year (INR in lakhs)                                   |                           |
| 4.3   | <b>20</b>                 |
| Total number of computers on campus for academic purposes   |                           |
| <b>Part B</b>   |                           |
| <b>CURRICULAR ASPECTS</b>   |                           |
| <b>1.1 - Curricular Planning and Implementation</b>   |                           |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented |                           |



process

Our college is affiliated with Chaudhari Devi Lal University, Sirsa, so we follow the curriculum designed by the university only. At the beginning of the academic session, the college prepares the academic calendar which consists of curricular, co-curricular, and extracurricular activities for effective implementation and delivery of the curriculum. We undertake the following measures for effective delivery of the university curriculum at the college level

- There is a faculty-wise timetable committee that prepares the timetable as per workload for the academic session
- A comprehensive teaching plan is prepared by teachers which includes the delivery of lectures, tutorials, and practicals.
- The Principal addresses the newly admitted students in the "Induction/orientation Program".
- Unit Tests are conducted periodically and their results are displayed and discussed with the students in the classroom.
- Periodical meetings of Staff members are held with the Principal to take review and discuss the curriculum delivery.
- Assignments are given to the students under the supervision of the faculty.
- The faculty members encourage the students to read the reference books and make use of magazines and newspapers available at the college library to update and enhance their subject knowledge

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://sghsc.in/syllabus/">https://sghsc.in/syllabus/</a> |

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

University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, practical examination schedule, and dates for semester-end examinations. Our College follows the calendar issued by the University strictly. Internal Assessment is carried out through tests

and assignments. Department heads closely supervise and monitor the completion of the syllabus as per the academic calendar prepared by the varsity. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of the academic calendar by the university, the institute incorporates the necessary changes accordingly.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://sghsc.in/lesson-plan/">https://sghsc.in/lesson-plan/</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/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

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

## **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**

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 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)

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| 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

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| 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

- The institution runs the courses in Arts and Commerce stream. The curriculum is designed by CDLU, Sirsa which includes various topics/chapters covering issues relevant to Gender, Environment & Sustainability, Human Values, and Professional Ethics. Environmental study is a compulsory subject for all undergraduate students. Similarly, Cross-cutting issues relevant to Gender, Human Values,

and Professional Ethics are covered in the prescribed syllabi of varsity in various subjects in the form of topics, chapters, poems, and co-curricular activities, especially in the domain of literature, humanity, and social sciences. Besides this, the departments conduct the following activities in every academic session: -

- NSS and NCC Units conduct Tree Plantation, Beti Bachao, Beti Padao, Rashtriya Ekta Diwas Celebration, Swatch Bharat Abhiyan, Voters' Day and keep raising their concerns on multiple social menace exists in the Indian society.

- The prose, poetry and other chapters in certain courses addressed issues related to gender sensitivity and equity. Additionally, the women cell of our institute organizes special programs on gender equality and sensitization. As per the directions of the Haryana government, grievance Cell has been constituted for the Redressal of complaints about sexual harassment. It is involved in the prevention, prohibition, and redressal of the complaints regarding sexual harassment of women employees and students. Blood Donation Camp is regularly organized. NCC's coursework also includes Disaster management so that the students get familiar with their social responsibility.

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| 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

00

| 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 | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any                                  | <a href="#">View File</a> |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| 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**

C. Any 2 of the above

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="https://sghsc.in/feedback-forms/">https://sghsc.in/feedback-forms/</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded  |
| Any additional information  | <a href="#">View File</a>   |

**1.4.2 - Feedback process of the Institution may**

C. Feedback collected and

| <b>be classified as follows</b>   |   | <b>analyzed</b> |
|---|---|-----------------|
| File Description  | Documents   |                 |
| Upload any additional information   | <a href="#">View File</a>   |                 |
| URL for feedback report   | <a href="https://sghsc.in/feedback-analysis/">https://sghsc.in/feedback-analysis/</a> |                 |
| <b>TEACHING-LEARNING AND EVALUATION</b>   |   |                 |
| <b>2.1 - Student Enrollment and Profile</b>   |   |                 |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>   |   |                 |
| <b>2.1.1.1 - Number of students admitted during the year</b>  |   |                 |
| 508   |   |                 |
| File Description  | Documents   |                 |
| Any additional information  | <a href="#">View File</a>   |                 |
| Institutional data in prescribed format   | <a href="#">View File</a>   |                 |
| <b>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)</b>  |   |                 |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>  |   |                 |
| 312   |   |                 |
| File Description  | Documents   |                 |
| Any additional information  | <a href="#">View File</a>   |                 |
| Number of seats filled against seats reserved (Data Template)   | <a href="#">View File</a>   |                 |
| <b>2.2 - Catering to Student Diversity</b>  |   |                 |
| <b>2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners</b>  |   |                 |
| <p>The institution assesses the learning levels of the students. To identify advanced and slow learners, we conduct a "student Induction" program i.e. Principal's Address. Through this event, students are introduced to teaching-learning and evaluation programs, college discipline, various academic activities and other</p> |   |                 |

programmes along with student support services. As early as possible, we identify slow and advanced learners amongst the students through classroom discussion, question and answer method, by considering their subject knowledge and previous year's performance. From the second year onwards; we consider their performance in the classroom and the university examinations. The academic performance of the students helps in identifying the slow and advanced learners. The needy students are given extra books from the library. To improve the confidence level of the students, motivational lectures are arranged. Some faculty members guide the students personally as well as they are also encouraged to discuss their problems.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://sghsc.in/subject-material/">https://sghsc.in/subject-material/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 508                | 13                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning, etc. Lessons are taught through Powerpoint presentations to make learning interesting.

Lecture method: This conventional method is commonly adopted by all teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

**Interactive method:** The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, quiz contests, educational games, etc.

**ICT Enabled Teaching:** The institution has the essential equipment to support the faculty members and students. Online tests were given during Covid-19. Accounting software, E-commerce is offered by the Department of Commerce. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://sghsc.in/subject-material/">https://sghsc.in/subject-material/</a> |

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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with the traditional modes of instruction to engage students in long-term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute ICT Tools:

- Desktops have been installed at Computer Lab for students and Faculty.
- Printers- They are installed at Labs, NCC and NSS Incharge rooms, Examination Registrar, Department of Commerce and History and Library.
- Photocopier machines - Multifunction printers are available in Administrative Office in the institute.
- Seminar Hall-Seminar Hall is equipped with all digital facilities.



| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</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

13

| 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

05

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | <a href="#">View File</a> |
| 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

05

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| 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

129 years 01 month

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| 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 method of internal assessment helps the teachers to evaluate the students more appropriately. There is a standard process of internal assessment in the college. According to the academic calendar, a student has to appear in a 1-unit test and submit 2 assignments. The schedule of the internal examination is decided by the examination committee. Faculty members are obliged to take the unit tests according to the date sheet prepared by the examination committee. The test copy of the unit test is shown to students for their observation and the students' performance is discussed in the classrooms. Records of unit tests and assignments are maintained by the faculty members. For transparent and robust internal assessment, the following mechanisms are conducted • Internal Examination Committee. • Conduct of Examination • Interaction with students regarding their internal assessment. Due to internal assessment, the interest of the student towards learning has also been increasing.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

At the college level, an examination committee is constituted by the Principal for the smooth conduct of internal examination. The end-semester examination is conducted by the university, and the students appear at the examination center allotted by the university. The college strictly follows the guidelines and rules issued by the affiliating university while conducting internals and end-semester examinations. • One internal unit test is conducted each semester. • Time table for the internal examination is prepared well in advance and communicated to the students. • After evaluation of answer books, the same are shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is given by the faculty members. • By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. • The final internal assessment marks (calculated on the basis of attendance, class test, and assignments) are uploaded on the university portal at the end of each semester.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://sghsc.in/subject-material/">https://sghsc.in/subject-material/</a> |

## 2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. The course outcomes for the respective courses are updated on the college website. These outcomes duly state the objectives behind the course contents. The contents of the course are also discussed in a class-centric environment by the teachers and thus students are given an overview of the objectives to be achieved by the end of the semester. The introductory lectures at the beginning of the session

are devoted to the said purpose and are part of lesson planning. The entire curriculum and subsequent pedagogy are designed keeping in view these stated outcomes.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information                       | <a href="#">View File</a> |
| Paste link for Additional information                   | Nil                       |
| Upload COs for all Programmes (exemplars from Glossary) | <a href="#">View File</a> |

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

The course outcomes are measured through the syllabus, completion of syllabus, and continuous evaluation. All the teachers strive to complete the courses in time. The attendance in the class is also tied with marks. Faculty members are also obliged to maintain the complete data of the students so that they can keep apprising the student about their progress. The continuous evaluation is done through tests, written assignments, oral presentations, and so on. The end semester examination of every course is based on a written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study.

**Attainment of the Programme Specific Outcomes:** The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme. The attainment of programme outcomes is measured through students' progress to higher studies, either in our own institution or in any higher educational institution in India or abroad. Students' feedback systems provide information pertaining to the relevance of the course, availability of the course material, and the course's importance in terms of employability and so on which are pertinent questions and which help the institution measure its learning outcomes.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

| <b>2.6.3 - Pass percentage of Students during the year</b>  |                           |
|---|---------------------------|
| <b>2.6.3.1 - Total number of final year students who passed the university examination during the year</b>  |                           |
| 79  |                           |
| 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   | <a href="#">View File</a> |
| Paste link for the annual report  | Nil                       |
| <b>2.7 - Student Satisfaction Survey</b>  |                           |
| <b>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)</b> |                           |
| <a href="https://sghsc.in/student-satisfaction-survey/">https://sghsc.in/student-satisfaction-survey/</a>   |                           |
| <b>RESEARCH, INNOVATIONS AND EXTENSION</b>  |                           |
| <b>3.1 - Resource Mobilization for Research</b>   |                           |
| <b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>                           |                           |
| <b>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)</b>                            |                           |
| NIL   |                           |
| 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          |
| <b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>  |                           |

**3.1.2.1 - Number of teachers recognized as research guides**

NIL

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

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

0

| 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              |

**3.2 - Innovation Ecosystem**

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

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society. It enables them to find out solutions on them. N.S.S. conducts various activities in innovative ways, tree plantation, Swacch Bharat Abhiyan, awareness programmes about cleanliness, and educating rural folk about the demerits of open defecation. All these activities are done by our NSS volunteers in the adopted villages. NCC wing of our college pays Gaurd of Honour to the dignitaries and honoured guests on College functions. Blood donation camps and many environment awareness programmes were

conducted during Covid-19 pandemic and masks and sanitizers were distributed to the public.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

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

**NIL**

| File Description   | Documents        |
|--|------------------|
| Report of the event  | No File Uploaded |
| Any additional information                                     | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded |

### 3.3 - Research Publications and Awards

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

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

**0**

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

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

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

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 |

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

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

0

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

### 3.4 - Extension Activities

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

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The various departments in Arts and Commerce streams are located in separate blocks. Besides the building, the college has a spacious playground for sports activities. The college has cultivated an atmosphere that aims to provide ample opportunity for Extra-Curricular and support services organized by departments of the National Service Scheme (NSS) and National Cadet Corps (NCC). The college campus is neat and clean. A spacious garden with pavements and pavers on the campus is developed for students' convenience. The college encompasses 12 well-furnished, well ventilated, spacious classrooms. The college has Wi-Fi connectivity, and internet access. The College has a seminar hall. It is regularly used for conducting national/international seminars at the college. The students are promoted for active involvement in paper presentations, group discussions, etc. The library has many books available covering all major fields of Commerce, Science and



Humanity. The library also has separate study spaces available for boys and girls. Multiple Resources such as newsletters, journals, reference books are available for students' self-learning at library.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://sghsc.in/album-gallery/">https://sghsc.in/album-gallery/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

0

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

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

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

04

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

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

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

174

| 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> |

### 3.5 - Collaboration

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

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

0

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

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

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

0

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

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

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

The Management of the institution has an optimistic approach since the beginning to increase, upgrade and promote overall facilities in the college. The college has adequate infrastructure and physical facilities for teaching learning process as well as extra-curricular activities. The College runs UG in Arts and Commerce and PG programme in Commerce. Besides the building, the college has a spacious playground for sports activities. The college has cultivated an atmosphere that aims to provide ample opportunity for Extra-Curricular and support services organized by departments of the National Service Scheme (NSS) and National Cadet Corps (NCC). The college campus is neat and clean. The college encompasses 12 well-furnished, well ventilated, spacious classrooms for conducting theory classes. The College has a seminar hall. This hall is regularly used for conducting national/international seminars at the college. The students are promoted for active involvement in paper presentations, group discussions, etc. The entire campus is Wi-Fi enabled for the students and staff. Internet facility is available in the whole campus including labs, classrooms, library, offices. The library has a number of books available covering all major fields of Commerce, Science, and Humanity. The library also has separate study spaces available for boys and girls. Multiple Resources such as newsletters, journals, reference books are available for students' self-learning at library.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://sghsc.in/album-gallery/">https://sghsc.in/album-gallery/</a> |

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

The college has adequate facilities for sports, games and cultural activities. The College has large playgrounds with provisions for multiple games such as Athletics, Cricket, Football, Kabaddi, Volleyball, Basketball, and Kho-kho, etc and an astroturf for promotion of Hockey. The college has well-equipped hall for organizing cultural activities like Talent Search competitions, and various academic events. Intra college and inter-college games and sports competitions are organized regularly every year for students. Students are especially being trained for participation in Zonal and Inter Zonal National Youth Festivals and other competitions organized by the varsities/colleges, Non-Profit Organisations. A separate cultural committee is formed in the college which maintains the record of the same. The Athletic Meet is also organized in the Institute every year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://sghsc.in/album-gallery/">https://sghsc.in/album-gallery/</a> |

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

00

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | <a href="#">nil</a>       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <b>No File Uploaded</b>   |

#### 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)

**90890**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| 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 institution has its own library named Satguru Jagjeet Singh Library. The library has a rich collection of more than 14400 books that covers all the relevant/important subjects. The journals and magazines are purchased on periodical basis and made available for students and staff. Many newspapers and magazines are also made available in Hindi, Punjabi and English language. The library has separate sections for books, newspapers, magazines and reference books as per the need of staff and students. The library helps in nourishing the knowledge of students and staff. The library staff is efficient in handling of books and magazines etc. The library facility is available everyday in college working hours except holidays.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional Information | <a href="#">nil</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   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <b>No File Uploaded</b>   |

**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)**

**18624**

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| 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**

**16**

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| 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

Institution frequently updates its IT facilities including Wi-Fi. The college has developed IT facilities to meet the learning requirements of students and faculty. The computer lab consists of 20 computers with Internet connectivity for the purpose of the students who opt for computer, mathematics and commerce as part of their courses as well as for general purposes. All the required software as per the curriculum are installed and updated as and when required and the maintenance of the computers is done by the technicians as and when required. Seminar hall is equipped with mike, speakers and internet connection. The whole campus of the college has Wi-Fi facility. The college website is monitored and updated from time to time by the Web Coordinator of the college. The computers of the college are connected with printers and scanners wherever required. The college has one multipurpose photocopy machine placed in the Administrative Block. All the departments have computers, having Internet facility via Wi-Fi for smooth conduct of online classes. For maintenance (such as repairs/servicing of computers, Internet Wi-Fi networking, installation of software, and maintenance and up-gradation of hardware), all departments will approach the higher authorities and, repairs/servicing and up-gradation of computers are done accordingly. Software like C and Tally is installed in computer lab. In Covid-19 Pandemic phase, our institution gave high priority to high-speed internet network for smoothly maintaining online classes. Most of the official work is being done with the help of ICT. The college regularly maintains its IT facilities.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | <a href="#">nil</a>       |

#### 4.3.2 - Number of Computers

28

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| List of Computers                 | <a href="#">View File</a> |

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

B. 30 - 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| 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)

90777

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| 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.

**Maintenance of Library Facilities:** The books and journals are maintained against disfiguring. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for keeping books safe from termites. Library Committee has been constituted for looking after the following matters. •

- Procurement of new books & renewal of journals and



recommendations for additional books.

- Updating and maintaining all library records.
- Addressing issues and grievances of users.
- Update and upgrade the library contents, periodically as per updates in curriculum

The institute has an adequate number of computers with internet connections and utility software. Computer systems, UPS, Software, and Servers are maintained by outsourced technicians and Lab-In Charges. IT infrastructure is maintained by the IT coordinator. Classrooms and Seminar halls are provided with enough seating capacity. Cleanliness of classrooms and seminar hall is maintained on regular basis. House-keeping for regular cleanliness of corridors, washrooms, classrooms and premises is done by class IV. Sanitizing of washrooms is done on regular basis. Greenery is maintained by the gardeners appointed by the college. Power backup facilities like Generator and inverters are maintained by the external Electrician. Water coolers are maintained and cleaned on regular basis. Sports facilities are maintained by the Health and Physical Education department and the menial staff. Classroom facilities such as lights and fans, availability of internet connections are inspected before the start of every semester.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://sghsc.in/album-gallery/">https://sghsc.in/album-gallery/</a> |

## 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**

216

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| 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

**nil**

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| 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**

**E. none of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Link to Institutional website   | <a href="#">NIL</a>       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <b>No File Uploaded</b>   |

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

00

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

00

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| 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**

A. All 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  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

**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**

02

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | <a href="#">View File</a> |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

**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**

10

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | <a href="#">View File</a> |
| 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**

00

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | 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.**

00

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| 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 )**

**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 ) .The institutional set up is democratic and facilitates students' representation and engagement in various committees: 1. Student Editors are involved in the various sections of College Magazine. The student editors scrutinize and edit the articles for their respective sections. Team leaders and Camp Seniors are selected for NSS Camps and Annual Training Camps of NCC.**

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://sghsc.in/album-gallery/">https://sghsc.in/album-gallery/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**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**

00

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| 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) | No File Uploaded          |

**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

There is a Non-registered Alumni Association. However, the institution has set-up an Alumni Relations Cell through WhatsApp. All the major initiatives taken by the institution and achievements are shared on this platform.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">Nil</a>       |
| Upload any additional information     | <a href="#">View File</a> |

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

E. &lt;1Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

**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

Our mission and vision is to contribute to building a new social order based on human dignity and social justice.

- To work with a preferential option for the vulnerable and exploited, both locally and globally.
- To build a cadre of young, competent professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance and selfrespect.

The College organizes seminars, conferences and interactive forums for the students to enrich their knowledge and skills. The students participate in the organizing of inter-collegiate and inter-departmental competitions and activities. Grievances of the students are represented in the appropriate committees and resolved through suitable measures. The Management has kept Suggestion Boxes for the students to express their grievances anonymously. A multi-layered feedback system adopted by the College helps to evaluate teaching and learning pedagogy, curriculum design, social outreach initiatives, need-based programmes and staff-management relationships. The appraisal mechanisms assist effective leadership to strengthen positive strides and overcome challenges. The transparent nature in the dynamic processes of decision making, policy framing, knowledge sharing, feedback appraisals and action implementations enhances the governance of the College.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

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

SGHS College, Sri Jiwan Nagar is committed to decentralization and participative functioning. Various committees / cells comprising teachers from different departments are constituted for smooth functioning of the institution and to organise different academic and co-curricular activities. For participative management, the management representative, the principal and faculty representatives form the core part of the IQAC team. Management and Administration is responsible for quality initiative to promote education to all

sections of the society. The college enhances the quality at various levels- College Governing Body, Principal, College Development Committee, College Council, Various others Committees like Discipline Committee, IQAC Committee, NAAC Committee, Alumni Cell, Counseling and Carrier Guidance, Examinations, Anti- Ragging Cell, Women Cell, NCC, NSS etc. all the stakeholders involve in the decentralization and participative management and work together for efficient functioning of the college. The institution has the practice to involve all types of stakeholders in the process of decision making. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Academic Calendar is meticulously planned and prepared in advance. All activities are monitored by the Principal and IQAC of the college. With the aim of providing best possible education, within the given limitations, the college works for attaining the academic excellence.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our institution readily accepts new challenges and issues in the sphere of Education and the overall development of the students. With the beginning of the session, the college prepares its strategic/ perspective plans taking into consideration the vision, mission and objectives of the college. The institution is committed to promote its motto "shubh karman te kabhuna taro" and to mould the students in rational thinkers and socially aware citizens who believe in following the religious path and doing conscientious acts.

Our Plans: -

1. Planning for installing centralized water purification system.
2. Planning for extension of college building.
3. Planning to install firefighting system.
4. Planning for renovation of Sat guru Jagjit Singh Library.
5. Planning for renovation of Principals Office and Canteen.
6. Planning to hold Alumni Meet.
7. Planning to introduce new courses in the next academic



session.

## 8. To Upgrade ICT facilities.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://sghsc.in/academic-calender/">https://sghsc.in/academic-calender/</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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.

The college ensures efficient governance and management of college functioning through the policy of decentralization and participative management as evident from the administrative setup of the college shown in the organogram uploaded as a pdf file. Being a government-aided college, all appointments in the college are made by the Directorate of Higher Education, Haryana as per the rules and regulations of UGC. The college has a well-defined organizational structure to facilitate the proper coordination of all activities. The college has a society named Sri Guru Hari Singh Education Society, registered under the Societies Act 1860. The management of the college consists of a president, a vice president, a secretary, a treasurer and members. The Principal is an ex-officio member having two Teacher Representatives and one Non-Teaching Representative in the governing body. The directives from the Director General Higher Education, Govt. of Haryana are used to frame various policies regarding appointments, promotions, and other benefits and services rules. All the promotions of teachers are as per the career advancement scheme (CAS) set up by UGC and the DGHE, Haryana. The guidelines from the CDLU are strictly followed in policies related to admissions, teaching, learning and evaluation, sports and extra-curricular activities. For all important and significant academic and administrative matters, the college must seek permission from management. There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell, the Anti-Ragging Cell, Grievance Redressal Cell etc. with complaints boxes prominently placed and the full implementation of the Right to Information.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="#">NIL</a>   |
| Link to Organogram of the institution webpage | <a href="https://sghsc.in/organogram/">https://sghsc.in/organogram/</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | <a href="#">View File</a> |
| Screen shots of user inter faces   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | No File Uploaded          |

### 6.3 - Faculty Empowerment Strategies

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

The College Governing Body and the Principal always strive for the welfare of the Teaching and Non-teaching staff. Our College always takes up the responsibilities of maintaining good health along with improving the working conditions of its employees. Following are the welfare-measures for staff:

1. Provision of duty leave to the faculty members for attending various National /International Conferences/ Seminars and Workshops.
2. Internet facility for all the faculty members.
3. Provision of maternity leave to the faculty members.
4. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.
5. The permanent staff of the institution avails the 7th pay

structure.

6. Internet and cafeteria facilities for staff and students.
7. Earned Leaves as per the government and the University rules.
8. Grievance Redressal Cell to redresses the issues raised by the students and the staff alike.
9. SC/ST/OBC Cell for the rights and welfare of the staff members of these categories.
10. GPF for the permanent teaching and non-teaching staff.
11. Retirement pension as per the government rules and regulations.
12. Residential accomodation and free uniforms are provided to the class IV employees.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

### **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**

03

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

### **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

01

| 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   | <a href="#">View File</a> |
| 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 Performance Appraisal System (PAS) is one of the performance management tools, widely used to measure the productivity of academic employees in different contexts. The college follows the Performance Appraisal System as per the guidelines of UGC and CDLU, Sirsa. Institution has a well-developed performance appraisal system both for teaching and non-teaching staff in the form of Annual

Confidential Report (ACR) which is collected on regular basis at the end of each academic session. The ACRs are duly filled and signed by the concerned staff members which are scrutinized and assessed by the Principal and the President of College Managing Committee. Teaching staff members also submit their scores for academic Performance Indicators (APIs) on prescribed format for promotion under Career Advancement Scheme. The performance of teaching staff regarding teaching-learning process, research, and other college activities are recorded in Annual Confidential Report (ACR). The facts and information filled by the concerned employee is verified by the principal. Then these are reviewed by the President of College Governing Body.

#### Objectives of Performance Appraisal System:

1. To assist teachers in their professional development and career planning.
2. To assist teachers to reflect about their potential and to carry out their duties more effectively.
3. To recognize the achievements of teachers and help them to improve their knowledge, skills, attitudes and performance.
4. To improve the quality of education for students.
5. To facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the institution.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

## 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

### Internal Audit:

Authorized member of the college staff under the headship of 'Bursar' thoroughly checks and verifies all vouchers of transactions carried out during the financial year. The financial transactions including revenues in terms of the students' fee, fixed deposit interests and expenses for salary grants, transport, sports, events, canteen, library, labs, computers, electricity, stationery etc. are

carefully audited. All daily transactions are tallied by the accountant of the college and verified by the Bursar and the Principal of the college. Internal audit of the college is done by the chartered accountant on annual basis.

#### External Audit:

The management has Chartered Accountants as the External Auditor of the college. The auditors review the financial statements, documents, vouchers and bills. They check statutory payments -TDS, Professional Tax, PF etc. They also check feereceipts and disbursement of Scholarship received from Government and other agencies. They verify all financial transactions and Utilization certificates and submit a detailed report of their observations. Based on the observations of the auditors, the accountant of the college amends the statements of accounts. A regular Periodical Inspection is conducted by the affiliating university. The inspection team visits the college and examines the college's financial matters and related documents. Based on the suggestions/recommendations of the inspection team, necessary improvements and amendments are also followed.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

#### 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)

00

| File Description  | Documents        |
|---|------------------|
| Annual statements of accounts   | No File Uploaded |
| Any additional information  | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

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

Sri Guru Hari Singhcollege is a Govt. Aided institution and receives a salary grant from the higher education department of Haryana government for full-Time Permanent teaching and non-teaching staff. The institution has certain fixed sources of income. Following are the sources of income of the institution:

1. Fees, received from the students, charged as per the university and government norms of students.
2. Salary grant received from state government.
3. Grant received from the management.

#### Utilization of resources:

All the expenditures are incurred keeping in view the academic and infrastructural requirements of the institution. The funds received from the state government are utilized strictly as per the instructions and conditions specified with the provision of funds. All the funds are utilized keeping in view the enhancement of the academic quality and strengthening of the infrastructure of the institute. To ensure the optimum utilization of resources, the principal issues directions. The principal along with Bursar and the accounts office ensures that the expenditure lies within the allotted budget. The approval of the Management is sought in the case when the expenditure exceeds the budget. The IQAC takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | <a href="#">NIL</a>       |
| Upload any additional information     | <a href="#">View File</a> |

## 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

1. College academic calendar and activity calendar was prepared in accordance with university calendar for the session 2021-2022.
2. The internet connections and bandwidth were increased.
3. Web cameras were purchased for smooth conduct of online classes.
4. Admissions were carried out through online mode, as per the rule and reservation policy made by DGHE, Haryana.
5. The standardised operative procedures and guidelines issued by Govt. for COVID-19 were followed.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://sqhsc.in/feedback-forms/">https://sqhsc.in/feedback-forms/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

The IQAC conducts periodical meetings under the Chairmanship of the principal. It continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed, and circulated in the Institute and strictly followed. Feedback from students is also taken by IQAC. Students are also free to approach the principal of the college for feedback and suggestions. Feedback is properly analyzed and shared with the faculty members. The teaching-learning processes are reviewed, and improvements are implemented, based on the IQAC recommendations. The educational use of social media has also been utilized to establish communication with the students and peers. The major initiatives taken over the last year include the following:

- Automation of Admission Processes by DGHE, Haryana.
- Automation of Examination Processes by the affiliated university.



| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://sghsc.in/igac/">https://sghsc.in/igac/</a> |
| Upload any additional information     | <a href="#">View File</a>                                   |

**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)**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | <a href="#">NIL</a>       |
| 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) | <a href="#">View File</a> |

## **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

Gender equity and sensitization is a basic requirement to understand the sensitive needs of a particular gender. Education plays a pivotal role by acting as a catalyst in focusing upon the needs to sensitize gender issues. Various activities and other forms of arts are regularly organized in the college to sensitize students for gender issues. The college has an active Women Cell that keeps on organizing different activities such as talks and discussions by renowned experts on topics related to women's issues, communication and solutions of the problems faced by girl students, celebration of International Women Day, Mehendi competitions etc. Anti -Sexual Harassment Committee, Grievances Redressal Cell and Internal

complaint Committee also play important role in addressing the problems encountered by girl students and thereby providing quick solutions to them. Guidance and Counselling Cell of the college is always ready to offer its help with the views of expert advisors whenever required by the students.

| File Description  | Documents   |
|---|---|
| Annual gender sensitization action plan   | <p><u>The safety and security of all the students has always remained a prime concern of the institution, For that, the timings of the college (from 9:00 to 2:00) are quite convenient for the girls who commute from the neighboring villages. Sports practices and other activities in which girls participate are completed before 2:00 pm. While going outstation for participating in the inter-college events, a faculty member always accompanies the girls, All the students have been given ID cards to prevent the entry of the outsiders. The proctorial team on duty check the ID card. The girls are given helpline numbers to use in emergency. Self-defense programs are held at regular intervals. During exams and any other major day celebration presence of the police insisted The Anti-ragging Committee is formed for the safety of all the students, Separate common rooms and washrooms are there for the girl and boy students. Academic counselling is available to all. The girls are counselled informally regarding their personal and/or social problems. The Women's Committee organizes a number of activities for women empowerment.</u></p> |
| 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 | <p><u>The facilities of Common Room, Security, separate washrooms, drinking water first aid Counseling are provided in the college.</u></p>   |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**D. Any 1 of the above**

|   |                           |
|---|---------------------------|
| <b>Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>   |                           |
| File Description  | Documents                 |
| Geo tagged Photographs  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |
| <p>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</p> <p>The college encourages environment friendly practices by managing proper disposal of degradable and non-degradable waste. To reduce waste in the college students and staff are educated on proper waste management practice through lectures, advertisements on notice boards and by displaying slogan boards in the campus.</p> <p>Solid waste management: Dustbins are placed in college campus at various places.</p> <p>The liquid waste is discharged into the septic tanks.</p> <p>E-waste management: Old monitors and CPUs are repaired by our technician and reused.</p> |                           |
| 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="#">View File</a> |
| <b>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>  | D. Any 1 of the above     |

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

| 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> |

|  |                              |
|--|------------------------------|
| <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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p> | <p>D. Any 1 of the above</p> |
|--|------------------------------|

| 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 | <a href="#">View File</a> |
| 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 college has conducted various programmes for providing inclusive environment. It undertakes various initiatives with the help of different committees, cells, departments, NSS, NCC, Clubs etc. in organizing inspiring speeches and talks on various issues of national and international importance in order to provide an

inclusive environment in the form of tolerance and harmony towards cultural, linguistic, regional, communal, socioeconomic and other diversities among its staff and students belonging to diverse background. The NSS units of the college conducted annual camp in the village Jiwan Nagar. The volunteers mainly undertook awareness generated activities with regard to social issues that impact the lives of people in the community which also inculcated social and cultural values among students. To cater to the linguistic diversity, all student's related competitions like Poetic Symposium, Essay Writing, Debate are conducted in three languages, Hindi, English and Punjabi. The various departments of the college organized webinars, workshops and outreach programmes to promote communal harmony and tolerance. NCC cadets of the college participated in five-day annual training camp where they acquired social skills and were made to understand and value the rich heritage of cultures that forge unity despite the diverse languages, traditions and religions of our country.

| 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 takes all possible initiatives for moulding the students and staff to become responsible citizens of the country. Students are motivated to take part in various activities of the college, such as cleanliness drives, plantation drives to provide a clean environment for all. The NCC and NSS of the college have organized an awareness programme on online awareness campaign on Fit India, yoga at home. The college keeps on inviting eminent speakers to motivate students about their rights and duties. Different rallies were organized by students on various themes like "Beti-Bachao and Beti- Padhao", Sawachh Bharat, Trees plantation etc to create awareness among masses. Every year Republic Day and Independence Day are celebrated to highlight the struggle of freedom and the importance of Indian constitution.

| File Description   | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil       |
| Any other relevant information   | Nil       |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 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   | No File Uploaded          |

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

The college makes tremendous efforts in celebrating the national and international commemorative days, events and festivals. This institution is committed to promote ethics and values amongst its students and faculty. It celebrates national festivals and anniversaries of great Indian personalities and also organizes various events on the days of international importance. The celebration of these activities and important events, commemorative days, festivals promote moral values, helps in maintaining harmony and healthy work atmosphere and makes the learners aware of the national pride and rich cultural heritage.

**Days of national and international importance:**

1. International Yoga Day 'Yoga at Home' (21st June)
2. Independence Day (15th August)
3. Republic Day (26th January)
4. National Youth Day (12th January)
5. Aazadi Ka Amrit Mahotsav (12th March)

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

**1. Greater Attention to Sports**

We, at SGHS College, Sri Jiwan Nagar, believe that Sports is an integral part of holistic education as it develops overall personality of the students.

**Objectives of the Practice**

- Talent search at micro level and appropriate training.
- Monitoring at regular intervals to enhance performance towards excellence.
- To encourage the students to take up sports related careers.

**Advantages**

- Preference to students with excellent sports record during admission.
- Specialized coaches for specific training to sports students.
- Opportunity to participate in University/State or National teams.
- Providing TA/DA for the sports persons during participation



keeping their dietary requirements in consideration.

#### Evidence of Success

- SGHS College conducts a many sporting tournaments around the year including Annual Athletic Meet.
- The rising number of students who qualify for various State and National team from college indicates a steady rise over the previous years.
- There has also been an increase in the number of students who have taken up sports related careers.

#### Best Practice II:Inculcating Environmental Consciousness amongst Students

- Recyclable bags, stainless steel, and glass utensils are used in the college canteen instead of plastic bags.
- For official use and other communication purposes, emails,digital notices, WhatsApp, etc. are used to minimize the use of paper. .
- NSS/NCC organizes many activities such as a cleanliness drive under Swacch Bharat Abhiyaan and tree plantation every year.
- Environmental Science is taught to the students to create environmental consciousness among them.
- The college maintains lush green lawns.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://sghsc.in/best-practices/">https://sghsc.in/best-practices/</a> |
| Any other relevant information              | Nil   |

### 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

SGHS College, Sri Jiwan Nagar is a rural institution of higher learning of the area and has been serving the academic needs of the region by providing affordable and accessible quality education. The college is situated in a rural area and provides education to students of adjoining villages. Majority of the students of the college are from disadvantaged sections of society. The focus of the college is that no aspirant of higher education is deprived of education because of geographical, social or economic constraints.

The college has affordable fee structure and offers many scholarships and freeships to the needy students. The college has modern infrastructure for sports and co-curricular activities. Various activities are organised for students to hone their talent and skills, to sensitize them to various social issues and engage them in the process of positive social transformation.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

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

1. To organize International Conference on contemporary topics.
2. Beautification of the college campus by planting, decorative and ornamental plants to create good ambience