SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

S.D. COLLEGE, BARNALA

S.D. COLLEGE, BARNALA, K.C. ROAD, NEAR RAILWAY CROSSING,
BARNALA
148101
www.sdcollegeinstitutions.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

S.D. College, Barnala, the Premier co-educational institute, is the oldest institution for imparting higher education since 1956 in the backward Malwa belt of Punjab. It inherited a rich history of Gurukul, a center of Sanskrit and Vedic education, which was associated with the Krishna Temple. Sensing the needs of the region, Dr. Raghubir Parkash Ji, a multi-faceted personality and Sh. Anand Sarup Ji, a dynamic personage with progressive thoughts converted the Gurukul into this college. It has grown into an academic institute of repute in the last six decades. Presently, the institution along with its sister concerns (03 colleges and 01 school) is governed by S.D. College Educational Society, Barnala. The college is constantly evolving, improving and updating itself to face the challenges of a swiftly changing world environment and advancements in the social, technological, economic and political landscapes. Originally, it was an Arts college, affiliated to Panjab University, Chandigarh. Since 1962 as per Punjab Government notification, the college has been affiliated with Punjabi University, Patiala. The college started B.Sc (Medical and Non-Medical) in 1962 and B.Com in 1974. Thereafter, PGDCA, BCA, BBA, B.Sc (Biotechnology), B.Sc (Computer Application), B.Lib.Science and M.Sc (IT) were added. Recently college introduced M.A.(Punjabi), M.A.(English) and M.Sc (Mathematics). The college stands committed to extend educational opportunities to the weaker and educationally backward sections of the society. Those who are outstanding, the college promises to take them to even greater heights. For those who are average, the college strives to transform them from ordinary to extraordinary.

Vision

To become the preferred destination for the students aspiring for higher education - Education that will make the students sensitive, responsible and progressive so that they can shape the best future for them.

Mission

Our mission is to make sustained efforts for the multi-dimensional, all round development of the students by expanding their horizon of knowledge as well as nurturing high values and social responsibility so that they can contribute their best towards the progress of the nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Good Governance. Dedicated and qualified faculty.
- Co-educational college. Grant-in-aid College.
- Consistently good university results.
- Top merit positions bagged by our students every year.
- Under Graduate and Post Graduate courses are available.
- The first institution in the region to start its own weekly Punjabi news paper "Samaj Te Patrakar".
- Many professional courses such as BBA, BCA, B.Sc(Biotechnology), M.Sc(IT) are being offered.

- Fee concession by the college for poor students.
- Low Fee structure. Fully Wi-Fi campus.
- High Tech fully air conditioned computer labs with LAN connectivity are available.
- Well equipped science labs. Availability of centralized computer centre.
- Dr. Raghubir Parkash S.D.S.S. School (up to +2) under same management.
- Indoor and outdoor sports facilities.
- Evening sports center for the community. NCC facility available.
- Fully functional six NSS units separately for boys and girls.
- Active Youth Welfare Department.
- A large number of students earned name at national/international level in cultural and sports activities.
- Seminars, workshops and conferences are regularly organized.
- Being centrally located in the city the college has easy accessibility.
- Well placed alumni. Library containing many rare titles.
- The college has access to INFLIBNET.
- Many faculty members are awarded Ph.D/M.Phil. degrees under qualification improvement programs.
- The college has a separate placement cell which has been helping and guiding the students for career placement.
- Optimum use of ICT tools in the administrative systems of the college.

Institutional Weakness

- Limitation of space.
- Old as well as inadequate building for rising enrollment of students.
- Vacant grant-in-aid posts.
- Significant proportion of relatively less experienced faculty.
- Weak economic background of students.
- Lack of English communication skills of students.
- The College cannot take the decision regarding curriculum, syllabus and evaluation system as these are finalized by Punjabi University, Patiala.

Institutional Opportunity

- The students of this area have easy access to the institute and they prefer it because of well qualified staff, well stocked library, sports and cultural facilities.
- The college may provide quality education to the economically poor but talented students of the area.
- The college at present has an intake of approximately 2700 students which can be increased with the up gradation and modernization of infrastructure.
- The college is already running various professional as well as postgraduate courses thus providing opportunity to students for better placement.
- New professional/post graduate courses may be introduced for the betterment of the students and thus providing them a chance to keep pace with the changing economic, social and cultural environment of the country.
- Financial Assistance from funding agencies.

Institutional Challenge

- To keep pace with the emerging change in higher education.
- To create and enhance modern infrastructure for rapidly increasing enrollment during the recent times.
- Financial constraint due to limited government grants.
- Provision of latest facilities and modern infrastructure at reasonable fees.
- To make the faculty and the support staff more tech-savvy.
- To excel even with the vacant grant-in-aid posts.
- Erosion of moral and social values.
- Mushrooming of colleges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum of the institute is designed by Punjabi University, Patiala but the goals and objectives of the college are transmitted to the students with the effort of the faculty members beyond classroom and curriculum. SD College provides wide range of courses/programmes in Arts, Commerce, Science and Computer Science at Graduation and Post Graduation level. In the last five years, Post Graduate courses i.e. MA (English, Punjabi) and MSc Maths have been added.

Several faculty members take initiatives and contribute in designing the curriculum as members of the Board of Studies/Faculty, Punjabi University in different subjects. The college provides diverse and flexible courses in BA, BCom, BSc Non-Medical, BBA, MA (English, Punjabi) and MSc Maths as has been prescribed by University. There is one diploma course, PGDCA of one year duration.

"Drug Abuse: Problems, Prevention and Management" as well as "EVS and Road Safety Awareness" are taught to students in II and IV semester respectively. A value added course of "Communication Skills" focuses on communication skill, aptitude ability, CV writing, over all personality development, Mock interviews etc. Free Sports coaching camps are organised to provide help to the sports persons. Students of BBA go for a compulsory training during sixth semester while students of BSc Biotechnology and B Lib Sci go for optional summer training.

The college strives to offer the quality education through evaluation by students and seeking feedback from the stakeholders. This helps in identifying the new programmes/subjects that can be introduced in the new session.

Teaching-learning and Evaluation

S.D. College with qualified academicians imparting education in diverse fields, aims to provide education which focuses on all-round, holistic development of its students. Higher education enables them to become selfreliant. An Admission Committee consisting of teachers from different streams is formed by the Principal which ensures that students with different skills are able to join the institution and contribute to it in different ways.

Details regarding the admission process are printed in the college prospectus, displayed on the college notice board and also uploaded on the college website. The College offers opportunities to SC, OBC, women, differently-abled, economically weaker sections, minority communities in admission as per norms and directives of the Government of Punjab. The college has initiated many steps for the benefit of differently-abled

students. The college campus is friendly to them. Despite a wide variety of student profiles, academic results are very good. This is achieved by highly qualified and competent faculty, recruited as per the UGC norms. Faculty members use a blend of traditional and innovative teaching methods to make it easy for the students to learn not only from the classrooms but also through readily available supplementary reading materials and references. The Institution has 14 Ph.D. and 20 M.Phil. faculty members. The college also aims to keep its faculty rejuvenated and recharged all the time. For this, college grants duty leave for continuous professional development. Students are refreshed through seminars, field trips, workshops, etc. Internal Assessment helps to evaluate the teaching learning process and its effectiveness.

Research, Innovations and Extension

The institute has formed research committee which motivates the teachers to submit minor and major research projects and to write papers which are to be published in various reputed journals. One major research project has been submitted to UGC in 2012 after successful completion. There are 90 publications in various journals during the last five years and 66 books and papers published in National/International conference proceedings. Five teachers have already registered themselves to pursue research work and four teachers have completed their doctorate during last five years. Teachers are encouraged to attend Conferences, Symposia and Seminars to learn the changing scenario of their concerned subject and education in general.

Extension activities are an important aspect of our education policy which emphasize the community service. The Institute promotes institute-neighborhood-community network and student engagement that contributes to the overall growth and development of students. We encourage the students to participate in different activities organised by NSS, NCC, Balwant Gargi Naat Club, etc. These activities inculcate volunteerism, philanthropy, humanity and commitment among students. Few teachers are honored for extension activities by various recognized bodies. Under the patron ship of our institute, the department of Journalism and Mass Communication has done unique efforts by publishing " Samaj Te Patrakar" a weekly newspaper. By doing so, the college has provided an open platform to all students, teachers and others to express their valuable views and discuss social issues.

Infrastructure and Learning Resources

The institution has adequate facilities for teaching–learning viz., classrooms, laboratories, computing equipments, etc. The institution follows a well established policy to ensure that the available infrastructure is in line with the academic growth of the institution. The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre, cultural activities and extracurricular activities. Library is automated using ILMS i.e. KOHA 17.5 version. We have the membership of N-LIST(Remote Access) and DELNET. Online Journals and books are provided through N-LIST, DELNET, E-PATHSHALA, DOAJ & DOAB. E-books and databases are maintained subject wise. The Institution has latest branded computers having LAN connectivity and ICT tools. We have a centralized facility of Student Centre. The campus is fully Wi-Fi. A substantial amount of the total expenditure is used for the Library and IT infrastructure. The Institution has a well established policy for maintaining & utilizing physical, academic and support facilities, for this Budget Committee of the College receives the budget estimates from all the Heads of departments for different purposes. After taking budget proposals, the committee gets approval from the Principal and the Managing Committee of the College. For utilizing this budget proper procedure for sanction is followed by the respective departments. A committee is formed by the Principal for proper & effective utilization to fulfill the purpose. A major part of the total expenditure is spent for maintenance of the college infrastructure.

Student Support and Progression

SD College caters the educational needs of large number of students from the neighbouring villages. To support the underprivileged students, SD College provides them with scholarships from the government (SC/ST/OBC eligible students) as well as non-government agencies. College also provides fee concessions to economically weak students.

Our college has implemented a few capability enhancement and development schemes like guidance for competitive examination, career and personal counselling. The career guidance and placement cell of the college supports the students in career choices and helps them to get private as well as government jobs. Our students have been placed in various companies like Infosys, Wipro, Amazon, TCS, Capgemini, etc.

To redress the grievances and complaints of the students, there are Grievances Redressal Cell, Anti Ragging Committee, Women Welfare Cell, Discipline Committee, Student Counselling Cell, etc. Many students after pursuing graduation opt for post graduation in different streams. Various clubs and societies encourage students to participate in co-curricular and extracurricular activities at various levels where they get an opportunity to exhibit their innate talents. Every year students have brought laurels to the college in academics, cultural and sports activities at Zonal, Inter Zonal, State and National levels. An active student council is not permitted by the Government but students play an active role in various college activities. We have the student editors of each section in college magazine. The college does not have a registered alumni association but various old students of the college contribute for the development of the institution

Governance, Leadership and Management

The Institute has effective leadership that is instrumental in maintaining quality in every field of the institution. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institution's efforts in achieving its vision and mission.

The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. The institute has decentralized governance system for performing various activities. The entire organizational structure of the institute is based on the principle of collective decision making and individual responsibility.

The institute has evolved mechanisms for regular performance appraisal of staff. To enhance work efficiency and provide job satisfaction to its employees, the institute employs numerous welfare plans. Performance of teachers is evaluated and assessed on the basis of Self Appraisal Proforma filled by them every year.

There are established procedures and processes for planning and allocation of financial resources in the institute. The college has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

The institution has an Internal Quality Assurance Cell (IQAC) that has been successful in institutionalizing quality assurance in administrative, academic and other initiatives. The IQAC is making continuous efforts to achieve its aim of academic excellence. The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through the IQAC.

Institutional Values and Best Practices

SD College takes every care for the safety and security of girls. Various programmes are organised to elevate the confidence of the girls and to make them aware of their health and rights. There are separate common room and canteen for them. A Women Welfare Cell consisting of female faculty members guide them and help them in stressed conditions.

The college has a green campus and responds to the environment in eco friendly initiatives. SD College has efficient methods for waste management. A vermicomposting pit has been constructed to convert the biodegradable waste into useful manure. Two Rainwater Harvesting Systems have been constructed to raise the level of ground water. The students are motivated to use cycles, paper bags or fabric bags instead of plastic bags and to save papers. Generator sets installed in the college are pollution free. Physical facilities like ramps, wheel chair, etc are provided to differently-abled persons.

Many initiatives have been undertaken for the benefits of local communities and students. Every year the institution organizes activities to increase consciousness about our fundamental duties and rights as well as to promote universal values of National Integration, Human Values and Communal Harmony.

SD College helps economically weak students by giving them fee concessions and also promotes sports activities. As a result students not only have brought laurels to the college, state and university but it also helped them in getting good jobs. "Nukkad Nataks" are played in neighbouring villages to make people aware of the social evils.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.D. COLLEGE, BARNALA
Address	S.D. College, Barnala, K.C. Road, Near Railway Crossing, Barnala
City	Barnala
State	Punjab
Pin	148101
Website	www.sdcollegeinstitutions.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Rama Sharma	01679-230005	9876133122	01679-241505	sdcbnl@yahoo.com
IQAC / CIQA coordinator	Rajesh Kumar Gupta	01679-244705	9872041777	01679-233505	iqac.sdcbnl@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1956

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Punjab	Punjabi University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-01-1956	View Document
12B of UGC	01-01-1974	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	S.D. College, Barnala, K.C. Road, Near Railway Crossing, Barnala	Urban	6.2	25121.91

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	Twelfth	English + Punjabi	180	151
UG	BA,Arts	36	Twelfth	English + Punjabi	431	431
UG	BSc,Science	36	Twelfth	English	40	20
UG	BSc,Science	36	Twelfth	English	42	42
UG	BSc,Science	36	Twelfth	English	120	81
UG	BSc,Science	36	Twelfth	English	40	7
UG	BCA,Computer Applications	36	Twelfth	English	120	92
UG	BBA,Management	36	Twelfth	English + Punjabi	100	45
UG	BLibSc,Library Science	12	Graduation	English + Punjabi	20	13
PG	MSc,Computer Applications	24	Graduation	English	60	33
PG	MSc,Computer Applications	12	PGDCA	English	30	9
PG	MA,Punjabi	24	Graduation	Punjabi	30	28
PG	MA,English	24	Graduation	English	30	27
PG	MSc,Mathematics	24	Graduation	English	35	35
PG Diploma recognised by statutory authority including university	PGDCA,Computer Applications	12	Grdauation	English	120	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				13				23
Recruited	0	0	0	0	8	5	0	13	2	7	0	9
Yet to Recruit				0				0				14
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				52
Recruited	0	0	0	0	0	0	0	0	19	33	0	52
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	3	4	0	7
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				27
Recruited	20	7	0	27
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				4
Recruited	2	0	0	2
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	5	5	0	14
M.Phil.	0	0	0	3	4	0	4	8	0	19
PG	0	0	0	2	0	0	12	15	0	29
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	9	0	9
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1450	2	0	0	1452
	Female	976	1	0	0	977
	Others	0	0	0	0	0
PG	Male	71	0	0	0	71
	Female	154	0	0	0	154
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	32	0	0	0	32
	Female	28	0	0	0	28
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	386	281	219	193
	Female	262	180	147	121
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	167	184	162	159
	Female	169	192	203	197
	Others	0	0	0	0
General	Male	1339	1322	1204	1256
	Female	820	910	833	821
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3143	3069	2768	2747

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 790

1.2

Number of self-financed Programs offered by college

Response: 1

1.3

Number of new programmes introduced in the college during the last five years

Response: 2

2 Students

2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3143	3069	2768	2747	2370

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1137	1071	1057	1020	964

2.3

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1090	905	783	820	612

2.4

Total number of outgoing / final year students

Response: 4210

3 Teachers

3.1

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
73	75	69	58	60

3.2

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
73	75	69	58	60

3.3

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
87	90	82	71	73

3.4

Total experience of full-time teachers

Response: 663

3.5

Number of teachers recognized as guides during the last five years

Response: 1

3.6

Number of full time teachers worked in the institution during the last 5 years

Response: 33

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 29

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
252.80	120.76	86.04	51.82	30.67

4.3

Number of computers

Response: 97

4.4

Unit cost of education including the salary component(INR in Lakhs)

Response: .2341309

4.5

Unit cost of education excluding the salary component(INR in Lakhs)

Response: .0799752

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institute makes its best efforts for effective curriculum delivery and transaction of curriculum provided by the university. Punjabi University designs the syllabus and makes it available to the college at the beginning of the session. It also describes the examination and assessment pattern. University also describes the date of commencement and ending of semester/session. Our institution deploys the following well chalked out action plans for the effective implementation of the prescribed curriculum.

- **Time Table:** At the beginning of each academic session the Academic Calendar along with the time table of Arts, Commerce, Science and Computers streams is prepared according to the number of elective subjects and the options offered to the students and the same is displayed on the Student's Notice Board. All the departments while deciding teaching work-load distribution pay due consideration to the specialization area of teachers, their experience and level of course to be handled.
- **Creations of sections:** The Time Table committees divide different classes into sections of appropriate strength for each subject.
- **Classroom teaching**: Term wise division of the syllabus already planned at the departmental level in the beginning is executed in best possible way. Teachers are allotted with schedule of work that includes the number of classes to be met. The teachers acquaint the students with the prescribed course content, texts and recommended relevant books. They are also well informed about the pattern of the university question paper for better understanding.
- **Problem solving and doubt clearing sessions**: Sufficient time is reserved for solving the problems and clearing the doubts of students along with the successful completion of the curriculum.
- **Teaching aid cell:** This cell of the college extends full cooperation to the teachers for improving their teaching practices by preparation and use of Power Point presentation and other ICT facilities available in computer laboratory.
- **Optimum use of college library and Internet facility**: Teachers use reference and resource books from library as well as use internet. They provide the information to students in the form of notes followed by explanation and discussion. Central Library and departmental book bank facilities are provided to students. There is student and teacher centre in the computer department where students and teachers can access internet facility.
- **Educational tours and trips**: For certain subjects like B.Sc. Biotechnology, field visits are organized like visit to Biogas plant, Universities, Industries, Science city, etc., that not only broadens their mental outlook but also provide adequate exposure and knowledge.
- **Students' Interactive activities**: To facilitate the learning process the students are encouraged to actively participate in group discussions.
- **Bilingual method of teaching**: As most of our students come from the rural background so the bilingual method of teaching is adopted to enable the slow paced learners towards better understanding.

- **Class tests and assignments**: Regular class tests are conducted along with MSTs. Assignments are also given which are duly checked by the teachers and appropriate feedback is provided to the students.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 10.7

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	8	6	8	4

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 4.68

1.2.1.1 How many new courses are introduced within the last five years

Response: 37

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 40

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 2.81

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
82	117	54	85	61

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

- **Gender Sensitization: -** Extension lectures and seminars are organised to create awareness about Gender issues like health and to promote gender equity by Women Welfare Cell. There is no specific course for this issue.
- **Environmental and sustainability: A qualifying paper entitled "Environmental and Road Safety awareness"** is mandatory for all the streams of undergraduate levels. This paper covers topics such as Renewable and Non Renewable resources, Environmental Pollution and its effects, Social issues, Environmental laws and Road Safety awareness.
- **Human values:** Another qualifying paper introduced for undergraduate classes is **"Drug Abuse: Problem, Management and Prevention"** through which students are informed about the ill effects of drugs.
- **Moral and Ethical Values:** Value added enrichment Programmes offered for the holistic development of students are :

1. NSS units nurture a spirit of social service and a sense of fellow feeling among the students.
2. NCC imparts military training and inculcates a sense of discipline in life.
3. Community orientation programs like blood donation camps and various awareness rallies are organised.
4. Youth clubs and literary societies enrich the students with extracurricular opportunities.
5. Various Departmental Societies/Clubs/Associations, etc., are constructed which organises various events for the students

- **To inculcate Professional ethics into curriculum**: Career guidance and placement cell guides the students regarding various career options apart from helping them to explore jobs. Students are given training on communication skills, personality development and aptitude test. They are trained about how to attempt online test.

File Description	Document
Any Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	

1.3.3 Percentage of students undertaking field projects / internships

Response: 1.62

1.3.3.1 Number of students undertaking field projects or internships

Response: 44

File Description	Document
Institutional data in prescribed format	
Any additional information	

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: C. Any 2 of the above

File Description	Document
Any additional information	
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	

1.4.2 Feedback processes of the institution may be classified as follows:

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.26

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	11	10	10

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.41

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3143	3069	2768	2747	2374

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3790	3571	3524	3400	3215

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 71.26

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
984	837	731	670	547

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Before the commencement of the programme, the student's knowledge and skill is assessed on the basis of their merit in the previous class and the proofs given by them to validate their claim. Students who are admitted to the first year of any program are given time period to make themselves comfortable with the subjects in which they are enrolled. During this period, the teachers guide them at every stage. If students find it difficult to continue with a particular programme, they are allowed to change from one stream to another (where ever possible) or from one subject to another. Teachers guide the students in making the right choices by judging their knowledge, skill and aptitude. Class tests and presentations/Seminars by students are regular features of classroom teaching by which they are able to identify advanced learners and the slow learners. The participation of students in the classroom discussions also throws light on their learning abilities. House examinations during the academic year further helps in evaluating the students.

Students who are slow learners are regularly monitored and guided even beyond classroom hours in order to motivate them to complete the degree. The results of house test for such students are analyzed and discussed with other teachers teaching the concerned students and their special needs are identified. The college keeps in touch with the parents/guardians of such students through SMS. Meritorious students are asked to help the slow learners. Communication Skill Development sessions are also arranged to enhance their learning ability. The college library has a Book Bank which provides books for the full session to needy as well as meritorious students.

The advanced learners are provided with extra books/material by the teachers who set suitable goals for them so that they feel adequately challenged. To encourage and motivate them for attaining excellence in the University Examinations they are given various incentives in the form of scholarships and prizes. They

are guided and motivated for better career options. The students are provided an access to IIT Bombay tutorial lectures where they learn various subjects in advanced stages.

The Career Guidance and Placement Cell of college ensures that these advanced learners be made aware of suitable, as well as challenging career options. The students are guided so that they can avail other opportunities like scholarships for higher education, crack competitive examination and secure jobs while they prepare for/appear in their final year examination. The teachers incharges of various activities identify the students for quiz competitions, singing, fine arts, folk arts, photography, theatre, debate, declamations, elocution, etc., and are groomed in these areas. In this way, not only their innate talents flourish but they bring laurels to their alma mater also.

As a result of this effort many of our students get positions in University Merit list every year. List of the meritorious students is uploaded.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 1247:34

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.18

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Innovative teaching methods have been adopted by the faculty members to boost the capacity to learn and to teach meaningful application of knowledge to young minds. The college encourages the faculty to complement the academic system with practical skills through various teaching methodologies that extend beyond the classroom. Teachers, on the other hand upgrade their knowledge by undertaking refresher courses and orientation courses. Multifarious activities in almost all the practical subjects are integrated into the academic agendas. Apart from this students are encouraged to join N.C.C. and N.S.S. so as to nurture them to dedicate their services for social and moral cause also.

Experimental learning:

- The college has smart class rooms, computer labs and Wi-Fi connectivity in the departments. In order to make learning more interactive and interesting, most of the departments have been provided computers.
- Teachers use Power Point presentation and internet to make teaching learning more interactive.
- Experimental workshops and extension lectures by subject experts are organized for students.
- To promote collaborative learning, students are assigned projects on group basis. Group discussions are also conducted on various topics.
- Field trips as well as visit to industrial or corporate houses are planned.
- Library of the college is very rich. It is updated regularly by purchasing new books for all subjects.
- Various subject societies and clubs have also been established with the aim of tapping, nurturing and channelizing the energies of every individual student. The academic clubs of the departments organize activities to facilitate the creative academic pursuits of the students individually and collectively. Almost all the departments organize various types of co-academic and cultural events.

Participative learning

- Students are allotted topics to prepare power point presentation and class seminars are held.
- To encourage the visit to library, students are also given assignments which they complete using books from library.
- Efforts are made to develop students' personality and build confidence, create awareness and generate interest in local, national and international issues using internet.
- Students are encouraged to maintain wall magazine.
- Students are encouraged to participate in the national and regional seminars and workshops organized in the institute.
- The language departments organize Quizes, Creative Writing competitions, Debates and Poetry competitions.
- The Inter college and inter departmental academic programmes besides enhancing creativity bring a competitive edge to the academic endeavor of the students.

Problem solving methodologies:

- Timetable showing availability of teachers in their free periods is put on notice board of the department so that students can discuss their individual subject problems.
- Special classes are held for slow and advance learners.
- Independent learning is developed especially among post-graduate students by encouraging them to prepare their assignments with the help of reference books of selected writers and critics.

- Various well-equipped Science, Computer Science, and Psychology laboratories allow the students to explore and experiment innovatively.
- Counselling Cell and various talks of eminent speakers prepare them to meet the challenges of life boldly.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 29.73

2.3.2.1 Number of teachers using ICT

Response: 22

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 54.28

2.3.3.1 Number of mentors

Response: 50

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution has created an environment for efficient support system to help the teachers in expanding the boundaries of their class room and promote skills like interactive learning, collaborative learning and independent learning among the students. The availability of computer and associated technology supplemented with internet service in the department and the Student Center has enriched the pedagogical practices of the teachers. The entire faculty and more than 90 percent students have linkage on social websites and are involved in the threaded discussions based on current social issues.

Smart labs equipped with interactive boards are available in college to provide information through internet. Various clubs and societies function in the college and keep the college brimming with numerous activities that extend beyond syllabus and text books. Student-centric in nature, these clubs aim at tapping,

nurturing and promoting the creative energy that bubbles out of every individual student. Different departments organize quiz, debates, paper reading, declamation and poetry competitions. Various department associations have been established with the aim of nurturing and channelizing the energy of every individual student. College encourages students to participate in Youth Festivals to explore their hidden talents in various fields such as poster making, paper–reading, skits, drama, choreographies etc. The college fests, culture program and seminars are made to take care of everything like decorating the college hall, arranging refreshments, deciding on the content of programs or topic of the debate, they learn the vital managerial skills of planning, budgeting, resource mobilizing, executing and identifying the flaws and resolving to remove those defects next-time. They are also encouraged to 'Prepare & Share' the study material to enrich learning experiences. The self–direction and motivation provide them the impulse of developing independent learning as lifelong skill.

The college promotes creativity amongst the students by encouraging them to publish materials in the college weekly news paper '**Samaj te Patrakar'**, the annual college magazine and the wall magazines of various departments. Different sections of the magazine **'The Stream'**, provide a platform to the students to showcase their innovative ideas and literary stances. Besides providing an opportunity to publish their creation, the magazine also involves them as a student editor in all the areas of its publication. The students express their views and create awareness amongst the others regarding the burning economic, social and political issues in the college newspaper.

A number of teaching departments in the college have also put up their wall magazines whose display is handled totally by the students of different classes. Recent articles related to their subjects are put up on the wall magazine by the students along with interesting tit-bits and pictures.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83.05

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 13.87

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	10	10	7	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.96

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.01

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 3.76

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

There is a continuous internal evaluation process adopted by the college as per the guidelines and instructions set by the Punjabi University. In the recent time, the university has introduced semester system of examination instead of annual system of examination & also introduced the concept of internal assessment. These two intitatives are adopted by the college as such with the aim of making the evaluation process more exacting and objective.

Internal evaluation process of the college consist of the following parts:

- **Mid Semester Tests:** The schedule of Mid Semester tests is decided after having a thorough discussion with the Heads of all the departments. The question papers for these tests are set by the college faculty. These questions papers are scrutinized by Heads of the concerned departments. Each question paper is of 30 marks. To be eligible to appear in the semester examination a candidate must have obtained at least 25% marks in each paper, 33% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the exam owing to unavoidable reasons or fails to secure the minimum marks as prescribed above.
- **Assignments:** Each student is assessed on the basis of written assignment. In the beginning of the session every teacher provides a list of questions for written assignments and illustrative list of topics on which students can prepare assignments. Each student is given atleast one written assignment per course in each semester.
- **Attendance Requirements:** Every candidate is required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars, etc., separately, provided that a deficiency in attendances may be condoned by the Principal for special reasons, as per the relevant ordinances on the subject.
- **Practical Internal Evaluation:** Every student is required to attend a minimum of 75% of the laboratory work along with the preparation of practical file consisting of experiments performed/result obtained by the student in laboratories. These practical files are evaluated by the college teachers and students are awarded marks as per their performance.

In case of a student who is selected as a member of the NCC to participate in the annual NCC camps, or in case of a student who is enrolled in the National Service Scheme & is deputed to various public assignments by or with the approval of the Principal or a student who is selected to participate in sports or other activities organized by the University/National/International fixtures in games and sports or a student who is required to represent the university at the inter university youth festival, are given additional time for submission of written assignments and alternative chance for MST.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment in the college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. In this context the institute follows the regulations of Punjabi University Patiala. At the beginning of the semester, faculty members inform the students about the various components of the assessment process for the semester. The internal assessment test schedules are prepared as per the university calendar and communicated to the students well in advance. The examination branch of the college conducts all the internal assessment tests as per the schedule and circulates the invigilation duty chart for the faculty members. The pattern, quality and correctness of the question papers prepared by the faculty members for the internal assessment tests are verified by the concerned Head of the Departments. The college teachers are deployed for the purpose of conducting these tests.

The college prepares an Academic Calendar in line with the university calendar prior to the commencement of the academic session in consultation with the Head of the Departments. For internal assessment, the institution takes Mid Semester tests. Date sheet of these tests is published on the college website as well as on all the notice boards of college. According to date sheet, these exams are conducted. Answer sheets of the students are evaluated by the teachers within three days. Record of MST score is kept by the Examination branch of the college. Students are given their answer sheets and the satisfaction of the students regarding evaluation is ensured. In this way they are able to know their weaknesses. Suggestions given by the teachers help to improve the students' performance. Every enrolled student has to appear in all the papers. Each student is also assessed on the basis of written assignment. For this, in the beginning of the session every teacher provides a list of questions for written assignments and illustrative list of topics on which students can prepare assignments. Each student is allotted at least one written assignment per paper in each semester. These assignments are evaluated by the faculty and marks are given accordingly. Attendance of each student is marked on the attendance register. Internal assessment of practical exam is also assessed in the same way. Practical files consisting of experiments performed/result obtained by the student in laboratories are evaluated by the concerned teachers and students are assessed as per their performance. At the end of each semester, teachers prepare internal assessment of each student on the basis of MST, Assignments and Attendance to submit it to the college Registrar office. These internal assessments of the students are then uploaded on the university Internal Assessment Portal. Print out of these internal assessments uploaded on the portal is scrutinised again by the teachers. Thus errors are minimized. After the signature of the Principal, scanned copies of these internal assessments are locked on the Punjabi University portal and their hard copies are also sent to the University.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

efficient

Response:

The institution takes the following measures to resolve grievances transparently and fairly. The most prominent grievance is with regard to the question paper when it is out of syllabus. The representations made by the college students are forwarded to the Controller (Examinations) Punjabi university, Patiala with the recommendations for necessary action. The other grievance can be regarding evaluation. The students can apply for rechecking and revaluation of their answer sheets as permitted under the university rules. After the declaration of result, if any teacher receives grievance regarding missing/wrong internal assessment. A letter is prepared by the examination branch and is sent to the controller examination, Punjabi University regarding this concern. In recent time, a grievance of B.Sc.(Non-Medical) semester II, May 2016 students, has been received by the college. Internal assessment of these students in mathematics subject was found to differ from the actual assessment submitted to the university. Copy of actual internal assessment and internal assessment printed on the DMC is sent to the university along with the letter signed by the Principal. One more grievance of B.B.A. student has been received by the Examination branch. In this case, student has appeared in his reappear exam in May, 2017. However, the result of this student was not declared by the university. When examination branch pursued the case with the university, it was found that they have not received internal assessment of this particular student. Thus, a copy of internal assessment of the student was again sent to the university along with the letter representing student grievance.

The performance of the students is assessed on a continuous basis by conducting mid semester tests as per the Punjabi University norms. The student who is selected as a member of the NCC/NSS or a student who participates in sports or other activities organized by the university in games and sports, or a student who represents the university at the inter university youth festivals is provided a special chance to appear in internal exams.

The evaluated answer sheets are returned to the students and an opportunity is provided to the students to discuss with the teacher any misconception regarding evaluation. Any comment given by the teacher is explained to the concerned student. The teacher rectifies any error regarding evaluation on the spot, if any. Finally the Internal Assessment is uploaded on the university portal. For the ease and comfort of the Differently-abled students special sitting arrangement is ensured by the Examination branch of the college.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institute makes every possible effort to adhere to the academic calendar. Academic activities of the institute are regulated by academic calendar approved by Academic Council from time to time and made available to the faculty and all other concerned. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities. The committee consisting of the Principal,

Academic council and the Registrar Examinations prepare the academic calendar well in advance before the commencement of the session. This calendar is prepared on the basis of instructions given by the university. Academic calendar is uploaded on the college website so that student will be aware of the admission dates with or without late fees, autumn break, winter break, commencement of semester study, MST schedule, University exams schedule and tentative schedule of extra-curricular activities.

Various admission committees are formed to admit the students in different programs offered by the college. Members of these committees strictly scrutinize the documents of each student before admission. Students are admitted as per the schedule provided by the university.

Timetable in-charges of the college prepare the timetable as per the guidelines of respective courses prior to the commencement of the semester. Time-table is displayed on the notice boards.

As a tool of continous internal evaluation, the Mid Semester Tests are held according to academic calendar. Internal assessment is given to the students on the basis of their marks in these tests. 75% of the syllabus is covered before the start of MST. Students who participate in NCC/NSS/Sports and Youth Festivals are given a special chance to appear in MST if they have missed it due to their activities. If the students miss the MST due to some ailment they are also given special chance after they provide medical certificate.

Each department plans out its academic activities along with the curricular and co curricular activities as per the dates mentioned in the prospectus. To carry out these activities, various literary clubs and associations are formed.

Semester Examinations(Theory & Practicals) are conducted according to the schedule provided by the University. The teaching is suspended atleast fifteen days prior to the commencement of the examinations so that students get enough time to prepare for their exams. For these examinations, the external invigilation staff is deputed by the university. Results of the practical examinations as well as the internal assessment are submitted to the university as per the university schedule, so that there is no delay in the declaration of the results.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Programmes offered by the institution are uploaded on the institutional website. The Syllabus of each course is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to achieve. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme their attainment is assessed through various tests and examinations. Suggestions for further improvement are also provided.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Regular departmental meetings are held and all agenda of improvement of academics are discussed to achieve the Course outcome, Program outcome and Program specific outcome. Evaluation is done by the departments, for interpreting the data and evidence accumulated through assessment practices. Evaluation determines the extent to which Programme outcomes, Program Specific outcome and Course outcome are being achieved and results in decisions and actions to improve the programme.

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and assignment. Throughout the semester the faculty records the performance of each student on each course outcome.

Average attainment in direct method = University Examination (60% to 75%) +Internal assessment (25% to 40%)

Internal Assessment = Mid Semester Tests(40%)+ Written Assignments(40%)+Attendance(20%)

Average attainment in indirect method= Feedback from the faculty

The tools used for the assessment of POs/PSOs and their frequency are given below

S.No	Assessment Tool	Descriptions	Mode	Frequency
1.	End Semester University Examination	At the end of each semester university conducts examinations. Based on the result published by university the course outcomes are measured based on the course attainment level fixed by the program.	Direct	End of each semester
2.	Assignments	Assignments are allotted at the beginning of each semester. The assignments are provided to students, in such a way that students will refer the text books and good	Direct	Beginning of each semester

		reference books to find out the answers and understand the expected objective of the given problem.		
		It is the responsibility of the concerned subject teacher to ensure that most students are able to work out the assignments honestly.		
		The questions asked in assignments are mostly aligned with Course Outcome of the respective subject.		
		According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.		
3	Mid Semester tests	Mid Semester Tests are conducted in every semester for the following purposes: To ensure that students have achieved desired level of competencies. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.	Direct	Once in each semester

4.	Feedback from the faculty	The objective of taking feedback is to identify future strategy framing to understand the impact of study they have just completed to assess the strength and weakness of various programs.	Indirect	Once in a year

2.6.3 Average pass percentage of Students

Response: 57.1

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 567

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 993

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.5

File Description	Document
Database of all currently enrolled students	[View Document](#)
Any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.35

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.15

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Botanical/Herbal Garden

The Institution has created a botanical/herbal garden to create an eco system in the campus. Students, faculty and supporting staff have planted some herbal/medicinal plants in a selected area. Some species of herbs/medicinal plants have been grown successfully that include Holy Basil, Sadabahar, Indian Gooseberry, Indian Gum Arabic, Stevia, Rakta Chitrak, Guldaudi , Harida, Datura, Brahmi, Kadamba, Punarnava, Curry Plant etc. These herbal plants are extremely useful in headache, cough, asthma, inflammation, ulcer, jaundice, kidney problem, indigestion, memory enhancement, etc. These herbs are good in taste, easy to grow and magnet for bees and butterfly. Certain medicinal plants have disinfectant properties also which destroy disease causing germs. The local community is benefitted by this garden as it provides required herbs to the people as per their requirement.

Vermicomposting Unit

A vermicomposting pit of 12x8 ft has been constructed in the college ground in which the biodegradable waste of the college is degraded to useful compost by earth worms. This helps in the solid waste management of the college.

Rainwater Harvesting

There are two rain water harvesting system in the college that helps to manage rainwater and add to the ground water level.

Career Guidance and Placement cell

Career guidance and placement cell has adopted a Govt. project "Project Genesis" that was started in 2010. The purpose of the project is to provide job opportunity to the passing out students of the final year of graduation. Two of our faculty members participated in 'Train the Trainer Program' that was part of "Project Genesis" conducted by Infosys BPO Ltd. at Chandigarh. Our cell adopted this project as part of their curriculum and every year students are trained by giving them regular training in communication skills and analytical skills.

Around 40 students have been recruited by the various corporate companies like Infosys, Wipro, TCS, Capgemini etc.during the last five years.

Samaj Te Patrakar

SD college Educational Society brings out a weekly newspaper, "Samaj te Patrakar" in association with the department of Journalism and Mass Communication in our own mother tongue "Punjabi" This newspaper is published every week without any break ever since its publication started on 13th April, 2013. This newspaper is appreciated and endorsed by various eminent writers through regular contributions in the form of articles and features. The Newspaper covers local issues which are being ignored by mainstream media with the help of students of Journalism and Mass Communication. We also provide space to the views of the students from other departments of the college.

The newspaper has a significant role of providing practical knowledge to the students to learn the fine nuances of newspaper like Reporting, Editing and Formatting to their practical experiences. The experience of newspaper reporting, incorporates the photography knowledge along with other techniques.

"Samaj Te Patrakar" is the only newspaper of north region being taken out regularly by this Institution.

College Temple

College has a temple in which various religious functions like Shri Janam Ashtmi, Shri Durga Ashtmi, Navratras, Ram Naumi, Annkoot and Moorti Sathapna Divas are celebrated to inculcate ethical, moral and spiritual values among students, staff and community.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document](#)
e- copies of the letters of awards	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.18

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	4	0	3

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.19

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	22	6	1	13

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities are an important aspect of our educational policy which emphasizes community service. The institution promotes institute-neighborhood–community network and student engagement that contributes to the overall growth and development by encouraging the student to participate in activities like NSS (National Service scheme), NCC (National Cadet Corps), Newspaper "Samaj Te Patrakar", Balwant Gargi Natt Club, Red Ribbon Club, Youth Club etc.

Camps are organized by NSS units in which lectures are delivered on various topics like health and hygiene, cleanliness, traffic rules, women rights etc. NSS units undertake activities that create social awareness and generate a sense of responsibility among the students. Each year the volunteers work tirelessly around the college and within college campus and learn the valuable lesson of dignity of labor. Organization of Blood donation camps is another important activity of NSS.

NCC cadets apart from attending camps organized by their respective directorates, undertake training which make them self disciplined and self reliant. An oath is taken to stand against social evils like dowry and female feticide, corruption, cleanliness, etc.

Department of Journalism and Mass Communication publish newspaper "Samaj te Patrakar" every week. Teachers as well as students of the college especially the students of Journalism and Mass Communication are encouraged to write articles on various issues, success stories, moral values and the problems faced by local community.

The college has "Balwant Gargi Naat Club" that organizes plays in different towns, schools, colleges, jails, etc. on social evils and current issues. It helps the students to explore their talent and bring awareness among people and the students.

Sports Authority of India(SAI) established its Extension Center in the college in 2013.This center provided us expert coaches for the games such as Boxing, Kabaddi and Basketball.

The college provided Rs.1.02 crores for fee concession to poor students with the objective of spreading higher education in the area during the last five years, so that none is deprived of education because of financial constraints. Red Ribbon Club organizes AIDS awareness camps for the students. After the college hours the young sports enthusiasts from the community engage themselves in outdoor sports activities like Football, Basketball, Athletics, Netball, Volleyball, etc., under the guidance of our sports department. Certain departments like Chemistry, Biotechnology, Biology undertake educational visits and activities that promote scholastic as well as holistic development of students. Funds are raised every year for aiding various disadvantaged sections of society. At times of national calamities, staff and students contribute generously towards the Prime Minister's Relief Fund.

Impact of Extension and Outreach Programme:-

• Extension and outreach programmes instill volunteerism and philanthropy in the students

• A deeper understanding and commitment to the community is developed in students.

• Experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self esteem and better prepare for their career among other benefits.

• Such programmes encourage students to develop a lifelong ethic of service to society

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document]()
e-copy of the award letters	[View Document]()

3.4.3 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 last five years

Response: 47

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., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	7	11	8	5

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 56.89

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2620	717	1865	1640	1200

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)
Copies of collaboration	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Gurukul, a center of Sanskrit and vedic education, which was attached with Krishna Temple, was converted into this college in 1956. Presently, our colleges has 27 classrooms. Along with seminar halls, various labs of physics, chemistry, life sciences (botany, zoology & biotechnology), psychology, computer, media and botanical garden are also available for the enhancement of teaching and learning skills. There are specialized equipments for teaching & learning like 4 LCD Multimedia projectors, 1 Overhead projector & Interactive board. The whole campus is Wi-Fi with 50 mbps bandwidth.

The Journalism & Mass Communication deptt. of the college is publishing Weekly Punjabi Newspaper 'Samaj Te Patrakar'. A Central library is set up as a learning resource. To facilitate the students a girls common room and a canteen has also been established. A placement cell is put in place to enable the students to avail opportunities for bright future. UGC Network Resource Centre & Teaching Aids Cell are also functional at college campus. There are 11 offices for different teaching departments. 16 CCTV cameras are installed in the campus for effective surveillance. There is a branch of nationalized SBI bank with ATM for staff & students. A Vermicompositing unit and 2 rain water harvesting systems are built up in the college campus.

File Description	Document
Any additional information	[View Document](#)

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

Response:

Our institution, which has a 3.5 acre playground is adequately facilitated with sports and games. The college provides facilities for not only outdoor games like Football, Cricket, Volleyball, etc., but indoor games like Chess, Table Tennis, Weight lifting, etc., are also being played. From year 2002 Netball coaching centre is running successfully. Netball players achieve good positions at state & national level. Sports Authority of India(SAI) has set up a centre at our college in 2013 for various games like Kabaddi, Boxing & Basketball. Free evening centre for sports is open for all youngsters of Barnala. Many local sportspersons of this centre are being selected for police services. College provides refreshment & sports kit to sportspersons. Achievers in sports are honored and facilitated from time to time at college functions. Annual expenditure for sports activities in 2016-17 was Rs 2.84 Lakhs. For spiritual enrichment of students as well as local residents a meditation hall has been built which is available all the time in the Krishna temple. To promote yoga, a lawn has also been maintained at college campus.

The institution has adequate facilities for cultural activities. There is a Music room of 60x20 feet, laced with 77 musical instruments. An Open Air Theatre of 4000 sq. ft is available for outdoor cultural items. Two Outdoor Stages and Public Address system is being possessed by our institute. Students participate in Youth Festival, Inter College competitions at various levels like Zonal, Inter Zonal, State & National competitions. Annual expenditure for cultural activities for session 2016-17 was Rs. 4.24 Lakhs. For Extracurricular activities 6 units of NSS for boys & girls are active at college campus. NCC unit is also working in the college. The Youth Services Deptt(Punjab) has established a Youth Club for the holistic development of students.

File Description	Document
Any additional information	[View Document](#)

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

Response: 20.69

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 14.43

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
12.97	20.40	16.52	11.85	2.47

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

College has a large library as a knowledge centre equipped with most modern facilities. The whole library area is Wi-Fi with 50 mbps speed. Library has rich collection of books, journals, magazines and e-resources. Library collection is classified with Dewey Decimal Classification Scheme. Library is automated with International software KOHA 17.5. The library has access to e- resources (e-books and journals) provided by UGC – INFLIBNET N- LIST program through which it provides access to about 4000 e-journals and more than 80,000 e-books. Computers are installed in the library for OPAC(Online Public Access Catalogue). Inter library loan facility is also provided to readers. College is the member of DELNET. Library subscribes 30 printed periodicals (Journals and Magazines) and 22 Newspapers. Open access system for both post graduate as well as under graduate students allows easy access of books. Laser printer cum scanner and photo copier is also available in library. CCTV cameras are installed in the library for effective surveillance. Library also provides Training/Apprenticeship to the students of Library and Information Science. This year also 05 students are undergoing training. Book bank facility is a unique feature of the institute wherein meritorious and economically weaker students are provided textbooks from the library. Every year a large collection of textbooks is added to the existing book bank of the library. Library Committee ensures that the outdated, old edition books or textbooks no longer prescribed by the university are weeded out and latest editions are added to the book bank for the benefit of the students.

Description of library with

• Name of the ILMS software   KOHA

• Nature of automation (fully or partially)   Partially

• Version   17.5

Year of automation   2017

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has a central library and 06 departmental libraries. The library has a rich collection of books. A few rare books available in the library are as mentioned below :

Complete set of Encyclopedia Britannica (1964)

Complete set of Encyclopedia Americana (1969)

Complete set of the Harper Encyclopedia of Science (1963)

Oxford Junior Encyclopedia (1954)

Guru Granth Sahib Darpan (Satik) (1963)

Cambridge History of English Literature (1912)

Description of library enrichment which includes

Name of the book/ manuscript   NIL

Name of the publisher

Name of the author

Number of copies

Year of publishing

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.26

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.38	3.17	1.90	3.29	1.57

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.66

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 150

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Keeping the thought of dissemination of education strongly in focus, the Institute provides modern facilities that are updated as and when change happens. At the planning stages, the Institute started a Computer Department in 1998 with 9 Pentium computers. Now there are three Computer Labs in the college equipped with state-of-the-art technology with 77 computers having LAN connectivity and internet facility of 50 Mbps for students and teachers. These labs are also equipped with teaching aids such as LCD, Projectors, Multi Function Network Printers and Scanners. Most of the departments have IT facilities. In addition to this, Administrative Block is equipped with 6 computers (LAN connectivity), Internet facility 50 Mbps, 4 Printers, Xerox Machine. The entire College campus is Wi-Fi.

File Description	Document
Any additional information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 27.98

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 66.02

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
67.42	59.66	50.72	49.26	30.67

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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.

Response:

The Institution has a well established policy for maintaining & utilizing physical, academic and support facilities as enumerated below:

- For maintaining & utilizing physical & academic infrastructure, Budget Committee of the College receives budget estimates from all the HOD's & Co-ordinators for different purposes like Annual Athletic Meet, Youth Festival, Weekly Newspaper (Samaj Te Patrakar) Publication, Lab Equipments, Sports Equipments, etc. After receiving budget proposals the committee get these proposals approved from the Principal and the Managing Committee of the college. For utilizing this budget proper procedure for sanction is followed by the respective departments. A committee is formed by the Principal for proper & effective utilization to fulfill the purpose.
- Routine complaints of electricity, water & infrastructure of various departments are entertained on priority basis. The annual expenditure for maintenance of the College infrastructure is Rs. 67 Lakhs for session 2016-17. There is a Maintenance Wing which deals with systems and procedures for maintaining and utilizing physical, academic and support facilities. All the requests regarding maintenance & upkeep of the college campus are processed through this wing.
- The college has a well qualified technical staff to take care of the equipment and instruments. They are continuously engaged in the upkeep and maintenance of the equipments. The Institute has an arrangement with service providers to call them whenever required for keeping the equipments always ready to use. All the problems related to computers are handled by the Technician. All computer labs have lab attendants for proper maintenance of labs.
- The college has 2 electricians for maintenance of electrical equipments.
- Campus cleanliness including parking areas, toilets, washrooms etc is undertaken regularly.
- Garden maintenance, landscaping and beautification of the campus is undertaken by the committee specially constituted for the purpose.
- General cleanliness of all classrooms, labs, offices, dept. rooms and corridors etc. is done by the staff appointed for this purpose under the supervision of the Office Superintendent.
- The Physical education dept. of the institute has been provided with its own permanent staff to look after the college ground and for the maintenance of the sports equipments.
- To ensure effective utilization and proper maintenance of Science labs such as Physics, Chemistry and Life Sciences (Botany, Zoology, Biotechnology), the concerned teachers have been provided with the assistance of JLAs & lab assistants. They all work together to ensure that students' requirements are met satisfactorily.
- Central Library has its own permanent supporting staff to look after and for maintaining library infrastructure.
- The Institution has provided residence to the Pujari(Priest) beside the Krishna Temple in the college campus for upholding the religious sanctity of the Temple.

- The college has appointed Security Guards to keep a constant vigil and to ensure perfect discipline in the campus.
- Silent & eco-friendly Electricity Generation sets are installed in the campus.
- All the main departments of College are interconnected with EPABX(Intercom).
- All the concerned incharges e.g. canteen, staffroom, common room, etc., register their problems in the maintenance register. The technician after contemporizing with the concerned problems sets to resolve them.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 18.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
837	884	495	386	125

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 14.22

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
428	477	392	402	312

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.34

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	2	3	0	28

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 10.79

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
333	370	255	310	256

File Description	Document
Details of the students benifitted by VET	[View Document]()

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]()
Details of student grievances including sexual harassment and ragging cases	[View Document]()
Any additional information	[View Document]()

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.24

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	2	3	0	28

File Description	Document
Self attested list of students placed	[View Document]()
Details of student placement during the last five years	[View Document]()
Any additional information	[View Document]()

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 11.38

5.2.2.1 Number of outgoing students progressing to higher education

Response: 124

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 5.03

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) year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
11	6	4	3	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
124	131	96	81	78

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 13

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	13

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the Punjab state government policy, student council or similar body cannot be elected in the college. However, the presence of various departmental societies and clubs ensure student representation in every function of college. Their concerns are communicated to the college authorities through these societies and clubs.

In the absence of elected body of the students, they have various platforms through which their concerns, opinions and ideas can be conveyed to the college administration. The college has a number of societies where students of respective departments participate in different activities. These activities are organized by staff and students of these departments. Students also act as students editors which form the editorial board of college magazine. They help the teacher editor in making selection of articles to be published in their respective sections.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise

during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	8	4	2

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college does not have any registered alumni association at present. Although the ex students of this college are well placed in different professions. Many office bearers of the managing committee of S D College Educational Society completed their graduation from this college. Many sports persons excelled by getting National / International fame. The college is in process to form a formal alumni association and will get it registered. Many ex students of the college showed their desire to join the alumni. One such member is Dr Kuldeep Rai. Two of his sisters and one brother studied from this college. Every year they contribute some amount as the scholarship that is distributed to the deserving students of the college. The ex students of this college contributed significantly in the development of the institution.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION

To become the preferred destination for the students aspiring for higher education - Education that will make the students sensitive, responsible and progressive so that they can shape the best future for them.

MISSION

Our mission is to make sustained efforts for the multi-dimensional, all round development of the students by expanding their horizon of knowledge as well as nurturing high values and social responsibility so that they can contribute their best towards the progress of the nation.

Nature of governance, perspective plans and participation of the teachers in the decision making bodies:

The institution is governed by S.D. College Educational Society, Barnala. The image of the Governing Structure of Institute is uploaded. The College Governing Body meetings are held from time to time to design, review and implement appropriate plans and initiatives for quality introduction and sustenance in different domains to ensure the following:

- Lay out a plan for recruitment and interview procedure for various teaching and non-teaching posts.
- To ensure that the institution effectively responds to the quality enhancement directives issued by the University, UGC, state/ central Government and other Departments.
- Making proposals and scrutinizing cases concerning infrastructural development, annual increments, utilization of grants, cases of career advancement, etc.
- Decisions regarding sanitation and CCTVs, parking facilities, evaluation, adding new courses and improving existing ones are taken in such meetings.
- Undertaking relevant initiatives for enriching the academic, co-curricular, sports and administrative standards of the institution.

Under the leadership of the Managing Committee and the Principal, the entire faculty of the institution puts coordinated efforts for designing and implementing the proposed plans and maintaining quality in institutional efforts. Leadership assures proper communication between the functionaries for stating policies and preparing action plans so that the mission of the college can be realized with full potential. Career Guidance and Placement Cell of the college ensures that the perspective employers establish a direct contact with the students.

The Principal of the college plays a dual role in the organizational structure. The Principal is Ex-Officio member of the college managing committee & has an important role while framing policies, strategies and plans. For execution of the policies he/she heads all the committees constituted for different purposes and

provides required inputs to keep the committees focused on the vision of the governing body and is assisted continuously by the Academic Council and two important offices of the college i.e. Registrar Office and Bursar Office. The Bursar of the college assists the Principal in the management of the financial resources of the college and the Registrar of the college assists the Principal in the creation and maintenance of academic environment in the college. Under the expert guidance of the Principal, decisions are taken collectively by committees ensuring participation of one and all. Well-defined jobs are allotted to each and every individual and in-built checks and balances have been provided to ensure proper implementation and accountability.

File Description	Document
Any additional information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The Institute has decentralized governance system for performing the various activities. The college forms the committees which are further divided into two parts on the basis of the nature of the task (Permanent or Need basis) as shown in the table. Library committee, Admission committee, Canteen committee and Parking committee, Discipline committee, Time Table committee, Sports committee, UGC committee, Press committee, Prospectus committee and Magazine committee are of permanent nature and perform their duties on regular basis throughout the year. Building Construction/Renovation committee, Purchase committee, committees to organize various functions are often constituted whenever the need arises.

The image of the Planning and Executive Structure of Institute is uploaded.

The college provides operational autonomy to the teaching departments by which the heads of different departments are authorized to prepare and plan schedule of work, enrichment programmes, educational tours, allocation of work load to teachers of the department, organization of seminars, etc., of respective department in consultation with other faculty members. The heads are also allowed to identify departmental needs in terms of equipments, books, faculty, support staff and other infrastructural facilities. The college organizational structure consists of various committees, departments and cells for administrative purpose. The conveners of all these are permitted to chalk out their action plan and execute the same in cooperation with other members. The Principal of the college always welcomes the new ideas contributed by the faculty and extends full freedom and support to convert ideas into reality. Departments concerned with sports/co-curricular activities are also free to work independently. The leadership provides guidance along with financial support whenever required.

The college promotes the culture of participative management by dividing the administrative work among willing and enthusiastic staff members. The teaching and non-teaching staff is encouraged to contribute their ideas for problem solving, enrichment, optimum utilization, project planning and implementation. Participative management is operative at management level, institutional level and departmental level. Perfect coordination exists between the Principal and the Management, the Principal and the staff, etc. Representatives of faculty members are associated at every stage in regard of decision making be it social, economic or personnel. All decisions are taken collectively in various committees ensuring participation

of one and all. The Principal coordinates the activities of the institution with the governing body, local administration, government and the university. Faculty members participate in meetings with the Management.

Almost all teachers are involved in the process of students' admission to the institute. Different committees are constituted for different classes. Information and enquiry office helps the students who come to seek admission in the college. To maintain all over discipline, a discipline committee is especially formed. Non-teaching staff is also involved in this process at various stages.

The uploaded documents show a case study showing practicing decentralization and participative management in the institute.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

During its glorious academic journey of six decades, the institution has been keeping its plans aligned with its vision and mission. Both the long-term as well as short-term plans of the institution are focused on achievements of the twin goals of academic and infrastructural development of the institution. Before the onset of every academic year, a policy is laid out to emphasize on the following points:

- Bringing some new courses.
- Preference to NET qualified candidates for recruitment as teachers.
- Stress on admission strictly based on merit.
- Stress on high quality, innovative, responsive education and training programmes.

Apart from above listed plans the college also sets some long term perspective plans listed below:

Sr. No.	Category	Plan	
1.	Teaching Learning	1. To boost success in competitive examinations. 2. Stress on innovative teaching methods. 3. Motivation and support to students weak in some subjects. 4. Stress on teaching methods with Audio-Visual aids. 5. To arrange campus faculty enrichment programmes. 6. Separate reading hall in library.	
2.	Research and Development	1. To indulge departments in more research oriented activities. 2. Stress on more number of minor as well as major research projects. 3. More seminars and workshops.	

		4. Encouraging more faculty members to pursue Ph.D.	
3.	Industry Interaction	1. Strengthening Placement Cell.	
4.	Community Engagement	1. Orienting NSS, NCC and Youth Club towards goal-oriented program 2. Discussion on community issues in all departments.	
5.	H.R. Planning & Development	1. Inviting eminent resource persons to the college. 2. Intensive leadership training programmes for faculty. 3. Stress on goals of higher education and distinctive programmes li Right to Information etc.	
6.	Infrastructure	1. To have more ICT enabled smart rooms. 2. Improvement in laboratories. 3. To build Sports Hostel	

The uploaded documents show one example of activity (starting of a new course in Mathematics) successfully implemented based on the strategic plan. Students forwarded an application to the head of the institute requesting him to start M.Sc. (Mathematics). After receiving the inputs from the Department of Mathematics, the Principal forwarded this application to the Managing committee for consideration. Keeping in view the requirement of the students the Managing committee passed the resolution regarding starting of this course. As per the procedure, the institute applied to Punjabi University, Patiala for starting M.Sc.(Mathematics) from the session 2016-17. After inspection, the University had sent the approval letter in October 2016 to start this course. Since it was not convenient for the institute to start the course at that time so the course was started from the session 2017-18.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The image of the Organizational Structure of Institute is uploaded.

- The entire organisational structure is based on the principle of collective decision-making and individual responsibility.
- Different tasks/jobs/activities are assigned to different committees and there is an efficient mechanism of co-ordination while monitoring various activities of the institution.
- At the beginning of the academic session, the leadership team forms Admission Committees which guide the students to take up relevant subjects as per their interests.
- The Youth Services Club along with NCC and NSS units organizes blood donation camps, awareness programmes, rallies, poster exhibitions and workshops and participates in various activities at the national and state level.
- Attempt are always made to extract and polish the inherent abilities of students through various channels like music, dance, theatre items, literary items, fine-art items etc. Every year a number of

students participate in Zonal Youth Festival & further move for Inter-Zonal Youth Festival.

Service Rules, Procedure, Recruitment, Promotional policies:

Service Rules, Procedure, Recruitment for teaching and non-teaching staff apply as per Punjabi University, Patiala as shown in the following link

ttp://punjabiuniversity.ac.in/pbiuniweb/calendar/5.Calendar%20Volume%20III%20Part%20II%20 (2005)%20English%20%20(%20%20uploaded%20on%2004%20october%202011)/chapter%2019- 20.pdf

Promotional Policies for Teaching & Non Teaching staff

Promotional Policy for teaching and non-teaching staff is adopted as per Punjab Government/Punjabi University rules.

Redressal of grievances/complaints

The college has Grievances Redressal Cell, Anti-Ragging Cell and Women Welfare Cell to take up the problems of boys and girls and women employees if any. The students have easy access to the teachers and the Principal for the redressal of their day-to-day grievances. Suggestion boxes have been placed in the college for the students.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Different Cells established & Committees formed in the Institute work effectively to execute any proposed work. It is shown by uploading an activity of NSS department. It indicated how did the NSS department of the institute celebrate the Independence day.

In 2016, NSS Department of the Institute proposed to celebrate "Independence Day". The Head of the Institute convened a meeting of NSS program officers along with some other senior teachers for celebrating the day. With the expert opinions of all members present, a full fledged and detailed plan was chalked out to celebrate this occasion. Different Committees were formed and duties were assigned to them.

NSS Department had planned to celebrate 'Independence Day' with gusto. Posters exhibiting the theme of the day were put on the notice-boards. The Chief Guest of the occasion & other dignitaries were warmly welcomed by the Head of the Institute and NSS Program Officers. The inauguration program was started with lighting of the lamp. The entire college was festooned with colours of the National Flag. The corridors were decorated with various works of art by the students providing a rich feast to the eyes of everyone present. The decoration with balloons, flowers & rangoli presented a colourful spectacle. Around 500 students & Community members were present on the occasion that was being celebrated with great zeal & enthusiasm. The college had arranged grand cultural events to pay homage to the freedom fighters & legends who valiantly fought for the country. The President of the College Managing Committee who was the Chief Guest of the occasion unfurled the National Flag & National Anthem was sung. The participants spell bound the audience with their performance. Students conveyed the important message of patriotism, national spirit through role plays, poetical recitation, dance & rendering of songs. A skit presented by the students received heavy applause from the audience present.

Speeches delivered by teachers emphasized the need of self discipline along with freedom & liberty for the country's growth & development. They urged this generation to value the freedom we have secured after the sacrifices of many. It was heartening to see students all filled with zeal & zest of the Independence Day celebration. The Chief Guest addressed the gathering & spoke about the significance of this historic day & urged the students to become the model citizens because students of today are the future of the country. The NSS program co-ordinator concluded the session by vote of thanks. The Head of the Institute thanked everyone for their encouraging presence. Then the ladoos were distributed. Afterwards the whole team moved to the main college ground for the "Tree Plantation Programme". Saplings were planted to bring awareness amongst the students to save our environment.

The uploaded documents show the Minutes of the meeting, Duty Chart and Photographs of above activity.

File Description	Document
Any additional information	[View Document](View%20Document)

6.3 Faculty Empowerment Strategies

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

Response:

To enhance work efficiency and provide job satisfaction to its employees, the institute is indulged in various welfare activities enumerated below:

- The college provides timely salary and all other benefits(CPF, Gratuity etc.) to its employees as per Punjab Government/Punjabi University rules. Even the adhoc staff is provided handsome salary.
- Promotion for non-teaching staff wherever possible is ensured to keep them committed and motivated.
- Provision of proper ventilation and lighting of classrooms and offices, air conditioner in offices and staff rooms, clean urinals and ROs.
- Maternity leave.
- Medical leave.
- Earned leave wherever applicable.
- Provision of festival bashes to temporary staff.
- Friendly greetings on occasions.
- Refurnishing of cabins, department rooms as well as class rooms.
- Employees State Insurance (ESI) Scheme to the employees whose gross salary is less than Rs.15000/- (Rs. Fifteen Thousand Only) per month.
- In case of death of an employee, suitable employment opportunity is provided to the family member of the deceased employee on compassionate ground depending upon his/her qualification and experience.
- In case, any employee needs financial help, the staff arranges funds for such person under the guidance of the Principal.
- A number of employees have taken PF Loan. Detail is given in the following table:

Session	No. of beneficiary employees
2016-17	01
2015-16	02
2014-15	03
2013-14	01
2012-13	Nil

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<u>View Document</u>

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 7.6

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	6	10	4

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File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance of teachers is evaluated and assessed on the basis of Self Appraisal Performa filled by them every year towards the close of academic session. Teachers fill their Self Assessment Performa on the basis of following points:-

- Teachers' Personal Profile.
- Innovation in teaching learning methodologies.
- Updating of subject knowledge, courses taught and work load.
- Participation in co-curricular activities.
- Participation in seminars, workshops and conferences.
- Participation in Orientation Programmes/Refresher courses, etc.
- Research projects undertaken.
- Research papers published indicating titles and names of Journals in which published.
- Guidance rendered to Research Scholars.
- Service to community-Adult education extension service.
- Examination duties performed.
- Contribution to various committees of the college.
- Performance of duties assigned by the Principal.
- Counselling to students.
- Use of audio-visual aids.
- New teaching methods used by teachers i.e. holding seminars and quiz contests, encouraging questions in class, etc.

Performance of non-teaching is evaluated and assessed on the basis of the details mentioned in the ACR Performa. ACR of Superintendent of Non-teaching staff is evaluated by the Principal of the institute whereas that of other non-teaching staff members is assessed and evaluated by the Office Superintendent.

The filled specimen Self Assessment Proforma and filled specimen ACR of non teaching staff are uploaded.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college follows a regular and standardized system of internal and external audit. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities.

The internal audit is performed by a Chartered Accountant duly appointed by the College for this purpose. He helps in preparing Receipt and Payment Accounts and verifies Tax Deducted at Source (TDS) as well.

The external audit is conducted by the Accountant General (Audit), Indian Audit and Accounts Department, Punjab. The external audit of the institution is up-to-date and it was last conducted from 15.06.2015 to 18.06.2015 for the period 01.04.2009 to 31.3.2015. The internal audit was conducted by the Deputy Controller (Finance & Accounts), Finance Department, Punjab on 14.08.2014 for the session 2012-13 and from 28.05.2015 to 04.06.2015 for the session 2013-14. A special internal audit was also conducted on 20.11.2016 for the sessions 2013-14, 2014-15 and 2015-16.

Mechanism for settling audit objections:

In case of audit objection of any kind, the Principal directs the dealing hand for settlement of the same. Then the dealing hand gets the raised objection removed after seeking the permission of the Management. The final reports are sent to the concerned Audit department.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 2.61

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.624	0.856	0.891	0.14	0.1

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- Salaries are deposited directly in the bank accounts.
- Grants received from UGC are utilized as per the prescribed guidelines laid by UGC.
- Well established standardized procedures are followed for making expenditures on different projects. First of all, the concerned staff members are required to get sanction from the Management/Principal on prescribed application form. The Principal forms a committee to perform the sanctioned work (wherever applicable) which asks for quotations for the same. Signed quotations and comparison chart are submitted to the Management/Principal for their approval. Then project undertaken is completed. The bills are submitted, got verified and payment is made.
- Stock registers are maintained to record receipts of various assets as well as consumable material. No payment is allowed unless the bill is duly entered in the stock register. Expenditures are duly entered into the software in the Accounts Branch. At the time of checking cash book, all receipts and payments are compared with vouchers and bills duly signed by the Bursar and Management/Principal.
- All the decisions regarding making purchases are made after exploring possible avenues favouring more effective and efficient use of the available financial resources.

For generation of funds, the college has major sources:

- The college receives 95% grant-in-aid from Govt. of Punjab.
- Funds collected from students under various heads as authorized by the Punjabi university and Punjab Govt.
- Grants received from UGC.
- Income from self- financed courses.

The uploaded document shows Additional Funding.

File Description	Document
Any additional information	View Document

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

Response:

The institution follows a strategy for maintaining and monitoring quality assurance of all its administrative, academic and co- curricular activities.

We are uploading two examples of best practices institutionalized as a result of IQAC initiatives

- A proposal was put in the IQAC meeting to organize "TEEZ" festival for sensitizing the students of our rich heritage and culture. It was also a move in the direction of women empowerment. Celebration of this festival has become a regular feature of the institution. A cultural program of "Teez Festival" was arranged with traditional theme. The festival was celebrated with fervor and gaiety. Girl students wearing traditional Punjabi dresses danced to the theme of Punjabi music and recited boliyan (verses from folk music). The "Giddha" performance added rainbow colours to the festivity. Gender equality is the first step to bring women empowerment in India. Women dignitaries had been invited on this occasion and their presence itself was a motivation for girl students to realize their potential and go ahead to make themselves socially, economically and educationally strong. The whole celebration was focused on the theme of rightful and dignified status of women in the society.
- With a view to improve the environment, a Vermi-composting unit of 12x8 square feet has been constructed in the college as proposed by IQAC. Pollution at present is one of the biggest challenges affecting the environment and human lives. As eco-friendly measure, we have built this compost which takes care of garbage disposal of the college.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The institution imparts necessary training to its teaching and non-teaching staff. Regular seminars and workshops are organized by the different teaching departments to interact with resource persons/experts from institutions of higher learning. General orientation of the staff is done from time to time through staff/departmental/committee meetings organized to discuss specific quality ensuring aspects pertaining to new examination practices, admission procedure and assessment guidelines, introduction and implementation of new subjects/courses, feedback methods, general office practices, academic and co-curricular activities etc.

We are uploading two examples for implementation of teaching-learning reforms

- As proposed by IQAC a seven day workshop on "Microsoft Word, Excel, Power Point & Net

Banking" was organized from 10.01.2017 to 17.01.2017 to provide training to teaching staff by the Computer Department. 23 teachers of the Institution attended this program. The program got overwhelming response. The documents are attached.

- To improve teaching learning process, the use of Information & Communication Technology has been strengthened. ICT has gained groundswell of interest for students as well as for teachers. ICTs are important tools to enable & support the move from traditional 'Teacher-Centric' teaching styles to more 'Learner-Centric' methods. ICT tools are beneficial in terms of 'Knowledge', 'Comprehension', 'Practical Skill' & 'Presentation Skill'. Considering the significance & relevance of ICT in modern educational technology, the institute on the advice of the IQAC has added 15 Window-10 & 15 MS Office to the existing stock. Besides, the Internet connection speed has been increased from 2mbps to 50 mbps in the institute.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	**View Document**

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The institute keeps on organizing different activities though out the year.

- A seminar was organised by the Department of Journalism on 14th March 2013 on the occasion of releasing of College Newspaper "Samaj te Patarkar" .

- The Institute celebrates Punjabi and Hindi Language days, Press Day and National Voter Day regularly .
- A function was organised in the College to celebrate Punjabi University's achievement of winning Maulana Abul Kalam Azad (MAKA) Trophy for the year 2014-2015.

- The Department of English organized an Interactive Session on 'Literature, Criticism and Theory' in 2015.
- The Department of Computer Science organized a State Level Three Day Workshop in 2015 on the theme of 'Preparation of Media Preparation'.
- The Department of Commerce organised UGC sponsored National Seminar on "Banking Issues: Beyond the Financial Crisis" in 2016.
- The College organised Free Police Training Camp in the campus in 2016.
- Various departments of science organised Power Point Presentation Competition in 2016 to celebrate National Science Day.
- The Department of Management conducted debate on topics 'Studying Abroad', 'Job during Study', 'Working and Domestic Women' and 'Technical Era' in 2016.

The college Management has taken the following decisions for the up-gradation of the institution.

- Noiseless generators have been installed.
- CCTV cameras have been installed.
- Computer laboratories and Chemistry laboratories have been renovated.
- The campus library has been up-dated.
- Girls' common room, Boys' & girls' toilets, Music room & Staffroom have been renovated.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	1	2	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

  1. Institution shows gender sensitivity in providing facilities such as:
      1. Safety and Security
      2. Counselling
      3. Common Room

Response:

  1. **Safety and Security**

Taking in mind the gender sensitivity, safety and security of girls for any institution is very important. In our college, we have proctorial committees. In every proctorial committee female staff members are deputed along with male staff members with motive to provide safe and secure environment to girls. No outsider is allowed to enter in our college. ID cards are mandatory for students for their entry into the college. We have tie-up with police department. Two female constables are deputed in front of the gate to avoid nuisance against girls.

  1. **Counseling:** We have specific committees of staff members according to their expertise to guide girls in their career, studies and even in their family problems.
  2. **Common room:** We have separate common room for girls.

Gender equity means providing equal opportunity without discrimination. Our Motto is to bridge the gap between men and women. For this our college has taken certain steps. We provide scholarships and fee

concession to students, especially to girl students so that they should not be devoid of the right to education because of limited resources. We have a 'Women Welfare Cell' comprising of female teachers, to whom girl students can discuss their problems regarding eve-teasing and home-violence. The contact numbers of these teachers are given in prospectus and displayed at various important points of the college. We organize seminars to create awareness among girls about women rights, to educate and create awareness regarding hygiene and their issues related to adolescence. We regularly organize 'Nukkad Nataks'(street plays) for women welfare and make them aware about women rights and also educate them to stand against female feticide and sexual harassment. In our college, we invite young and dynamic successful women in order to motivate girls. To make sure that maximum number of girls get higher education, our college teams visit the schools of rural areas to motivate students especially girls. To make sure that girls who have taken admission in our college complete their studies successfully, we keep the track record of attendance as well as their performance. If we find anything unusual, we enquire about it from the student and sometimes call her parents and try to redress the problem so that student could concentrate on her studies. We especially concentrate on girls of marginalised sections of society like SC, ST, OBC and minorities. We have taken into consideration gender sensitivity even in the infrastructure of college. We have separate common room, separate toilets and washrooms as well as canteen for the girls.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 97473

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 31200

File Description	Document
Details of lighting power requirements met through LED bulbs	<u>View Document</u>

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. Solid waste management

The College produces a lot of waste material in form of tree leaves, pruning of trees, cutting of grass etc. Waste collection bins are placed in different departments and other places to collect the biodegradable and non-biodegradable waste components. In order to manage the solid organic waste. A Vermicomposting Unit of 12×8 ft area has been constructed in which organic waste is converted into manure which is used in flower beds and lawns in the college. There is 100% ban on burning of any type of garbage.

2. Liquid waste management: We do not have much liquid waste in the laboratories. Spent media and used cultures of Biotechnology laboratories are discarded after proper autoclaving. In the chemistry laboratories harmful chemicals are used in minimal amount.

3. E waste management: E-waste exists only in the shape of used CD's, DVD's, printer cartridges and that too in a small amount. With the increased use of e-mail and pen drives, the use of CD's and DVD's has become almost negligible. The printing cartridges are reused till they become non-functional. Old computer systems are sold to those dealers who upgrade them and sell them again in the market.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water is a valuable natural resource but over the years its indiscriminate use and release of pollutants by industry in water channels has resulted into a serious crisis in Punjab in general and in Malwa region in particular. The presence of arsenic in the water is very high in Malwa region. The water table is declining to an alarming level here. We have installed water harvesting system on scientific lines in the campus which recharge the ground water. The College has setup two rainwater harvesting plants in the campus. This initiative is taken keeping in view our dedication and commitment towards the social responsibility. Earlier rain water used to stagnate in the college and was the source of various infections. But setting up of these plants helped in the recharging of ground water. These plants have been installed for the last 10 years. One plant is installed in front of the Principal's office and other near the classrooms. The college takes care to reduce and eliminate wastage of water through timely repair and systematic maintenance of its water storage and distribution system.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

1. **Promotion of Cycles**: - Local students are motivated to use cycles instead of petrol driven vehicles for health, fitness, saving of petrol and precious foreign reserves, check on pollution and cleaner environment. To popularize the use of cycles, the college has waived off the parking fees on cycles .

2. **Paper Saving Drive: -** The College has taken a lead to educate the students as well as its staff to save paper by minimizing its use. One sided paper sheets are reused to make full use of paper. Documents for proof reading are sent as soft copies instead of printouts.

3. **Plastic Free Campus:** The students are advised not to make use of polythene and other non-biodegradable materials. They are motivated to use paper bags and fabric bags.

4. **Tree Plantation**: NSS department organizes tree plantation drives on different occasions every year.

5. **Generator Sets:** installed by the college are noiseless and have low levels of carbon emission that keeps the surrounding clean and healthy.

6. **Use of Public Transport:** A large proportion of students and employees prefer to commute through public transport. Many students as well as faculty, also try to have car pools to reduce carbon emission.

File Description	Document
Any additional information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 4

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	3	1	6

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 37

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

National Festivals are celebrated with enthusiasm in S D College. Our students, with a mission towards better India, come together breaking the boundaries of religion and caste. The institution celebrates Days of National Importance every year with fervor and festivity. We celebrate 15th August, our Independence day so that our students understand the value of freedom and value of being citizens of free India. On this very day the members of the Managing Committee as well as the Principal address the students and educate them about freedom struggle. Various cultural events are presented by the students and we also do tree plantation in our college. Similarly we also celebrate 26 January, our Republic day. On this day NCC cadets of the college take part in the parade organized by the district administration. Birth and Death anniversaries of great personalities and Important Days of National importance are also celebrated meaningfully. We observe Gandhi Jayanti on 2nd October, birth anniversary of Jawaharlal Nehru on 14th November, birth anniversary of Bhagat Singh on 28th September and of Dr. Sarvapalli Radhakrishnan on

5th September. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. National Science day is celebrated on every year on 28th February. On Hindi Divas various competitions like poetry recitation, essay writing, elocution etc are being organized. International Yoga day is also celebrated every year. The thoughts of great Indian personalities are sowed into the young minds through the programs conducted on these days.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. Our college provides information to the public under RTI Act.

Financial: Records of fees as well as every expenditure is properly maintained and these are annually audited. Budgets for various activities are allocated and spent accordingly. Fee concession is given to the meritorious and economically weak students.

Academic: There is an academic council in the college. An annual academic calendar is prepared according to the guidelines of Punjabi University, Patiala and followed. Mid semester tests are conducted and the examination sheets after evaluating are shown to the students. Marks for the internal assessment are given according to the instructions of University.

Administrative: SD College is governed by the Managing Committee of SD College Educational Society, Barnala. Administrative block of the college takes care of all the administrative activities. All the records are properly maintained. For filling various teaching and non teaching positions, advertisements are given in the newspapers and interviews are conducted as per rules. Members of the managing committee can be directly approached by parents as well as the students in case of any grievance.

Auxiliary functions: Various activities are organized in the college for which notices are put on the notice boards. Trials are conducted for the selection of students who represent college in different inter college events. Coaches from outside are also appointed for specific events.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1: Freeships and Fee Concession

Our institution was started in 1956 with the sole motive of providing quality education in backward Malwa belt. Our aim is to achieve the objective of right to education and to cater to the needs of economically weak but meritorious and deserving students, especially girl students. To fulfill these goals our college provides fee concession to deserving students. At the time of admission needy students write application for fee concession. Members of the Managing Committee and the Principal decide regarding the financial help to economically weak students. During last five years college has given a concession of Rs 1.02 crores.The success of this practice can be judged from the fact that many of students who have availed this facility have secured the positions in the University Merit List and even many of them got Government jobs. By providing assistance to girl students our college is also working for women empowerment.

Best Practice 2: Promotion of Sports Activities

To motivate and promote talented sportspersons our college organizes various sports activities throughout the year. Free of cost training is provided for different games to interested students and other members of the community. Our college grants financial support to sports persons along with the equipments. Sports persons who have participated in the inter-university or national level competition are also granted full fee concession. Students of our college played instrumental role in winning MAKA trophy (by Punjabi University, Patiala) 9 times during the last 9 years.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The founding fathers of our college had started this institution with very basic approach to impart quality education in this backward area and to develop a healthy society because at that time there was no educational institute in this area. A small initiative with this simple approach has slowly developed into a big institute with four other sister concerns. Moving on the path shown by our managing committee, our institution has started the practice of 'one act play' and 'Nukkad natak' (street plays). The purpose of this activity is to create awareness among the people. For that purpose a committee was constituted which was earlier headed by late Sh. Sarabjit Singh and now by Dr. Taraspal Kaur. So to attain this goal, committee started organising Nukkad Nataks, One act play etc. at nearby villages with simple vision of addressing social issues with the help of plays. They made a good team and started covering large number of villages and addressing more social issues. Later on to make the activities more effective, public representative like Punches and Surpunches of villages, MLAs and Govt. officials were also involved so that plays imprint the long lasting effect on the minds of people. To give it a more formal touch a club was created, named as "Balwant Gargi Naat Club". The main moto of this club is to sensitize the people against malpractices like female feticide, drug abuse, environmental issues, violence against women, social problems of transgender, problems of old age people etc.

"Dhrig Tina Da Jivana" is a wonderful play staged around almost 48 times. This play is related to the menace of political corruption, gender discrimination and social problems of transgenders. This play also represented the Punjabi language in Northern Indian Workshop organised at Indian Cultural Academy, Delhi. **"Bohar Vadhe Gaye"**, play fetched the second position in academic competition organised by Punjab School Education Board in 2009. **"Te Malah Chalde Rahe"**, play was played twenty times on various rural stages. It was also staged in Naat Mela in March 2017 in S.D.College, Barnala. **"Manas Meri Jaat"**, play was organised to sensitize and educate people about a very sensitive issue of religious communalism. Some Nukkad Natak played by Balwant Gargi Group are-

Name of Play	Social Issues
Katha Kaho Bai Katha Kaho	Female Feticide
Surajo ve lariyo Na	Communal Harmony
Jagan di rut aayi ve loka	Problems of SC/ST and underprivileged people
Manush Kaun Kahe	Communal riots, Problems of differently abled people

Recently a Naat mela was organised at our institution on 25th March 2017. Mr. Samuel John, a renowned dramatist was specially invited to this Naat mela and SSP Barnala Mr Sushil Kumar was the chief guest. Although it is not possible to change the mind set of people overnight but change is taking place. We are approaching towards our objective of healthy and unbiased society continuously. One or the other day we will be successful in fulfilling the dreams of our founder fathers.

5. CONCLUSION

Additional Information :

Over the period of six decades S.D. College, Barnala has carved an inimitable academic space for itself in the educational arena of Punjabi University, Patiala. The college has been surging ahead for realizing its goal of imparting career oriented quality education. Highly committed and dedicated faculty as well as support staff have created the best learning environment for the students in each part of curriculum may it be academic, cultural or sports. New programmes have been introduced in the college from time to time as per the needs of the region, making this institution first choice of the students.

Concluding Remarks :

To conclude, We can say that S.D. College, Barnala is the outcome of clear vision and concepts conceived and nurtured by S.D. College Educational Society, Barnala, committed to excellence in academics, governance, sports and culture. The college has been making concerted efforts for the holistic development of its students. In every session a wide range of multi-dimensional activities have been organized which go a long way in propelling a self belief and confidence in decision making and problem solving along with chiselling of soft skills. The college curriculum has been oriented to bolster the physical, emotional, social and cultural needs of the students. Thus, making the educational experience of the students meaningful and relevant to the socioeconomic needs of the times and to equip the young minds to continue their stride towards brilliance relentlessly channelizing their energies under the aegis of erudite faculty. Beside, recognizing the need for a global prospective, it is committed to impart traditional and cultural values to the students to keep them connected with their identity so that they go into the world with the strength not only to reach and excel in their professional aspirations but to remain beautiful human beings. It has been constant endeavour on the part of the college to shape the young minds to think and dream big, as it believes that a man's dreams are an index to his greatness. We are hopeful that this temple of learning will reach the Zenith of success.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 91 Answer after DVV Verification: 37
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 7 Answer after DVV Verification: 6
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : HEI response
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} Remark : HEI response
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
33	17	30	4	6

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	4	0	3

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	7	9	6	9

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

4.2.6 — Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 200
Answer after DVV Verification: 150

Remark : Average as per uploaded data

5.3.1 — Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
32	39	39	37	63

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	13

6.5.3 — Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
27	0	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13

1	0	0	0	0

Remark : Quality initiatives by IQAC only.

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	3	1	2

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	1

Remark : HEI response

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	3	1	6

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	3	1	6

Remark : HEI response

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 796 Answer after DVV Verification : 790
1.2	Number of self-financed Programs offered by college Answer before DVV Verification : 10 Answer after DVV Verification : 1

2.1	Number of students year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3143	3069	2768	2747	2374

Answer After DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3143	3069	2768	2747	2370

3.6	Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 335 Answer after DVV Verification : 33