

ANNUAL QUALITY ASSURANCE REPORT

(SESSION 2017-18)

Swami Swatantranand Memorial College

(A MULTI FACULTY POST GRADUATE CO-EDUCATIONAL COLLEGE)

(ACCREDITED WITH GRADE A BY NAAC)

G.T. Road, Dinanagar, Gurdaspur (Punjab)



Submitted To:

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Nagarbhavi, Bangalore - 560 072 India

Submitted by;

Coordinator

Internal Quality Assurance Cell (IQAC)

Swami Swatantranand Memorial College

The Annual Quality Assurance Report (AQAR) of the IQAC

Part - A

1. Details of the Institution

1.1 Name of the Institution

Swami Swatantranand Memorial College

1.2 Address Line 1

G.T. Road

Address Line 2

Dinanagar

City/Town

Gurdaspur

State

Punjab

Pin Code

143531

Institution e-mail address

ssmdnn@yahoo.com

Contact Nos.

01875-220016, 220015

Name of the Head of the Institution:

Dr. R. K. Tuli

Tel. No. with STD Code:

01875-220015, 220016

Mobile:

9872660939

Name of the IQAC Co-ordinator:

Dr. Rajan Kumar

Mobile:

8872503223

IQAC e-mail address:

ssmdnn@yahoo.com

1.3 NAAC Track ID

PBCOGN11118

1.4 NAAC Executive Committee No. & Date:

EC(SC)/14/A&A/29.2 dated 29/03/2016

1.5 Website address:

www.ssmdnn.org

Web-link of the AQAR:

<http://www.ssmdnn.org/QA.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	"B"		2006	5 years
2	2 nd Cycle	"A"	3.04	2016	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

12.09.2012

1.8 AQAR for the year

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

- i. AQAR 2016-17-submitted to NAAC on 31/12/2018
- ii. AQAR 2017-18-submitted to NAAC on 31/12/2018
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐Affiliated College Yes ☒ No ☐Constituent College Yes ☐ No ☒Autonomous college of UGC Yes ☐ No ☒Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐Urban ☐ Rural ☒ Tribal ☐Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University :

Guru Nanak Dev University, Amritsar

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University **NO**University with Potential for Excellence **NO**

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

03

Faculty

03

Non-Teaching Staff Students

03

Alumni

03

Others

Nil

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	4	International		National	01	State	Nil	Institution Level	01
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(ii) Themes

1. "Radiation detection & Measurement"
2. "Demonetization: A Step to Nurture Cashless India".
3. "Cyber Security: Contemporary Issues and Challenges".

2.14 Significant Activities and contributions made by IQAC

IQAC being the pivot of the college takes into consideration all the aspects leading to the fulfilment of quest for excellence.

- IQAC continuously works for collecting the qualitative and quantitative data from each department.
- As per the annual practice, IQAC collected the feedback from the outgoing students and other stakeholders regarding their views about present curriculum.
- IQAC of the college, through feedback from the faculty and students, monitor and evaluate the quality of its enrichment programmes.
- Performance appraisal of teachers is an important activity and IQAC is the nodal office for the same.
- IQAC also takes decisions regarding the development of infrastructure and other facilities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Out Comes
July - 2017 <ul style="list-style-type: none"> ➤ Reopening of the college for the academic year 2017 -18. Commencement of classes after HAWAN. ➤ 11th July Inauguration and Induction to be organized. ➤ Normal dates of Admission- up to 12th July, 2017 ➤ Admission with late fee 100/- Rupees- 13-20th July, 2017 ➤ Admission with late fee 200/- Rupees- 21July-03 	<ul style="list-style-type: none"> ➤ Department of Physics organized DST'S sponsored inspire camp from 9th-13th November 2017, in which Scientist from various Institutes inspire student to pursue carrier in Science. ➤ Department of Physics organized IANCAS National Workshop on "Radiation detection & Measurement" March 30-31, 2018 ➤ Department of Life Sciences organize Scientific Rangoli on 24th October, 2017 ➤ Department of Youth Welfare of Our College organized Seminar on 1st, December, 2017 on World Aids Day ➤ Department of Life Science of Our College organized Tree plantation, in College Campus at botanical garden. ➤ Department of History Organized Extension Lecture on Bhagat

<p>August,2017</p> <ul style="list-style-type: none"> ➤ With the permission of Dean Academic Affairs ➤ Admission with late fee 1000/- Rupees -August 4th -11th August 2017 ➤ With the permission of the vice-chancellor ➤ Admission with late fee 5000/- Rupees- 12th Aug-17th Aug, 2017, With the permission syndicate GNDU ➤ An awareness rally to be organized to sensitize the Environment Protection on 20-July 2017. ➤ Enrolment of cadets to NCC & NSS- Till 31th July ➤ Talent Search Competition for CCA- Till 31st ➤ Enrolment of players in various Teams –Till 31st July ➤ Enrolment of cadets to NCC & NSS- Till 31th July 2017. ➤ Talent Search Competition for CCA- Till 31st July. ➤ Enrolment of players in various Teams –Till 31th July 2017. ➤ Inter Departmental Activities-Through Out the Session ➤ Extension Lectures-Through Out the Session ➤ Excursions/Tours/Trips-Through Out the Session. 	<p>Singh and his ideology on February, 2018 in which Dr. Harish Sharma from G.N.D.U Amritsar was honorable' Guest and guided the student about the myth and reality regarding Bhagat Singh.</p> <ul style="list-style-type: none"> ➤ Department of History organized a one day Historical visit to Maharaja Ranjit Singh panorama at Company Bagh Amritsar and The Akal Takht Museum at Darbar Sahib Amritsar on Sept,2017. ➤ Department of History organized a one day Historical visit to Bagah Border Attari (Amritsar) to create the National Spirit among the students on March, 2018 ➤ Department of Punjabi Organized Extension Lecture on Punjabi Culture in which Dr. Dariya from G.N.D.U is Chief Guest on 12,February 2018 ➤ Department of Physical Education and Sports organized Annual Sports Meet in which Varinder Singh(SP Gurdaspur), International Judo Playr, Randeep Kaur(Ex Student of College), International Kabadi player was the honorable guest on 10 March,2018. ➤ Department of Physical Education and Sports organized Awareness talk on Sports Day 29,August 2017 ➤ Under the guidance of Principal Dr. R.K Tuli, a function was organized by the Book-Bank section of the P.G. Department of Commerce on 18 August, 2017. Free books were distributed to 185 deserving students by the Principal. All the books were contributed by the students of the department, Outgoing students and the faculty members In the function, a motivational lecture was delivered by Dr. Rajan to encourage the students to contribute for this noble cause. ➤ A rally was organized by the P.G Department of Commerce on 20-July 2017 to create awareness about Environment Protection among the students and the society in general. The rally was flagged off by Principal Dr. R.K Tuli along with the other faculty members of the college. The students were very excited to attend the event and awaken the public in general ➤ A National level Seminar titled "Demonetization: A Step to Nurture Cashless India" was organized on 22 February, 2018. Nearly 80 teachers and research scholars from different colleges and universities participated in this seminar. Dr. Manjeet Singh Professor & Head, University School of Applied Management Punjabi University, Patiala delivered the keynote address while Dr. Jaspal Singh Professor & Head, Department of Commerce G.N.D.U University Amritsar was the Chief Guest in the inaugural Session. 45 papers were presented by the different scholars in different technical sessions. ➤ An educational trip was arranged to Indian Railway Coach Factory, Kapurthala Principal Dr. R.K Tuli was present in the early morning to see off the students to the trip. ➤ Some teachers of the department presented research papers in different National level Seminar/Conferences organized by various Colleges and University. ➤ Our Gymnastic team(men) captured winner position in G.N.D.U Inter College 'A' Division Championship. Our three players Sahib Singh, Gurjot Singh and Tushal Kumar won Gold Medal in different events and were India Inter University Championship. ➤ Arjun won Gold Medal in 49 K.g Wt. Category ➤ Mandeep Bedi won Silver Medal in 60 K.g Wt. Category ➤ Anikate Paryal won Bronze Medal in 81 K.g Wt. Category ➤ Wrestling Team of the College Participated in G.N.D.U Inter College Championship and Gurumukh Singh and Sandeep Singh also participated in All India InterUniversity Championship. ➤ Gurumukh Singh won Gold Medal in 87 K.g. Wt. Category
<p>August-2017</p> <ul style="list-style-type: none"> ➤ Enrolment of cadets to NCC & NSS- Till 31th July. ➤ Talent Search Competition ➤ Enrolment of players in various Teams –Till 31st July. ➤ NSS Camp. ➤ Workshops of different Departments. ➤ Group Discussions. ➤ "Fresher's party" to be organized. ➤ "Independence Day" ➤ "Teej Festival" to be Celebrated. ➤ "National Integration Day" to be Celebrated. 	
<p>September-2017</p> <ul style="list-style-type: none"> ➤ Class Tests ➤ "Tree plantation" to be organized by Department of Life Science. ➤ Career counseling lecture. ➤ One Day NSS Camp ➤ National Workshop on "Radiation Detection and Measurement". ➤ Institute level Seminar on "Traffic Management". ➤ Institute level Seminar on "Cyber Security" ➤ A "HOLY HAWAN" to be for "world peace and prosperity" ➤ "Teacher's day" to be Celebrated. ➤ "Birthday of Sardar Bhagat Singh" to be Celebrated. ➤ "Hindi Diwas" to be Celebrated. 	

<p>October-2017</p> <ul style="list-style-type: none"> ➤ Presentation on various topics from Students. ➤ Inter-college Poetical Recitation ➤ Seven Days NSS Camp. ➤ Inter-college Poetical Recitation-October, 2017 ➤ A Small visit to “Khushat Aashram”. ➤ “A Scientific Rangoli” to be organized on 24th October, 2017 by Department of Life Sciences. ➤ Celebration of Gandhi jayanthi. ➤ NSS special seven Days Camp. ➤ Youth Festival. 	<p>(Greco Roman).</p> <ul style="list-style-type: none"> ➤ Sandeep Singh won Gold Medal in 61 K.g. Wt. Category (Free Style) ➤ Ajay Kumar won Bronze Medal in 74 K.g. Wt. Category (Free Style) ➤ Judo Team (Men) Participated in G.N.D.U Inter College Championship, in which Karandeep Singh and ParamJeet Singh won silver medals and Abidas, Vikrant and Gurumukh singh won Bronze medals individually. ➤ Sarabjeet Singh was selected in University Team and also participated in world University Judo championship held at China in 60 K.g. Wt. Category ➤ Athletics Team of Our College participated in G.N.D.U Inter College Athletics meet and won gold, silver and bronze medals ➤ Shama Masih won Gold Medal in 5000 and 10,000 Mts. Race. ➤ Karanjit Singh won silver Medal in 400 Mts. Hurdle Race. ➤ Stephen Sahotra won silver Medal in SHOT PUT. ➤ Rahul won Silver Medal in Triple Jump. ➤ Kamaljit Singh won Silver Medal in Long Jump. ➤ Deepak won Silver Medal in Decathlon. ➤ Our Gymnastic girls team participated in Inter College Championship in which Simranjeet Kaur won the Award of best Gymnastic of the University by winning Gold Medal in Inter College Championship. She also participated in All India Inter University Team.
<p>November-2017</p> <ul style="list-style-type: none"> ➤ Job Fair to be organized ➤ Department of Physics will be organized DST’S sponsored inspire camp from 9th-13th November 2017. ➤ Seminar to be organized on “World Aids Day” by Department of Youth Welfare. ➤ Job Fair to be organized ➤ Department of Physics will be organized DST’S sponsored inspire camp from 9th-13th November 2017, ➤ Seminar to be organized on “World Aids Day” by Department of Youth Welfare. ➤ “Rashtriya Ekta Diwas” to be Celebrated. ➤ “Children’s day” to be Celebrated. 	<ul style="list-style-type: none"> ➤ Pritika won Gold Medal and participated in All India Inter University Championship. ➤ Athletics Team of woman of our College participated in G.N.D.U Inter-College Championship in which Parneet Kaur won Gold Medal for Shot Put and Manpreet Kaur won Bronze Medel in 800 Mts. And 1500 Mts. ➤ Wrestling Team of women participated in G.N.D.U Inter College Championship. Rajni Devi and Malkiat Devi both won Bronze Medals in 50 K.g. and 72 K.g. Wt. Category respectively. ➤ Second Runner-up position was captured by Net Ball Team of women in Inter College Competition and in Karfball the women team of our College got 2nd Runner up position in Inter College Championship.
<p>December-2017</p> <ul style="list-style-type: none"> ➤ Internal marks to be finalised for submission to the University. ➤ University Theory Semester Examinations to be conducted. 	<ul style="list-style-type: none"> ➤ A mega Job Fair (On and Off Campus) was organized by the Placement cell of the College in which 379 students participated and 54 were selected (33 of S.S.M College and 21 of Other Colleges) in Concentrix Daksh(IBM) in Session 2016-2017.
<p>January-2018</p> <ul style="list-style-type: none"> ➤ Presentation on various topics from Students. ➤ Inter departmental quiz competition. ➤ Inter class competition ➤ One Day NSS Camp. ➤ “Lohri” to be Celebrated. ➤ “Youth day” to be Celebrated. 	<ul style="list-style-type: none"> ➤ In an On& Off Campus Placement drive 409 students from Our College and Other Colleges Participated and 72 were selected (39 of S.S.M and 33 of other Colleges) at respectable pay scale. ➤ NCC officer Pooja won the Gold Medal in Pre Thal Sena Camp held in Punjab in the session 2017-2018 ➤ Our NCC officer Sanjeev Bhogal participated in the Republic Day Camp held at Delhi and also joined prime Minister Rally organized on that particular day. ➤ Our NCC officer Himanshu Saini attended Pre Thal Sena Camp held at Ropar ➤ Two of our cadets Aashish Kumar and Kulbhushan Singh attended Pre Republic Day Camp.
<p>February-2018</p> <ul style="list-style-type: none"> ➤ Classroom Presentations by students. ➤ First Unit Test- February, 2018 ➤ Prize Distribution Function-15 March, ➤ Poster making competition. ➤ One Day NSS Camp. ➤ Group Discussions. 	<ul style="list-style-type: none"> ➤ A Holy Hawan was performed by all NSS volunteers on 29-Sept-2017 for world peace and prosperity ➤ One day camp devoted to Swachh Bharat Abhiyan was organized in the College Campus by NSS Unit of the girls. ➤ By keeping in mind the Go Green Motive a number of trees were planted in the college campus by NSS volunteers on 13-06-2017. ➤ A Small visit to Khushat Aashram Dinanagar was placed by NSS Volunteers in order to celebrate Food Day on 16-oct-2017 and they also distributed fruits, food and clothes to the needy ones.

<ul style="list-style-type: none">➤ Debates on Various Topics.➤ Extension Lecture to be Organized on “Bhagat Singh and his ideology”➤ A National Seminar on “Demonetization: A Step to Nurture Cashless India” to be organized.➤ “Mother language day” to be Celebrated.	<ul style="list-style-type: none">➤ National Workshop on Radiation Detection and Measurement➤ Institute level Seminar on Traffic Management➤ Institute level Seminar on Cyber Security➤ The College won first prize in Gazal, Skit, Elocution, Debate, Luddi, Classical Vocal and Western Solo.➤ Our College won Second Position in Bhangra, Painting on the spot, Poster Making, Photography, Collage, Group Song(Indian), Clay Modeling, Phulkari and Rangoli.➤ The College won Third Position in Folk Orchestra, One Act Play, Mime, Cartooning, Installation and Fancy Dress.➤ An Inter-College Poetical Recitation for Shri. Jai Chand Ohri Memorial Trophy, was organized by the Youth Welfare Department in which 17 Colleges Participated and the participants recited poems on burning issues of Society.➤ The Department Celebrated International Yoga Day on 21st June 2017 in which 358 students who are member of Youth Club participated.➤ Youth Welfare Department Celebrated Anti Drug Abuse Day on 26th June➤ Our College students participated in Youth Leadership Camp organized by GNDU Amritsar.➤ The College team also won 2nd prize in Dance Competition and Debate and Ms. Yogita was declared Best Folk Dancer.➤ The Youth Welfare Department organized practical demonstration of SHAKTI APP in Collaboration with Sanj Kendra. Mr. Varun Sharma (IPS) was Chief Guest on this Occasion.➤ Our College Student Raj Kumar was declare Best Camper among 131 boys and our student Abishek Kumar won second prize in singing and Mr. Deepak Sharma and Dheeraj won first prize in Debate and Elocution.➤ The Students of Youth Welfare Department Celebrated Teachers Day on 5th September 2017➤ The students of Youth Welfare Department Participated in the Candle March Programme for paying Tribute to the Martyrs of Dinanagar killed in the Terrorist Attack At Dinanagar Police Station.➤ An Awareness Rally and Seminar was organized by the Youth Welfare Department of the College. Mr. Baldev Raj (SHO) and Mr.Raman Kumar delivered their speeches about the awareness of Traffic Rules.
<p>March-2018</p> <ul style="list-style-type: none">➤ Second Unit Test- March, 2018➤ Convocation-2018➤ One Day NSS Camp.➤ Sports and Athletics-10 March,2018➤ IANCAS National Workshop to be organised on “Radiation detection & Measurement” March 30-31, 2018, by Department of Physics.➤ Historical visit to be organized Bagha Border Attari (Amritsar) to create the National Spirit” by Department of History.➤ “World Mathematics day” to be Celebrated.➤ “National Women day” to be Celebrated.➤ “World Theatre day” to be Celebrated.➤ “Science Day” to be Celebrated.	
<p>April-2018</p> <ul style="list-style-type: none">➤ MST-April, 2018➤ Preparatory Holidays for Semester Annual Exams- As per university Notifications.➤ One Day NSS Camp.➤ Intra departmental quiz competition.➤ Prize Distribution Function-22 April,2018➤ An Educational trip to be organized to “Indian Railway Coach Factory, Kapurthala”➤ “Farewell Parties of various Departments”.	
<p>May-2018</p> <ul style="list-style-type: none">➤ University Practical and Theory Examinations to be conducted.	
<p>June-2018</p> <ul style="list-style-type: none">➤ Announcement of date of admission for students seeking admission for UG & PG Classes by the University.	

Summer Vacation

29th May – 10th July 2018

(International Yoga day Celebration)

2.15 Whether the AQAR was placed in statutory body Yes No

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

During the meeting of Management Committee & faculty council of SSM College, The Coordinator of Internal Quality Assurance Cell, placed certain suggestions regarding the action plan which was formulated at the beginning of the session. All the suggestions were approved and objectives were met.

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph. D	-	-	-	-
PG	08	02	10	-
UG	10	-	08	01
PG Diploma	01	-	01	-
Advanced Diploma	-	-	-	-
Diploma	02	01	03	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	13	03	22	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	24
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Two new courses were introduced in the college during 2016-2017;

- M.Sc. (Fashion Designing)
- M.Sc. (Physics).
- Diploma in Cosmetology
- Air Conditioning and Refrigeration (A new subject at UG level)

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others	
				DPE	Librarian
56	50	04	-	01	01

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
50	Nil	04	Nil	01	Nil	33	Nil	89	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

02

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	06	05
Presented papers	0	22	16
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

At the beginning of the academic year Principal's address is arranged to give general instructions and academic plan of the college to the students. Methods of evaluation, code of conduct are communicated to the students. The printed prospectus gives all the necessary information.

Periodic tests, pre-university examination are conducted for traditional courses. Students also prepare project wherever it is necessary. Final examination is conducted by the University. Performance of students in co-curricular

2.7 Total No. of actual teaching days during this academic year

200

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

No

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. VI	157	-	8.38	27.75	52.47	89.35%
B.Sc. VI	87	3.5	43.5	36.5	-	80%%
B.Sc (IT) VI	12	-	41.67	58.34	-	100%
BCA VI	46	2	28.6	4	63.06	95.66%
BBA VI	06		44.44	22.22	33.34	100%
B.Com VI	60	-	20.63	28.57	50.80	100%
B. Lib.	47	-	57.44	21.23	17.62	100%
D. Lib.	80	9	61.3	27.2	9	97.50
D C A	28	21	54	39.28	-	93%
M.A(Economics) IV	15	-	67.6	33	-	100%
M.A (Punjabi) IV	23	4	39	30	31	100%
M.A(Hindi) IV	23	1	95	5	-	100%
M.A(History) IV	56	1	90	10	-	100%
M.Com IV	32	-	56.25	12.5	31.25	100%
M.Sc. (Mathematics) IV	153	-	60	35	5	100%
M.Sc. (IT) IV	24	2	92	8	-	100%
M.Sc. (Computer Science) IV	17	-	70.58	1	11.76	88%
PGDCA	21	-	28.23	67	-	95%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC of the college makes efforts to improve the academic as well as administrative performance of the college by keeping in view the goal quality enhancement and sustenance.
- It takes feedback from the students and faculty to make the teaching learning process effective and students centric.
- It also encourages the faculty to devise and use innovative teaching methods in classrooms.
- It organizes seminars and interactive sessions frequently to provide a proper platform to students and teachers.

- It takes proper steps to enrich the library with latest books and journals.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	05	-	24
Technical Staff	02	-	-	12

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Research committee of the college is formed by the internal quality assurance cell of the college and this committee motivates and engorges the teachers of different departments to pursue Ph.D.
- They are also encouraged to participate and apply for various major and minor research projects.
- The research committee is encouraged to organize national and international seminars, workshops and conferences.
- The UG departments of the college are encouraged to organize extension lectures of their respective departments.
- Teachers are given TA/DA and duty leave as an incentive to promote research activities out of the campus.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	02	-
Outlay in Rs. Lakhs	-	Rs. 168000/-	Rs. 475000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	26	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	03	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

-

3.7 No. of books published i) With ISBN No.

02

Chapters in Edited Books

01

ii) Without ISBN No.

-

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges

Autonomy

-

CPE

-

DBT Star Scheme

-

INSPIRE

Yes

CE

-

Any Other (specify)

-

3.10 Revenue generated through consultancy

Rs.20,000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	02
Sponsoring agencies	-	College management	-	-	College management

3.12 No. of faculty served as experts, chairpersons or resource persons

06

3.13 No. of collaborations International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs :

Swami Swatantranand Me

Nil

e, Dinanagar

Rs.4,50,000/ € 18

From Funding agency

From Management of College

Total

Rs.4,50,000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

07

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

01

SRF

Nil

Project Fellows

Nil

Any other

01

3.21 No. of students Participated in NSS events:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

04

State level

02

National level

02

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level	02	State level	02
National level	01	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	10		
NCC	04	NSS	06	Any other	Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- › Organizing **VICHAR-GOSTHI** in **JHANGI** Village on “Female Child Foeticide”.
- › “Free medical check-up” was arranged.
- › “Free Yoga Camp” was organized on yoga day.
- › Staff extending their services to other educational institutes by being Consultants and resource persons.
- › Rally organized on “Voter awareness programme.”
- › “AIDS awareness lecture” was organized in “**TALWANDI** Village.”
- › Student & staff conducted a “Survey on literacy percentage” and discussed with them the importance of literacy in social life.
- › During NSS camp in “**JHANGI** village” the student participated to “clean the village”.
- › Student participated in “Polio Campaign” in collaboration with Local PHC.
- › An awareness rally was also organized by Department of Chemistry on Avoid Drug Addiction, Save Future Generation.
- › Department of Botany organized Blood Donation Camp in the college campus.
- › Department of Life Sciences organized an awareness Campaign on Say No to Pole thin Bags.
- › Under the Environmental Programme a rally on Environmental Protection was organized by Commerce Department.
- › Another rally was organized by Commerce Department on Traffic Awareness.
- › The students of Commerce Department went to educational trips to Science City, Kapurthala and also visited branches of different Banks for practical experience.
- › The Department of English organized an awareness rally on Bati Bachao & Bati Paraoo for the upliftment of women in this Rural Backward Area.
- › The Department of Punjabi presented a play on Drug Addiction with the help of Red Art Team.
- › The Department of Sanskrit organized Shoba Yatra on Rishi Nirvaan Utsav.
- › The Department of Computer Science Organized a Rally on Save Water, Save Life to make people aware about the use of water.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.2Acre	-	College Fund	5.2 Acre
Class rooms	54	06	College Fund	60
Laboratories	17	01	College Fund	18
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.657226/-	Rs.248923/-	-	Rs.906149/-
Others (canteen)	03	-	-	-

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ➤ The college has the honour to have fully computerised labs. ➤ Computers have been installed in all the departments and have been working efficiently. ➤ Administration block is fully computerized. ➤ Library has been fully automated and has been modernized and digitalized and has added the facilities like N-LIST, programme of INFLIBNET. ➤ A hard ware lab has also been established by the computer Department. ➤ CCTV Cameras have been installed throughout campus.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17819	Rs. 1562113/-	2149	Rs. 536437/-	19968	Rs. 2098550/-
Reference Books	1400	Rs. 120515/-	250	Rs. 65800/-	1650	Rs. 186315/-
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	23	Rs. 22950/-	02	Rs. 4375/-	25	Rs. 27325/-
e-Journals	N-List	Rs. 5750/-	N-list	Rs.	N-List	Rs. 11500/-

				5750/-		
Digital Database	Software (AMC)	Rs. 4500/-	Renew	5000/-	-	Rs. 11500/-
CD & Video	20	2500/-	05	1250/-	25	3750/-
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	241	06	4 MBPS lease line with wi-fi facility	01	01	02	10	LCD-12
Added	10	Nil	Nil	Nil	Nil	Nil	04	LCD-04
Total	251	06	4 MBPS	01	01	02	14	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Under networking and e-governance, the college has provided computers with internet access and printers to all the departments of the college.
- Free computer training was organized for non-teaching and teaching staff.
- From time to time lectures as well as practicals are organized to upgrade the Students and teachers to the technology.
- Extension lectures are also organized from the computer science department to give them training regarding the skill full handling of the latest softwares.
- All the students of the college have been issued internet login ID.
- As the whole campus of the college is Wi-Fi, the students, teachers and non-teaching staff may access internet from anywhere in the college campus.
- The students get full exposure under e-governance by checking their results, date-sheets, scholarships etc.

4.6 Amount spent on maintenance in lakhs :

› ICT	Rs. 101928/-
› Campus Infrastructure and facilities	Rs. 15987492/-
› Equipments	Rs. 24893/-
› Others	Rs. 27181047/-
Total :	Rs. 43519390/-

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC generates awareness about the students support services extended by the institution to them. Following are the details of specific support services/facilities available for different categories of students.
- The college publishes its updated prospectus annually in which the complete information is provided to the students and their parents who are willing to seek admission in the college. The institution ensures its commitment and accountability by supervising through various committees: Student welfare committee, Admission committee, Women Cell, Grievance and Redressal committee etc.
- Concessions and incentives are the inevitable part of the institution. A number of scholarships as well as free ships are provided to the deserving students.
- A cash prize of Rs. 11000/- is given to the students who got first position in the university merit list. For promoting the Sanskrit subject, scholarship of Rupees 1100/- is provided to each student who opt Sanskrit as an elective subject.
- The college has the special concept for economically weak students “Earning while Learning” after class hours. Such students may work for college and get remuneration for the same.
- For differently abled students, the college provides the ramp along with wheel chair. An extra time of 30 minutes is allotted to complete the university examination as per the university norms. The management policy is to offer fee concession and academic assistance to differently abled students.
- The college has its own dispensary. There is a visiting doctor in dispensary. A first aid kit is also available in dispensary. Day to day basic medicines are also made available in the dispensary. In case of any emergency, the college has a tie up with Bahri hospital. Regular medical check-ups are done by doctor. Extension lectures on De-addiction, AIDS, Nutrition, Health and Hygiene are organised in the campus. Arrangement for purified drinking water with RO system has been provided at different places in the campus.
- Slow learners are provided with personal counselling, remedial coaching, extra classes, tests, assignment; meetings with parents of slow learners are also regularly carried on. Student’s performances records are mailed to parents to keep them updated with the academic performance of their wards.

5.2 Efforts made by the institution for tracking the progression

Following efforts has been made by the institution for tracking the progression.

1. **Admission:-**Advertisements are issued in leading dailies regarding the programme of study offered in the college at least two months before the commencement of the academic session. Complete details regarding the programme conducted in the college and the syllabus for the courses are published in the prospectus. The college also publishes its prospectus annually. It is a well structured handbook which contains various informations about the college. It also includes sufficient information about the academic research and the programme of study offered by the departments.
2. Institution providing a good & fully automated library with photocopying facility .
3. Providing Wi-fi Campus for accessing Internet to all the students.
4. Providing Six Computer Labs. With printing & internet facility.
5. Providing sports facility with Physical Education Instructor.
6. Providing Qualified & experienced faculty.
7. Providing Academic & career counselling Facility.

Academic Counselling

Academically weak students are given special care to enable them to complete their programme of study successfully with good understanding of the concepts. Fast learners in the class are identified and they are trained to do additional academic works including the task of solving additional problems. They are also encouraged to help slow learners in their studies.

Career Counselling:

The students are counselled to participate in various activities which can enhance their skills and foster holistic personality development. They are motivated to apply for and to write TET, NET, UGC, TOEFL, IELTS examinations in order to enhance their opportunities for pursuing research career in reputed institutions in India and abroad after their programme of study in the college. Special counseling is being provided to enable students to perform better in interviews. Training is also provided in the art of preparing resumes depending on the requirement. In addition, students undergo training with the goal of improving their verbal and written communication skills in interviews, to enable them to interact with others and to contribute meaningfully during group discussions, and for overall development of the personality.

Financial Aids :

Financial aids are available to the students from social welfare Department of State Government in the form of scholarships and also study loan from nationalized banks. The college, offer part-time employments to the poor students on hourly basis.

Placement Activities of the Institute:

The Institute for Entrepreneurship and Career Development (IECD) of the college, has been conducting a series of Campus. Interviews with local schools and created job opportunities for young students.

8. **Alumni Association:-** Swami Swatantranand Memorial College has got considerable number of Alumni who are holding coveted positions in organizations at the national levels. The association provides counseling and guidelines to socially disadvantaged group of students hailing from rural areas.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2701	688	-	-	3389

(b) No. of students outside the state

05

(c) No. of international students

Nil

No	%
1287	30%

Women

No	%
2102	70%

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1417	1019	Nil	440	Nil	2876	1319	1498	-	572	-	3389

Demand ratio Varies from class to class

Dropout : 3% to 7%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Support mechanism for coaching for competitive Examination:

The college provides support guidance to the students in preparing the competitive exams under the UGC and state level schemes. The guidance and placement cell of the college organized coaching classes for such competitive exams such as UGC/CSIR, NET, CAT, TOFEL and other state and civil services. The library facilities are provided to these students. They have free access to the internet.

No. of students beneficiaries

145

5.5 No. of students qualified in these examinations

NET

Nil

SET/SLET

Nil

GATE

Nil

CAT

Nil

IAS/IPS etc

Nil

State PSC

Nil

UPSC

Nil

Others

Nil

5.6 Details of student counselling and career guidance

The college runs a permanent Guidance and counseling cell which functions with the primary objective of making employable and good managers. The centre is engaged in training the regularly on various modules that make them enter and adopt to the organization. For the overall development of the personality of the students, both in house and professional external faculty is involved. Special classes are arranged for slow learners and workshop and seminars are also organized for teaching and non-teaching faculty to brush up their knowledge and skills. The following counseling services are made available to the students;

Academic:

- At the time of admission, the students are counseled and advised to choose stream and subjects according to their interest and abilities.
- In the beginning of the classes of each semester, the students are counseled and made familiar with pattern and the structure and syllabus of the subjects taught them.
- They are told about the facilities that college provides to them.
- Coaching centre of the college, guides the students about the entrance procedure of different competitive examinations.
- Slow learners are counseled about their weak and strong points.

Personal:

- Students Grievance Redressal Cell has established in the college to address personal problems of the students.
- For girl students, the college has developed a Women cell. They are guided to fight for sexual harassment.
- The college has also developed an Anti-Ragging Cell.

Career Guidance:

- The college has a carrier counseling and placement cell that provides guidance to the students regarding different job opportunities.
- Coaching centre prepares students for various career oriented competitive exams. The college organizes lectures and workshops of experts to guide students.

Psycho-Social Problems;

- Guidance to cure stress, anxiety and pressure are given to the students.
- Women cell boots up the moral for girl students.

No. of students benefitted

152

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	912	134	09

5.8 Details of gender sensitization programmes

Women Cell:

The IQAC of Swami Swatantranand Memorial College has constituted a Women Cell to sensitize the female teacher educators and students about gender issues. This cell organizes different activities regarding gender sensitization and role of women in the society. This cell is headed by a female teacher and to assist her there are some other teachers. Following programmes has been organized by women cell.

- Organized every year **“Legal Awareness Programme on women’s Rights”**.
- **“International Women’s Day”** celebrated every year and enlightens the society regarding women related issues.
- Girls’ hostel has been constructed.
- Air conditioned Girls’ common room is provided.
- Separate canteen facility and food corner is established for girl students.
- Extension lectures organized related to women’s issues.
- In order to promote girl education special concession in fee is given to all girl students.cc

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 185 National level 22 International level nil

No. of students participated in cultural events

State/ University level 141 National level 04 International level Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 132 National level 02 International level Nil

Cultural: State/ University level 47 National level 01 International level Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	950	Rs. 1565000/-
Financial support from government	1498	Not yet received
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs	: State/ University level	01	National level	Nil	International level	Nil
Exhibition:	State/ University level	Nil	National level	Nil	International level	Nil

5.12 No. of social initiatives undertaken by the students

21

5.13 Major grievances of students redressed:

- Regarding the cleanliness of washrooms.
- Regarding more dustbins.
- Regarding the need of transportation facilities for the residents of the girls' hostel.

Redressed of grievances:

- More sweepers were appointed to keep the washrooms clean.
- More dustbins were placed at various places.
- Transportation facility was arranged for the residents of the girls' hostel.

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution:

The vision of the college is to impart traditional as well as modern education for all round development of the students. We also endeavor to provide quality education for the betterment and social upliftment of this economically weak, rural, backward and border belt area.

Mission of the Institution:

- To develop a fusion of traditional and modern education for all round development of the students.
- To provide the study of Sanskrit and Vedic Literature.
- To develop rigorous critical thinking and sensitivity by providing quality education.
- To ensure physical, mental and moral growth of the students for healthy competition in the corporate globalized world.
- To promote women education in this rural backward and border belt area.
- To provide conducive environment for teaching and learning.
- To preserve the best of our past and mingle it with the best of our present and to carve for the best in our future

6.2 Does the Institution has a management Information System

Yes the institution has an effective Management Information System. The administrative office, Library, Examination Branch and computer science department are interlinked through Management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The college is abided by the regulatory statutory body i.e. Guru Nanak Dev University, Amritsar to execute their prescribed curriculum. The modifications made by these competent authorities are brought to the action.
- Institution has Principal Dr. R. K. Tuli as a source person to monitor, review and suggest the modifications in the existing curriculum. In his dynamic guidance “**Curriculum Review & Reform Committee**” was established at the college level. The committee comprises of subject experts in each subject.
- The committee invites the feedback and suggestions about the existing curriculum of the Course from all the faculty members, members of Alumni Association, students of current session, teachers and academic experts, on a prescribed format / questionnaire.
- After compiling, analysing and evaluating the feedback, the suggestions are recommended to Guru Nanak Dev University, Amritsar, statutory academic body, for amendments/modifications in the curriculum.
- Some of the faculty members are the members of board of studies, Guru Nanak Dev University , Amritsar. They give their valuable suggestions for curriculum development. Such suggestions are incorporated while developing the curriculum by the university.

6.3.2 Teaching and Learning

- At the beginning of the academic session Principal's address is arranged to give general instructions and academic plan of the college to the students. Methods of evaluation, code of conduct are communicated to the students. The printed prospectus gives all the necessary information.
- Periodic tests, pre-university examination are conducted for traditional courses. Students also prepare project wherever it is necessary. Final examination is conducted by the University.
- Before the commencement of academic session, a diary is given to all the teachers, it is mandatory for all the teachers to prepare course plan. It is communicated to the students. course plan is implemented by all the teachers. The progress is checked by head of the departments at the end of every month. Shortcomings / suggestions, if any, are discussed in Faculty-wise co-ordination committee meetings. A copy of individual time-table is also submitted to the office. The syllabus is unitized according to the teaching schedule.
- Lecture method of teaching is supplemented with other methods. In these methods there is greater involvement of teachers and students in the teaching learning process. This is done through drilling method, demonstration method, and use of maps, charts and models. On line teaching method is also used with the help of LCD projector in audio-visual unit. The college is well equipped with media facility. Teachers are taking benefit of these to make their lecture more meaningful and interesting.
- The students after admission are assessed through periodic test, quiz programme, seminar, workshops, terminal examination, viva-voce examination, project work evaluation and University's Theory / Practical examination(s). Semester system is followed.
- Extra periods are conducted by teachers for educationally disadvantaged students. Personal attention is also given to slow learners.

Advanced learners are challenged to work ahead of the rest by different means such as;

- ***Additional borrower's ticket is given to them.***
- ***Cash prizes are given to them.***
- ***Financial help from donors is given to them.***
- ***Extra borrower's cards are also given to those who excel in co-curricular and extracurricular activities.***
- ***Students are also encouraged to take part in different activities organized by their***
- Remedial classes are held for slow learners, booster classes are held for advance learners.
- Special classes for communication skills, conversational skills, soft skills and analytical skills are held to make students ready for interviews.
- Mock interviews and role plays are held to prepare students to appear for their practical exams.
- Coaching classes for competitive exams are organised.

6.3.3 Examination and Evaluation

The institution practice following Examination and evaluation mechanisms:

1. Class tests, assignment and report writing are general classroom tools for the assessment in routine teaching sessions.

Project work, practical, class tests and practical are designed and executed for the midterm evaluation.

2. Internal assessment is conducted and finalized on the basis of student's performance in house examinations, quality of their project reports, viva-voce and their participation in different curricular and co-curricular activities.

3. The work education, work experience, community participation are supervised and recorded by the respective teacher incharge in terms of skills and attitude of the student teachers in these areas for internal assessment.

4. External and term end evaluation is done by the university annual exams in theory and practical.

The assessment and evaluation outcomes in house examinations, unit tests and internal assessment are communicated in personal and then remedial sessions are organized to remove the weaknesses and failures in concerned subjects. The teaching methodology and other class room activities are modified accordingly to meet the problems and needs of student teachers identified.

Every year college announces the merit in each subject and the student are awarded certificate of merit and prize in annual get together.

The results of house examinations and annual examinations are placed on college notice board also to acknowledge the achievements of students. Prospectus and advertising media also exhibit the results in brief and top meritorious students in general. This recognition stimulates learner to perform their best. Specific needs of low performing, average and excellent performing learners are identified through above mentioned assessment tools and then teaching faculty arrange extra classes for low performing student teachers and special tasks for extra ordinary students for curriculum transaction.

Computers are used for the question paper setting, result recording and analysis. LCD projector, audio-visual recorder are used for seminar presentation. Tape recorder is used for analyzing and making corrections in linguistic skills.

6.3.4 Research and Development

S. S. M College endeavors to promote research among its faculty members and students. The institution is headed by Dr. R. K. Tuli. So it's a privilege for its faculty members who get academic support to pursue research projects under his able guidance.

The research facilities are strengthened by the Academic and Administrative Body. The faculty members are encouraged to participate in seminars, conferences and to present papers on different issues in education. The faculty members have attended a numbers of National level seminars, conferences and workshops and many papers have been presented so far by the faculty. Twenty two of the faculty members are Doctorate in their subjects. All the staff member completed their minor/major research work in their Ph.D., M.Phil. etc .

The head of the institution particularly in his capacity as an eminent scholar in the field of research provides free consultancy to the faculty members, student and to the Ph.D. scholars and M.Phil. Students in their research work. Twenty two of its faculty members has been awarded Ph.D. degree in relevant subjects. So, in their capacity they also act as research advisors for dissertation work. The institution is going to develop separate publication Division for the development of research culture.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:- The college has a library. It has about 17819 books. 35 National & International Journals are subscribed in the library. There are 10 encyclopedias in the Library. There is an adequate space for self - reading. Two books are issued to each student for 14 days. Each staff member can get 10 books for whole year. The library stock and services are computerized. The library has a photocopier, a functional internet terminal and 15 off-line learning CDs and 500 DVDs wherein 5687 topics are covered under digital resources. The library functions from 0900 hours to 1700 hours on all working days including examination days. The reading room can accommodate 200 students at a time.

Reference services and circulations are provided in the reading room where the students enhance their knowledge by reading books. Conducive environment for studies is created in the reading room.

The library has computer, internet and reprographic facilities. There is a Computer with printer, Xerox machine. An active internet connection is also available in college library. All these facilities are used by faculty as well as student teachers.

The library has book bank facility. In this book bank facility books for all papers are issued to the economic weaker student teachers. These books are retained by these student teachers up to the end of final examinations. Eligible student teachers apply for this facility to the principal. The principal after consulting with the other staff members give permission to the student teacher.

For easy accessibility to the library, it is situated at the First floor & ground floor of the building. Librarian personally attends the physically challenged student at the resource room for physically challenged student. The library is disabled friendly as the reading desks are made available to suit the needs of physically challenged.

The library has a four- member advisory committee which meets four times during session. Which considers the development proposals of the library and looks towards functioning of library. The committee is co- ordinated by a convener with and librarian allowed to avail the service.

Faculty and Students use library resources daily during working hours. Teachers also donate books to the library. The library stock and services computerized.

ICT:- The institution has six advanced ICT -cum- computer lab, which provides computing facilities. The lab comprises of computers linked with wide range of software like MS office, Page maker, coral draw, Photoshop etc. including dictionary. Communication and print services are also available. The software setup has latest version of Windows. Broadband connection for Internet is there in the lab. Software in the form of CD's based upon various subjects like linguistic skills, children with special needs, information and communication technology, health and fitness, value education, environmental education, teaching and teacher behavior are available. These labs comprise of advanced technology equipments which contribute a lot in modern teaching - learning practices. The lab comprises of various equipments like LCD projectors and audio- video aids like charts, models, maps, globes, pictures, slides, Power Point Presentation and transparencies meant for effective teaching. Public address system is available. Students are given training in handling these equipments and using them in making teaching effective.

Physical Infrastructure:- 1. The institution is situated in lush green environment and free from all types of pollution.

1. The college has 5.8 Acres of campus area with 11150 sq. mtrs well fenced buildings with CCTV surveillances.

2. Basic facilities like rest rooms, RO water plant, heritage room, Gymnasium, indoor stadium, play field, medical facility, open air theatre, auditorium, students' and faculty common rooms and specious canteen are available.

3. Smart Seminar Hall, modern science and language lab.

4. Excellent student support amenities

6.3.6 Human Resource Management

Rules and regulations framed by UGC, and University for recruitment policy, service conditions are followed by the institution. All the norms and guidelines prescribed by the affiliating university are followed.

The faculty development needs are identified by the Principal of the institution by evaluating self appraisal reports of the faculty members. By taking into consideration the needs of the changing scenario, The Principal guides the faculty for career progression. From time to time he motivates the staff members to proceed further and appreciates their contribution.

Teachers' evaluation is made by self appraisal report. The efficiency of the non-teaching staff is monitored by the Principal. A comprehensive evaluation by the student-teachers is also done. The institution uses this evaluation to improve teaching and service of the faculty and other staff.

The institution encourages the teachers to undertake and successfully complete the research programmes like M.Phil and Ph.D. along with their teaching.

Teachers are provided with internet access facility and consultancy from the principal. They are motivated and sponsored to attend the seminars, workshops and various conferences organized by other institutions. In previous session, most of the faculty of this college attended workshop 'Intel teach to the future' and training was given to them in necessary computer skills used for teaching. Various curricular and co-curricular events are organized in the institution, where faculty members learn the organizing and managerial skills also.

Transport facility is provided for the staff and a good salary is also provided. Medical facility, Loan facility etc. is also provided to the staff. TA/DA is given for attending workshops, seminars and conferences. Various seminars are organized by the institution for improving teaching learning process.

6.3.7 Faculty and Staff recruitment

Rules and regulations established by UGC, and University for recruitment policy, service conditions are followed by the institution. The vacant posts are advertised in two leading newspapers of national repute, one is of English and other of Punjabi. Applications are invited and then interview is conducted by the duly constituted selection committee of the university. All the norms and guidelines prescribed by the affiliating university are followed. Keeping in view the long term development of the institution the increments are provided by the management to retain the qualified young faculty.

6.3.8 Industry Interaction / Collaboration

- The students of commerce department, Computer Science Department and Fashion Designing Department go for training in different industries as per the requirement of the syllabus.
- The students are frequently provided opportunities to visit different industries.
- The college also signs MOU with different industries.

6.3.9 Admission of Students

Admission Process**Criteria for admission –**

The students who have 45% marks at +2 level are eligible to apply

The students are admitted on the merit basis, taking consideration of reservation policy and other rules of State Govt. through

Role of college admission committee:

The Institution has its separate and specific admission committee

Committee has one convener 4 to 7 teacher members. The committee go through all the relevant updates of instructions, norms and rules published, issued and circulated by affiliating University & state govt. The Handbook of information for admission is considered as reference and reliable source along with the above circulars.

6.4 Welfare

schemes for

Teaching	Loan facility, group insurance , PF
Non teaching	Loan facility, group insurance , PF
Students	Group insurance , Fee concession and incentives. Scholarships and cash prizes Earning while Learning Scheme Medical Facilities

6.5 Total corpus fund generated

Rs.3,55,57,410/-

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Self
Administrative	Yes	DPI (C), CHD.	Yes	Private C.A

6.8 Does the University declares results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester System Emplimented

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No, efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

The Alumni Association shall provide support in planning, organizing and executing the overall activities of the institution. The Alumni Association suggests from time to time ideas to improve the academic atmosphere of the institution. In this regard, it will organize debates, quiz, essay competitions and other extracurricular activities at the institutional level. Any grievance from students regarding academic matters may also be considered by the Alumni Association for its amicable solution. With a view to provide family atmosphere, the Alumni Association shall prepare proposals for improvement in the basic facilities by the institution. The Alumni Association may suggest ways and means to promote various social activities by the students in and around the campus such as literacy, cleanness, health and hygiene. The Alumni Association may suggest the facilities to be provided to the students to improve games and sports activities. It will also motivate the students to participate in different activities.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association provides support in planning, organizing and executing the overall activities of the institution. The Parent-Teacher Association suggests from time to time ideas to improve the academic atmosphere of the institution. In this regard, it will organize debates, quiz, essay competitions and other extracurricular activities at the institutional level. Any grievance from students regarding academic matters may also be considered by the Parent-Teacher Association for its amicable solution. With a view to provide family atmosphere, Parent-Teacher Association shall prepare proposals for improvement in the basic facilities by the institution. The Parent-Teacher Association may suggest ways and means to promote various social activities by the students in and around the campus such as literacy, cleanness, health and hygiene. The Parent-Teacher Association may suggest the facilities to be provided to the students to improve games and sports activities. It will also motivate the students to participate in different activities.

6.13 Development programmes for support staff

- Loan facility available for support Staff.
- Group Insurance Schemes for support Staff.
- P F is deducted.
- Free Medical check up scheme is for all the support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution considers the environmental issues associated with the infrastructure. The institution is situated at the main road in a calm and beautiful natural surrounding with a complete pollution free campus. The college campus is ornamented with lush green lawns, flower beds and rare distinct vegetation. Provision of pair of dustbins placed in campus one for biodegradable waste & another for bio-non degradable waste is there for maintaining cleanliness in the campus. Proper drainage system is provided in the institution. The classrooms are spacious with large windows for proper ventilation and adequate natural light. Water coolers are fitted with water filters for providing clean drinking water. Mostly CFL tube lights are used and no traditional bulb is used to save electricity. Institution has also installed the solar lights to save the electricity. Silent generator is used to control noise pollution. A sapling is planted by every student and organic manure is used to raise the plant. Provision of garbage pit is there where all the daily waste is thrown. Provision of making best out of waste is done in the institution, where waste material is used to make useful things, which can be used in daily life. Students do improvisation of apparatus in which waste material is used to make various science lab equipments. Use of plastic carry bag, glasses, cups is prohibited in the campus So, by this practice wastage is reduced. Cracker free and eco- friendly Diwali is celebrated every year in the institution.

Criterion - VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The institution tries its best for the effective implementation of all the curricular and co-curricular aspects of the course. All the theoretical and practical aspects of the curriculum are taken into consideration while implementing the curriculum. Firstly institution plans in advance for the activities to be organized. The various activities dealing with the curricular and co-curricular aspects are planned very well by the institution in the annual year plan. Proper care has been taken while planning the year plan. For effective implementation of the curricular and co-curricular part of the course and the year planning committee analyses the every aspect of the year including holidays, weather conditions, school availability for practice teaching, Important National & International days and needs & requirements of the curriculum.

For implementation of the curriculum aspect of the course the institution tried well to implement all the planned activities. The various committees are constituted for the better implementation of the academic plan to act as a team to accomplish the task. The various committees like cultural, academic, time table, literary & workshop, library, tour committee etc. work independently as well as with collaboration with each other for the better implementation of the curriculum.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

- The college has attracted a large number of students in UG & PG and at present is having proud strength of more than 3000?
- Fee concession was provided to the deserving girls students, exact who apply for that.
- A fleet of buses was provided to carry the students free of cost from bus stand and railway station to college.
- National seminar was organized by the college.
- The library staff was trained intensively to run the library efficiently.
- To major research projects were sanctioned by UGC.
- More solar lights have been installed in the whole campus including hostel.
- Many faculty members have enrolled them self in Ph.D
- Many students have been placed in different companies by organizing job fair.
- MOU has been signed with two educational institution.
- Library has been enriched with new books and journals

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)**Best Practice-1****1. Title:**

The inclusive Growth strategy for the economically weaker sections.

2. Goal:

S.S.M College was started by Dyanand Math Dinanagar with a mission to spread education and for the upliftment of the rural poor and economically weaker sections of the society. Since then the institution has been serving this part of the society. This practice has been set with aim of imparting and ensuring that the learning needs of the youth are met equitable access to appropriate learning and skill programmes.

3. The Context:

As we all know education is important parameter of growth of our youth. This area where the college is situated is an economically backward area. Access to quality education is imperative not only to will reduce social and regional disparities but also to achieve balanced growth and development.

The learning of new technologies and scientific knowledge is must for them but availability of these resources alone does not serve the purpose of their growth and development. They do not have the fee to get admitted and avail these resources.

4. The Practice:

Quality Education has been an inevitable connotation for S.S.M College. Economic weaker section and rural youth of this border area need special care to improve their performance for success. These students are guided assisted and encouraged to face the challenges of global market effectively. The emotional, moral and ethical needs of these students are also cared by the institution. The best practice of the college is done to these students is the fee concessions which are provided to these students. The college was doing this practice earlier too but it has been increased during last four years, because after considering the economic conditions of the students. It has been realized that they would not be able to complete their education and continue their higher education without the help of these fee concessions. At present the institution is providing concession of more than Rs. 400000 (Rs. four lacks). The intension behind this practice is to minimize the financial constraints of these needy, rural poor and economically backward students. A number of people, Dignitaries, NRI'S and politicians have contributed to run this practice successfully. Along with fee concessions, these students are provided free books from Book Bank. Faculty members individually too donate books to these students special Remedial Coaching classes are provided to these students. Extra class tests are arranged for them. The students who excel in sports but belong to rural background and who are needy are also given free education by the institution. To make this initiative and Endeavour successful. The college has adopted student centric approach. All the students are made engaged in an appropriately ambitious and rigorous course of study in which the high standards of performance are clear and consistent.

5. Evidence of Success:

The practice has been a success so far because the strength of the students has increased from 780 to 2048. The students are studying various programs with the help of these concessions. The result of this practice show the increasing trends of the students in Post graduate programs and professional courses.

The institution has taken BMT course for its students keeping in mind to enable these students to get jobs and even self employment that will ultimately help them to improve their economic condition and uplift them socially in this technological area. Subjects like home science and music has been introduced for the benefit of girl students. Diploma in Library Science has also been introduced to develop economically weak and backward border belt of Punjab. The efforts of the Institution in promoting education have been successful as the students of the area have begun to understand the importance and relevance of these courses in society. The computer oriented education has been increased as the results exhibit this. These results show that the students even with rural background can excel in the computer courses. If they are supported with the facilities like concessions, books other psychosocial and emotional support.

6. Problems Encountered and Resources Required:**7. Notes (Optional):****8. Contact Details:**

Name of the Principal :Dr. R.K. Tuli

Name of the Institute: Swami Swatantranand Memorial College, Dinanagar

Address: G.T. Road, Dinanagar, District: Gurdaspur, State: Punjab, Pin Code 143531

Accredited Status: "A"

Work Phone 01875-220016 Fax 01875-220016

Website www.ssmdnn.com

e-mail ssmdnn@yahoo.com

Contact 098726-60939

Best Practice-2**1. Title:**

Computer Training Programme for Non-Teaching Staff of S.S.M College.

2. Goal:

To upgrade the library & office services and to provide the non-teaching staffs with the latest technical knowledge.

3. The Context:

As our college is located in the border area of Punjab. It involves a good number of nonteaching staff for sorting out the large numbers of forms, and finalization of merit lists including the allotment of subjects combination, hostel allotment etc.

4. The Practice:

The library of our college having more than 15000 books. Five staff members are engaged for library. So the IQAC took initiative to computerize the administration and library services. The Computer Deptt of the college has undertaken training of the non-teaching staff of the college and see that the secretarial staff becomes computer literate. The college office also has chalked out the following programmes for the office staff. 1. Basic Computer training 2. Software training. For the above, the college has the provision for financial grants from its miscellaneous fund. Training is being imparted for the operation of the Xerox machine. Fifteen members have already received training in the fields as mentioned. The priority was given for computerization and net workings of the following branches as these are located in the same campus:- Central Office for Maintaining Correspondence and Records Pay cell Examination Branch College Admission Branch

Library Scholarship Branch This was followed by arrangement for Computer Training Programme for the non-teaching staff engaged in the respective branches. The college has presently about 118 employees including teaching and non-teaching staff. Since the establishment year 1973 of the college till the time of NAAC visit in the month of May 2004 the pay cell was not computerized. The college authority with the assistance of a few sincere and dedicated faculty members took up a project for automation of the pay cell. A team of non-teaching staff was selected for computer training in the Computer Deptt. of the college free of the cost to make them skilled manpower. The examination branch is now fully computerized and is run by the existing non-teaching staff effectively. The admission process in the college is also an important activity of the college administration and now with the automation administration work is performed effectively by the non-teaching staff. In the first phase of automation the library staff was imparted training for making them skilled manpower for quick library service and records maintenance. Presently the library is fully computerized. The College has fully computerized central office for maintenance of correspondence and records.

5. Evidence of Success:

The non-teaching staff of the college was motivated by the NAAC visit and working morale and motivation has considerably improved. The pay cell, examination and scholarship branch, college admission, library, central office are fully computerized. The administrative staff is provided with the computer and LAN connects all the computers in the office. Records can now be easily accessed. Problems encountered and Resource required: The challenges faced during the up gradation of the office are that the staff members were shy to undergo the training. A meeting was organized by the Principal and it has been decided by the IQAC to plan a programme for the supporting staff to have the training. A good speech by the Principal and his commitment has motivated the staff undergo the training. The computer department has undertaken this activity. Available financial and infrastructural resources of the college were utilized.

6. Problems Encountered and Resources Required:**7. Notes (Optional):****8. Contact Details:**

Name of the Principal :	Dr. R.K. Tuli
Name of the Institute:	Swami Swatantranand Memorial College
Address:	G.T. Road, Dinangar, District: Gurdaspur, State: Punjab, Pin Code 143531.
Accredited Status:	"A"
Work Phone:	01875-220016 Fax 01875-220016
Website:	www.ssmdnn.com
e-mail:	ssmdnn@yahoo.com
Contact:	098726-60939

7.4 Contribution to environmental awareness / protection

The institution considers the environmental awareness/protection associated with the institution. The institution is situated at the main road in a calm and beautiful natural surrounding with a complete pollution free campus. The college campus is ornamented with lush green lawns, flower beds and rare distinct vegetation. Provision of pair of dustbins placed in campus one for biodegradable waste & another for bio-non degradable waste is there for maintaining cleanliness in the campus. Proper drainage system is provided in the institution. The classrooms are spacious with large windows for proper ventilation and adequate natural light. Water coolers are fitted with water filters for providing clean drinking water. Mostly CFL tube lights are used and no traditional bulb is used to save electricity. Institution has also installed the solar lights to save the electricity. Silent generator is used to control noise pollution. A sapling is planted by every student and organic manure is used to raise the plant. Provision of garbage pit is there where all the daily waste is thrown. Provision of making best out of waste is done in the institution, where waste material is used to make useful things, which can be used in daily life. Students do improvisation of apparatus in which waste material is used to make various science lab equipments. Use of plastic carry bag, glasses, cups is prohibited in the campus. So, by this practice wastage is reduced. Cracker free and eco- friendly Diwali is celebrated every year in the institution.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Institutional Strengths:

- Philosophical management, committed leadership of the principal with dedicated faculty and support staff.
- Disciplined students with an urge to learn.
- Adequate built up area with sufficient land for further expansion.
- Encouraging and supportive relationship with all stakeholders.
- Good image in society.

Institutional Weakness:

- Challenging communication skill and soft skills.
- Many teaching positions are filled in on temporary basis.
- Research activities need to be promoted.
- Low skills levels among students as they are from rural back ground.
- Regular appointments need to be promoted.
- More and more teachers should be motivated for Ph.D

Institutional Opportunities:

- Collaborative linkages with other institutions.
- Optimal utilization of infrastructure for employment oriented/add-on courses.
- Enhancement and upgradation of science and computer labs to meet the requirements of global trends.
- Adoption of more modern teaching-learning gadgets
- Commencement of PG programmes and skill-based certificate courses.

Institutional Challenges:

- Making all students and faculty computer literate and proficient in communication skills.
- Mobilization of resources for providing quality education.
- Getting vacant posts filled in by the UGC rules.

8. Plans of institution for next year

- Filling-up of vacant posts for better teaching-learning deliveries.
- Preparation of a “Road map”- for development of the college.
- Make IQAC more vibrant
- Library needs to be upgraded with more number of latest books
- Open more add-on courses focusing on skill development as well as PG programmes in some popular subjects.
- Resources need to be mobilized through various funding agencies like UGC, DBT, ICSSR, RUSA, State Government etc.
- More facilities for cultural activities as well as games and sports, with professional coaching, need to be provided.
- More activities/competitions, seminars/conferences to be organized together with deputation of students and teachers to participate in such activities.
- Strengthening of coaching facility for competitive examinations.

Name : Prof. Subhkran

Name: Dr. R. K. Tuli

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
