



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SD KANYA MAHAVIDYALA, MANSA**

NEAR CIVIL HOSPITAL, MANSA

151505

[www.sdkmvmansa.com](http://www.sdkmvmansa.com)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

S.D. Kanya Mahavidyala, Mansa, Punjab (herein after called as SDKMV) has been widely recognized its illustrious history run under the aegis of *Sanatan Dharam Sabhha* which aims to propagate doctrine of *Karma and Gyan* and to cultivate love and harmony amongst the various sections of society. With an idea envisaged by the farsighted philanthropists under the leadership of Shri R.R. Singla, tuned into reality when S.D. Kanya Mahavidyala, Mansa was established in the year of 1969 as a non-profit institute with the purpose of providing a safe educational institution where youth participate academic tutoring that promotes the physical, educational and life skills necessary to prepare and empower them for success in their personal life, leadership in the communities as well to play a vital role in the Nation-building process.

Since it's founding, the S.D.Kanya Mahavidyala, Mansa has played a major role in the transformation lives of too many unproductive, unsupportive students with too much time to get into trouble, providing these youth with valuable structure program. It empowers young girls' students by providing with a life skills program that promotes positive values, healthy habits and education.

SDKMV is a multi-faculty institution providing courses in Arts, Commerce, Computer Application and Library Science at under-graduate level and Masters in Punjabi and Computer Application. The College also provides many career-oriented courses i.e. *Add-on-Course in Spoken English, Certificate Course in IT Enable services, Certificate Course in Entrepreneurship, Creativity and Innovation in Business and Certificate in Fashion Designing*. The institution has the privilege of having twenty-seven faculty members and amongst them, seven are against Grant-in-aid posts, three against the Management-Aided posts and the rest are working on Adhoc basis. The institution takes pride in having such sincere, brilliant, hard-working and competent faculty that is all time eager to render their services for the betterment of the students.

### Vision

In line with the vision of our founder President Sh. Ruldu Ram Singla, the aim of the college is to empower and to liberate women from the narrow mindedness prevalent in our society. We strive to sensitize and inculcate in the young women a desire for excellence amalgamated with high moral values. We believe that high ethical standards and transformation of society can be achieved only by developing scientific temperament and imparting appropriate skills for livelihood through a value based education system. The institution aims to provide holistic education that transforms students by providing an understanding of the needs of the society. The institution strives to produce encouraging, independent, responsible and enthusiastic thinkers who, thereafter, contribute in the well-being of the society. The institution has continuously been striving for the inclusive growth of the students irrespective of their caste, gender or religion. The vision of the institution is to empower the young minds so that they are able to fulfill their academic and professional passions and the institution will do this by providing a happy, safe, welcoming and supportive learning environment in which everyone is considered equal and all the achievements are celebrated. The institution aims to provide a positive and stimulating environment which helps promoting each student's social, cultural, emotional, physical and cognitive development. The institution is committed to nurture the students as life-long learners and is to

provide them with a welcoming and supportive atmosphere which creates a sense of belonging amongst all the students. The vision of the institution is to be one of the premier educational institutions that helps students to gain contemporary knowledge by innovating, adapting and resetting learning as a more accessible, digital and collaborative experience. The institution aims to be an institution for excellence in providing professional education and chisel graduates with self-esteem, employability and good citizenry.

## **Mission**

Since education is a voyage from darkness to light, the mission of SDKMV is

1. To educate all the students to the highest levels of academic achievement, to enable them to recognize as well as to expand their potential and to prepare them to become responsible, productive, ethical, compassionate and creative members of society.
2. To nurture every student's uniqueness and enable them to grow holistically by developing a solid foundation of skills, values and knowledge. The Managing Committee of the college under the able leadership of Er. Vinod Kumar Jindal has left no stone unturned in achieving the desired goal and to provide women with all sorts of opportunities requisite for the betterment of their life.
3. To develop research culture among the faculty members and the students by providing them with conducive environment.
4. To collaborate with other academic and research institutions around to strengthen the education and research ecosystem.
5. To address the problems faced by the nation and the world through the talent that is being nurtured in the institution.
6. To create an environment in which new ideas, research and scholarship flourish and from which the leaders and the innovators of tomorrow emerge.
7. To establish an unbiased social structure by educating women especially of the rural areas.
8. To establish, build and sustain an institution of the highest caliber by the complete integration of teaching and research.
9. To ensure connectivity between research, technology and employability.
10. To foster the scientific spirit of inquiry and strengthen innovation-based learning.
11. To enhance life skills by providing value-based education.
12. To sharpen students' focus and build more digital experiences for the learners.
13. To imbibe skills and provide knowledge necessary for competence building.
14. To provide access to higher education that is quality embedded.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

1. Estd. in 1969, the institution has the legacy of 55 years.
2. Since it is located in the very heart of city, it has always been an ideal and safe choice of the parents.
3. Plethora of academic courses both at graduate and Post-graduate level.
4. The institution has a beautiful eco-friendly green campus, well-furnished classrooms, well-equipped laboratories and an air-conditioned digitalized library.
5. The institution has a highly qualified, experienced and committed faculty.
6. CCTV and Wi-Fi enabled campus.

7. Availability of two portable projectors to make the Teaching-Learning Process effective by Audio-Visual Aids.
8. The institution is committed to rendering social services through *NSS, NCC, Red Ribbon Club, Red Cross Club, Youth Welfare Club and Legal Literacy Club*.
9. Feedback regarding each and every activity of the college is collected offline/online from the stakeholders and the students.
10. The college library is housed with more than 25,000 books and is equipped with *Hammer and Koha Softwares*.
11. *Book-bank facility* for the needy students.
12. Transparent policies of fee-concession; meritorious and economically deprived students get benefited under *Financial Assistance and Mentor Scheme*.
13. Transport facility for the students from villages on affordable fee.
14. Provision of *Free Bus Service* for the students and the staff from the Bus Stand to the college campus.
15. Seminars, Workshops and Lecture-Series are organized for the expansion of the knowledge of the students as well as of the faculty members.
16. Availability of Common-Room, Gymnasium and air-conditioned Auditorium and Canteen.
17. Student-centric approach with the appropriate *Mentor-Mentee Ratio*.
18. Certified as *Green, Clean and Eco-friendly Campus by Mahatma Gandhi National Council of Rural Education (MGNCRE), Ministry of Higher Education, Govt. of India*.
19. *Faculty members are empanelled on various committees and boards to ensure improvements in pedagogical structure*

### **Institutional Weakness**

1. **Financial constraints:** For finance plays a vital role in the success of any educational institution, it is not possible to run the administration without the funds. The institution suffers from financial constraints due to multiple reasons i.e majority of the students are under Below Poverty Line (BPL) and there is much dependence on government for grants.
2. **Playground at a distance:** The playground is at a distance from the main campus which is one of the major hindrances for the students. Consequently, the students do not opt for sports.
3. **Limited Industry-Academia Linkage:** Since there is no industry in the nearby areas, the students have to move to the metropolitan cities.
4. **Inadequate Sanctioned Posts:** The inadequacy of Sanctioned/Grant-in-Aid Posts is another major weakness that the institution is facing. However, those working on the sanctioned posts do not get their salaries on time.
5. **Lesser Alumni engagement:** The alumni or the previous graduates are not in constant touch with the institution; as a result, it becomes really difficult to build a strong professional network.

### **Institutional Opportunity**

The introduction of more UG and PG Courses helps students to attain higher education in the nearby area preventing them from leaving their houses.

The introduction of Skill-based Courses i.e *Add on Spoken English Course, Certificate Course in IT Enable Service, Certificate Course in Entrepreneurship, Creativity and Innovation in Business and Certificate in Fashion Designing* helps students to learn valuable skills that make them more productive.

Since, SDKMV is the only college in whole Mansa district that provides NCC for girls, it is the biggest opportunity for the girls from villages who aspire to serve for nation.

The students are provided with various opportunities to serve the humanity by *NSS, NCC, Red Ribbon Club, Red Cross Club, Youth Welfare Club and Legal Literacy Club*.

### **Institutional Challenge**

In today's era of burgeoning competition in the education sector, managing educational institution and synchronizing its departments is the challenging task. SDKMV Mansa has also been facing numerous challenges that include:

A number of private and government colleges are situated in the nearby areas; as a result, Gross Enrollment Ratio (GER) is significantly low.

Faulty government policies regarding the recruitment of new teachers.

Students from the rural background pose major challenge to the strength of the institution.

Due to consistent rise in petrol and diesel prices, it becomes really difficult to maintain the transport facility.

For the majority of the students belong to the poorer sections of society, it is not possible for them to make use of ICT tools. As a result, the online mode of teaching faces major setback.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Learning forward defines curriculum as a coherent blueprint for achieving defined learning outcomes as outlined in student standards. The institution has to adopt the curriculum calendar laid by Punjabi University, Patiala. Hence, by its own application, planning and implementation with distinctiveness as per requirement of the students in order to meet the outcomes of each programme effectively has to be carried out.

With the directions of the **IQAC**, Academic Calendar is prepared which illustrates the students to achieve their goals. The academic improvements involve multistep, complex tasks that take place over time, involve individual and group work and field training provide opportunities for feedback and revision. In the initial phase of a new session, the teaching starts as per the planned time table and at the end of the session, there is a mapping exercise to know whether the course outcome aligns with Programme Specific Outcome and if there's any gap between the two, the IQAC, suggests revision plan to bridge the gap. **Social Emotional Learning** as a concept is also adhered to as a vital part of the curriculum. In addition, students develop metacognitive skills when they are routinely asked to reflect on their learning with questions such as:

1. What strategy worked for you?
2. What do you know about perseverance in a difficult situation?

Thus, meaning making platform helps they become independent learners.

As per the needs of the current time, SDKMV offers various *value based Add-on-and Skill based Courses* which provide an excellent platform to those students who want to transform life by the strength of their skills. The faculty use their expertise for the students to make them familiar with a “*mirror and window*” on the world. Students need to see themselves in what they are learning (the mirror) and learn more about those whose lives and experiences are different than their own (the window). Feedback is a potential tool to improve any system. Honest feedback from stakeholders helps the institution to mend any deficiencies well in time. Valuable suggestions given by Parents during PTA, are well adhered to for future improvement.

### Teaching-learning and Evaluation

The backbone of education system is, in fact, teaching and learning. It is the foundation upon which educational structure is constructed in order to shape and mould the learner’s personality. SDKMV is always at the forefront to provide holistic education.

The institution follows Centralized Online Admission Process monitored by Director, DPI (Colleges), Mohali for all courses. The merit and the reservations are strictly followed as per the admission procedures and norms. The college has a highly qualified and competent faculty and they have been recruited following UGC/Punjabi University, Patiala/DPI norms. Teachers are encouraged to attend workshops, seminars, conferences at National and Inter-National levels to enhance their professional skills. In the course of last five years, six teachers have been conferred Ph.D. degree and two have been pursuing.

The college follows modalities of conducting continuous internal evaluation comprising attendance criteria, class tests and MST. The template of internal assessment is explained to the students by the teachers in the very beginning of the session. Fifty pc (50%) of the internal assessment is based on class projects, assignments and surprise tests. Students are encouraged to think critically and to be innovative in doing projects and assignments assigned to them.

### Research, Innovations and Extension

To inculcate research culture among the faculty, the institution encourages them to submit research proposals, publish research articles and to pursue doctoral research. Many teachers in the college have published their research papers in National and Inter-national journals and have also completed their doctorate degree. The college is also actively involved in extension activities to help the society by its services. NSS wing of the college holds many extension activities during the year; for instance the villages *Nangal Kalan, Chakerian and Jawaharke* have been adopted by the college. The college runs 3 units of NSS having 300 students enrolled under the able guidance of three Programme Officers. Various rallies, camps and programmes are organized to sensitize people about the problems prevalent in the society. Various clubs of the college such as *Red Ribbon Club, Red Cross Club, Legal Literacy Club and Literary Society* equally contribute in sensitizing students to social issues thus developing them into responsible citizens and ensuring their holistic development. The college has a distinctive feature of having NCC unit and it is the only institute in the whole district to provide girls with NCC. The cadets participate every year in *R-Day and I-Day* parades and various rallies and seminars are conducted to spread awareness among cadets.

## Infrastructure and Learning Resources

The college houses various laboratories such as *Computer Lab, Fashion Designing Lab, Home Science Lab, Language Lab* etc. It also has well-furnished classrooms and a digitalized library. Each classroom is equipped with required furniture, good ventilation and natural light. The college library is housed in a big hall with 25,000 books and is equipped with *Hammer and Koha Softwares* which has been used since 2022. In order to promote sports, *Annual Sports Meet* has been organized every year at the college premises. The institution also provides students with the facility of well-equipped gymnasium. The college has a multi-purpose air-conditioned hall for holding various functions that include extra-curricular activities, quiz competitions, seminars and extension/invited lectures etc. There is also an air-conditioned canteen which provides subsidized hygienic food and an Administration Block that includes a Conference Room. Budget allocations are also made for the upgradation and the maintenance of infrastructure and augmentation as per the recommendations made by the Management Committee and IQAC.

## Student Support and Progression

For the holistic development of the students, the institute provides them with professional, emotional and financial support. The college library issues books to the needy students for a session under the *Book-Bank Facility*. The Mentor Committee under the Financial Assistance Scheme helps the economically-weaker students. The Scholarship Committee of the college helps the students in obtaining scholarship from various govt. schemes meant for students belonging to SC, OBC and minority categories. To hone our young students' talent, they are encouraged to participate in various cultural and extra-curricular activities/competitions within and outside the college. These activities are organized by various departments and clubs throughout the year. The institution also awards trophies, medals and certificates to the achievers.

The college has various committees and cells i.e. *Grievance Redressal Committee, Anti-Ragging Cell* to address the grievances of the students and to help resolve the issues as early as possible. For the quantitative and the qualitative transformation of the students, the college regularly organizes workshops and sessions on *Soft Skills, Communication Skills, Public-Speaking and Personality Development* etc.

The college has an active body named *Alumni Association* with many alumni as its members. The association fosters a spirit of belongingness to the college and the alumni being the true torch of the institution represent the very culture of the institute in the outer world. Their suggestions and feedbacks are of utmost importance for the institutional growth.

## Governance, Leadership and Management

The college aims to empower young women by teaching appropriate skills for livelihood and to instill scientific temper through value-based education system. The institution has a well-defined organizational hierarchy and an open and participative management. All major decisions are taken collectively and democratically by committees constituted for the purpose. The highly decentralized structure helps to facilitate working and encourages participation of all faculty members as well as non-teaching staff at all levels of decision making.

The institution provides the facility of gratuity, leave encashment, flexi-hours and other mandatory welfare measures to the teaching and non-teaching staff as per UGC/Punjab Govt. norms. The financial statements of the college are well documented and are audited annually. The college has implemented e-governance in all

areas of operations i.e. planning and development; administration, finance and accounts; students' admissions and examinations.

To ensure academic excellence of the staff, regular performance appraisal has been introduced by DPI (Colleges). The parameters of appraisal are teaching-learning and academic competence, research, extension activities and innovative practices followed by faculty members. Non-teaching members are appraised on the basis of IT skills, discipline, honesty, integrity and commitment. The college maintains transparency in all its financial management and audit. Both internal and external audits are the intrinsic feature of the college roaster. Each and every financial transaction is made through the lens of the college bursar. The college has a well-established IQAC for compliance of academic and administrative procedures and their continuous improvement. IQAC charts out the roadmap for progress in all strategic areas and quality parameters.

### **Institutional Values and Best Practices**

The commitment to **Gender Equity and Sensitivity, Environment Consciousness and Human Values** are ingrained in the tenants of *Sanatan Dharam Sabha*, which form the basic Principles of SDKMV Mansa. The college maintains eco-friendly campus and to conserve energy, solar panels have been installed in the college. LED lights are also used for energy conservation.

All days of National and International importance i.e *Yoga Day, World Aids Day, Voters' Day, Earth Day, International Women's Day* are celebrated in the college. A large number of activities are undertaken by the college to promote universal values of respect, fairness and responsibility. Professional ethics and hand-book of code of conduct are mentioned in the prospectus and on the website.

We strongly believe that society will progress when women and girls get their rightful due of dignity, equality and safety. The institution is highly conscious of its responsibility towards local community and a number of extension and outreach activities are undertaken to promote health and hygiene and social progress in the local community by the NSS Units, NCC Units, Red Ribbon Clubs and the Red Cross Society. The Institution has received appreciation from the local administration for the contribution in *Swachh Bharat Programme, International Yoga day, Karigari Se karobar Tak, Vaccination Camps during Covid-19 Year and for exceptional work of spreading awareness against HIV/AIDS.*



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SD KANYA MAHAVIDYALA, MANSA
Address	Near Civil Hospital, Mansa
City	Mansa
State	Punjab
Pin	151505
Website	<a href="http://www.sdkmvmanasa.com">www.sdkmvmanasa.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Madhu Sharma	01652-234187	9878609676	-	sdkmv_mansa@yahoo.in
IQAC / CIQA coordinator	Kiran Bansal	01652-234187	9877118373	-	kiranbansal25@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Punjab	Punjabi University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	05-04-1972	<a href="#">View Document</a>
12B of UGC	01-07-2016	<a href="#">View Document</a>

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				

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	Near Civil Hospital,Mansa	Urban	0.865	21288.26

## 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	BA, Humanti es, Eng. Pbi. M usic V. Comp . App. Fashion Desi. Eco. Pol. Sci. History Hindi Home Sci. Physical Edu. Math Defence Stu	36	Twelth	English, Hind i, Punjabi	220	184
UG	BCom, Com merce,	36	Twelth	English, Hind i, Punjabi	60	17
UG	BCA, Compu ter Science,	36	Twelth	English	50	14
UG	BLibISc, Libr ary Science, B.Li b	12	Graduation	English, Hind i, Punjabi	15	15
PG	MA, Humanti es, PUNJABI	24	Graduation	Punjabi	40	9
PG	MSc, Comput er Science,	24	Graduation	English	40	2
PG	MSc, Comput er Science, M Sc. IT Lateral Entry	12	PDGCA	English	20	0
PG Diploma recognised by statutory authority including university	PG Diploma, Humanties, D RESS DESIGNING AND TAILORING	12	Graduation	English, Hind i, Punjabi	40	0
PG Diploma recognised by statutory authority including university	PGDCA, Co mputer Science,	12	Graduation	English	40	7

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				9			
Recruited	0	0	0	0	0	3	0	3	0	2	0	2
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				23			
Recruited	0	0	0	0	0	0	0	0	0	20	0	20
Yet to Recruit	0				0				3			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						5
Recruited	0		0		0	0
Yet to Recruit						5
Sanctioned by the Management/Society or Other Authorized Bodies						11
Recruited	5		6		0	11
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	3	0	0	2	0	5
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	3	0	3
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	0	14	0	14
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	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	0	0	0	0	0
	Female	521	0	0	0	521
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	35	0	0	0	35
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	7	0	0	0	7
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	60	0	0	0	60
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	173	180	177	191
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	62	75	68	88
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	245	292	292	287
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>480</b>	<b>547</b>	<b>537</b>	<b>566</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Multidisciplinary education is an approach to learning that takes into account different disciplines, subjects and perspectives. It encourages students to broaden their learning beyond traditional boundaries, explore multiple perspectives and cultivate new skills. A holistic and multidisciplinary and interdisciplinary learning approach in education is indispensable for grooming individuals that possess multifaceted functional capacities. A well identified set of skills and values is needed to develop holistic individuals at different stages of learning to meet the emerging challenges and needs of the modern era. In this regard, an inter-disciplinary and multidisciplinary approach is a system of curriculum</p>
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	<p>integration that attempts to connect different areas of study to illustrate a theme, subject or issue. Hence, there is no place for hard separation between arts and sciences, between curricular and co-curricular activities or between vocational and academic streams adopting an inter-disciplinary approach. This approach is conceived to help students to develop academic expertise with vital leadership skills that can help them in their career path. S.D. Kanya Mahavidyala, Mansa has already adopted a multi-disciplinary learning approach offering many programmes and courses as well as variety of optional subjects which they can opt in their UG and PG programmes.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>One of the provisions of the National Education Policy 2020 (NEP 2020) is the introduction of the Academic Bank of Credit (ABC). It will allow students of undergraduate and postgraduate degree courses to exit the course and enter within a stipulated period. Academic Bank of Credits shall deposit Credits awarded by Registered Higher Education Institutions, for Courses pursued there in, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by the Commission from time to time. ABC shall not accept any document pertaining to course credits directly from students and shall entertain such documents as valid only when the same are transmitted by the respective, Registered Higher Education Institution. Academic Bank of Credits shall provide to every student the facility to open unique or individual Academic Bank Account in digital form; and the account holder shall be provided with a unique ID and access to the Standard Operating Procedure (SOP). The ABC will allow students to earn credits from various HEIs registered. The student can earn up to 50 per cent credits from outside the college/university where she/he is enrolled for the degree/diploma programme. Courses undergone by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc. or of any specified university, shall also be considered for credit transfer and credit accumulation. Credits obtained by students by undergoing Skill-courses from Registered Higher Education Institutions offering vocational Degree or Diploma or Post Graduate Diploma or Certificate</p>

	<p>programmes are also eligible for accrual and redemption of credits through the Academic Bank of Credits. S.D.Kanya Mahavidyala, Mansa is well prepared to implement Academic Bank Credit system as per proposed by National Education policy 2020 and looks forward to do the required steps by its affiliating university in this regard.</p>
<p>3. Skill development:</p>	<p>Skill Development is an essential part of personal and professional growth. It allows individuals to improve their qualities vital to effective performance at the workplace. Developing skills can also help individuals maximize their potential and achieve their career goals in stipulated time. “ The more we give importance to skill development, the more competent will be our youth” Narendra Modi. Skill development is particularly important for students as it helps them prepare for their future careers. Developing essential skill can help students to improve their future career prospects and prepare them to excel academically. These skills help students to think creatively, solve complex problems, develop analytical thinking and communicate efficiently. So, there is a need to provide skill-based learning in higher education to help students receive vocational training besides academics to improve their chances of better employment and a successful career. This will provide multiple opportunities to students who will acquire skills related to particular professions along with general education. This will help students pursue graduation in a variety of vocations besides the mainstream subjects, such as arts, commerce, computers etc. Students will get the freedom to select the vocation of their choice and make a career in it. Moreover, students will get practical experiences in vocational training that will give them better chances at employability. These programs not only provide the vocational training required to improve job prospects but also help develop personalities, enhance work proficiency, and improve communication skills, time management, and negotiation skills. The skill development programs also help the youth identify their interests and talents. It helps them develop flexibility, reliability, productivity, and efficiency. All of this goes on to improve their chances of successful careers and widen their career opportunities. The government of India launched an initiative in the year</p>

	<p>2015 called Skill India. It aimed to train 40 crore Indians in a variety of industrial jobs. Its goal: Empower the youth with schemes and training courses by the year 2022. S.D.Kanya Mahavidyala, Mansa is already trying its best to provide comprehensive skilling and vocational training to students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The Indian Knowledge System (IKS) is a set of Indian knowledge that has been systematically expressed. Starting from the oldest works of knowledge, i.e. from Vedic literature to the indigenous and tribal folklore of the country, Indian knowledge is spreading like a spectrum. There is a vast store of knowledge not only in Sanskrit, Pali and Prakrit, but also in all the indigenous languages of India. This has remained unexplored for decades. Indian knowledge covers basic knowledge, science, engineering and technology, social sciences and humanities through a structured classification system. IKS (Indian Knowledge System) has evolved over millennia. It has many scopes such as Astronomy, Ayurveda and Yoga (Health and Wellness), Mathematics and Computer Science, Languages and Linguistics, Metallurgy, Public Administration, War Technology, Management Science, etc. IKS's contributions to various fields include understanding the motions of the planets, the solar world, and the shape and diameter of the Earth; nature of plants and herbs, skill in surgical procedures; discovered zero, the decimal system of digits, and approximation algorithms for calculating Pi; Panini's General Grammar; steel production methods, good governance and taxes, etc. The IKS, being a vast and undivided source of knowledge and unused for decades, has been decoupled from social memory. Although parts of IKS are continued in the teaching and learning of Sanskrit and other traditions, this type of isolation makes it inaccessible. Simply restoring or enhancing IKS in education creates a new learning compartment that is more dangerous than conservation. Therefore, it is desirable to integrate IKS content into contemporary knowledge in a harmonious manner. Such integration requires a lot of work and clarity. The integration process includes a basic introduction to IKS, its nature and structure, scope and history, the integration of basic concepts of IKS into modern textbooks, and finally</p>

	<p>the development of IKS, development of Indian thought models based on available IKS literature and their application in various modern problem solving methods. S.D.Kanya Mahavidyala, Mansa has already pursued to incorporate the Indian Knowledge System into its teaching learning programmes for the sake of intellectual enrichment of its students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-Based Education (OBE) is an educational theory that is the base of an educational system. The focus of OBE is on the skill, knowledge and competences that students should have at the end of their learning experiences outcome based education is a model of education that rejects the traditional focus on what the institute provides to students, in favour of making students demonstrate that they “ know and are able to do” whatever the required outcomes are. It focuses on measuring student performance i.e. outcomes at different levels. In other words, Course Outcome (CO) are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course. Generally three or more course outcomes may be specified for each course based on its weightage. Here, an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs such as time students spend in class. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods are adopted, and evaluation is conducted. The various OBE programs share an emphasis on changes to the entire educational system, observable and measurable student performance or student outcomes, and the assumption that all students can learn. There is no single grading system that is common, to all programs, nor it is a necessary feature of OBE that traditional letter grades be abandoned.</p>
<p>6. Distance education/online education:</p>	<p>Online education is a type of distance learning that refers to the delivery of educational content through the internet, with no need for face to face interaction. In this mode, the students receive their course materials and other resources by email or post. This</p>

type of learning lays emphasis on independent study, with little teacher interaction. Students are expected to use the course materials to complete the curriculum on their own. Teachers and students rarely interact at places called study centers. But it is important to follow the deadlines for exams and project submissions. These programmes, which combine regular classroom instruction with distant learning, are also known as hybrid, blended, or correspondence courses. Open and Distance Learning Mode” means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences. When it comes to education, online learning offers the student greater flexibility. The students are free to choose when and where they want to learn. This programme is designed for students who want to complete their education totally online without having to visit the designated campus. With the development of technology, students now have a wide range of alternatives, ranging from online master’s degree programmes to undergraduate degree programmes. As National Education Policy 2020 has the provision to give the autonomy to the autonomous colleges to initiate distance online courses themselves, S.D. Kanya Mahavidyala Mansa is ready to implement this with full of its potential.

### **Institutional Initiatives for Electoral Literacy**

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club (ELC) has been set up in the college. The main objective of this club is to sensitize students, faculty members and people of the area about the importance of voting. ELC also aims to promote awareness for ‘Right to Vote’ among students, faculty members and community. To educate the mass population and students about voter registration, ethical voting and electoral process is its prime concern.
2. Whether students’ co-ordinator and co-ordinating faculty members are appointed by the College and	Yes, the college has appointed Nodal officer from Faculty and student Coordinators. Dr. Jyoti Bala

<p>whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Assistant Prof in Economics is nodal officer and Dr. Parkash Kaur Assistant Professor in Political Science is faculty Coordinator of ELC. Numerous students are enrolled under the Electoral Literacy cell. They are actively involved in various activities and initiatives taken by institution for Electoral Literacy.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>Numerous programmes, activities and initiatives are undertaken by ELC for Electoral Literacy. Voters Day, Constitution Day, EVM use training sessions etc are organised in the college to sensitize the students and public of areas about electoral process and promotion of ethical voting apart from this. Our college provides platform to BLOS' to register new voters in the voter list.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Various initiatives are conducted by college in electoral related issues:- EVM (Electro Voting Machine) awareness workshops are organized to give information about the working of EVM and its benefits. College has conducted numerous lectures, poster making competitions, slogan writing competitions, oath ceremonies, and awareness drives to spread awareness for democratic values and participation in electoral processes.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Awareness workshop have been conducted for the students, faculty members and local people regarding the use of EVM. Voter registration drive was conducted at institute for above 18 years of age students.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
566	537	547	480	469

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 57

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	25	28	28

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
64.18	65.15	46.41	65.66	68.51

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

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

1. The college is affiliated to Punjabi University Patiala. Hence all the departments of the college adhere to the syllabus prescribed by the University. During last five years 7 faculty members represent the college in preparing the syllabus as the members of BOS or Academic Council of the University.
2. IQAC conducts a meeting in the beginning of every academic year to prepare the strategy for covering the syllabus for different subjects of the college prescribed by the affiliating university.
3. The time table committee headed by the Principal draws up the time table of every department which deploys the appropriate time units for academics and co-curricular activities like theory, practical, tutorial value-added education etc. for overall development of the students although flexibility in the time table is permissible by the Principal for the convenience of the students, so that they can reach their destination in the time as most of the students belong to rural areas. Time table is put up on the college notice board as well as class WhatsApp groups
4. The college conducts academic reviews, periodic monitoring of the syllabus completion, periodic reports, semester wise or year wise to know about the completion of the syllabus. The review reports are assessed by the Principal during staff meetings.
5. Majority of faculty members use e-learning resources and software to make their teaching interesting and effective.
6. Institution makes teaching plans and conducts academic activities like seminars, group discussions, webinars and adopts learning practices like experimental learning, problem based learning etc.
7. The college promotes peer learning by which many departments of the college conduct webinars regularly by which more information and knowledge about the subject is shared among the students. And slow learners ask the difficulty from advanced learners and the concern teachers and advance learners solve the difficulty of slow learners.
8. The institution adopts MAE (Meet Academic Expert) through seminars and webinars the guiding expert guide the students about academics and share his /her views among the students. After the guidance, interaction session is also arranged and the doubts get cleared.

9. The institution has proper system for the smooth functioning of the college and curriculum as follows: A notice is issued by the Principal regarding every activity. A review meeting is held after the activity done.

10. Enriched with necessary learning resources e.g. Books, magazines, e-books, e-journals the college library plays an important role in effective curriculum delivery. Teaching and non teaching faculty members are encouraged to attend and participate in workshops and seminars to enhance knowledge of their field.

11. Apart from the completion of academic curriculum, the institution has taken steps to release mental stress of the students. Essay writing, declamation, poem recitation, yoga, nail art, cooking and rangoli competitions and related programs are organized offline and online for the students' physical and mental health purpose.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 23

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 45.21

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
566	395	56	78	80

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

***Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum***

**Response:**

The institution integrates the students with the cross-cutting issues relevant to professional Ethics, Gender, Human Values, Environment and Sustainability through Academic and Extra Curricular activities. The Education about these cross cutting issues to the students is imparted through lessons from the books prescribed by the university in the syllabus of various subjects as well as co-curricular activities.

At graduate level BCom Students learn about Professional Ethics under concept of Entrepreneurial Skills. Students get Knowledge of its impact on Business Environment. It also includes corporate code of Ethics and principals of Business Ethics. Students of Political Science study about professional Ethics and human values. Students of Hindi, Punjabi and English Literature in BA classes study the topics related to gender issues like women upliftment, empowerment, education, self- esteem, status and problems of women in past and present era. In BA history class students study gender related issues by getting knowledge about the position of women in ancient medieval and modern period. Students of Hindi, Punjabi, English, literature and History in BA Classes learn about Human-Ethical Values such as, spiritual Consciousness, service selfless of Humanity Humility, Patriotism, Selflessness, Self Respect, Communal Harmony, Ideal relationship of teacher-student according to traditional Indian culture, Free education for down trod dens and economically weaker section of society, Human rights awakening about shattering and broken socio- religious political- ethical values and problems arise due to it. Add on

spoken English courses students learn Professional Ethics. 'Environmental and road safety awareness' and Durg Abuse: Problem management and prevention are the compulsory qualifying papers for the students of all undergraduate courses. In EVS paper students are taught about concept of biosphere, ecosystem, natural resources: renewable and non- renewable, pollution and environment Protection laws.

College tries to sensitize students about all such issues by organizing workshops, lectures, extra curricular and co curricular activities. The NCC and NSS units of our college have been very proactive in conducting different extension activities not only in college premises but also in adopted villages also. Major gender issues are focused and addressed through the activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc.

NCC and NSS also promote environmental protection through tree plantation and other sustainable development programs. Various activities are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns at Public spaces etc. The college has taken initiative in Swachh Bharat Abhiyan and Tree plantation programs which are introduced by the Indian Government.

The college takes efforts for integration of ethical and human values through extra-curricular activities also. NCC cadets participated in District Level Independence Day Parade and Republic Day Parade, which serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check-up camps, AIDS awareness programs, Voter's awareness program, Road safety Campaign, Blood donation camps, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 36.57

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 207

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 46.76

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
276	210	255	210	260

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
525	525	525	525	490

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 46.17

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
154	98	117	109	142

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

2022-23	2021-22	2020-21	2019-20	2018-19
272	272	272	272	255

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio**  
(Data for the latest completed academic year)

**Response:** 20.21

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

Since the institution has a highly competent and committed faculty in all the departments, it aims at making learning more student-centric through a combination of various teaching techniques that include **Grammar Translation Method (GTM), Direct Method, Army Method, Total Physical Response (TPR) and the use of ICT**. The institution has a well-defined system to identify slow learners and advanced learners and to bridge the gap between them, **Remedial Classes** are organized for the slow learners. **Audio-Visual Methods, Language Lab., Special Lectures by Experts, Industrial Visits and Projects** are some of the methods used by various departments to encourage their equal participation.

<b>Type of Student-centric approach</b>	<b>Methods adopted by teachers</b>	<b>Impact on learners in terms of enhancement</b>
1. Experimental Learning	1. Model-Making & Demonstration 2. Educational trips/tours 3. Industrial Visits 4. ICT enabled teaching 5. Facility of Language Lab., Home Science and F. D. Lab	1. Skill acquisition 2. Learning through Imagination 3. Practical experience 4. Enhancement of interest 5. Skill development
2. Participative Learning	1. Group Discussions and Debates 2. Seminars and Webinars 3. Expert Guidance 4. Exhibitions 5. Thinking-Pairing-Sharing (TPS) 6. Quiz Competitions 7. Youth Festival and other cultural programs 8. NCC and NSS Camps	1. Confidence building 2. Communication skills developed 3. Interactive learning 4. Creative thinking developed aqqq1
3. Problem Solving	1. Class Tests & MST	1. Writing skills improved



Methodology	2. Remedial Classes 3. Parent-Teacher Meet 4. Peer learning 5. Financial Assistance and Mentor Scheme	2. Problem-solving and critical thinking  3. Interactive Learning & Skill enhancement  4. Economically deprived students get benefitted under the Financial Assistance and Mentor Scheme
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The above-mentioned methodologies are applied by the various departments of the institution with the sole purpose to uplift the academic as well as non-academic level of the students. Besides, the institution ensures effective teaching-learning process with the appropriate use of ICT. Subsequent efforts are made by the faculty to provide e-learning atmosphere in the institution. The institution has a digitalized library equipped with *Hammer and Koha softwares* providing more than 25,000 books to meet the requirements of the students. Audio-Visual aids are used to make the teaching-learning process interesting and several *e-books, web links, PDFs, YouTube lectures* are also referred to by the teachers as relevant sources of learning. The faculty members also contributed their best by providing online lectures using various platforms i.e *Zoom, Google Meet, V-Recorder, X-Recorder* during the testing times of Covid-19.

The students are encouraged to prepare presentations, assignments and projects using MS-Office and other ICT tools. They also use their E-mail ID and WhatsApp to submit their assignments. Moreover, the faculty members make use of PPTs to make their arguments more clear and also share their YouTube Links for the expansion of knowledge of the students.

#### **List of ICT enabled tools and softwares use:**

##### **ICT enabled tools:**

Desktop Computers 32

Printers 03

Scanners	03
Web Cameras	03
Laptop	01
Projectors	02
Pen drive	01
Speakers	03

**Softwares Used:**

Turbo C

Java

Web Technology

MS-Office

SQL Server

Visual Studio 2010

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.4 Teacher Profile and Quality****2.4.1****Percentage of full-time teachers against sanctioned posts during the last five years****Response:** 84.05**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
33	33	33	33	31

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.4.2

*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

**Response:** 47.45

### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
16	14	13	12	10

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

### **Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

#### **Response:**

As per the norms of Punjabi University, Patiala, the institution follows the modalities of conducting continuous evaluation comprising class tests, MST and participation in various classroom-activities. Fifty percent (50%) of internal assessment is on the basis of class projects, assignments and surprise tests. Moreover, unit tests are conducted regularly as per the schedule and the following mechanism is followed:

1. Internal Examination Committee
2. Setting Question papers
3. Exams conducted
4. Results Displayed
5. Interaction with students regarding their performance and they are also shown their answer books for self-evaluation.
6. Parent-Teacher Meet (PTM) is held.
7. The University norms related to course-wise examination pattern are communicated to the students and the circulars are displayed on the notice board.
8. Examination schedules are also sent online to the students.
9. If there are any changes in schedule, the students are immediately informed.
10. Students are free to interact with the teachers to resolve grievances regarding the assessment.

The whole system of internal assessment is robust. The internal marks are sent to the University after having assessed test papers, their attendance, presentations and seminars, MST etc. The question papers are sealed and kept under the custody of college Superintendent and the Coordinator.

#### **Grievance Redressal System:**

#### **Grievances Regarding Internal Examination:**

The grievances regarding internal examination are dealt with great efficiency by all the teachers. The students are shown their internal test papers in the classroom for their self-assessment. If a student is dissatisfied with the marks obtained, she is free to interact with the teacher. The unresolved grievance, if any, is referred to the Head of Department.

The college also appoints subject expert and if any change needs to be done in the marks, it is done by the internal examination committee. Also, the college has to declare the final result within fifteen days.

**Grievances Regarding External/University Examination:**

As per the university norms, the students have equal rights to apply for the verification of their answer books. The candidate can apply for verification within 21 days from the date of declaration of the concerned exam result. Then the result is communicated to the candidate within 30 days from the last date of receipt of application. At a time, the candidate can apply for the verification of two answer books and can also demand the photocopy. The photocopy is provided to the candidate on the payment of non-refundable fees prescribed by the university. However, the photocopies of practical examination marks record are not supplied to the candidate.

The application form is made available to the students and the duly filled and signed form of the candidate is to be submitted to the Principal within 12 days from the date of declaration of result of the examination. The candidate may challenge the same by applying to the university through the Principal of the college within 8 days from the date of issuing of photocopy of answer book by the university.

It is pertinent that the university has introduced jumbling system to ensure transparency.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6 Student Performance and Learning Outcomes****2.6.1**

***Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website***

**Response:**

The college offers various programmes in Arts (B.A.), Commerce (B.Com.), Computer Application (BCA, PGDCA, M.Sc IT, M.Sc IT Lateral Entry), Library Sciences (B. Lib.), M.A. Punjabi, Diploma in Fashion Designing and Add-on-Course in Spoken English etc. The syllabus depicting the learning objectives is available for the students and the teachers in the college library and on the website of the Punjabi University, Patiala. At the beginning of the session, all the faculty members divide the syllabus into various parts month-wise and certainly complete the topics in stipulated time-period and they also articulate the learning objectives and programme specific outcomes to the students. Programme specific outcomes of all the departments are highlighted through counselling sessions which further help the students in their future.

Programme outcomes and course outcomes are displayed for all the stakeholders at the institution's website. The students are counselled about the outcomes at the beginning of the academic years in regular classes by the Head of Departments and the concerned faculty members. Newly admitted students are informed about the

course outcomes in the induction programme. After completion of each unit of the course, the faculty members again inform about the course outcomes.

It is also ensured by the faculty members at the time of admission that they guide and instruct the newcomers for choosing subjects and courses as per their interest and aptitude. Teachers from various departments remain available at the time of counseling to guide the students about their respective subjects, their scope and r relevance in future.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

**Program Outcomes (PO) include:**

1. Employment opportunities for the students
2. Development of critical thinking
3. Social awareness and interaction
4. Political consciousness
5. Promoting Research culture among the faculty members and the students
6. Awareness of and sensitivity to environment sustainability
7. Inclusive Education for all the students without any discriminations on the basis of caste, creed or gender.
8. To construct an unbiased society by empowering women
9. Inculcating human virtues
10. Responsible citizenship

**Course Outcomes include:**

1. The students acquire full knowledge of a particular subject as she goes through many recommended readings apart from reading the prescribed text.
2. Awareness of and sensitivity to many social issues i.e poverty, unemployment, corruption, gender discrimination, drug menace, depletion of natural resources and many more.
3. Diverse employment opportunities.
4. Interest in research gets promoted.

Programme Outcomes and Course Outcomes are evaluated using following mechanisms:

1. The institution follows the academic calendar of the affiliated university.
2. The teachers of all departments sincerely prepare semester-wise evaluation report.
3. The feedback is given due importance for the attainment of PO and CO.

Programme Outcomes and Course Outcomes are assessed with the help of relevant courses through direct and indirect method. Direct methods are implemented through conducting examinations and through observing students' knowledge and skill against course outcomes. Assignments are also given at the end of each unit and the students try to work on the assigned task using various reference books available in the college library.

Alumni Survey forms the indirect part of assessment since the record of pass-out students and their glorious achievements has been maintained properly. The pictures of alumni displayed on the boards and in the college magazine equally motivate the current students and inspire them to achieve their respective goals.

As an institute of higher education, we measure the success of PO/CO not only on the basis of marks obtained and jobs secured by the students but also in terms of confidence and discipline that the institute instills in them.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6.3****Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 100

**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
182	163	169	110	117

### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
182	163	169	110	117

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

#### Online student satisfaction survey regarding teaching learning process

**Response:** 3.64

File Description	Document
Upload database of all students on roll as per data template	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

**Response:** 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

Our college promotes enriching ecosystem for the students and the faculty by taking various steps. The management renders all types of financial, technical and infrastructural support. Students are provided various platforms by organising events such as seminars, workshops, skill-based courses and research publication for creation and exchange of knowledge. The institution has initiated a compost project in which leaves, and other waste material is used to make compost. All trees and plants in the college are categorized and are very helpful in imparting knowledge to students about biodiversity. Besides this, herbal corner in the institute is a matter of immense pride.

In order to reduce waste on the world, our institute promotes reduce, reuse, recycle. The Department of Home Science and Fashion Designing has prepared useful items out of waste materials. Moreover, students in the Fashion Designing Programme have also ventured into entrepreneurial activities with their creative skills hence, becoming a part of business world. The college magazine 'Sudhanshu' is another creative platform created to bring forth the latent talent of the students and faculty.

The college has always taken the lead in developing a structure that promotes effective learning. One of the major initiatives to support the educational process is the effective use of various ICT tools. To meet the needs of modern-day world, faculty is well-equipped with various platforms like Zoom classes, Google Meet, OBS software, Power Point presentations, One-to-One lessons through video or voice call, QR codes, and Microsoft Office. In addition to this, a few pieces of department-specific software, listed below:-

**Department of Computer Science:** Turbo C, Microsoft Visual enterprise, Microsoft visual studio 2010, Java Runtime Environment, Oracle Database 10g and SQL server 2008, Asp.net, Linux, web designing, web Technology, MS office2010 & 2007, Wi-Fi-LAN.

**Department of Fashion Designing:** -Coral draw

**Department of Commerce and Management:** -Tally software

**Department of Library Science:** -KOHA Software

**Office Administration:** - HAMMER software

The college has also established Research Committee that inspires its faculty members of professional department to file patents and to publish their research and innovations in well reputed UGC Care List/Scopus journals of National and International repute. It also encourages teachers for sending proposals for research projects and takes the review of the same. In the college library, there is a fully automated Research & Information Resource Center with books and journals. In order to facilitate the researchers in their research work, this Center has all the state-of-the-art facilities such as computers, high-speed internet, printers, and research-oriented books.

### Outcomes

1. Faculty members from the college has got published four patents in collaboration with various reputed academic institutes
2. Various research papers of the faculty have been published in various reputed UGC listed/Scopus/Web of Science journals.
3. Faculty had contributed a number of book chapters in the edited books of reputed publishers like Elsevier's, Taylor and Francis, Springer etc. in last five years.
4. Many seminar/workshops related to research methodologies/intellectual properties rights and entrepreneurship were organized in various department.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.2.2

***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 9

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	2	0	0	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.28

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	4	3	02

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.3.2

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

**Response:** 0.11

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	1	1	02

File Description	Document
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1

## **Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

### **Response:**

Extension activities are the aspect of education which emphasis community services. These are often integrated with curricula as extended opportunities intended to help, serve, reflect and learn. It enables to sensitize students towards social issues for the holistic development. It aims at promoting pragmatic approach and determines the rights conducted by considering all possible outcomes and choosing the most viable one.

The institute engages in a number of socially conscious initiatives to expose students to real world challenges. It undoubtedly contributes significantly to students' overall growth. Currently 300 students got enrolled in NSS unit of college and the unit organized varied activities like Tree Plantation, Street plays (Nukkad Natak), Awareness Campaigns, Cleanliness Drive etc. to make students more aware about their community.

Tree planting event is organized numerous times to encourage students to plant saplings in the local neighbourhood. More than hundred trees were planted as a manifestation of the students' active participation. The neighbourhood community's encouragement to farmers to stop burning paddy stubble was another successful action. The college faculty and students travelled to several villages to create awareness for the same.

The institute also performed a street play (Nukkad Natak) in five villages of the Mansa District which was a remarkable event. The purpose of the street play was to educate rural residents about the importance of Covid -19 vaccination. Nangal Kalanand Chakerian are the villages adopted by the institution and it is evident that the students were successful in fulfilling their aim.

Voter's Day Awareness campaigns are conducted annually to educate the public on the significance of voting in a democratic set up. The institute planned a model polling station in 2019 to make common people aware of the voting process. Similar to this, the college often hosts seminars and organizes rallies to promote better understanding of road safety and traffic rules. Under Swachh Bharat Scheme, cleanliness drive is undertaken every year in the campus and outside to keep the surroundings clean and awaken people about it. Yoga day is celebrated every year to enlighten students about its benefits promoting physical as well as mental health. Under Beti Bachao, Beti Padhao scheme, the colleges aims at empowering girls by conducting varied activities throughout the year.

Distancing was a challenge during the time of Covid-19 and wearing masks was mandatory .The Department of Fashion Designing took the initiative of preparing handmade masks and distributing them in the locality. The Department of Commerce and Management organized an effective activity in which an informative booklet was distributed in nearby community regarding RTI Act and GST. College also organized visits to Vedanta Thermal Power Plant at Talwandi Sabo and Trident Industries Dhaula District Barnala for the better understanding of the corporate world. The department also organizes extension lectures by inviting resource persons from far and wide for better insight into yearly budgets. The Department of Political Science organized a seminar in collaboration with World Human Rights Foundation (WHRF)to impart knowledge on Human Rights.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

#### **Awards and recognitions received for extension activities from government / government recognised bodies**

##### **Response:**

As a way of achieving social contribution and fulfilling its duties towards society, the college, faculty members and students have received several appreciations periodically from various reputed government and non government bodies. Village Gram Panchayats, Municipal Committees have appreciated numerous departments and cells of S. D. College, Mansa from time to time. A significant contribution by the College during the Corona pandemic has been recognized by the Civil Hospital, Mansa for their work as Corona Warriors, masks distribution and the creation of awareness about Corona protection measures for COVID-19 patients. Various Departments received appreciations for their work in extension activities as listed below:

- 1.It has organizing an awareness rally on Cleanliness and Hygienic Environment at village Chakerian and received much applause appreciation by Gram Panchayat Chakerian.
- 2.The college has received appreciation from Traffic Education Cell, District Mansa for its "Road Safety Rules & Fuel Conservation" Campaign.
- 3.It has organizing an awareness rally on "Green & Clean Campaign Endeavors "and received much applause appreciation From Municipal Council, Mansa.
- 4.The Department of NSS has organized a Free Medical Check-up Camp at village Nangal Kalan, Mansa and got appreciation by Khalsa Ayurvedic Medical College & Hospital Nangal Kalan.
- 5.The college has received appreciation from Mahatma Gandhi National Council of Rural Education (MoE-GoI), District Mansa for its "Green Cover on Campus" "Surface Water Harvesting" "Rooftop Harvest" "Rooftop Solar System" "Waste Management" Campaign.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

#### ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

**Response:** 40

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	04	07	09	08

<b>File Description</b>	<b>Document</b>
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 06

<b>File Description</b>	<b>Document</b>
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

#### Response:

Availability of adequate infrastructure and physical facilities for teaching-learning: classrooms, laboratories, cultural activities, gymnasium, yoga center, ICT facilities etc. in the institution.

The campus of S.D. Kanya Mahavidyala, Mansa is spread over 37680.31 sq. feet of land. It provides green and clean campus with eco-friendly environment .The college has established excellent infrastructure and learning resources over the years contributing to the academic growth.

**Administrative Block:-** The Administrative block includes the Principal’s Office and the Meeting room. The college campus has one main building. The Clerical Office is located near to Principal Office consists of cash counter and adequate working space for the support staff. The College reception is close to the Principal’s office for handling the queries of the students. It is fully air-conditioned.

**Academic Block:-** There are eighteen classrooms with proper ventilation and lighting. Out of these, six classrooms are located in the Arts block, seven classrooms in the Computer and Commerce Department and two classrooms for M.A. Punjabi on the second floor. The college has three staff rooms: one each in Arts block, Computer block and Commerce block. There are five well equipped labs: one each for Fashion Designing, Home Science, Language and two high tech labs for Computer Science. Three Classroom is equipped with Projector. The College campus is Wi-Fi enabled with two broadband connections.

**Sports:-** The College has adequate facilities for outdoor and indoor games. Facilities for indoor games including chess, carom-board & Judo mats are available in the college. The college has one play ground for Kho-Kho, Kabaddi & Athletics. Efficient ground staff is attached with the Department of Physical Education for the proper maintenance and marking of tracks and grounds. Stock register is maintained of all the sports equipment procured. The facilities are upgraded and new requisite equipment is added on need base.

**Cultural activities:-** Auditorium and open stage ground where students participate in talent hunt competitions, farewell party and cultural programmes under the guidance and supervision of their teachers, which is also used for debates and discussions.

**Library:-**The College has an impressive Library containing fully air-conditioned reading hall . Apart

from it, there is stack area with seating capacity of thirty. The library has a reference corner which contains two newspaper stands and a magazine stand. It has a special area marked as 'e-Resource Corner' where users can browse the Library OPAC and search various e-resource online and search for documents/material for preparation of various exams.

**Gymnasium:-** A gymnasium equipped with modern fitness gadgets, has been set up where students can train themselves. This facility is available for both students and faculty. Seminar hall & lawn is used for yoga classes where faculty and students can meditate and even practice yoga.

**There are enough space for parking.**

The students and staff members are provided with the facility of stationary, photocopy shop through the private contractor at reasonable prices and Wi-Fi enabled with two broadband connections within the campus. one vermi compost unit is within the campus to manage and reuse the waste material.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 4.94

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
5.69	3.29	0.48	5.80	0.05

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

#### Response:

Library is the pivot of learning of any institution. It is a place which engages the interest of students and invites them to nurture it. The college has a well-equipped library with ample reading space.

The library has a vast collection of reading material which includes General Books, Encyclopedias, Text Books, Reference Books, E-Journals (6000+), E-Books etc. (199500-through N-LIST) and (6 Lakh through NDL) in a variety of disciplines which caters to the needs of the students and faculty.

The functioning of the library has also undergone a great change over the years. In 2022-23 air conditioners were installed in the college library. The library is well equipped with two computer systems to provide efficient library services to its readers. Fire extinguishers and CCTV Cameras for Surveillance are installed in the library premises to ensure proper safety and security of the users.

The library was fully automated using **Hammer Software in 2020-21**. But the software was not able to generate various reports and perform vast library operations effectively. Thus, the current software was replaced to some other leading software. Then the library was fully automated using **Koha Version 22.05.09.000 in 2023**. Koha was created in 1999 by Katipo communications for the Horowhenua Library Trust in New Zealand and the first installation went live in January 2002.

The library subscribes to various digital resources for its users in addition to providing access to enormous collection of printed resources of information like Britannica Ready Reference Encyclopedia, The New Encyclopedia Britannica, The World Wide Encyclopedia, Encyclopedia of World Religions, Encyclopedia of Sikhism, Encyclopedia of literature and Criticism, Encyclopedia of Home Science, Oxford dictionary, The fact on file students Thesaurus, Webster Encyclopedia Dictionary of English Language, Encyclopedia of Ethics in Science and Technology, Encyclopedia of the Unexplained, LIMCA book Records 2013 and Webster's Thesaurus etc.

The library has an E-Corner where a separate computer system with access to Library OPAC

(Online Public Access Catalogue) and Internet facility is available for the students and facility where they can search for library resources and browse the internet to find documents/information online. Several CDs are also available for the users.

The library staff is student and teacher friendly and helps them to make the best use of the resources. Internal Assessment Methods and reforms in Continuous Internal Evaluation is done regularly to improve the functioning of library operations and motivate users to use the library facilities to the fullest:

1. Library Orientation Activities are conducted at the beginning of the new session to make new entrants aware about the library collection and library rules.
2. Motivating students to use library and inculcate reading habits.
3. The library organizes Book Exhibitions on special days by displaying books on that particular subject.
4. Books Recommendations are received from both the faculty and students and orders are placed thereto.

**1. Name of ILMS Software: - Koha software**

**2. Nature of Automation: -Fully Automated**

**3. Version: - 22.05.09.000**

**4. Year of Automation: -2023**

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

Our college provides sophisticated IT infrastructure which comprises of computing equipment, server software and internet facilities. The students are encouraged to use IT infrastructure in the best possible

way to in rich their learning. Information Technology has taken the world by storm. The popularity of technology is increasing not only because of its growing availability but also because of the capabilities of technologies which traditional educational tools do not provide. College has always been one step ahead when it comes to using technology to benefit students. The institute has a digitally supported learning. Academic management plans, Assignments, post exam solutions, Quizzes, lecture presentations, syllabi, study materials etc. are provided to students

### **IT FACILITY**

1. All department are equipped with computers with appropriate internet connectivity with LAN and Wi-Fi
2. Institute has three ICT classroom, one seminar-hall, well equipped with facilities like LCD projectors LAN, Wi-Fi, and Audio Visual ads.
3. Computer system is installed and upgraded regularly with licensed copies of software and antivirus protection.
4. Soft skills labs for language classes and interview preparations,
5. The website of the college is administered and updated regularly by online content & web development cell.
6. Koha software is used at the library management system in multi-user multilingual software,
7. The library has mobile-OPCA as well as Web-OPAC.
8. In order to make the process user-friendly, the library has introduced the SMS communication facility.
9. For online education, college subscribed Google class room suite and Zoom Platform
10. SDKMV Mansa has 2 computer laboratories and language laboratory with 32 computers.

### **COMPUTER FACILITY AND WI-FI**

1. All the laboratories, departments and office has upgraded computing system.
2. 50 WI-FI accesses points with 200 Mbps internet leased line facility are available on campus.

### **CYBER SECURITY**

1. The college server is always proactive for all kinds of data backup and other issues.
2. Microsoft campus licensed operating system window 10.
3. College uses open free access software like MSOFFICE and Oracle, C++, LINUX, visual studio, Oracle etc for meeting different academic requirements
4. Around the college campus 24\*7 Surveillance by CCTV cameras had done in order to provide safe environment to the students.

### **E-GOVERNANCE**

SDKMV has e- governance in the following areas :-

1. Administration
2. Accounts
3. Admission
4. Examination

1. Dept. of computer science & IT developed various modules for college development and learning system.
2. For financial management TALLY Software are used for Admission and fees collection.

E- Content through Slide-Share, Whatsapp groups.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

**Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 25.73

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 22

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities*

*excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 31.33

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

2022-23	2021-22	2020-21	2019-20	2018-19
25.67163	11.35434	10.90146	27.75943	21.39741

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 41.75

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
286	165	242	196	196

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** A. All of the above



File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 12.93

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
134	52	25	20	105

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response: 55.6**

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
116	77	91	60	68

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
182	163	169	110	117

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 7.29

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
12	4	2	4	2

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1**

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

**Response:** 12

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
05	03	1	1	02

File Description	Document
Upload supporting document	<a href="#">View Document</a>
list and links to e-copies of award letters and certificates	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 6.2

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	3	0	8	4

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

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

**Response:**

OSA is a registered body of the institution which facilitates nostalgic journey of the students. The college takes pride in its alumni who once were learners and now when they come back as experienced human beings, to interact with faculty and the students to share their experiences in their journey of becoming successful, their experience proves to be a great resource for the institution to enrich itself in diverse ways. They visit the college and enthrall young minds to equip them with ideas for dreaming and hardworking for their own upcoming journey. Talks, Webinars, Interactive Talks, Mentorship programs and Demonstrations by former students are a regular feature organized by this platform. Those living abroad are made to connect with the existing students through Video Conferencing under Alumni Connect program. Our students residing in Canada, Australia, New Zealand and other parts of the world have developed their chapters and they often meet and discuss about the welfare of their institution.

Some of our distinguished alumni are, Late. Mrs. Rekha Mittal, Advocate, Social Activist, Mrs. Baljeet Kaur, Assistant Professor in Physical Education GCC, Patiala, National Champion (Weight Lifting), Dr. Parminder Kaur, Lecturer in English, Govt. Senior Secondary School, Pheerkhana, Patiala, Author, Dr. Saurabh Raina, Director, HR eSource, Establish her Own Company, Ms. Princee Singla, DIG, Tripura, IPS (2005), Ms. Parveen Sharma, Best Theatre Artist, Best Teacher Award From Punjab Govt., Ms. Kiranjeet Kaur, Best Yogini (Punjabi University, Patiala), Assistant Professor in Physical Education, Ms. Ramandeep Kaur, News Anchor and Producer, PTC News, Ms. Ramveer Kaur, Anchor, Jalandhar Doordarshan, Ms. Nisha Bano, Singer and Actress in Punjabi Cinema, Ms. Amanpreet Kaur, Gold Medalist (All India Inter-University Boxing Championship), Coach (Royal Deep Boxing Club), Bathinda.

Our Alumni are our backbone and they prove to be a wonderful treasure trove of knowledge, strategies and suggestions when it comes to designing the syllabus. With their topical inputs and suggestions, the college designs the syllabus of all classes in such a way so as to get student's immediate attention from employers.

Alumni connects to the college and gives information back to institutions through educational talks, coaching and mentoring students, giving out tips to help them learn better and inspiring them to be good human beings. They are always there with their motivating presence during Sports Meets, Youth Festivals and Academic Coaching programs. Juniors look up to their seniors and learn from them the great lesson of giving back.

The institution loves to place its meritorious students in the college itself. Many of its worthy alumni are working in the college in various capacities and they are a valuable part of the SD Kanya Mahavidyala, Mansa. They often connect and go down the memory lane. They contribute generously and genuinely towards any kind of need of students. Many books in the library have been gifted by our old students for every one of us to use and learn from.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

#### Vision of the Institute

The institute abides by the notion “If you educate a woman, you educate a nation.” The aim of the college is to empower and to prepare women for the challenges prevalent in our society.

#### Mission of the Institute

To give quality education for holistic development of the students and for the upliftment of the society, the institute strives to follow the philosophy of nurturing healthy human resources encoded materially, intellectually, morally and spiritually. Institute promotes the education of girl students emerging from socially and economically backward strata of the society and assists them in establishing their individual entity. International Women’s Day and Girl Child Day are celebrated by organising lectures and cultural activities. Self-defence is also taught to the students through Judo and Karate as a way of protecting themselves. S. D. Kanya Mahavidyala practices and promotes decentralization in all academic and administrative activities. The college has distinct academic and administrative committees to oversee, organize and carry out activities efficiently. Teacher’s representation in staff council committees and other forums is an example of decentralization and participative management. Academic council of the college plays a vital role in fulfilling the administrative requirements. All the teachers are a part of two or more committees in the college. Meetings of the committee are convened to fulfill admissions and discuss academic targets of the college. Anti-Ragging Cell, the Discipline Committee, the Student Advisory Committee and a special Internal Complaints Committee against Sexual Harassment have been formed for the better functioning of the college. Furthermore, NCC, NSS, Red Cross and Red Ribbon, Cultural Literary Committee, and the Placement Cell focuses on nurturing discipline, liberalism, equality and community spirit. A bursar is appointed by the Managing Committee and the principal to fulfill financial responsibilities. The Principal, the IQAC, and with related staff council committees work over other matters such as discipline, schedule of the internal assessment, department events, assessment of students’ performance etc.

Decentralization and participative management is practiced in college in many ways including fee concession and mentor scheme to help financially weaker students. Our college has a fee concession policy and it aims to ensure that education remains accessible to the wider range of people,

including the ones from economically weaker section of society. The students of the college actively participate in Annual Zonal Youth Festival of Punjabi University Patiala, under the able guidance of honorable Principal. The coordinator of the Youth Festival assigns duties to all staff members to maintain discipline, conduct various items on stages, planning of schedule etc. The menial staff takes care of the outside arrangements perfectly which results in excellent performance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### **Response:**

The effective and efficient functioning of the institutional bodies is visible from the policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc from the college. The organisational structure of SDKMV, Mansa is transparent, democratic, and inclusive. Policies are made in such a way that institution can function smoothly. Functions and duties are divided in such a way that every single employee of the institution can participate for the betterment of institution. Moreover, administration, cells, clubs and committees work together as a team to function properly.

The Managing Committee of the college is presided over by President. The College Management Committee includes UGC Nominee, nominees from Parent University, i.e. Punjabi University, Patiala, nominee of DHE, and two senior teachers from the college faculty. All major decisions such as financial budgets, hiring, promotions, setting the College's rules, laws, and bye-laws, among other things, are made by this body.

The Principal of the college is the administrative Head. The management has decentralized the authority and responsibility involving various faculty members in Academic Council; IQAC-Coordinator and members, Heads of the Departments.



Various committees and cells such as Grievance cells, Web Development Cell, Purchase Committee, Career Guidance Cell, Health and Hygienic Cell, First-aid Committee, Waste Management Committee, Women Empowerment Cell, Academic Committee, Advisory Committee etc. are established to simplify the administrative procedures in the college. The Principal oversees and supports the college activities through different committees. These committees function well and make decisions independently.

The recruitment rules for the teaching and non-teaching staff are as per the Punjabi University, Patiala and DPI colleges, Punjab. The Promotional policies for teachers are followed as given by UGC/ Punjabi. University, Patiala/ Punjab Government norms.

The college has grown through academically and infrastructural aspects. It has a growth strategy which covers academics, infrastructure, technology, teaching-learning, governance, and environmental consciousness. The college has introduced skill-based and employability-based programmes, development and up-gradation of physical infrastructure, introduction of ICT enabled tools in teaching-learning process, development of eco-friendly infrastructure and practices, promotion of decentralization and participative management in the college. The college has adopted blended system of governance in admission, accounts, examination, documentation, notices, and advertisements, etc. with advanced technology along with its manual system as per the requirements of the students. The strategic/perspective plan has been implemented in the college using HAMMER comprising different modules which supports various areas like online fee payment, student portal, teacher portal etc. The software TALLY automates Ledger Book, Balance Sheet, Cash Book, and Profit and Loss Account preparation. KOHA is installed in the library for Acquisition, Cataloguing, Circulation, Serials Control, Web-OPAC, and Library Administration.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2.2

### *Institution implements e-governance in its operations*

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

In the institution, welfare of the staff is given foremost importance. The existing welfare measures for teaching and non-teaching staff are listed below:

1. Medical Allowance

1. Maternity benefits as per norms

1. Gratuity & Leave encashment

1. E-Leave, Duty Leave, Medical and Maternity Leave as per UGC and Government norms

1. Library Facility

1. Internet Facility

1. Employee Provident Fund Facility (EPF)

1. Employee State Insurance (ESI)

1. Provision of advance salary

1. TA/DA given to staff for works related to institute

1. Promotion and CAS benefits as per UGC guidelines

2. 24-hour power backup (100%).

3. Cafeteria

4. Gym facility

15. Loan facility against salary and EPF

16. Fee concession to the wards of employee

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.

- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions, demotions, transfers, confirmation or termination.
- To provide feedback to staff about their behavior, attitude, skills or subject expertise.
- To recognize the achievements of teachers and help them to identify ways of improving their knowledge, skills, and ultimately performance.
- To improve the quality of education

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process.

Following factors are considered for Performance Appraisal for teaching staff

1. Teaching method applied
2. Contribution in teaching, evaluation and course development.
3. Academic and professional growth
4. Participation in Extra-mural activity
5. Support in college Administration

The parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), Efficient organization of

documents. The parameters for non-teaching staff members are assessed under different categories i.e. Intelligence, Honesty, Morality, Punctuality, Discipline, Responsibility etc. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the Reporting HoD/Principal. The Annual Confidential Report and the Performance Appraisal System have significantly helped in the evaluation of performance of employees by motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2

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

**Response:** 19.71

**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**

2022-23	2021-22	2020-21	2019-20	2018-19
27	0	0	0	0

<b>File Description</b>	<b>Document</b>
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 6.3.3

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 20.3

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	15	04	05

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	12	12	12	12

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

The institution has established a mechanism for conducting internal and external audits on the transactions every year to ensure financial compliance. This office consists of a Bursar, Senior Accountant, Accountant and other supporting staff. Annual budget planning is made keeping in view the expenditure and income of the college. The college conducts both internal and external audit to check the accounts. The objective of internal audit is to ensure the compliance of the finance with the rules and regulations and produce accurate and timely financial reporting. It is also beneficial to identify and rectify flaws if any in financial management before the review of accounts by internal and external auditors. Internal Audit is made by the Governing Body of the college. An independent 'Chartered Accountant' (CA) firm has been appointed for this purpose. The internal Auditor thoroughly examines the account books of the college. If any doubts are raised, they are clarified by the accounts branch immediately by providing supporting documents. When any objection is raised by the audit committee, it is removed as soon as possible.

A significant chunk of funds is generated by the college by the self-financed programmes. Salary grants, received from the Government are another major source of funds. The College has also been receiving grants from various projects. The college has successfully received a handsome amount in scholarships from governmental and non-governmental agencies. The college enjoys an excellent reputation among philanthropists who donate generously to help the students of the college who are economically weak under Mentor scheme. The college alumni volunteer to assist economically disadvantaged students of the institution. The college administration ensures optimal utilization of funds in a transparent way through capital budgeting and control procedures. The 'Purchasing Committee' of the college follows very stringent rules and a systematic procedure related to purchase any item. The Bursar Office and the

Internal Audit Committee work to ensure optimum utilization of resources.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### **Response:**

IQAC is one of the corresponding bodies of the institution that reviews the quality of teaching learning process and the education being imparted. It enhances teaching by introducing skill oriented courses and by providing online teaching material. It achieves the learning outcomes of academic programmes by designing proper curriculum and receiving feedback from different stakeholders. Various programmes have also been arranged by IQAC for Faculty Development in order to enhance academic flexibility in the on-going courses. The cell also promotes research skills of the faculty. Besides research activities the maintenance and development of the college infrastructure are also adhered to. To conserve water a Rainwater Harvesting setup has been done in the college campus as it promotes sustainability and environmental responsibilities making the institution more resilient to water scarcity challenges. Timely Wi-Fi and various software upgradation is done by the Department of Computer Science and LAN has also been launched in the college campus. The IQAC also got the proposal approved for the construction of two laboratories.

The students are facilitated to carry out various projects in District Mansa by organising various camps. The institution organises camps on rural management, Swachhta Education and Skill Integrated Education under MGNCRE to create awareness among students. The vision of the students is enhanced through a pragmatic approach by organising visits to banks located in Rural Areas. Effective budget planning is the integral part for the strategic growth and stability of the institution. IQAC also helps in planning the budget of the institution to maintain financial stability to keep a track of the financial health of the institution. Budgeting helps in prioritizing the goal by keeping financial resources for the key initiatives maintaining the transparency for the stakeholders.

IQAC aims at holistic development of the students by helping them achieving academic excellence as well as developing skills. Special emphasis is laid on skill oriented short-term courses, student-oriented programmes, numerable extension activities and career counselling workshops and seminars. Coaching



classes for various competitive examinations are also organized.

MoU under IQAC are vital tools for promoting quality assurance and continuous improvement in higher education by fostering partnership with external stakeholders and having their expertise for betterment of the institution. The MoU clearly defines the objectives and goals of the collaborating companies and the institution. It includes provisions for monitoring and evaluating the progress and outcomes of the collaboration of the parties and also IQAC ensures the quality of the progress. The institution has entered into an agreement with various industries and institutions. The exchange programme of the faculty facilitates collaborative initiatives to strengthen the quality of education. It helps in the professional development as well as provides insights into teaching techniques. The placements of students at various places such as banks, companies contribute significantly to their holistic development. Different sphere audits are performed like Green Audit, Energy Audit and Academic Audit to evaluate the scenario and maintain transparency. IQAC follow the CAS rules and regulations laid by UGC for the promotion of the teaching staff.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

Given below are some programs which are held on important days dedicated to women for the promotion of gender equity.

**Dhiyan Di Lohri:** The institute organizes Dhiyan di Lohri every year with great enthusiasm to set a new trend of celebrating girls' Lohri against the prevalent tradition of celebrating boys' Lohri.

**Teej Festival:** Teej is one of the biggest and most popular festival of women in Northern India. During the Desi Month of Sawan this festival is celebrated in our institution with great enthusiasm and girls enjoy the most in a safe and secure environment. It provides a sense of liberty to girls to express their feelings freely.

**Talent Hunt:** - Talent Hunt competition is organized in college every year to encourage girls to come forward and show their hidden talents. Students exhibit their talent through dance, poem recitation, playing an instrument, and singing competitions.

**Beti Bachao Beti Padhao:** It is a campaign of the government of India that aims to create awareness and improve the efficiency of welfare services intended for girls. The college organizes this with the collaboration of the local administration.

A seminar was organized on 24th Jan 2020 in the college campus by the district administration during the "Beti Bachao Beti Padhao" week.

**International Women's Day:** Since the inception of this institute, every year 8th March is dedicated to the rights of women. Seminars are organized to aware girls of their rights and laws. Judo karate training is given to girls in (2017,18,21,22) for self defence.

**Safety and security:** For the safety and security of girls we provide facilities of private bus service. The whole campus is under CCTV surveillance. Fire Extinguishers are also installed here along

with a facility of RO System, and a sanitary incinerator machine. Id-cards are compulsory for teaching and non-teaching staff and students as well. A gate pass is a must for early dispersal. A discipline committee is formed to maintain proper discipline.

**Counseling:** A suggestion box is also installed in front of the administrative Block. In an utmost emergency, the grievance cell is vigilant during college hours.

**Common Room:** Common room is available for girls to maintain their privacy. The institution provides first aid facilities to the students.

Our institution believes that education from the college should have the quality of mind and soul, knowledge and skill, so that students can contribute to the well being of the society. Attaining such level is not possible just by imparting classroom teaching of the curriculum provided by the university. For this reason, students are given ample of opportunities of interacting with teachers and learning about the various aspects of life by joining the activities and programmes conducted by active unit of NCC and NSS. All these important days such as :- International Yoga Day, Women Day, Unity Day, Environment Day, Maat Bhasha Diwas, National Hindi Diwas, Teacher's Day, Voter's Day, Republic Day, World Aids Day are celebrated. Lohri, Teej, Holi, Basant, Shivratri, Gurupurab, Janamshtmi are also celebrated with great enthusiasm.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

#### The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of**

**students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

Since the institute is in a land of diversity, have so many languages religions and cultures , it becomes our first duty to create an inclusive environment where students many learn tolerance in all circumstances and live in harmony with their juniors and seniors to become responsible citizens. The institution is committed to provide an inclusive environment to all the students and faculty.

Admissions are open to all sections of society having diverse culture and lingual background. The institution does not discriminate against anyone on the basis of caste, creed, religion or faith.

To promote cultural and regional , communal and linguistic harmony among students our institution organizes activities that encourage students to participate in cultural events where students can show case their talent and learn about their culture and tradition. Our institution has created a literary society that organizes various programmes to encourage language and literary skills. Different departments, cells and committees organize numerous activities to guide students regarding the importance of tolerance and harmony in cultural, regional, socio-economic and other diversities.

As we know, Multi-lingualism is good for students. It has multiple benefits for students, such as giving them an academic advantage and improving their employment prospects and open new professionals opportunities. Additionally, Multi lingualism sharpness the mind and improve cognitive function. Keeping all these benefits in mind, Our institution is trying its best to provide these facilities to our students. Maat Bhasha Diwas, Hindi Diwas are celebrated to sensitize the students that respecting different languages can help them to build stronger relationships with people from different backgrounds. Respecting other people's beliefs is an important part of living in a diverse society. In today's world, it is more important than ever to teach students to respect all religions and cultures. By teaching students to respect all religions and cultures, we can help them become more tolerant and understanding of others.

When we respect other people's beliefs, we are more likely to be respected in return. Keeping all these benefits in mind our institution celebrates festivals of all religions and cultures such as Gurupurb, Shivratri, Janamasthami, Teej collectively. Religious tours for students are also organised. Apart from this our institution has started a financial aid scheme for weaker section of society and deserving students are given financial help to continue their study and achieve their goals without any discrimination on the basis of caste, religion and section.

The institution believes that a country can progress only with responsible citizens. The institutions take serious measures to sensitize the students and make them responsible citizens. The institution constantly works upon to nurture them as better and responsible citizens by organizing seminars, lectures, workshops and awareness drives. Voter day, Independence day, Republic day are celebrated by the college every year, Legal literacy club is also formulated in the college and it organizes various activities to provide legal awareness regarding the duties rights and responsibilities.

Extension lectures are organised to sensitize students about their constitutional obligations..i.e

values, rights and duties .

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

#### 1. Title of practice:

Financial aid to deserving students by the college.

#### 1.1 Objective of the practice:

It has been obtained from the profile of students joining various courses of the college that there are many students coming from rural areas with low economic backgrounds. Their parents are unable to provide them with sustained financial support. So, the noble objectives of the practice are: -

1. To extend financial aid to poor students, especially from rural areas, to save them from discontinuation of their studies owing to poverty.
1. To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students. The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lending a helping hand without discrimination.'

#### 1.2 The context:

1. After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government or endowment scholarships, without any discrimination of caste, creed, or gender.

#### 1.1 The practice: -

**Innovation and Best Practices – S.D. Kanya Mahavidyalaya, Mansa**

**Application Process: -**

Our college has a fees concession policy. For Fee concession, applicants are generally required to submit an application and provide supporting documents to demonstrate their need for financial assistance. After that applications are reviewed by the institution. They assess the applicant's financial situation and consider other factors based on the policy guidelines. After that, the final decision on fee concession is communicated to the applicants.

Apart from this, our institution has launched a financial assistance scheme to help financially weaker students from rural, semi-urban, and urban areas of district Mansa from session 2022-2023.

For this, the college collects voluntary donations from management, teachers, and other sources like NGOs, Self Help groups. A duly constituted committee of senior teachers of the college and management members scrutinizes the applications. After that, they visit their place and finalize the list of eligible students for the aid after due verification and submit the same to the principal for sanctioning the actual amount of the aid. Another source of drawing inspiration from the institution's legacy of pro-poor student attitude and action, wherever possible, they are paying the tuition fee and examination fees of regular and industrious students who are unable to pay the fees owing to poverty.

**1.2 Evidence of Success-**

To cite one of many success stories of the noble practice, the college fee of Miss Neha, a student of B.A. during the session 2018 - 2019 was paid from the college fund. Divyanshi, Sukhpreet B.A. 1 2022 are helped financially by the mentor scheme in a big way by paying their full fees i.e., 21000 Rs.

A total of 37 students have been provided financial aid under the financial assistance scheme this year (2022). Apart from this, meritorious students are also given fee concessions such as students having 90% marks in +2 will be given full tuition fees concession and 85% marks 3000 Rs. And 80 %, 1500 Rs. Fees concession.

**1.4 Problems Encountered and Resources Required**

1. At the beginning of designing the practice, people have doubts that the funds collected for the purpose can be misused. As a result, people did not come forward to contribute to the fund. The college had to overcome these doubts to persuade the people in favor of this scheme.

**Resources Required:-**

1. A clear and well-defined policy framework that outlines the goals, criteria, benefits, procedures and responsibilities of the scheme to persuade the people in favour of this scheme.

**2. Best Practice**

Environmental Awareness and Sanitization

**2.1 Objective of the Practice:**



1. The objective of environmental awareness and sensitization is to foster a sense of responsibility and stewardship for the environment among individuals and communities. It also seeks to promote positive behavioral changes that can help reduce environmental problems and environmental quality.

## **2.2 The Context**

Environmental Awareness is a fundamental issue that needs to be addressed. It is necessary because it can help to minimize pollution and global warming.

## **2.3 The Practice**

Given below are some efforts made by our institution for Environment Awareness: - As part of environmental awakening, every year 'Safai Abhiyan,' N.S.S Camps, seminars, and awareness rallies are organized by the institution to protect the environment.

A seminar was organized to save the environment with the help of the Municipal Council. Our institute organises 7- day N.S.S camp in nearby villages to sensitize the students and villagers. The villages Nangal and Chakerian have been adopted by the institution for this purpose.

Students are advised to plant trees to save the environment. The World Environment Day was celebrated and 200 plants were planted in the college campus. World Water Day is celebrated every year. No Tobacco Day is celebrated in the college campus.

Solar Electric Panel has been installed in the institution to generate energy. For Solid Waste Material, a Vermicompost and Green Manure unit has been set up in the college.

On the occasion of World Bicycle Day i.e., 3rd June 2023 a bicycle rally was organised. On 6th June 2023, an Awareness workshop on Sustainable Practices and Mission Life was organized under the aegis of "Mission Life," Ministry of Environment. On 23rd Dec 2022, "Pollution Free Day" was also celebrated and the students were prohibited from bringing any motor vehicle on that day.

## **2.4 Evidence of Success**

Electric solar panels are helpful in reducing electricity costs. The campus has become lush green with plenty of colorful plants, shrubs, climbers, etc.

## **2.5 Problems encountered and resources required: -**

1. We face environmental problems created by outside sources. Our college is situated in the center of the city. Air and Noise Pollution created by traffic is our main problem.
2. Lack of public support to implement effective environmental policies and regulations.

### **Resources Required:-**

1. Public engagement and advocacy that can raise awareness and mobilize action on environmental

issues.

Environment Awakening is not a hopeless dream, But a hopeful reality. It is not a one-time event, but a continuous journey of learning and growing.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

Our college is centrally located in the city near the local market, city hospital, and railway station. It is a reputed college with a 95 grant in aid scheme in Mansa. The institute emphasizes women's empowerment by giving preference to female faculty. Our college provides the girls every opportunity for their all-around progress and believes that education empowers a woman and enlarges the horizon of her mind. Girls are always encouraged to join various programs and activities planned for their betterment. As games play a wide role in the moral and physical development of everyone So, here we have indoor and outdoor games for students. Our college emphasizes skill development and vocational stability of students for the future. To fulfill these aims college, provide various career-oriented courses such as Fashion designing, home science, and vocational and professional courses. We promote a work culture and always emphasize improving the habits of students. The library is the heart of our institution and it encourages students to read books in their leisure time and acquire more and more knowledge. Various exhibitions are being arranged by fashion designing and home science departments to appreciate students' work. Though numerous extracurricular activities exist, we always encourage students to take part according to their interests. Here we always try to turn every table for the betterment of girls.

The mission of our institution is to enrich and empower girls from all sections of society, particularly from weaker sections and rural areas. To chart a helpful career and academic path is our duty. "Women's Education – Nation's Salvation" is our Mission. For this purpose, a variety of technical, academic, ethical, cultural, medical, and social events are organized.

Various women who are well qualified and work diligently in different professions be it legal, political, academic, or social are honored by the Institute. Different social causes are encouraged so that others can follow their path. Students in the schools are also motivated by the teaching faculty to take higher education, discussing its positive aspects. Seminars are also conducted by the institute to make women

aware about common gynecological problems. To make students self-independent, they are taught about baking, cooking, cutting, and stitching.

Awareness is spread among students about their social, legal, and constitutional rights in order to prevent exploitation based on gender. Various Self-Defense training programs are being organized by the institute so that they can fight for themselves. From time-to-time Havan and religious programs are conducted in the college to inculcate moral and spiritual values among the students.

Our college cares for the individual development of each and every student. We accord prime importance to behavioral discipline. Moral integrity and cognitive development of our students. Our college inculcates and encourages academic and extra-academic excellence in its students and also lays emphasis on curricular and extra-curricular activities. The college has formed a central association team of students. They perform different duties very sincerely. In college, Youth Day was organized, in which many students participated in a large number of activities such as poster making, sketching, and painting competitions, and the winners were given prizes. It was a mega event having a long-lasting effect on the students of the institute. The life events of Swami Vivekananda were highlighted to motivate the students. NCC Cadets performed duties to maintain discipline at the time of activities for which they were awarded. NSS Volunteers also performed all the duties assigned by local and district administration like carrying out rallies and participating in the “Beti Bachao Beti Padhao” Movement and Swachh Bharat Abhiyan. The nominated members of Central Association perform their duties in the programs or movements which are helpful to society. NSS volunteers organized a Blood Donation Camp in the college with the collaboration of local social clubs. The CA members also helped in the organization of athletic meets, various cultural activities such as Rangoli, Mehndi, Teej, and important national or international days such as Teachers’ Day, Yoga Day, Environment Day, Anti-Drug Day, etc. All these occasions give a platform to the NCC, NSS, and CA to come forward and learn various skills and contribute to society in return. They enthusiastically take responsibility for all functions. Through their active involvement in the administration and organization of co-curricular activities they automatically acquire leadership and management skills. Instead of this, to enhance the communication skills of students ‘Add on spoken English’ UGC “sponsored” is running successfully for the past 10 years.

As we all know due to Covid 19, lifestyle had changed. In that situation, continuing with the teaching-learning process while maintaining social distance was very difficult and had become a challenge. Keeping all this in mind institute started online classes and a chain of national webinars, on different topics such as Drug Abuse, Yoga and meditation, Life and the philosophy of Shri Guru Teg Bahadur, Social Economic revival for a better new world.

For the safety and security of girls we provide facilities of private bus service. The whole campus is under CCTV surveillance. Fire Extinguishers are also installed here along with a facility of RO System, and a sanitary incinerator machine. Id-cards are compulsory for teaching and non-teaching staff and students as well. A gate pass is a must for early dispersal. A discipline committee is formed to maintain proper discipline.

In 2022- 23 Financial Assistance Scheme/ Mentor Scheme has been launched to help financially weaker students from rural, semi-urban, and Urban areas of District Mansa. The objective of this scheme is to provide help to Bonafede and meritorious students to strengthen women's education.

Spoken English 35 hours course for P.G classes is also introduced in the session 2022-2023 to enhance the communication skills of the students and also help them to achieve their desired goals in the future.

With the help of a team of tireless workers, the college is continuously striving to make the girls of the region self-reliant, confident, and employable.

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

## 5. CONCLUSION

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### Additional Information :

The college has an adequate infrastructure to facilitate students with suitable academic and extra-curricular interests. It has four well-equipped laboratories, fourteen well furnished class rooms and an air-conditioned digital library. The students keep participating in various competitions such as *Talent Hunt Programme, One-day and Seven-day NSS camps, NCC Camps, Zonal and Inter-Zonal youth festivals* etc., which would help their holistic development. Emphasis is also laid on Community Outreach Programmes for personal growth and social development through *NSS, NCC, Red Ribbon Club, Red Cross Club and Legal Literacy Club*. The institution is certified as a *Green Clean and Eco-friendly Campus by Mahatma Gandhi National Copuncil of Rural Education (MGNCRE), Ministry of Higher Education, Govt. of India*. The college is associated with reputed firms, companies and institutions in the form of **MoUs** have promoted exchange of information and services. This exchange has enabled the faculty and students to expand their trajectories knowledge. In the prevailing days, the cost of Education and Medical facilities are touching the skies and keeping this view in mind, the college has set up Book-bank facilities where the needy students get books issued from this book bank for the full session. To make the students aware about their health, health check camps are organized with the help of various NGOs. The College provides ample opportunities to expose the students' to the corporate world by conducting various field trips to Industries and Banks in rural or semi-urban areas. Seminars, Workshops and special lectures by experts are also organized on various occasions. Special coaching classes are arranged for the students to prepare them for various competitive exams. The College has a good fleet of vans to facilitate the students for their transportation.

SDKMV started "*Mentor Scheme*" where philanthropists from far and wide come forward to contribute as per their WILL and capacity for the girls' students living in small villages in far flung regions of Punjab, who are deprived of the basic facilities.

The college provides the platform to the students of the region to work as internee which help them for future prospective.

### Concluding Remarks :

It was not too many years ago that the Mansa earned its reputation as a tough town with many problems mostly rural, minority neighborhoods. We heard too much about truancy, substance abuse and academic failure. But all that is changing and S.D. Kanya Mahavidyala, Mansa is playing a big part in this transformation. Besides, carving a niche in the arena of academics, the institution has earned a wide acclaim in sports, entrepreneurial activities as well as extre-curricular activities.

Unfortunately, due to the budget constraints, the college is unable to provide the modern infrastructure and for this the Managing Committee of the college approached an Industrial group of "*Turbo Industries, Ludhiana*" who generously donated funds out of it's CSR to preserve and enhance vital component of our students' education.

It is not out to mention here that no stone is left unturned to improve the teaching-learning process. The faculty members of the institution are empanelled on various committees and boards of Punjabi University, Patiala to ensure enhancement in the pedagogical structure.

SDKMV commitment to high quality education sustained on the conviction and ability to help students to path in the way of searching truth and promotes a clear interest in the real formative schedule of new generations. The institution presents the importance of a humanistic education as a reference guide line of an educational model with quality, which is reflected in the teaching ethos, helping students grow appropriately, while the management ethos reaffirms the importance of service and dedication within the overall context of a proper education.

In sum, it is concluded that to achieve a quality education, both educational directors and teachers should evidence a number of conditions and virtues that enable them to better themselves and help others grow both through example and a coherently balanced and healthy lifestyle.

The SDKMV has, thus, come to occupy a place of pride in the educational arena of the district Mansa. It is doing yeoman's service in the filed of women education with the sole purpose to establish an unbiased social set-up.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</b></p> <p>Answer before DVV Verification : 34 Answer After DVV Verification :23</p>																				
1.2.2	<p><b><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></b></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>1678</td> <td>395</td> <td>56</td> <td>78</td> <td>80</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>566</td> <td>395</td> <td>56</td> <td>78</td> <td>80</td> </tr> </tbody> </table> <p>Remark : Participated students should not be not be greater than enrolled students [EP 1.1]</p>	2022-23	2021-22	2020-21	2019-20	2018-19	1678	395	56	78	80	2022-23	2021-22	2020-21	2019-20	2018-19	566	395	56	78	80
2022-23	2021-22	2020-21	2019-20	2018-19																	
1678	395	56	78	80																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
566	395	56	78	80																	
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.2.1. <b>Number of students undertaking project work/field work / internships</b> Answer before DVV Verification : 0 Answer after DVV Verification: 207</p> <p>Remark : Input edited from supporting documents provided for clarification.</p>																				
2.1.1	<p><b>Enrolment percentage</b></p> <p>2.1.1.1. <b>Number of seats filled year wise during last five years (Only first year admissions to be considered)</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.1.1.2. <b>Number of sanctioned seats year wise during last five years</b> Answer before DVV Verification:</p>	2022-23	2021-22	2020-21	2019-20	2018-19															
2022-23	2021-22	2020-21	2019-20	2018-19																	

2022-23	2021-22	2020-21	2019-20	2018-19
525	525	525	525	490

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
525	525	525	525	490

2.4.2 **Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	16	12	11	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
16	14	13	12	10

Remark : Input edited from supporting documents provided for clarification.

3.3.1 **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	4	3	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	4	3	02

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

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**



Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	1	1	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	1	1	02

3.4.3 ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	5	8	12	15

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	04	07	09	08

Remark : National festivals, Days celebrations like Yoga day, Women's day etc., will not be considered in this metric. Hence input edited accordingly.

3.5.1 ***Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.***

Answer before DVV Verification :

Answer After DVV Verification :06

Remark : Input edited from supporting documents provided for clarification.

4.1.2 ***Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years***

**4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5.87749	16.25903	0.13870	5.80977	0.2422

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5.69	3.29	0.48	5.80	0.05

Remark : Input edited from supporting documents provided for clarification.

5.1.3 **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
76	34	13	07	09

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
134	52	25	20	105

Remark : Input edited from supporting documents provided for clarification.

5.1.4 ***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited from supporting documents provided for clarification.

5.2.2 ***Percentage of students qualifying in state/national/ international level examinations during the last five years***

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	5	6	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	4	2	4	2

Remark : Considering qualifying certificates in assessment period, input edited accordingly.

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

2022-23	2021-22	2020-21	2019-20	2018-19
8	2	0	3	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
05	03	1	1	02

Remark : Input edited from supporting documents provided for clarification.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
24	23	26	25	26

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	15	04	05

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

5	5	4	4	4
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	12	12	12	12

Remark : Less than 5 days FDPs will not be considered. Multiple participation of the faculty in the same academic year will be considered as one. Hence input edited accordingly.

6.5.2

**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : Input edited from supporting documents.

7.1.2

**The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited from supporting documents.

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p><b>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2022-23</td> <td>2021-22</td> <td>2020-21</td> <td>2019-20</td> <td>2018-19</td> </tr> <tr> <td>64.18878</td> <td>65.15121</td> <td>46.41108</td> <td>65.66166</td> <td>68.51231</td> </tr> </table> <p>Answer After DVV Verification:</p>	2022-23	2021-22	2020-21	2019-20	2018-19	64.18878	65.15121	46.41108	65.66166	68.51231
2022-23	2021-22	2020-21	2019-20	2018-19							
64.18878	65.15121	46.41108	65.66166	68.51231							

2022-23	2021-22	2020-21	2019-20	2018-19
64.18	65.15	46.41	65.66	68.51