SANATAN DHARMA COLLEGE
AMBALA CANTT.

ACADEMIC AND ADMINISTRATIVE AUDIT
AUDIT PERIOD: 2017-2020
Audit Date: 22 March,2021

Audit Team

Sr. No	Name	Designation
1.	Dr. Pardeep Kumar	Chairperson Department of Instrumentation, Kurukshetra University, Kurukshetra
2.	Dr. (Mrs.) Vijashwari,	Principal Dayanand Mahila Mahavidyalaya, Kurukshetra
3.	Dr. Hari Parkash Sharma,	Principal IGN College, Ladwa

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2. Profile of the Institution

1. Basic Information

Name and Address of the College:	
Name :	Sanatan Dharma College
Address :	Jagadhari Road , Ambala Cantt
City :	Ambala Cantt Pin :133001 State : Haryana
Website :	www.sdcollegeambala.org

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Email
Principal	Dr. Rajinder Singh	O:0171-2640283	9466596782	Principal.sdcol@gmail.com
Vice Principal	Dr. Sunil Sharma	O:0171-2640283	7015786762	sunilsharmasdc@gmail.com
IQAC Co-Ordinator	Dr. Sushil Kumar	O:0171-2640283	9416990024	drsushilgoswami@yahoo.com

3. Status of the Institution: Affiliated College

4. Type of Institution:

   a. By Gender
      i. For Men
      ii. For Women
      iii. Co-education √

   b. By Shift
      i. **Regular** √
      ii. Day
      iii. Evening

5. It is a recognized minority institution?

   Yes ☐   **No** √ ☐

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6. Sources of funding: **Grant-in-aid & Self- financing**

7. a. Date of establishment of the college: 20/04/1916 (at Lahore), Rehabilitated at Ambala Cantt in 1948

   b. University to which the college is affiliated /or which governs the college (If it is a constituent college)   Kurukshetra University, Kurukshetra

   c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	Since the inception of the scheme.	Nil
ii. 12 (B)	Since the inception of the scheme.	Nil

   (Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

   d. Details of recognition/approval by statutory/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC). **Nil**

Statutory Regulatory Authority	Recognition/Approval Details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

   (Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

   Yes [ ]   No [ ]

   If yes, has the College applied for availing the autonomous status?

   Yes [ ]   **No** [ ]

9. Is the college recognized

   a.   by UGC as a College with Potential for Excellence (CPE)?

   Yes [ ]   No [ ]

   Dates of Recognition:
   (a) CPE status for Phase I: 15/10/2010
   (b) CPE status for Phase II: 04/01/2014

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b. For its performance by any other governmental agency?

Yes ☐   No ☐

10. Location of the campus and area in

sq.mts: Location *	**Urban**
Campus area in sq. mts.	**14.51 acres / 58720 sq. mts.**
Built up area in sq. mts.	**12060 sq. mts.**

11. Details of programmes offered by the college (Give data for current academic year)

SNo	Prog. Level	Name of the Programme	Duration	Entry Qualification	Medium of Inst.	Sanctioned Strength	No. of Students Admitted
1.	UG	BCA	3 years	Class-XII	English	80	66
2.	UG	BBA	3 years	Class XII	English	60	58
3.	UG	BSc-IT-Hons	3 years	Class-XII	English	40	18
4.	UG	BSc-CAV	3 years	Class-XII	English	15	07
5.	UG	BSc-C.Sc.	3 years	Class-XII	English	40	20
6.	UG	BSc-Elect	3 years	Class-XII	English	40	05
7.	UG	BCOM-CAV	3 years	Class-XII	English	45	27
8.	UG	BCom-GEN	3 years	Class-XII	English	160	149
9.	UG	BCom-ASPSM	3 years	Class-XII	English	40	31
10.	UG	BA-GEN	3 years	Class-XII	English	380	313
11.	UG	BA(H) ENG	3 years	Class-XII	English	40	36
12.	UG	BA(H) Pol. Sc.	3 years	Class-XII	English	40	38
13.	UG	BSc-NM	3 years	Class-XII	English	120	65
14.	UG	BSc-MED	3 years	Class-XII	English	60	21
15.	UG	BSC-H.Sc.	3 years	Class-XII	English	30	06
16.	UG	B.Voc – Software Dev.	3 Years	Class XII	English	50	25

SNo.	Prog. Level	Name of the Programme	Duration	Entry Qualification	Medium of Inst.	Sanctioned Strength	No. of Students Admitted
1.	PG	MA-English	2 Years	Graduation	English	50	14
2.	PG	M.Com	2 Years	Graduation	English	50	52
3.	PG	MSc-Applied Physics	2 Years	Graduation	English	40	45
4.	PG	MSc-Mathematics	2 Years	Graduation	English	40	44
5.	PG	MA-Hindi	2 Years	Graduation	Hindi	50	06
6.	PG	PGDCA	1 Year	Graduation	English	80	10
7.	PG	M.Com-IT	2 Years	Graduation	English	20	19

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SNo.	Prog. Level	Name of the Programme	Duration	Entry Qualification	Medium of Inst.	Sanctioned Strength	No. of Students Admitted
1.	Certificate / Diploma/ Advanced Diploma	Cosmetology	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	37
2.	Certificate / Diploma/ Advanced Diploma	Marketing	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	49
3.	Certificate / Diploma/ Advanced Diploma	Computer Maintenance	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	01
4.	Certificate / Diploma/ Advanced Diploma	Computer Applications	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	24
5.	Certificate / Diploma/ Advanced Diploma	Office Mgmt.	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	64
6.	Certificate / Diploma/ Advanced Diploma	Functional English	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	08
7.	Certificate / Diploma/ Advanced Diploma	International Trade Mgmt.	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	75
8.	Certificate / Diploma/ Advanced Diploma	Web Designing	1/2/3 years	+2/First Year/Second Year/Third Year	English	30	41

12. Please fill in the following details if applicable:

	Self-financed programmes offered	New Programmes introduced during the last three years
Number of programs	13	--

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13. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

    Cycle 1: 21/03/2003   Accreditation Outcome/Result **Grade B++**

    Cycle 2: 16/09/2011   Accreditation Outcome/**Result 'A' with CGPA 3.48..**

    Cycle3: 30/10/2017   Accreditation Outcome/Result **'A+' with CGPA 3.51**

14. Date of establishment of Internal Quality Assurance Cell (IQAC)

    IQAC -- (05/03/2001)

15. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

    AQAR 2017-18 submitted on (08-10-2020)
    AQAR 2018-19 submitted on (16-10-2020)
    AQAR 2019-20 submitted on (27-10-2021)

3. Extended Profile of the Institution

1 **Programme**:

1.1   Number of courses offered by the Institution across all programs during the last three years

Year	2017-18	2018-19	2019-20
Number	673	673	673

2 **Student**:

2.1 Number of students year wise during the last three years

Year	2017-18	2018-19	2019-20
Number	2775	2820	2874

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

Year	2017-18	2018-19	2019-20
Number	579	579	579

2.3   Number of outgoing/ final year students year wise during the last three years

Year	2017-18	2018-19	2019-20
Number	911	896	843

3 Academic:

3.2 Number of full time teachers year wise during the last three years

Year	2017-18	2018-19	2019-20
Number	120	119	116

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3.3 Number of Sanctioned posts year wise during the last three years

Year	2017-18	2018-19	2019-20
Number	120	119	116

4. Institution:

4.1 Total number of Classrooms and Seminar halls 42+5

4.2 Total expenditure excluding salary year wise during the last three years (INR in lakhs)

Year	2017-18	2018-19	2019-20
Number	36,824,016.82	36,233,559.81	35,088,641.35

4.3 Number of Computers : 474

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QUALITY INDICATOR FRAMEWORK(QIF)

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.		Observations	Recommendations
1.1.1 Q₁M	*The Institution ensures effective curriculum delivery through a well planned and documented process*	All the processes undertaken during the curriculum delivery mechanism are well structured and documented. Documentary Evidences for planning & delivery initiatives in place are : **Planning Initiatives:** 1. Workload Statement 2. Academic Calander 3. Departmental Activity Calander 4. Ground Time Table 5. Departmental Time table 6. Teaching Plan 7. PO's, PSO's & CO's 8. Professional Training Plan 9. Collaboration Plan **Delivery initiatives:** 1. Bridge Course(Attendance, Syllabus, Tests, Results) 2. Remedial Coaching(Attendance, Syllabus, Tests, Results) 3. Add on/Certificate Programs(Attendance, Syllabus, Learning outcomes, Tests, Results) 4. On the job trainings(MOU's, Certificates) 5. Workshops(Attendance, Reports, Photographs) 6. Project trainings(Mou's, Attendance, Reports, Certificates) 7. Field trips(Attendance, Expenditure statements, Reports) 8. Industrial visits(Attendance, Expenditure statements, Reports 9. Guest Lectures(Reports, Photographs,Remuneration bills) 10. Question Banks	Teacher Diary to be used by all the teachers as development tool for short action plans and peer observations.

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		11. E-Resources **Other documents in place are :** 1. Departmental Meeting records(Minutes and ATR's of meetings) 2. Mentorship records 3. Departmental Activities record 4. Associations records	
1.1.2 Q₁M	*The institution adheres to the academic calendar including for the conduct of CIE*	1. IQAC prepares the institutional academic calendar in the beginning of the session by taking inputs from University academic calendar, departmental academic calendar and activity calendar of various cells and subject associations and submit to principal for approval. 2. Approved academic calendar is published on college website and is also communicated to students in the orientation program. 3. Dates of Class tests for internal assessment, semester exams, exams of add on/certificate courses, assignment submission, projects, seminars, publishing internal assessment results, bridge courses, remedial coaching etc are adhered to the dates specified in the institutional academic calendar. 4. Dates of UG/PG admissions, holidays , orientation programs, prize distribution & convocation functions, talent show, important days celebration are also mentioned in the academic calendar and adherence to the dates is evident from the documents.	Departmental academic calander is prepared by many of the departments as evident from the proofs. It is recommended that 100% departments should prepare the departmental academic calander.

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| 1.1.3
QnM | Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last three years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Options

1. All of the above
2. Any 3 of the above
3. Any 2 of the above
4. Any 1 of the above
5. None of the above | 20 teachers have participated in 3 activities viz activity no 1,2 & 4 in the last 3 years. | Teachers to participate in Design and Development of curriculum for add on / certificate / Diploma courses. |

Key Indicator- 1.2 Academic Flexibility (30)

Metric No.		Observations	Recommendations
1.2.1. QnM	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	12 out of total 18 UG/PG Programs are such in which CBCS/elective course system has been implemented leading to 66.6% of programs with CBCS/elective course system.	It is recommended to send suggestion through respective BOS to Kurukshetra university , Kurukshetra to implement CBCS system in 100% programs

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1.2.2.	*Number of Add on /Certificate programs offered during the last three years*	147 Total add on/Certificate courses have been offered for skill training of students and 84 new courses have been started in the last three years.	Following departments to start new add on/certificate courses in the next sessions: Sanskrit History Punjabi Political Science Physics Chemistry
1.2.3. Q_nM	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last three years*	76.17% of students enrolled in Add On/Certificate programs as against the total number of students in the last three years.	It is recommended to increase the percentage of students enrolled in add on /certificate programs to 100%.

Key Indicator- 1.3 Curriculum Enrichment (30)

Metric No.		Observations	Recommendations
1.3.1. Q_lM	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.*	Crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are included in the syllabus of few courses of Political Science, Languages, Commerce & Management & Home Science. Environmental Science is the compulsory paper for all first year students. Apart from the syllabus lectures/ workshops are conducted on these issues through NSS, NCC, Women Cell, YRC, Legal Literacy Cell, Orientation programs etc.	It is suggested to keep one compulsory period for first year students on the cross cutting issues.
1.3.2. Q_nM	*Average percentage of courses that include experiential learning through project work/field work/internship during last three years*	5.06 % of courses include experiential learning .	Representation to be sent to KUK to increase the number of papers with experiential learning in the curriculum.
1.3.3. Q_nM	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	73.1% of students undertook project work/field work in the session 2019-20	---Do----

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Key Indicator- 1.4 Feedback System (20)

Metric No.		Observations	Recommendations
1.4.1. Q$_n$M	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni*	Structured and comprehensive Feedback mechanism exists in the institution. Feedback is obtained from all the stakeholders.	--NA--
1.4.2 Q$_n$M	*Feedback process of the Institution may be classified as follows:* **Options:** A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected E. Feedback not collected	**A** Feedback is collected and analyzed department wise. Action taken report is prepared and signed by Principal. Each department prepares suggestions to be sent to university if required.	---NA---

Criteria 2- Teaching- Learning and Evaluation (350)
Key Indicator- 2.1 Student Enrolment and Profile (40)

Metric No.		Observations	Recommendations
2.1.1. Q$_n$M	*Average Enrolment percentage (Average of last three years)*	70.60%(1154/1555=74.21 1156/1565=73.86 1036/1625=63.75)	More initiatives to be taken to increase the enrolment rate.
2.1.2. Q$_n$M	*Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last three years (exclusive of supernumerary seats)*	55.81% of seats filled against seats reserved for various categories.	Percentage to be increased to 70%.

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Key Indicator- 2.2. Catering to Student Diversity (50)

Metric No.		Observations	Recommendations
2.2.1. Q$_l$M	*The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners*	The institution has well defined mechanism for assessing the learning levels of the students. In the first phase Learning levels are assessed on the basis of entry level marks. Students with percentage marks below 60% in entry level marks are categorized as slow learners and above 75% are categorized as advanced learners and students with 61% to 74% are categorized as average learners. In the second phase subject wise learning levels of the students are assessed by the subject teacher incharge in the due course of study. Basic English communication skills are also assessed by taking the tests at the beginning of the session. Special programs are conducted for them to Enhance/supplement their learning levels. Programs for Slow learners are : • Bridge Course, • Remedial • Coaching, • Providing extra materials with basic understanding of the subject , • Repeated slip tests , • Extra classes in vernacular language , • Peer teaching, • Simple Notes, • Books from Book Banks, Diversified teaching activities such as situational teaching,	--NA--

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		competitions,	
		• Discussion, oral reporting, games,	
		• Production of graphs/figures/modules,	
		• Role play	
		• Recording	
		• Visit and experiments,	
		• live examples, figures, models, and audio-visual equipments etc.	
		• Advanced learners are provided with the program/assignments like Challenging assignments , Project works , Internships	
		• Paper presentations in National and International seminars and conferences	
		• Organizing all events of the college like seminars, workshops	
		• Annual Day Celebrations, Fete etc. ,	
		• Extra certificate courses like MOOCS (Massive open online courses offered by SWAYAM, NPTEL)	
		• Inter institutional competitions,	
		• Skill development courses	
		• Arrangements of Workshops/Guest Lectures/Field Visits etc.	
		• Mentors motivates students to use e-resources and	

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Metric No.		Observations	Recommendations
2.2.2. QnM	*Student- Full time teacher ratio (Data for the latest completed academic year)*	enroll them in certificate courses. 25	--NA--

Key Indicator- 2.3. Teaching- Learning Process (50)

Metric No.		Observations	Recommendations
2.3.1. QlM	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences*	College is in practice of following student centric methods: • Workshops • Guest lectures • Industrial Visits • Field Visits • Case Studies • Group Discussions • Flipped Classrooms • On the Job Training • Quiz using Kahoot/Quizzis • Group Assignments • Presentations • Summer Camps • Language Lab • Commerce Lab • Laboratory Practicals • Role Play • Interactive Sessions • Surveys • Brain storming activities • Demonstrations • Mock Parliament • Community Services	--NA--
2.3.2. QlM	*Teachers use ICT enabled tools for effective teaching-learning process.*	All teachers are using Information and Communication Technology to support, enhance and optimize the delivery of education. Following ICT tools are being used in the college by the faculty: • Projectors	It is recommended to purchase interactive pen display for blended learning.

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		- Laptops - Smart Boards - Visualizers - Wacom Digital Pen Display - Digital Library resources - Podiums - DVD - Slide Pointers - Smart Classrooms - Media Centre - TV's **E-Resources /Techniques/ Platform to deliver curriculum Used:** LMS Google Classroom College ERP System Online Courses on NPTEL & Swayam Video Lectures PPTs E-Books	
2.3.3. **QₙM**	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year.*	1:25	

Key Indicator- 2.4 Teacher Profile and Quality (60)

Metric No.		Observations	Recommendations
2.4.1. **QₙM**	*Average percentage of full time teachers against sanctioned posts during the last three years*	100%. Vacant seats are filled with adhoc teachers	Appoint regular teachers against vacant seats.
2.4.2. **QₙM**	*Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last three years (consider only highest degree for count)*	Average percentage of full time teachers with Ph. D is 36.66% for the last 3 years	Increase the number of teachers with Ph.D to 70% atleast.
2.4.3.	*Average teaching experience of full time teachers in the*	10.86	--NA--

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Metric No.			Observations	Recommendations
Q_nM	*same institution (Data for the latest completed academic year in number of years)*			

Key Indicator-2.5. Evaluation Process and Reforms (30)

Metric No.			Observations	Recommendations
2.5.1. Q_lM	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode*		Mechanism of internal assessment is transparent. Scheme & schedule is communicated to students by • Publishing in prospectus • Mentioning on academic calander published on college website. • During orientation students are informed about the pattern of internal assessment . • Awards of Internal assessment based on two handwritten assignments , one class test and attendance as per university guidelines is uploaded on College ERP as well as on College website for the information of the students. To prepare students for practical and theory examinations, teachers implements various other assessments methodologies as per the level of the students like : a. Mock tests b. Quizzes c. Practical Assignments d. Project work e. Group Discussions f. MCQ Tests g. Report Writing h. Work based problem i. Presentations j . Discussions/ Debates Results of the	--NA--

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		assessments are communicated to students and answer sheets are discussed for improvement in the performance in final examinations.		
2.5.2. Q$_l$M	*Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient*	College has a well defined Examination Committee with Registrar on the top level in the hierarchy. Any grievance regarding examination is solved by the subject teacher at the lowest level. If not resolved by the teacher, it moves to mentor, then to HOD and at last it reaches to registrar. Registrar resolves the issue after verification by the examination committee. If the issue is still not resolved by the registrar then the issue is forward to the Principal. Principal resolves the issue in the presence of examination committee, grievance redressal committee , HOD & teacher in charge. Every project, seminar, and assignment is time bound and rules for evaluation are conveyed to the students well in advance. Any grievance regarding assignments, tests , projects and On the Job trainings is resolved by the Examination Committee, Grievance Redressal Committee in presence of the concerned Teacher and HOD. The committee promptly deals with mistakes or errors related to attendance or assessment of the students.	--NA--	

Key Indicator- 2.6 Student Performance and Learning Outcomes (60)

Metric No.			Observations	Recommendations
2.6.1. Q$_l$M	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.*		Program outcomes and course outcomes of all the programs and courses are well defined and are conveyed through college website. They are also kept in the college library and are communicated through teacher incharges in the	--NA--

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Metric No.		Observations	Recommendations
		beginning of the session.	
2.6.2. Q_lM	*Attainment of programme outcomes and course outcomes are evaluated by the institution.*	**Attainment of PO's & Co's are evaluated through results, placements and feedback mechanism.**	**Rubric to be defined for evaluation of Program & Course Outcomes.**
2.6.3. Q_nM	*Average pass percentage of Students during last three years*	**78.62%**	**Pass percentage to be improved.**

Key Indicator- 2.7 Student Satisfaction Survey (60)

Metric No.		Observations	Recommendations
2.7.1. Q_nM	*Online student satisfaction survey regarding to teaching learning process.*	**Student satisfaction survey is conducted every year and ATR's are uploaded on college website.**	**--NA--**

Criteria 3- Research, Innovations and Extension (120)

Key Indicator 3.1- Resource Mobilization for Research (15)

Metric No.		Observations	Recommendations
3.1.1. Q_nM	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last thre years (INR in Lakhs)*	**2060000**	**Increase the number of minor and major projects.**
3.1.2. Q_nM	*Percentage of teachers recognized as research guides (latest completed academic year)*	**Nil**	**Teachers to be motivated to register research scholars to promote research culture.**
3.1.3. Q_nM	*Percentage of departments having Research projects funded by government and non government agencies during the last three years*	**18.18%**	**Atleast 60% departments to work on research projects.**

Key Indicator 3.2- Innovation Ecosystem (10)

Metric No.		Weightage	
3.2.1. Q_lM	*Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge*	**College has created an Ecosystem for Innovations through**	**College should establish institution's Innovation Council**

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		Entrepreneurship Cell, Skill Development Centre, Research promotion Cell and is conducted goo number of activities on IPR, Entrepreneurship , Research and Skill Development.	under the MHRD scheme.
3.2.2. Q_nM	*Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last three years*	68 workshops/seminars conducted on Skill Development ,Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last three years. No of workshops on skill development are more as compared to IPR, Research and entrepreneurship.	More stress to be given on workshops/seminar on research, entrepreneurship and IPR.

Key Indicator 3.3- Research Publication and Awards (25)

Metric No.		Observations	Recommendations
3.3.1. Q_nM	*Number of Ph.Ds registered per eligible teacher during the last three years*	Only one Ph.D registered	No of Ph.d registrations to be increased.
3.3.2. Q_nM	*Number of research papers per teachers in the Journals notified on UGC website during the last three years*	0.855	Number to be increased.
3.3.3. Q_nM	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last three years*	1.55	Number to be increased

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Key Indicators 3.4 – Extension Activities (50)

Metric No.		Observations	Recommendations
3.4.1. Q$_l$M	*Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last three years.*	A good number of extension and outreach activities are carried ou in the college campsu and in the neighborhood community. Five villages are adopted by the college under Unnat Bharat Scheme and college is doing phenomenal job in this area.	--NA--
3.4.2. Q$_n$M	*Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last three years*	06	--NA--
3.4.3. Q$_n$M	*Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community and NGOs during the last three years*	160	--NA--
3.4.4. Q$_n$M	*Average percentage of students participating in extension activities at 3.4.3. above during last three years*	90%	--NA--

Key Indicator - 3.5 Collaboration (20)

Metric No.		Observations	Recommendations
3.5.1. Q$_n$M	*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	353	--NA--
3.5.2. Q$_n$M	*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last three years*	55	--NA--

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Criterion 4 - Infrastructure and Learning Resources (100)
Key Indicator – 4.1 Physical Facilities (30)

Metric No.		Observations	Recommendations
4.1.1. Q$_I$M	*The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.*	The college campus is spread over 14.51 acres and is well connected with railway station and bus stand and has following state of an art resources to provide quality education to students of the community • **Wi-Fi Campus** • **Air-conditioned Seminar Hall with latest ICT equipment (4)** • **Air-conditioned Audio-Visual Room with ICT &latest Sound system** • **Language Lab for Soft-skills Development** • **Library with Open-shelf system** • **Electronic Display System for Announcements/ Notice** • **Auditorium with latest ICT & Seating capacity of 700.** • **Smart Class Rooms (8)** • **Class Rooms (34)** • **Chemistry Labs (3)** • **Physics Labs (5)** • **Dark Room (2)** • **Physics Workshop**	

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			• **Botanical Garden** • **Botany Lab** • **Zoology Lab** • **Bio-Technology Lab** • **Biology Museum** • **Computer Science & IT Labs (9)** • **Computer Maintenance Lab** • **Electronics Labs (2)** • **Mathematics Lab** • **Mass Communication Lab** • **Home Science Labs (2)** • **Cosmetology Lab** • **Commerce Lab** • **Music Room (Instrumental)** • **Music Room (Vocal)** • **History Museum** College has a well defined policy for the up gradation & maintenance of physical facilities.	
4.1.2. Q₁M		*The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.*	College has a wonderful record in sports and cultural activities. College has legacy of bagging the overall Youth fest trophy for the 41 times. Many of the students have played at national and international level and got first two positions. Department of Music & Sports constantly provide training to the students for the extra ordinary performance in sports and cultural activities. College has adequate facilities for cultural and sports activities: • **Fully Equipped Gymnasium**	--NA--

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		• Table Tennis Room • 400-metre Running Track • All-weather Cricket pitch • Basket Ball Court • Boxing Ring • Well furnished auditorium with seating capacity of 700.	
4.1.3. QₙM	*Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	100% Smart Class Rooms and seminar halls -18+5 Fully wi-fi campus LMS & College ERP exist and is used by 100% faculty members.	--NA--
4.1.4. QₙM	*Average percentage of expenditure, excluding salary for infrastructure augmentation during last three years(INR in Lakhs)*	19.22%	--NA--

Key Indicator – 4.2 Library as a learning Resource (20)

Metric No.		Observations	Recommendations
4.2.1. QₗM	**Library is automated using Integrated Library Management System (ILMS)**	The College has a state-of-the-art library, equipped with most modern facilities. It is fully automated with the application of cloud based reputed open source LMS 'KOHA'. The Web-OPAC enables the users to access the library database anywhere anytime. Two touch screen e-Kiosks also have been installed in the library for OPAC. The E-Resource Center setup within the library has 40 computers with Wi-	**Facilities for Divyaang students to be created.**

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		Fi Internet facility and two 6 KVA online UPS to provide uninterrupted power supply. The center provides access to a large number of e-resources subscribed by the college through the below listed academic e- resource providers: **N-LIST/-INFLIBNET E-Resources (College component of E-shodhsindhu consortium)** **DELNET (Developing Library Network), New Delhi** **Perpetual access to e-textbooks and e-journals from the below listed reputed e-resource providers:** **Pearson E-Library** **McGraw-Hill Express Library** **Sage e-Text and Sage e-Journals** **Collection of more than 800 CDs & DVDs of educational contents.**	

4.2.2.
QₙM
	The institution has subscription for the following e-resources
	    1. e-journals
	    2. e-ShodhSindhu
	    3. Shodhganga Membership
	    4. e-books
	    5. Databases
	    6. Remote access to e-resources
		College Library has subscription for :
		    1. e-journals
		    2. e-books
		    3. Databases
		    4. *Remote access to e-resources*	

4.2.3. **QₙM**	*Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last three years (INR in Lakhs)*	2.39	**It should be increased to atleast 5%.**
4.2.4. **QₙM**	*Percentage per day usage of library by teachers and students (foot falls and login data for online access)* *(Data for the latest completed academic*	5.24%	**Need to be enhanced.**

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year)			

Key Indicator- 4.3 IT Infrastructure (30)

Metric No.		Observations	Recommendations
4.3.1. Q_lM	*Institution frequently updates its IT facilities including Wi-Fi*	College has a well defined IT policy with specific roles and responsibilities. IT Cell of the college constantly keeps on upgrading the IT infrastructure. About 42 new computers have been purchased in the last three years. 10 Smart boards, one projector have been purchased for smart class rooms, 11 All in One printers have been purchased in the last years. College is turned into wi-fi campus with the leased line of 100 mbps.81 CCTV surveillance systems have been installed for the security and safety of the students.	It is recommended to purchase High quality camera, camera lens and collar mikes for high quality video recordings. College should also purchase interactive panel screen for video conferencing.
4.3.2. Q_nM	*Student – Computer ratio (Data for the latest completed academic year)*	1:13	--NA--

4.3.3.
 	
Q_nM
	Bandwidth of internet connection in the Institution
	Options:
	   A. ≥50 MBPS
	   B. 30 MBPS – 50 MBPS
	   C. 10 MBPS – 30 MBPS
	   D. 10 MBPS – 05 MBPS
	   E. < 05 MBPS
		A	--NA--

Key Indicator – 4.4 Maintenance of Campus Infrastructure (20)

Metric No.		Observations	Recommendations
4.4.1	*Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic*	77.52	--NA--

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QₙM	*support facilities) excluding salary component during the last three years(INR in Lakhs)*		
4.4.2. **QₗM**	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.*	**Policy for maintaining & utilizing physical, academic and support facilities is in place. College has constituted a College Construction , Electrical Maintenance Committee, Library, Audio Visual Room Internet Up-gradation Committee which works to upgrade and maintain infrastructure requirements of the institute. Well defined Policy documents published on the college website clearly lay out the procedures and strategies for maintaining and utilization of Class Rooms, Laboratories, Administrative Office, Common Spaces like Auditorium , Seminar Rooms , Ground , Gym, Common Room etc., Library , IT infrastructure and other Infrastructure facilities. Infrastructure and Maintenance committee The College Construction , Electrical Maintenance Committee and Library, Audio Visual Room Internet Up-gradation Committee headed by the Principal oversees the maintenance of the buildings, classrooms, sports complexes and laboratories. The Policy of the college regarding infrastructure**	**27**

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| | | is consistent with the needs that arise as a result of academic development. Its salient features are: • Need based feedback from stakeholders is taken for enhancement of infrastructure. The management evaluates and approves the proposal given by the Principal in governing body meetings, thereby allocating the budget for strengthening the facilities. • The concerned committees utilize and monitor the grants received from various funding agencies. • Infrastructure is created and enhanced to meet the need of world class quality education and for promoting good teaching-learning environment. • Maximum resources are allocated for infrastructure development. • Optimum utilization of resources is ensured to carry out curricular, co-curricular and research activities. Link for the detailed policy document is available on the college website. | |

Criterion 5- Student Support and Progression (130)
Key Indicator- 5.1 Student Support (50)

Metric No.		Observations	Recommendations
5.1.1	*Average percentage of students benefited by scholarships and freeships provided*	49.52	Increase no of students to at least

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QnM	*by the Government during last three years*		60%
5.1.2. QnM	*Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non-government agencies during the last there years*	23.12%	--NA--
5.1.3. QnM	*Capacity building and skills enhancement initiatives taken by the institution include the following* 　　1. *Soft skills* 　　2. *Language and communication skills* 　　3. *Life skills (Yoga, physical fitness, health and hygiene)* 　　4. *ICT/computing skills* Options: 　　A. All of the above 　　B. Any 3 of the above 　　C. Any 2 of the above 　　D. Any 1 of the above 　　E. None of the above	**Total 49 Capacity building and skill enhancement activities have been organized in the college in the last three years under the various schemes of Life Skills, Language & Communication Skills, ICT Skills, Bridge Courses, Personal counseling & Mentoring and Yoga & meditation Program.**	--NA--
5.1.4. QnM	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last three years*	40%	**Increase the percentage to atleast 60%.**
5.1.5. QnM	*The Institution has a transparent mechanism for timely 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 　Options: 　　A. All of the above 　　B. Any 3 of the above 　　C. Any 2 of the above	**A** **Anti ragging committee and Grievance Redressal And Committee For Redressal Of Complaints Of Female Employees is in place and work as per the policy of grievance redressal. Policies are shared with students & teachers in orientation program. Online Grievance redressal mechanism available in the College ERP. Grievances of all types are resolved with in the average time span of two to three days. Record of cases resolved exists with**	--NA-

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			Observations	Recommendations
	D. Any 1 of the above E. None of the above		the committees.	

Key Indicator- 5.2 Student Progression (25)

Metric No.			Observations	Recommendations
5.2.1 Q_nM	*Average percentage of placement of outgoing students during the last three years*		21.28	Placements in last two years is less which needs to enhanced.
5.2.2. Q_nM	*Average percentage of students progressing to higher education during the last three years*		27.60	More students to be motivated to join higher education.
5.2.3. Q_nM	*Average percentage of students qualifying in state/national/ international level examinations during the last three years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*		100%	---NA---

Key Indicator- 5.3 Student Participation and Activities (45)

Metric No.			Observations	Recommendations
5.3.1 Q_nM	*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 three years.*		Total 153 awards are won by the college in sports /cultural activities with following bifurcation: International-07 National :49 District: 13 University: 24 Divisional :04	--NA--
5.3.2 Q_lM	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)*		Students are actively engaged in academic administrative bodies, subject associations, cells committees of the institution to bring the excellence in the academic environment of the college. College encourages participation of student representatives in various decisions making, academic and	

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		administrative committees which are explained below: **Internal Quality Assurance Cell:** Students are integral part of the IQAC of the college and help taking the decisions regarding quality initiatives of the college. **Subject Associations Cells:** College has constituted the subject associations for each department which conducts extracurricular, cultural, sports and extension activities for the department. All the activities of the associations are organized and managed by the students under the guidance of teacher in charge. Apart from the subject associations college has constituted various cells and committees like Women cell, Legal Literacy Cell, Young Speakers Club, Entrepreneurship Development Club, Environment Club, Rotract Club, Road Safety Club, YRC, NSS, NCC, Career Guidance Cell, Placement Cell, Alumni Committee etc. where in all the activities are coordinated, executed and managed by the student representatives under the coordination of teacher in charge. **College Magazine Committee:** College magazine - Sanatan Sancharika released annually provides	

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Metric No.		Observations	Recommendations
		a platform for students and faculty to express their creativity. Committee is constituted with faculty and student representatives. Grievance Redressal Cell Anti Ragging Committee Examination Committee	
5.3.3. Q_nM	*Average number of sports and cultural events/competitions in which students of the Institution participated during last three years (organised by the institution/other institutions)*	On Average 73 number of sports and cultural events/competitions organized in the last three years.	**Increase the average to 85 .**

Key Indicator- 5.4 Alumni Engagement (10)

Metric No.		Observations	Recommendations
5.4.1 Q_lM	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services*	**No**	**It is recommended to get alumni registered.**
5.4.2 Q_nM	*Alumni contribution during the last three years (INR in Lakhs)* **Options:** A. $\geq$ 5 Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs **Opt one** D. 1 Lakhs - 3 Lakhs E. <1 Lakhs	**C**	**Increase the alumni contribution to more than 5 lakhs.**

Criterion 6- Governance, Leadership and Management (100)
Key Indicator- 6.1 Institutional Vision and Leadership (10)

Metric No.		Observations	Recommendations
6.1.1 Q_lM	*The governance of the institution is reflective of and in tune with the vision and mission of the institution*	**Vision-Lead me from Darkness(illiteracy) to light(literacy-light of knowledge) Mission: To uplift the society through education. Nurturing a healthy**	**--NA--**

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		human resource that is endowed materially, intellectually, morally and spiritually. Effective leadership is reflective through the conduct of following activities in accordance with vision and mission statement of college: Curriculum upgradation as per the global need through skill oriented / value added/ add on/certificate programs on hard skills, soft skills and life skills. Development & upgradation of state of an art infrastructure to impart professional training for the development of market ready human resource. Development of Green and Eco friendly campus to provide conducive working environment to teachers, non teaching staff and students for healthy human resource development. Financial aid in form of scholarships , free ships and concessions to give access of education to weaker section of the society. Adopting latest pedagogies and skill training to make youth employable making him materially strong. Use of ICT tools for effective teaching 7. Conduct of Capacity enhancement programs 8. Inculcating human values through	

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			workshops, surveys, invited talks and celebrations of days of cultural & national importance to produce morally responsible citizen. Conduct of extension and outreach programs to sensitize students towards societal issues. Transparent, responsive, Consensus oriented effective governance through participation of teachers in the decision making . Student representative in all important cells and committees. Effective Curriculum Delivery through LMS Strong Feedback Mechanism	
6.1.2 Q_1M	*The effective leadership is visible in various institutional practices such as decentralization and participative management*		The administrative and academic structure of the college is participative and gives equal opportunity to each stakeholder to participate in decision making. College has constituted 47 committees 18 subject associations to perform various activities of the college provides operational autonomy to all the functionaries to work towards decentralized governance system. Full authority is delegated to Heads of the departments to organize conduct academic activities of the departments. The	--NA--

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		institution is spearheaded by the S.D. College Society (Lahore) which in turn elects the S.D. College Management and thereafter the S.D. College Governing Body. This not only ensures channels of supervision and accountability but also helps in promoting a culture of decentralization of power. The Governing Body, which is the main decision and policy making body of the institution, is aptly represented by two members of the teaching faculty and one member of the non-teaching staff. As and when required, the officebearers and/or members of the management interact with the staff both formally and informally on issues of importance. The Hierarchy of academic administrative structure of college is defined as below: 1. S.D. College Society (Lahore) 2. S.D. College Management 3. S.D. College Governing Body 4. Principal 5. Vice Principal 6. IQAC 7. Bursur 8. Academics-> HOD's-> Faculty Members->Technical staff-> Non Technical staff 9. Superintendent-> Non Teaching Staff 10. Clubs Cells 11. Subject	

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| | | Associations Case Study: Introduction of Mentorship Program under the UGC Scheme Paramarsh. Objective: To contribute to the national mission of mentoring NAAC accreditation aspirant institutions for promoting quality assurance in higher education institutions. Participative Management: 1. UGC Committee was directed to prepare the proposal for Paramarsh scheme to be sent to UGC, New Delhi. 2. Proposal was approved by the UGC and grant was allocated to S.D College, Ambala Cantt. 3. Standing committee for Paramarsh was framed under the stewardship of Accreditation Ambassador(Principal). 4. Standing Committee consisted of Director (Convenor of IQAC) and members. 5. Collaboration Committee was allocated the job of identification of mentee institutions and signing the MOU with them for mentorship program. They signed MOU with nine mentee institutions under the mentorship program. Implementation: 1. Collaboration Committee collaborated with eminent academicians and experts from industry, who have rich experience | |

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Metric No.			Observations	Recommendations
		in NAAC Accreditation processes for the generation of the resource pool to guide, motivate train the mentee institutions. 2. Sub team from within the standing committee created for Paramarsh mentorship program were allocated the mentee institutions to study present status of mentee institute. 3. Meetings/Training Programs were conducted for the mentee institutions by the sub committee/resource pool generated by the collaboration committee. 5. Benchmarks were set for 5. Benchmarks were set for the mentee institutions. Outcomes 1. Mentee institutions submitted their pending AQAR's. 2. Few mentee Institutions submitted their SSR for NAAC Accreditation process.		

Key Indicator- 6.2 Strategy Development and Deployment (10)

Metric No.		Observations	Recommendations
6.2.1 Q_lM	*The institutional Strategic/ perspective plan is effectively deployed*	Short Term Plan, Medium Term plan, Long term perspective plan for the assessment period exists.ATR's are prepared and record in available.	
6.2.2 Q_lM	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*	The organizational structure of the college constitutes of Governing Body, Principal, Vice Principal, Bursar, Head of	

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Metric No.		Observations	Recommendations
		the Departments, Teaching staff, Non-teaching staff and Support cells/Departments. All the in-charges at different levels of the hierarchy work in consonance to achieve the institutional short term, mid term and long perspective plan. They review the institutional strategic plan and sets the academic objectives of the institution and frame the financial and recruitment strategies. External members in various Committees/ Boards are also involved for the sustenance of the institutional capacity and educational effectiveness.	

6.2.3.
 	
Q_nM
	Implementation of e-governance in areas of operation
	
	1. Administration
	2. Finance and Accounts
	3. Student Admission and Support
	4. Examination
	Options:
	    A. All of the above
	    B. Any 3 of the above
	    C. Any 2 of the above
	    D. Any 1 of the above
	    E. None of the above
		A	--NA-

Key Indicator- 6.3 Faculty Empowerment Strategies (30)

Metric No.		Observations	Recommendations
6.3.1 Q_lM	*The institution has effective welfare measures for teaching and non-teaching staff*	Yes the welfare measures for teaching and non teaching staff exists such as : Provident Fund and ESI coverage for all as per	Recognition/award for achievement and Incentives for publications to be introduced.

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			rules Free medical facility for teaching and non teaching staff in college campus Medical Insurance scheme Organising Workshops for teaching and non teaching staff for their holostic growth Employee Ward Concession EPF Gratuity Facility advance loan in case of exigency. Medical camps Festival Gifts Financial assistance to attend conferences/seminars Uniform to non teaching staff Professional & administrative trainings Earned Leave Encashment Medical Leave Maternity Leave Sabbatical Leave Provident Fund	
6.3.2 QnM	*Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last three years*	49.61	Increase the average no of teachers to 65%
6.3.3 QnM	*Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last three years*	16.6	Increase the average no to atleast 50%.
6.3.4 QnM	*Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last three years* *(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)*	36.76	It should be increase to 60%

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Metric No.		Observations	Recommendations
6.3.5 Q$_l$M	*Institutions Performance Appraisal System for teaching and non-teaching staff*	**Performance Appraisal of Faculty is done at two levels** 1. Annual appraisal 2. CAS case Appraisal **Performance Assessment of Non-Teaching Staff is done through ACR**	Perforamance appraisal of adhoc staff need also to be conducted .

Key Indicator- 6.4 Financial Management and Resource Mobilization (20)

Metric No.		Observations	Recommendations
6.4.1 Q$_l$M	*Institution conducts internal and external financial audits regularly*	**Financial audits are conducted regularly by the external CA appointed by the Management . Bursar is appointed to check the bills and other relevant documents after they are duly verified and initialed by the Superintendent Accounts.** **External audit is also done by DGHE.**	--NA--
6.4.2 Q$_n$M	*Funds / Grants received from non-government bodies, individuals, philanthropers during the last three years (not covered in Criterion III)*	**Rs 3752801/-**	--NA--
6.4.3 Q$_l$M	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources*	**The college has a well-defined policy and mechanism for effective and efficient use of financial resources. The institutional mechanism in this regard is formulated and monitored by the Finance Committee. Short and long-term planning is carried out in consultation with various stakeholders. Financial requirements are invited from all departments and the Annual Budget is prepared accordingly.** ☐ **The Finance Committee, Purchase**	

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Metric No.		Observations	Recommendations
		Committee and the conveners of various facilities including Sports, Cultural, NCC, NSS etc. work in tandem to formulate the details of the Annual Budget. ☐ **Thereafter, the Annual Budget is presented to the Managing Committee for its approval.** ☐ **All transactions are done through the bank. All expenditure — recurring & non-recurring — is incurred through cheques.**	

Key Indicator- 6.5 Internal Quality Assurance System (30)

Metric No.		Observations	Recommendations
6.5.1 Q₁M	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes*	**IQAC has been instrumental in institutionalizing the quality assurance strategies and processes. Various practices institutionalized by IQAC are as follows:** 1. **E-Resource Development** 2. **Automation of all the processes of institution through CIMS.** 3. **Service to the Community** 4. **Skill Development** 5. **Moodle Learning Management**	
6.5.2 Q₁M	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and*	**147 Diploma,Advanced Diploma and Certificate courses have been started for the skill enhancement of the students in the last**	

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	recorded the incremental improvement in various activities *(For first cycle - Incremental improvements made for the preceding three years with regard to quality* *For second and subsequent cycles - Incremental improvements made for the preceding three years with regard to quality and post accreditation quality initiatives)* Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each	**three years.** **2. 55 Mous have been signed with the institutes of high eminance and industries for the professional grooming of students as well as faculty.** **4. 100 faculty is trained for the use of ICT , E-Content generation,on line teaching and structured course** **development on LMS through various FDPs and workshops.** **5. Construction of washrooms for specially abled students has been done.** **6. A 110 Kwp Solar Power plant has been installed in the college to provide conducive learning environment to students by preventing greenhouse gas emissions.** **7. Installation of Garden shredder machine worth Rs1.25Lakh for conversion of organic waste to organic gold.**	
6.5.3 QnM	*Quality assurance initiatives of the institution include:* 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above	**A**	

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	E. None of the above		

Criterion VII – Institutional Values and Best Practices (100)

Key Indicator - 7.1 Institutional Values and Social Responsibilities (50)

Metric No.		Observations	Recommendations
	Gender Equity		
7.1.1 **Q$_l$M**	*Measures initiated by the Institution for the promotion of gender equity during the last three years.*	**43 awareness programs/workshops/guest lectures/counseling sessions/ competitions/rallies have been conducted by the institution for the promotion of gender equity during last three years.**	**--NA--**
	Environmental Consciousness and Sustainability		
7.1.2 **Q$_n$M**	*The Institution has facilities for alternate sources of energy and energy conservation measures* 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment **Options:** A. 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	**B**	**Install Biogas Plant and wheeling to grid for the energy conservation.**
7.1.3 **Q$_l$M**	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)* • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and	To make the college zero waste campus and to manage the wastes , College has adopted he procedure of waste segregation at source and converting organic waste to vermicompost. Labeled colored dustbins have been installed for biodegradable, non bio degradable and recyclable waste.Garden shredder machine has been installed in the college campus. Garden and food waste is collected and then shredded	**College should tie up with authorized agency for e-waste management**

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	radioactive waste management	in to small pieces and mulch with the help of garden shredder.machine.The college has set up 7 vermicompost units. The organic waste of the college is dumped in to these units and converted in to useful compost by Eisenia foetida species of earth worm. The compost is supplied to the plants in the lawns and botanical garden. 8 water recharging units have been constructed to collect rainwater for further use. The rainwater from the roof top is collected in tanks with well connected pipes and then discharged at 80 feet ground level with the help of 7 inches bore. To mitigate the harmful effects of non renewable sources of energy, the college in order to meet the energy demands has set up solar power plant of 110 KW. Approximately 80% of annual lighting power requirement is met through LEDs to increase the energy efficiency.		
7.1.4 **Q$_n$M**	***Water conservation facilities available in the Institution:*** 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	A		--NA--
7.1.5 **Q$_n$M**	***Green campus initiatives include (4)*** 7.1.5.1. The institutional initiatives for greening the campus are as	A		--NA--

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	follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above		
7.1.6 QnM	*Quality audits on environment and energy are regularly undertaken by the institution* 7.1.6.1. The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	B	--NA--
7.1.7 QₙM	*The Institution has disabled-friendly, barrier free environment* 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities (*Divyangjan*)	A	

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	accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above		
	Inclusion and Situatedness		
7.1.8 Q₁M	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.*	Institutional efforts in providing an inclusive environment is reflected from the admission policy of the college where students from diverse socio/economic/geographical backgrounds are admitted. College offers about 45 private scholarships/awards to encourage inclusion and diversity. It also conducts awareness programs, rallies, nukkad nataks, workshops, guest lectures to sensitize students and staff to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, Cancer day, Hindi Diwas, World Environment Day along with many regional festivals like lohri, Diwali, Baisakhi, Teej, Basant Panchami are celebrated in the college.College also has a legal literacy cell and conducts course on Human Rights.Students who hail from economically weaker families are supported with fee concession,and also private scholarships.Poor students are also provided with opportunities to earn while learn by hiring their service in the college library, office,	--NA--

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		vermicomposit unit and computer work. Special facilities are created for the Divyangjan students. Their mobility is supported with the provision of ramps and wheelchairs. During the examination, scribes are arranged for the needy.	
	Human Values and Professional Ethics		
7.1.9 Q$_l$M	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*	**College has a NSS/NCC unit to imbibe values of a patriotic commitment amongst students. Legal literacy cell and Political science association of the college conducts various activities to sensitize students and employees of the institution to the constitutional obligations : values , rights , duties and responsibilities of citizens.**	
7.1.10 Q$_n$M	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	**A**	--NA--
7.1.11 Q$_l$M	*Institution celebrates / organizes national and international commemorative days, events and*	**Yes, every year college celebrates national and international commemorative days, events and**	--NA-

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| | *festivals* | festivals like :
• **Independence Day Celebration**
• **Republic Day Celebration**
• **Gandhi Jayanti**
• **National Mathematics Day**
• **National Science Day**
• **International Women's Day**
• **Basant Utsav**
• **International Day against Drug Abuse and illicit trafficking**
• **Christmas Celebrations**
• **Martyr Day of Bhagat Singh, Rajguru & Sukhdev**
• **Teachers Day**
• **Children Day**
• **International Day of Yoga**
• **World Environment Day**
• **Nutrition Week**
• **Karva Chauth**
• **World OZONE Day** | |

Key Indicator - 7.2 Best Practices (30)

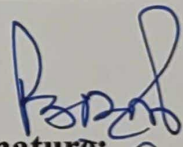| Metric No.		Observations	Recommendations
7.2.1 Q_lM	**Describe two best practices successfully implemented by the Institution**	1. **Financial Assistance Services** 2. **Community Services through Unnat Bharat Abhiyan (UBA)**	**--NA--**

Key Indicator - 7.3 Institutional Distinctiveness (20)

Metric No.		Observations	Recommendations
7.3.1 Q_lM	*Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words*	**Skill development programs run by the college is one area distinctive to its priority. In the Year 2019-20 only college**	

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		has run 67 addon/certificate courses on soft/life/hard skills, 100 programs on research, human values professional ethics, 76 extension activities, 26 workshops/guest lectures in collaboration with industry and institutes of high eminence NGO. 2102 students have developed projects on various topics as per industry needs under experiential learning and got exposure to real life application development.	

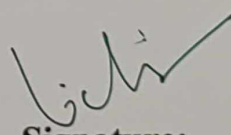**Date of Audit: 22 March,2021**

Name and Designation of Audit Member-1:   Signature:

Dr. Pardeep Kumar
Chairperson,Department of Instrumentation,
Kurukshetra University,
Kurukshetra

Name and Designation of Audit Member-2:   Signature:

Dr. (Mrs.) Vijashwari,
Principal, Dayanand Mahila Mahavidyalaya,
Kurukshetra

Name and Designation of Audit Member-3:   Signature:

Dr. Hari Parkash Sharma,
Principal,IGN College,
Ladwa

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