YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Prem Chand Markanda S.D. College For Women, Jalandhar

- Name of the Head of the institution — Dr. (Mrs.) Kiran Arora

- Designation — Principal

- Does the institution function from its own campus? — Yes

- Phone no./Alternate phone no. — 01812236122

- Mobile no — 9417268885

- Registered e-mail — pcmsdcollege@ymail.com

- Alternate e-mail — pcmsdcollege@yahoo.com

- Address — Nehru Garden Road

- City/Town — Jalandhar

- State/UT — Punjab

- Pin Code — 144001

2.Institutional status

- Affiliated /Constituent — Affiliated

- Type of Institution — Women

- Location — Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Guru Nanak Dev University, Amritsar**

- Name of the IQAC Coordinator **Mrs Renu Tandon**

- Phone No. **01812455122**

- Alternate phone No. **01812236122**

- Mobile **9417876699**

- IQAC e-mail address **pcmsdcollege@ymail.com**

- Alternate Email address **pcmsdcollege@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.pcmsdcollege.com

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://pcmsdcollege.com/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**95**	**2006**	**02/02/2006**	**01/02/2011**
Cycle 2	**A+**	**3.52**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC **20/03/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of History, PCM S.D.College for Women, Jalandhar	**Holding a National Seminar**	**ICHR**	**12/03/2021 Duration 2021-22**	**60,000/- Grant Received 48000/-**

8.Whether composition of IQAC as per latest NAAC guidelines   `Yes`

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   `2`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`• Introduction of Diploma in Office Automation. • Organised Soft Skills and Personality Development Programmes for students to enhance their capabilities and confidence. • Departments conducted digital counselling, webinars, Seminars, workshops and training to promote quality education. • The institute conducted awareness programmes for fulfilling social responsibility time to time.`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Construction of New Building	New Auditorium to the college IT Block has been built
Provision of hostel facility for the students and faculty coming from remote areas	Hostel of Government Polytechnic College For Women has been hired to facilitate the stay arrangement of students.
To organize three days online International Conference.	Three days International Conference on the topic Overlaping of Arya Varta and Ramayana Parikarama across South Asia: An Interpretative 'Exegesis of both Circles Across Time and Space' in collaboration with Bhartiya Shiksha Mandal.
Initiative of new course	Diploma in Office Automation.
Infrastructure development	Proposal to purchase new buses.
Promotion of quality research and development	Proposal accepted for a National Seminar to be held on 12th March, 2022

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	28/07/2021

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Prem Chand Markanda S.D. College For Women, Jalandhar
• Name of the Head of the institution	Dr. (Mrs.) Kiran Arora
• Designation	Principal
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• Alternate e-mail	pcmsdcollege@yahoo.com
• Address	Nehru Garden Road
• City/Town	Jalandhar
• State/UT	Punjab
• Pin Code	144001
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	28/07/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	09/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**26**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**752**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**200**

File Description	Documents
Data Template	[View File](#)

2.3	**279**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	**View File**

3.Academic

3.1	**49**
Number of full time teachers during the year	

File Description	Documents
Data Template	**View File**

3.2	**41**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution

4.1	**69**
Total number of Classrooms and Seminar halls	

4.2	**24015885**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**251**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Curriculum is designed by the University. College takes following

initiatives for its effective implementation: a) Participation by faculty in various University Bodies to give suggestions regarding designing and development of curriculum. b) Conducting meeting at various levels to make strategies for improving teaching methods. c) Using innovative, effective and learner friendly teaching methods. d) Use of audio-visual aids to promote better understanding and clarity of concepts. e) Upgradation and modification of existing infrastructure especially laboratories and library. f) Devoting adequate time for revision through class tests and mid-semester examinations. g) Remedial classes are conducted for weak students to strengthen the fundamentals and concept clarity.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

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

Before the commencement of an academic session, university releases the academic calendar comprising the date of commencement and last working day of the semesteras well as the dates for holidays and university semester examination. The institution strictly follows the university calendar and plans its internal evaluation and all the activities accordingly. The calendar is uploaded on the college website. The staff and students are made aware of the academic calendar and any changes thereof. Faculty members make their teaching plans as per the academic calendar and delivered the course content as per this schedule. Students submit their assignments and project files within the stipulated time. All the curricular activities at department and college level are also conducted as per this schedule.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	**B. Any 3 of the above**

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

752

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

Courses like Human Rights, Drug Abuse, Environmental Studies and Yoga and Meditation are running successfully in the college. Students of various streams take admission and attend classes of these subjects along with their regular studies. The purpose of these subjects is to inculcate human values to the upcoming generation.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

37

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://pcmsdcollege.com/feedback-form/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://pcmsdcollege.com/feedback-form/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

752

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

127

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Within the classrooms, faculty have to deal with different types of students with different calibers; some are very bright and vigilant who learn very fast and some are weak who learn very

slowly. Therefore, it is required to determine the abilities of the students with different capabilities in the class. Based on the ability determined, some students need guidance and some students need hard work and constant attention.

On the basis of their preceding exam performance, current subject performance and class observation and learning pace, students can be classified in two groups; advanced learners and slow learners. Each type of students has different learning attitudes and learning habits.

It is mandatory for faculty members to adapt an appropriate teaching methodology so that she may not lose track of slow learners and turn off the advanced learners. For the slow learners extra classes are undertaken by the concerned teachers and for the advanced learners extra work is given and additional material is provided to them.

File Description	Documents
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/shweta-mam.pdf
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
752	**49**

File Description	Documents
Any additional information	View File

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

Experiential learning is referred to as learning through action, learning by doing, learning through experience, and learning through discovery and exploration. Unlike traditional classroom situations where students may compete with one another or remain uninvolved or unmotivated and where the instruction is highly structured, students in experiential learning situations cooperate

and learn from one another in a more semi-structured approach. In our institution, instruction is designed to engage students in direct experiences which are similar to real world problems and situations in which the instructor facilitates rather than directs student progress.

Participatory learning is an approach to teaching and learning which focuses on the learner. It encourages learning by doing, using small groups, open questioning, and peer teaching. This type of learning in our institution equips learners with practical activities to understand mathematical concepts and encourage them to work together to solve problems and ask and answer questions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

The college has air-conditioned Computer Laboratories fitted with computers with printers and scanners. All academic work relating to holding of seminars and conferences is carried out through the computers. Teachers employ ICT-tools in their teaching methodologies for more conceptual clarity. Qualified and trained staff handle the computers and provides instructions to the students.

There are about 13 computer labs and 51 computers so that each student could master ICT skills independently. Realizing the worth of digital age and its merits, the institution provides about 5 smart classrooms to students so that they could amass Internet facilitated learning to keep up with smart age of digital India.

There are about 19 projectors wherein students are given visual illustrations in concern with their areas of discipline. There are also 2 seminar halls to organize seminars, workshops and other learner-oriented activities. There is one huge auditorium for academic august gatherings wherein ideas could be exchanged with individuals of repute and credibility. 8 laptops, 2 Dedicated Servers, 14 printers and 2 scanners all cater to teaching and learning on a digitized platform.CD's, DVD's, Telnet, OPAC, E-journals and INFLIBNET are the other E-resources which are

employed to make learning a supremely smart and diverse experience.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality /

D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

49

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is the process in which the teachers judge the students' performance on the basis of her performance. Also, this process does not involve any outside person for assessment. The internal assessment helps to give credit in the final assessment. Also, it reduces the burden and tension related to the final examination. In addition, it acts as a link which provides data related to student's performance. This gives teachers an opportunity to evaluate the students. Moreover, it helps students in continuous learning

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

If there is any case of use of unfair means in mid Semester examination, the case is refered to examination committee. Examination Committee calls that student and tries to know the reason to her. Warning letter is issued to the particular student and fine imposed. Examination committee tries to resolve the case as soon as possible and she is allowed to appear for other papers.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

1. Arts: Students after completion of a three-year degree become eligible for myriads of job options in both the private and public sectors. The job avenues include Executive Assistant, HR Manager, Content Writer, Primary School Teacher, Computer Operator, etc.

2. Commerce: B. Com prepares candidates to become future entrepreneurs and also prepares them for the corporate world. Students can work in a range of sectors like marketing, accounting, consultancies, investment banking, banks, capital management, etc.

3. Science: The job scope after completion of BSc is immense. Students become eligible for innumerable career options like that of a Research scientist, Chemist, Lab Technician, Teacher, Research Analyst, Data Analyst, etc.

4. Fashion Designing: Tons of jobs are available in different areas such as apparel designing, textile mills, graphic designing,

etc. They can also become Junior Designer, Apparel Designer, Textile Designer, Fashion Stylist, Fashion Journalist, etc.

5. Computer Science: After pursuing Computers in graduation with BCA, B.Voc Web Designing and PGDCA, students have huge options at hand due to the growth of IT sector like that of a Data Scientist, Web Programmer, Systems Admin, Computer Network Architect, Data Operator, Computer Programmer, Software Developer, Web Analyst.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Course Outcomes and Programme Outcomes can at best be mapped by the performances of the students. An elaborate continuous evaluation system tests students' ability.

For theory, class tests are held twice a week to assess performance of the learners.They are also given home assignments related to their respective syllabi wherein are asked to employ ICT tools for the same. At times, they are to give PowerPoint presentations in the class so that their fellow classmates can throw questions at them and also learn simultaneously. These activities have proved to be a healthy exercise. The students are given internal assessment on the basis of these. Attendance is also one of the parameters along which their holistic performance is measured.Performance in Units Tests and Mid-Semester Examination carries 5 marks. 2 marks are for attendance. Assignments carry 5 marks.

As far as the external assessment is concerned, it is not in the hands of the faculty. University norms are strictly observed. Students are assessed on the basis of what they perform in their respective examination.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://pcmsdcollege.com/result-2020-21/ http://pcmsdcollege.com/add-on-results/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

279

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://pcmsdcollege.com/annual-report/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://pcmsdcollege.com/feedback-form/

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	**No File Uploaded**

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Considering innovation, inventiveness and creation of knowledge and its transmission to students as an underlying concern of its

educational ecosystem, the college has undertaken the following initiatives:

1. An innovative idea to assist the needy and the brilliant students without burdening the Institute or the state financially has been concretized in the form of Helping Hand Fund wherein the members of the staff contribute at their own will and discretion and the resultant corpus is used to rescue those students whose academic career is jeopardised due to the paucity of money.

2. Instead of the use of conventional ways such as lectures in classrooms in order to update the students with current affairs and contemporary issues in society, the Institute uses a unique way by which students from different streams are made to assemble in the college auditorium every Saturday during a special tutorial period of one hour and are encouraged to deliberate, debate and discuss the varied social, political, economic and cultural issues that remained dominant and in the news during the week. This helps in broadening the worldview of students in a highly entertaining and interactive way.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

2

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

9

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

The institution promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities.

Events like World Environment Day and Van Mahotsav Day were celebrated under which various environmental awareness programmes were held to enlighten the general public on environmental conservation, the urgency to grow more trees since they serve the purpose of purifying the air and discouraged the farmers to burn 'praali'.

Under Atmanirbhar Bharat Awareness Programme, the NCC volunteers persuaded the public to use local products with their manifesto 'Vocal for Local'.

'Fit India Run Movement' and 'Be with Yoga, Be at Home' were the campaigns run for the general well-being of people so that they could be familiarized with the need to keep mind, body and spirit hale and hearty and in sync through exercise, yoga and meditation.

In an attempt to instill patriotic fervour among the individuals 'Prakram Divas' was celebrated on 125th birth anniversary of Netaji Subhash Chandra Bose. Statues of freedom fighters Sh. Ajit Singh Saini Ji, Shaheed-E- Azam Bhagat Singh Ji along with Ajit Saini Marg and Alaska Chowk were cleaned by the NCC volunteers under 'Swachh Bharat Abhiyan'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

6

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

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

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

13

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

17

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

7

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

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

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

15

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

PCM SD is committed to providing supreme quality education through classroom teaching, hands-on training and by providing excellent infrastructure and experience. The Institution, at best, fulfils

all the norms specified by the statutory bodies in terms of land requirement, instructional and administrative area. The college campus has ample space i.e. 6958 Sqmt and 17066 sqmt (Brahmkund Playground) for all academic, administrative, co-curricular and extra-curricular activities. The state-of-the-art infrastructure provides a rich learning environment that facilitates interest in teaching and learning.The college houses spacious classrooms (67), Laboratories(34),Seminar Hall (02), Classrooms with wifi or lan facility (20), Seminar Hall with ICT Facilities (02), Vedio Centre (01), Auditorium (01). The entire campus is under CCTV surveillance for safety and security purpose. There are infrastructural resources such as Lecture Halls, Tutorial Rooms, Seminar Hall, Library, Yoga Hall, Fitness Zone, Auditorium, T.V and Video Production Studio, Language Lab and other labs. The entire campus is Wi-Fi enabled and connectivity is provided to faculty members on their devices.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Department of Physical Education provides the facility of a gymnasium, a health centre, a multi purpose yoga hall for yoga seminars, aerobics, table tennis and gymnastics, a centre for indoor games and Brahmkund playground for outdoor games. There are well marked and self contained spaces for NSS, NCC, Youth Club and Central Association. For Health and Hygiene, there is provision of medical room, safe drinking water and neat washrooms. Optimal utilization of these resources is ensured. The college infrastructure is provided for conducting bank exams, competitive exams, election activities including setting up of voting booths and centres for making voting cards. Common facilities include spaces for Grievance Redressal Cell, Placement Cell, Personality Development Cell, 3 Canteens, CCTV Cameras, Fire Extinguishers, Basement for Parking two wheelers and 2 book shops, Electricity Panel and three generators. Residential quarters are also provided to class IV employees.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

23

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

217194

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

- **Name of ILMS software**

Our collegeLibrary is fully automated and is equipped with latest Software Nimbus Campus ERP to provide an sufficientservice and scholar friendlyatmosphere

To its users. The library staff is trained and using the software to extent of satisfaction.

- **Nature of automation (fully or partially)**

The library software is fully automated

- **Version**
-
- **Year of Automation**

Since 2016

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

41610

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

46

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is well equipped with IT facilities. There are 13 Computer Labs,1 Browsing centre and 1 Computer center and 5 smart class rooms with ICT Facilities such as Interactive Board,InteractivePanel,MemeoPad,Visualizer,Projector etc. Interactive learning resources available in these smart class rooms can be used by all departments to enhance the effectiveness of teaching learning activities. All the computer labs have modern computing methods,latest softwares, printers, scanners, projectors,onlineUPS,laptopsetc and access to electronic marvels that serve as invaluable teaching aids in all the Labs and smart rooms for hassle-free digital education, fully automated wireless office with 24*7 internet facility, and fully wifi enabled campus with high speed internet facility, for seamless and uninterrupted connectivity. Free access to computers and internet is offered to the students. Following are the dates on which maintenance of equipments have been done in recent past:

A) A) 10/8/2020-Dedicated Internet leased line upgraded from 30 MBPS to 60

MBPS(1:1)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdfhttp://pcmsdcollege.com/wp-content/uploads/2022/07/SD-COLLEGE-UP-GRADATION-PO.pdf

4.3.2 - Number of Computers

251

File Description	Documents
Upload any additional information	[View File]()
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

217194

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Governing Body of the College is responsible for the development of the College infrastructure. The colleges Administration get aids for the developmental work from the University Grant Commission and the other agencies. Laboratory equipment like annual maintenance contract for computer, equipment, peripherals, networking, UPS, elevator, DG set etc. and the status of instruments are regularly checked and maintained by the college. Academic and support facilities like library, sports, NSS, NCC are the platform supporting overall development of the student. College management looks after the budget for the library maintenance. College Management arranges new resources for the student and teachers to enhance teaching and learning process. The information of the new resources is given to the department. Sports department also plays an important role. The department is fully equipped and well managed to keep the student physically fit... The administrative office makes use of software packages

for managing the admission process account and payroll. The maintenance of the UPS and generators is regularly monitored electrical and plumbing related maintenance is also done with the help of local skilled person. The students are provided spacious, airy and well equipped classrooms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

121

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

207

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://pcmsdcollege.com/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

881

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

881

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Central Association

The student central association acts as a link between the college students and the college management. This association ensures the maintenance of proper academic atmosphere, discipline and orderliness amongst the students. It also coordinates and integratesthe activities of various committees / societies / clubs in the campus.

NCC Club

NCC Club of the college aims to develop Character, Comradeship, Discipline, Leadership, Secular outlook, Sportsmanship and selfless service among the young students. NCC provides the source of organized, trained and motivated young students to inculcate leadership in all walks of their life as well as for the service of the nation.

Youth Club

Youth club of the college is enabling the students to utilize their time, skills and energies in co-curricular activities. The objective of the club is to provide a platform for the students to collectively work towards administering different cultural activities of youth festival including finances.For accomplishing this aim the club is organizing different activities from time to time.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

30

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Alumni Association organizes old student's meet reunion regularly. The main idea behind this meet is to revive and rejoice the old memories of the students who have passed out from this prestigious institution. The objective is to reconnect and revitalize the connection our alumnae felt with PCM S.D. College. Our alumnae include women working in Banks, Government Officers, Multinational Companies, Civil Services and Teaching Profession. Due to pandemic, PCM S.D. College for Women organized an online Alumni Meet via Zoom application on December 8, 2020 for the alumni placed in college. The motive of the meet was to discuss the constructive role that the institution had played in their career and professional growth. Faculty members including Mrs. Sushma Sharma, Dr. Neena Mittal, Mrs. Kawaljit Kaur, Mrs.Priya Mahajan, Mrs.Divya Budhia Gupta, Mrs.Ritu Gill and Ms.Manpreet attended the

meet. The faculty members shared their professional journey and the contribution made by their alma matar. They also expressed their gratefulness towards the institution. Members of the managing committee and principal Dr. Kiran Arora appreciated the work of the Alumni Association, which made efforts and succeeded in organizing the meet in such tough times.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: The institution envisions to be recognized as an exemplary leader committed to excellence in education, research and innovation that meets the needs of the global community. College Motto 'Do Your Job Well' helps to excel and transform learning and knowledge into skills, empowerment and enlightenment of women through quality and value based education, academic advancement and excellence in the field of higher education. Mission: Fostering quest for excellence by means of quality and value based education. Creating healthy and progressive academic environment by continuous enrichment of teaching & learning. Holistic development of students' personality. Inculcating moral, social and ethical value system. Instilling spiritual & secular spirit by developing faith and respect for all religions. Action plan-. The strategic decision making takes place in the meetings of the governing body and Principal of the institution. The department related decisions are discussed in the respective departmental meetings. The governing body is pro-active and is committed to excellence in quality based education and research and is always available for guidance. For the holistic development of the

**students, cultural fests, talent hunt, personality development
workshops, extension activities, career and placement drives are
organised by the institution.**

File Description	Documents
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/SD-College-Pros.-2020-Final-25-7-2020_compressed.pdf
Upload any additional information	**No File Uploaded**

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

Decentralization

**The institution has a mechanism of providing operational autonomy
to various functionaries in order to ensure a decentralized
governance system. The Principal, being the head of the
institution and Coordinator of the IQAC, in consultation with the
Planning Forum and different committees make plans and implement
different policies. The faculty members are given autonomy to
decide about all the matters pertaining to the smooth functioning
of the department. Non-teaching staff are represented in the
examination, admission and counselling and IQAC. Suggestions of
non-teaching staff are considered while framing policies or taking
important decisions.**

Participative Management

**The institution promotes the culture of participative management
at the strategic level, functional level and operational level.
Strategic level: The Principal, Governing Body, Planning Forum and
the IQAC are involved in defining policies and procedures.
Functional level: Faculty members shares knowledge among
themselves, students and staff members while working for a
committee. Principal and faculty members are involved in joint
research. Operational level: The Principal interacts with
university and external agencies and faculty members. She
maintains interactions with the concerned departments of
affiliating university. The whole SD Family joins hands for the
execution of different academic, administrative, extension**

related, co and extracurricular activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning: Conscious efforts to make the learning process more student oriented. ? Highly qualified and dedicated faculty. ? Healthy interaction between students and faculty members. ? Proper teaching schedules according to a Well Planned Calendar, Time Tables, Lesson Plans and Internal Assessment Tests. ? Adoption of E-Learning ? Organization of Workshops, Industrial Visits & Training, Fashion Show, and Exhibitions. ? Different strategies adopted for slow and advanced learners. Examination and Evaluation: The Examination and Evaluation Process as laid down by the affiliated university (GNDU) is followed. ? Examination Committee ensures smooth conduct of examination. ? Continuous evaluation of the students is done through seminars, periodic/weekly tests, assignments, project works, quiz, mid-semester exams, etc. ? Library, ICT, Physical Infrastructure/Instrumentation Library: ? College library is fully equipped with automated facilities. ? The N-List facility provides seamless, reliable and ubiquitous access to scholarly, peer-reviewed electronic resources. ? ICT facility is fully functional with well equipped computer labs, smart classrooms, LCD's, Projectors & Printers. ? 24X7 Wi-Fi facility is available for the faculty as well as students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/Strategic-plan.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has a well-developed Organizational Structure with the Governing Body and the Principal at the top in hierarchy that guides faculty in developing innovation, knowledge and incorporating it into the institution's current capabilities. The top management has introduced mechanism for efficient organization, transparent policies and best practices. It is led by the Principal and has an efficient coordination and control mechanism. The College has a Planning Forum run by the Principal, Head(s), Senior Faculty as the members. The Planning Forum and Advisory Board play an active role in coordinating and managing the operations of the Institution. Numerous committees have been established for the formulation and execution of plans and evaluation of the results. Periodic meetings of the committees are held to ensure quality and further development. For strategic development the institution makes prospective plans for both short term and long-term, covering different aspects. It is ensured that timely information is made available to all stake holders. Service Rules: The institution follows the service rules as described by DPI (Colleges) , Govt. of Panjab and by GNDU, Amritsar.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://pcmsdcollege.com/wp-content/uploads/2022/07/Organo-Form.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching Staff ? Regular payment of salary even during Covid times ? Gratuity is paid on the day of superannuation ? Employee Provident Fund Facility (EPF) ? Employee State Insurance (ESI) ? Study leave, Duty Leave, Maternity Leave, Medical Leave ? Leave Encashment ? Welfare fund has been created in which the staff members contribute monthly to help the teaching or non-teaching staff in case of any need. ?Various Faculty Development Programs are regularly organized ? Library Facility ? Internet Facility ? Yoga Classes ? Spacious and properly ventilated Staff Rooms with facilities like hot cases, air conditioners and refrigerators ? Conducive Environment ? Group Insurance Scheme

Non-Teaching Staff ? Regular payment of salaries ? Payment of Gratuity ? Diwali Bonus and Gifts ? Fee Concessions given to wards of Non-Teaching Faculty who are studying in college ? Uniform is provided to peons, security guards and sweepers. ? Employee Provident Fund Facility (EPF) ? Quarters for the supporting staff in the campus ?Free parking facility ? Casual leave, medical leave and maternity leave to female staff ? Job on compassionate grounds to the dependent of the deceased. ?Transportation facility for local and outstation official assignment.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

247

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for the teaching staff : ? Self Appraisal forms by the faculty ? Evaluation of Appraisal form by the Principal ? Students' Feedback. The Evaluation system has helped the teaching faculty in understanding - ?Scope for improvement in

teaching resources and the methodologies. ? Relevance of research work with the present development? Teaching style and abilities on basis of students' feedback?Any other development as advised by the Principal/ Head ?The Mechanism is NOT used to put any negative impact on the faculty rather helps the faculty to improve the teaching learning outcomes and gives opportunity for growth and enhancement too. Temporary staff appraisal : ? The feedback forms filled by the students becomes the basis for evaluating the performance of temporary faculty in the institution. ? The faculty for which positive feedback is received are reappointed in the next year and are also provided with certain increase in their emoluments. Non-teaching staff appraisal : The performance of non-teaching staff is based on the informal feedback from the students for which suggestion boxes are displayed at every floor of the institution and by the principal interacting with the concerned employee.

File Description	Documents
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/Appraisal-Form.pdf & https://pcmsdcollege.com/feedback-form/
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college depends on the grants received from DPI (Pb.) and UGC. Any deficit in the annual budget is met by the Management for its financial Management and resource mobilization. Any deficit in the annual budget is met by the management. Efforts are also made to secure additional funds from local bodies, politicians, HRD, ICSSR and philanthropists. The institution believes in the optimum use of resources and to avoid misuse of finance the college conducts its audit process with the internal guidelines. Accordingly, auditing of the annual financial statements is done by an internal auditor who is duly approved by the management and who performs a detailed check on every transaction. The audit report is prepared and then cross checked by the Chartered Accountant approved by the Management and DPI.

File Description	Documents
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/Audited-final-acc-20-21.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

74804/-

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

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

The college depends on the grants received from DPI (Pb.) and UGC but any deficit in the annual budget is met by the Management for its financial Management and resource mobilization. The institution mobilizes its funds under different heads of expenditure like non-recurring and recurring. Non-Recurring component covers requirements like infrastructure, equipment, furniture and fixtures, books and journals whereas recurring component covers salaries, pensions, scholarships etc. The other sources for resource mobilization include grants from Indian Council for Social Science Research (ICSSR), other non-government organizations and efforts are also made to secure additional funds from local bodies, politicians, HRD, and renowned individuals. The faculty members are always motivated to apply for minor search projects and major research projects either from UGC or ICSSR or other Government Funding Agencies.

The institution believes in the optimum use of resources and to avoid misuse of finance the college conducts its audit process

with the intent guidelines. Auditing of the annual financial statements is done by an internal auditor who is duly approved by the management and who performs a detailed check on every transaction. The audit report is prepared and then cross checked by the Chartered Accountant approved by the Management and DPI.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

IQAC is responsible for maintaining quality in the institution and takes every step to maintain excellence in all the aspects of the institution. Skill oriented add on courses are also suggested by IQAC. As a result of IQAC initiatives, the institution has followed the following practices

1)Skill Development: With the initiative of IQAC, the institution has achieved milestones like Diploma in Office Automation.

Strategies: IQAC ensures quality of skill education and the strategies for running the above-mentioned courses include a) Curriculum of these courses is as per NSQF and certification is done by sector specific skill council. b) State of the art infrastructure and labs c) MoU's with the industry to fill the industry academia gap d) Regular workshops, industry visit, guest lectures organised as a pragmatic approach.

2) Academic Calender: The academic calendar of the institution is prepared before the starting of the new session and it involves the schedule of the academic and non academic events.The IQAC maintains that the academic calendar is adhered to by the institution and departments. The teaching departments display the notice with regard to teaching-learning and examination schedules for the benefit of the departmental faculty and students .

File Description	Documents
Paste link for additional information	http://pcmsdcollege.com/wp-content/uploads/2022/07/IQAC.pdf
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC and the planning forum meetings are held in the presence of the Principal for reviewing the learning outcomes and taking necessary decisions like: 1) Improvement in internal evaluation system: On the basis of regular class tests and mid semester examinations the students are identified as slow learners and Advanced learners and action plan is taken accordingly.

The teaching plan and the lesson plans are discussed in the meetings of the faculty with their respective Head of the Department (s) and is communicated to the students so that they get an understanding of the progress of the syllabus .

2)Use of ICT in teaching and learning: The IQAC in the meeting laid emphasis on use of ICT in teaching and learning. The use of e-presentations, LCD projectors, e-assignments, videos are promoted along with chalk and board method. The students were provided notes in e-form.

Other than these IQAC also focus on

1)Preparation of academic calendar

2) Orientation program for the new incumbents in the institution .

3)Students feedback on faculty.

4) Organisation of faculty development program, guest lectures, industrial visits and internships .

5) Preparation of teaching plan for each semester.

File Description	Documents
Paste link for additional information	https://pcmsdcollege.com/feedback-form/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://pcmsdcollege.com/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution is the pioneer in offering equitable opportunities in the field of education to women. Being a women institution with a glorious past, our college has secured a name in the locality as a safe and secure place for female students. Our success in promoting gender equity in our staff and students get testified by retention of our students and staff and through their life-long association with us.

Briefly, the college undertake the following initiatives towards the objective of gender equity:

1. Girls are motivated to participate and enrol in NCC and NSS wings of the college as it develops strength, confidence and leadership qualities in them.
2. Webinars/seminars are organized on regular basis to disseminate information regarding women's constitutional rights and safeguards, gender sensitization and women's health and hygiene.
3. Informative movies and documentaries have been screened to sensitize students on gender issues.
4. Various competitions like article writing, poster making, poetry recitation and narrations on themes of feminism, gender issues and mental health are conducted to empower women.
5. To ensuresafety and security of students on campus, CCTVs have been installed and diligently monitored. Besides, at regular intervals rounds are undertaken by members of Discipline Committee.

File Description	Documents
Annual gender sensitization action plan	http://pcmsdcollege.com/wp-content/uploads/2022/07/NCC-REPORT-2020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://pcmsdcollege.com/measures-initiated-by-the-institution-for-the-promotion-of-gender-equity-during-the-year/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management:

For the management of solid waste, separate dustbins have been provided at the corners of each room and corridors to collect dry and wet solid waste which is handed over to the MC waste collection unit for the proper disposal.

Liquid waste management:

Proper sewage system is in place in all the washrooms of the college. Appropriate care is taken to ensure that there is no water stagnation anywhere in the campus to prevent mosquito breeding. The college has installed the rain-water harvesting system by which rain water from the terrace of the college is directed towards the ground through pipes where rain water harvesting pits are located. No hazardous waste having adverse repercussions on environment in produced in the college.

E-Waste Management

The electronic waste in the college such as discarded electrical or electronic devices, burned electric bulbs, wires, old batteries and computer peripherals certified broken or unusable are segregated for reuse, resale, salvage, recycling, or disposal. The items like printer cartridges are refilled and reused and the unusable items are disposed of through Keypoint Computer Company, Jalandhar as per the MOU with the company.

Waste Recycling system

The manure is produced from the college waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution	D. Any 1 of the above

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To build an atmosphere of peaceful co-existence, promote harmony among youth and to facilitate an environment for the growth of ethical, cultural, and spiritual values among the students and staff, the college organizes and conducts several activities which are as follows:

- Commemorative days are celebrated on the campus with the initiative and support of the management to generate the feelings of oneness and social harmony.
- Students are actively involved in the celebration of festivals belonging to various religious, cultural and regional segments of the society in order to implant the social, religious and regional harmony among them.
- Motivational lectures of eminent personalities and scholars are constantly arranged in order to inspire students and ensure their all-round development.
- Various competitions such as Slogan Writing Competition, Essay Writing Competition, Patriotic Song Singing Competition, folk dance competition, fancy dress competitions are organized to promote communal harmony and national integration.
- Celebration of Hindi Diwas, Human Rights Day, National Voter Day, International Yoga Day etc is a regular feature in the campus to achieve the objective of inclusive growth and encourage students to work for cultural, regional, linguistic and communal harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations, values, rights, duties and responsibilities and constantly works upon to nurture them as responsible citizens of the country through various curricular and extra-curricular activities.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by familiarizing them with the uphill struggle of freedom fighters and making them aware of their duties and responsibilities as citizens. The college implements policies that reflect the constitutional values. Code of conduct is prepared for students and staff and everyone is required to obey the conduct rules.

The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen the nationwide bond and integration.

The institution nurtured successful leaders through its Central Association every year. The elected representatives are given leadership training and the responsibilities are assigned to them for organising college programmes with the support of other student volunteers. In addition, the institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to imbibe human values and cater to constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://pcmsdcollege.com/sensitization-of-students-and-employees-of-the-institution-to-the-constitutional-obligations-values-rights-duties-and-responsibilities-of-citizens/
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Involving members of the staff and students actively, PCM. S.D. College for Women celebrated National and International days enthusiastically throughout the session to make the students and staff proud of our rich cultural heritage and collective legacy of humanity. The academic calendar of the Institution brimming with a variety of events in this regard is a testimony. Some of the important celebrations are listed as follows:

- To celebrate the spirit of the Indian Republic, to pay tribute to all freedom fighters who made immense sacrifices in the long freedom struggle and to familiarize the students and the staff with the significance of the constitution of India, the Republic Day and the Independence Day has been celebrated in the college campus on 26th January and on 15th August in formal ceremonies.
- Besides these two national days a number of other national and international days have also been celebrated in the institution so that students get knowledge about great personalities and events in our political, social, cultural, linguistic and scientific history. These include Gandhi Jayanti, Teachers' Day, International Women Day, International Yoga day, Hindi Diwas, National Constitution day, etc. Besides, festivals like Holi, Diwali etc. were celebrated with traditional gaiety.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Holistic Development of Students' Personality

To inculcate appropriate values in the students in order to transform them into intellectually, morally and ethically sound human resources competent and skilled enough to be the Global Citizens and meet the challenges of the 21st century is the main goal of the institute.

The college offers a variety of courses at graduate and post graduate level in pure Arts, Natural Sciences,Commerce, Dance, Fashion Designing, Cosmetology, B.Voc and B.A/B.Ed.

2. Digitalization of Education and Support Services through Innovative use of ICT

The institution creates highly interactive and conducive academic environment by innovatively using modern tools of ICT in teaching and learning process.

The institution is making its best efforts to create competitive academic environment by continuous enrichment of teaching and learning through the medium of ICT and other technological advancement.

Evidence of Success

Significant improvement can be noticed in the overall teaching-learning process and the functioning of the college by using ICT in teaching, documentations and data management.

Problems Encountered and Resourced Required

Slow speed of computers, signal problems in internet connectivity, online threats, data breach, load shedding, etc. are some of the problems faced by majority of the students and faculty.

File Description	Documents
Best practices in the Institutional website	http://pcmsdcollege.com/best-practices-2/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution believes that its foremost duty is to ensure multiple skill development of its students, inculcation of life-long learning in them in order to make then globally competent, ethically strong beings, forming potent human resource for the country.

For this, the institution offers a blend of traditional and modern education through its academic programs.

These programs are at certificate, degree, diploma and postgraduate diploma levels and add to specific and general skill development in students. A good number of these programs have vocational content and they prepare students for particular vocations.

Classroom teaching is supplemented by use of ICT techniques like presentations, audio visual aids etc functioning through the college website which makes learning process interesting, easy and spontaneous, productive and successful.

To ensure practical skill development of students, the institution has signed linkages with different agencies whereby training and internship opportunities are provided to the students.

The institution also offers, free of cost, a range of value Add on courses through its teaching department for skill enrichment of students.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The institution believes in setting up its goals well in advance and then planning a strategy to achieve them. The IQAC and planning forum of the college chalk out an action plan in the final meeting of the session. The future plan of the college is always directed toward the objectives of development and improvement.

1. **To plan and implement teaching learning activities in online mode effectively to compensate for the absence of regular classroom teaching, in case the pandemic covid -19 drew longer.**
2. **To ensure reaching out to each and every student for their counseling on studies and stress related matters: as the Pandemic was advancing at a dangerous level**
3. **To devise a mechanism and action plan for sports and cultural activities in view of the pandemic**
4. **To organize research related seminars / workshops / training programmes at least three in number.**
5. **To organize extension activities in online mode and by maintaining social distancing.**
6. **To allow students alternative modes of fee payment.**
7. **To enter into collaborations at national level for academic improvement.**
8. **To initiate research projects.**
9. **To initiate participation ofstudents in inter-college sports competitions.**