



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|   |                                 |
|---|---------------------------------|
| 1. Name of the Institution                    | SANATAN DHARMA COLLEGE (LAHORE) |
| Name of the head of the Institution           | Dr Rajinder Singh               |
| Designation                                   | Principal                       |
| Does the Institution function from own campus | Yes                             |
| Phone no/Alternate Phone no.                  | 01712630283                     |
| Mobile no.                                    | 9466596782                      |
| Registered Email                              | iqacsdcomb@gmail.com            |
| Alternate Email                               | principal.sdcol@gmail.com       |
| Address                                       | Jagadhari Road, Ambala Cantt    |
| City/Town                                     | Ambala Cantt                    |
| State/UT                                      | Haryana                         |
| Pincode                                       | 133001                          |

#### 2. Institutional Status

|  |                                       |
|--|---------------------------------------|
| Affiliated / Constituent               | <b>Affiliated</b>                     |
| Type of Institution                    | <b>Co-education</b>                   |
| Location                               | <b>Urban</b>                          |
| Financial Status                       | <b>Self financed and grant-in-aid</b> |
| Name of the IQAC co-ordinator/Director | <b>Dr Sushil Kumar</b>                |
| Phone no/Alternate Phone no.           | <b>01712630283</b>                    |
| Mobile no.                             | <b>9416990024</b>                     |
| Registered Email                       | <b>iqacsdcomb@gmail.com</b>           |
| Alternate Email                        | <b>principal.sdcol@gmail.com</b>      |

### 3. Website Address

|   |   |
|---|---|
| Web-link of the AQAR: (Previous Academic Year)                            | <a href="https://www.sdcollegeambala.org/wp-content/uploads/2020/11/AQAR-2018-19.pdf">https://www.sdcollegeambala.org/wp-content/uploads/2020/11/AQAR-2018-19.pdf</a> |
| <b>4. Whether Academic Calendar prepared during the year</b>              | <b>Yes</b>  |
| if yes, whether it is uploaded in the institutional website:<br>Weblink : | <a href="https://www.sdcollegeambala.org/academic-calender/">https://www.sdcollegeambala.org/academic-calender/</a>   |

### 5. Accreditation Details

| Cycle    | Grade      | CGPA         | Year of Accreditation | Validity           |                    |
|----------|------------|--------------|-----------------------|--------------------|--------------------|
|          |            |              |                       | Period From        | Period To          |
| <b>1</b> | <b>B++</b> | <b>80.90</b> | <b>2003</b>           | <b>21-Mar-2003</b> | <b>20-Mar-2008</b> |
| <b>2</b> | <b>A</b>   | <b>3.48</b>  | <b>2011</b>           | <b>16-Sep-2011</b> | <b>15-Sep-2016</b> |
| <b>3</b> | <b>A+</b>  | <b>3.51</b>  | <b>2017</b>           | <b>30-Oct-2017</b> | <b>29-Oct-2022</b> |

|   |                    |
|---|--------------------|
| <b>6. Date of Establishment of IQAC</b> | <b>05-Mar-2001</b> |
|---|--------------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |                 |                                       |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                             | Date & Duration | Number of participants/ beneficiaries |
|   |                 |                                       |

|   |                   |      |
|---|-------------------|------|
| 67 Certificate/Add On courses on Life skills , hard and soft skills have been started for the students.   | 01-Aug-2019<br>40 | 2660 |
| Details of the activities conducted, initiatives taken and progress made by the college have been compiled in the form of Annual Report and Annual Quality Assurance Report. Both have been published on the college website for the information of various s | 16-Oct-2020<br>2  | 4    |
| Handbook for code of conduct for students, staff and management has been published on the college website . Code of conduct for students has also been published in the e-Prospectus of the college.  | 20-Jun-2020<br>1  | 4    |
| Institutional Academic calander prepared by the IQAC and published on College Website.  | 15-Jul-2019<br>1  | 4    |
| Institutional Annual Plan chalked out by the IQAC at the beginning of the session.  | 01-Jul-2019<br>1  | 4    |
| 10 IQAC Meetings  | 10-May-2019<br>15 | 12   |
| Taken feedback From Students for the review of curriculum   | 03-Feb-2020<br>3  | 532  |
| <a href="#">View File</a>   |                   |      |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme                   | Funding Agency                          | Year of award with duration | Amount  |
|--------------------------------|--------------------------|---|-----------------------------|---------|
| Institution                    | UGC Scheme for Mentoring | University Grants Commission, New Delhi | 2019<br>365                 | 3000000 |
| Departemnt of Commerce &       | One day National         | Director Higher Education               | 2019<br>1                   | 50000   |

|  |   |  |             |        |
|--|---|--|-------------|--------|
| Management   | Seminar - Entrepreneurship and Economic Development of India  | Haryana, Panchkula                                     |             |        |
| Departement of Computer Science & Commerce                 | One Day National Seminar - Recent Advancements in IT & E-Commerce Present Scenario & Future Prospects | Director Higher Education Haryana, Panchkula (Haryana) | 2019<br>1   | 50000  |
| Central Library and Internal Quality Assurance Cell (IQAC) | One Day National Seminar - Intellectual Property Rights : Issues and Challenges                       | Director Higher Education Haryana, Panchkula (Haryana) | 2019<br>1   | 50000  |
| Institution  | S.N.E. Scheme for "Assistance for Science Exhibition in the Colleges"                                 | Director Higher Education Haryana, Panchkula (Haryana) | 2019<br>365 | 23000  |
| Institution  | Workshop on Awareness and need of NAAC Assessment & Accreditation of Colleges                         | The State Project Director RUSA Panchkula (Haryana)    | 2019<br>365 | 300000 |
| Institution  | Poetical Symposium  | Haryana Urdu Academy, Panchkula, Haryana               | 2019<br>1   | 10000  |
| Department of Music Instrumental                           | National Seminar on gfj;k.koh yksd&laxhr dk jk"V^h; psruk ds fuekZ.k esa ;ksxnku                      | Haryana Granth Academy, Panchkula                      | 2019<br>1   | 75000  |
| Dept of Music, Sanskrit & SDHDR&T Centre                   | One Day National Workshop and Seminar on Rasa and Dhavani Theories on films Music                     | Haryana Sanskrit Academy, Panchkula                    | 2019<br>1   | 49000  |
| Institution  | Seminar on - Critique of Indian & Western   | Indian Council of Philosophical Research,              | 2019<br>1   | 148000 |

|   |                       |  |  |  |
|---|-----------------------|--|--|--|
|   | Questioning Tradition | Ministry of Human Resource Development (MHRD), New Delhi |  |  |
| <a href="#">View File</a>   |                       |  |  |  |
| <b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>  |                       | Yes  |  |  |
| Upload latest notification of formation of IQAC   |                       | <a href="#">View File</a>                                |  |  |
| <b>10. Number of IQAC meetings held during the year :</b>   |                       | 10   |  |  |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website  |                       | Yes  |  |  |
| Upload the minutes of meeting and action taken report   |                       | <a href="#">View File</a>                                |  |  |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>  |                       | No   |  |  |
| <b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>   |                       |  |  |  |
| 67 add on/certificate courses were offered by various departments.  |                       |  |  |  |
| 16 Professional Development/ Administrative training programs for Teaching Non Teaching Staff ,14 FDP's and 11 workshops were conducted for the teaching staff.   |                       |  |  |  |
| Energy Audit, Green Audit, Electrical Audit , Internal Academic Administrative Audit conducted by IQAC  |                       |  |  |  |
| IQAC has facilitated collaborations with 33 institutes of high eminence and industries through various departments and 12 NGO's for research.   |                       |  |  |  |
| ELibrary (EResource Centre) has been set up in the library and ebooks of Pearson Education and McGrawhill Education have been subscribed in addition to the EResource subscribed / the MEMBERSHIP OF NLIST, INFLIBNET. Seating capacity of library has been raised to 300 readers and the reading rooms have been renovated with new flooring, false ceiling, LED lights, attractive white wash and modern furniture for the readers UGC has approved Sanatan Dharma College, Ambala Cantt as mentor institution under the Paramarsh Scheme of UGC for mentoring NAAC accreditation aspirant institutions to promote quality assurance in higher education. |                       |  |  |  |
| No Files Uploaded !!!   |                       |  |  |  |

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action   | Achivements/Outcomes   |
|--|--|
| MOU's to be increased.   | IQAC has facilitated collaborations with 33 institutes of high eminence and industries through various departments and 12 NGO's for research.  |
| Seminars to be organized by different departments.   | Following five seminars were organised by various departments: Organised one day national seminar on the theme "Recent Advancements in IT & E-Commerce: Present Scenario & Future Prospects" sponsored by Directorate Of Higher Education, Haryana and Co-sponsored by Bank of Baroda ,one day interdisciplinary National Seminar on "Contribution of Haryanvi Folk Music in the Development of National Consciousness" sponsored by Haryana Granth Academy, Panchkula, one day national seminar on the theme "Entrepreneurship and Economic Development of India" sponsored by Directorate of Higher Education, Haryana, Haryana Sanskrit Academy, Panchkula sponsored one day workshop on the topic- Application of Rasa & Dhvani Theories on Film Music (with ref to Sanskrit Saahitya-Shaastra) One Day Inter-disciplinary National Seminar on "Intellectual Property Rights: Emerging Issues and Challenges" sponsored by Director General Higher Education, Haryana, Panchkula |
| Curriculum to be enriched with additional add on/certificate courses for the holistic development of the students. | Sixty seven Certificate/Diploma/Advanced Diploma courses were conducted for the students.  |
| Strengthening E-Resource Development Cell and developing College Learning Management System College LMS            | E-Resource cell is strengthened by developing E-resources by various faculty members like videos, tutorials, ppts, enotes etc. Cell has carried out 13 online workshops and FDP's for the teachers of schools, collegesnation wide,Approximately 1000 faculty members from various Universities/Govt. Colleges/Govt. Aided Colleges of Haryana attended the programmes. Approximately 200 faculty members from various schools of Haryana attended the programmes. Approximately 500 faculty members from various universities/Colleges/Schools from all over the country attended the   |

|  |  |
|--|--|
|  | programmes. Approximately 10 Faculty members and students from various countries like Oman, Nepal, and Canada attended the programmes. Learning management system of the colleges is installed and huge number of courses are hosted on LMS  |
| Audits for the Sustainable environment to be conducted   | Electrical Safety Audit, Green Audit & Energy audit has been conducted in collaboration with energy management cell, environment cell to develop eco friendly and safe environment for the staff and students.   |
| Financial assistance to be provided to the faculty to attend seminars/conferences/workshops to develop research culture. | Teachers have been provided with financial assistance of worth Rs. 83199 to attend workshops and conferences   |
| Extension & outreach programs to be enhanced for the benefit of society  | Twinned with the schools of District Ambala under Samagra Shiksha Abhiyan -Twinning Programme and interacted with 122 students from 6 schools of Ambala District. Adopted five villages under the MHRD scheme of Unnat Bharat Scheme to conduct activities for the growth and development of the people from rural areas. Seventy six extension & outreach activities conducted for the students & society.  |
| Apply for SWAYAM NPTEL Local chapter   | Set up SWAYAM-NPTEL Local Chapter in college and enrollment of 44 faculty members of Computer Science, Commerce and Chemistry and one librarian in online refresher course on ARPIT-SWAYAM platform-initiative of Government of India .  |
| Professional Development / administrative programs for staff   | Twenty programs have been organised by the iqac for the professional development of the teaching staff and administrative training of non teaching staff   |
| Renovation work to be carried out in staff colony, department of physics & library.                                      | Following renovations and construction work has been done: Dismantling of Old Wall and Construction of New Wall is carried out in staff colony. Construction of Physics Staff Room and Physics Computer Lab, False Ceiling Work and Grill Work has been done. Construction of New office of Librarian and Reading Room, False Ceiling Work and Grill Work has been done. Fabrication and Installation of furniture items in newly constructed office of Librarian and Reading Room . Renovation of Old Computer Lab of Physics Department into IQAC Office. Construction of Compost Tanks behind |

English Department. Renovation work of College Canteen Renovation work of Boys Toilet on First Floor Construction work of rain water recharging systems storage tanks in the college campus Paver tiles work (dismantling of old path and construction of new path) from office to auditorium Laying of drainage slabs and repair work in parking area Paver tiles work (dismantling of old path and construction of new path) of path from Red Cross Room to Physical Education Department Construction of Ramp in front of Physics, Office, Fee Counter and in Sports Ground near Vivekananda Statue. Renovation of Toilet in two rooms on Auditorium .

No Files Uploaded !!!

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body

Meeting Date

Advisory Council, Governing Body

04-Feb-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

27-Feb-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college has developed CIMS (College Information Management System), which is an ERP based software developed in consultation with the needs of the stakeholders. Through CIMS students can access their examination results, assignment scores, attendance details, econtent, mentorship details, lesson plan, teacher notes, question banks, time table, notice and other academic information directly on their computers or mobile phone. All the results of the Class tests conducted and Assignments submitted are uploaded on the CIMS.



University results and Internal Assessment of the students are also uploaded on the CIMS. This information is then analyzed both by the respective teachers and IQAC to evaluate the quality of teaching learning. Students are provided advanced study material through the CIMS portal. Faculty members have the facility to upload details of their activities and duties during the session and then retrieve the same in the desired format. It includes Information for ID Cards, Faculty Leave Records Notes uploaded on CIMS by the faculty can also be accessed by the students on their smart phones. All the results of the Class tests conducted and Assignments submitted are uploaded on the CIMS. The institute maintains exhaustive data regarding the students' involvement in various social movements / activities which promote citizenship roles. The entire data is available on CIMS of the college. For Faculty members modules like Participation and paper presentation in Seminars/conferences/symposia/workshops etc., Research Papers published in journals, Publication in Proceedings / Books or other media, Details of activities organized as conveners of various associations/ clubs/etc. , Creative Publications, Contribution to cocurricular activities, Major Minor Research Projects (completed/ongoing/applied for), Details of teachers acting as Faculty/Resource Person, Details of teachers acting as Faculty/Resource Person, Details of work done as invigilator/examiner/papersetter/Flying Squad, Convener or Member Awards/Recognitions received, Details of Faculty Members as members, editors etc. of Journals, Faculty members on University Bodies/Professional Bodies/Academic Associations etc, co curricular activities, association reports, student search details, student list, standing committee report, contractual experience certificate, grievance redressal etc.

## Part B

### CRITERION I – CURRICULAR ASPECTS

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sanatan Dharma College with the objective to transform lives with innovation and technology nurtures the young talents with the domain knowledge, soft & life skills, human & professional values through well planned and structured curriculum delivery mechanism to enable them to contribute to the growth and development of the nation. Along with the academic skills, college focuses on honing an individual's capacity to make moral and ethical decisions and actions. College is affiliated to Kurukshetra University, Kurukshetra and follows the syllabus designed & prescribed by the university. Curriculum is enriched with various initiatives like skill oriented courses, workshops, guest lectures, field visits, project trainings, group discussions, case studies etc. Teachers are using latest learner oriented pedagogies like blended learning, collaborative learning, flipped classrooms, constructive learning etc. Curriculum delivery mechanism is well planned by the IQAC before the start of the new academic session in consultation with HOD's of various departments and Principal. All the processes undertaken during the delivery mechanism are well structured and documented. Curriculum Delivery planning initiatives: 1. Workload Statement: Proposed Workload statement is prepared by the head of the departments at the end of the session for coming academic session and submit to the principal for the recruitment and ground time table plan of the institution. Recruitment plan is further submitted by the principal to the management for the approval. 2. Academic Calendar: Departmental Academic calendars are prepared by the heads of the departments before the beginning of the session in consultation with the teachers and feedback received from various stakeholders viz students, teachers, alumni, employers and result analysis of the previous session. 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. Approved academic calendar is published on college website for various stakeholders like students, teachers, parents and management. 3. Activity Calendar 4. Ground Time Table. 5. Teaching Plan 6. PO's, PSO's & CO's Curriculum Delivery Initiatives: Along with the regular teaching following curriculum enrichment programs are conducted by the college to enhance the competency of the students: Bridge courses, Remedial Course, Certificate/Add on Course, Capacity enhancement programs, faculty development programs, seminars, conferences, workshops and orientation programs for the effective delivery of the curriculum. , development of E-Resources and j. Academic audit is conducted at the end of the session by the IQAC to further enhance the curriculum delivery mechanism. Curriculum delivery mechanism incorporated at Sanatan Dharma College is completely transparent and record of every activity is maintained for all the stakeholders. Teaching plan, Academic calendar, Time table, Syllabus, Activity calendar of cells/subject associations, PO's, PSO's and CO's, Question banks are systematically maintained and published on college website, college LMS and college ERP for the stakeholders. Student Attendance record, internal assessments, university results, attendance & results of certificate courses/add on courses /remedial/bridge courses are displayed on College ERP timely for students and parents.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| ---         | Diploma         | 02/08/2019            | 180      | Employabil                               |                   |

|     |  |            |     |  |  |
|-----|--|------------|-----|--|--|
|     | Course in<br>Computer<br>Applications                |            |     | ity and Entr<br>epreneurship               | Programming<br>Skills                      |
| --- | Diploma<br>Course in<br>Computer<br>Maintenance      | 02/08/2019 | 180 | Employabil<br>ity and Entr<br>epreneurship | Assembling<br>and Computer<br>Maintenance  |
| --- | Diploma<br>Course in<br>Tours and<br>travels         | 02/08/2019 | 180 | Employabil<br>ity and Entr<br>epreneurship | Management<br>and Communic<br>ation Skills |
| --- | Diploma<br>Course in<br>Cosmetology                  | 02/08/2019 | 180 | Employabil<br>ity and Entr<br>epreneurship | Beauty<br>Therapies                        |
| --- | Advanced<br>Diploma<br>Course in<br>Web<br>designing | 02/08/2019 | 180 | Employabil<br>ity and Entr<br>epreneurship | Web<br>Designing<br>Skills                 |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course          | Programme Specialization | Dates of Introduction |
|---------------------------|--------------------------|-----------------------|
| BCom                      | General                  | 16/07/2019            |
| <a href="#">View File</a> |                          |                       |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting<br>CBCS | Programme Specialization | Date of implementation of<br>CBCS/Elective Course System |
|-------------------------------------|--------------------------|--|
| Nil                                 | NIL                      | Nil  |

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 1388        | 296            |

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses                                      | Date of Introduction | Number of Students Enrolled |
|--|----------------------|-----------------------------|
| Art and craft  | 01/06/2019           | 44                          |
| Aspects Applications of<br>Research                      | 05/05/2019           | 130                         |
| Aspects of Financial<br>Analysis Management              | 01/05/2019           | 35                          |
| Aspects of Financial<br>Services Logistics<br>Management | 01/05/2019           | 40                          |
| Aspects of Marketing<br>Finance                          | 01/05/2019           | 30                          |
| <a href="#">View File</a>                                |                      |                             |

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title   | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|---|
| BSc                       | Information Technology   | 30  |
| MCom                      | Information Technology   | 9   |
| BBA                       | Business Administration  | 32  |
| BCom                      | ASPSM                    | 18  |
| BCom                      | CAV                      | 31  |
| <a href="#">View File</a> |                          |   |

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

##### Feedback Obtained

College has a dedicated and exclusive feedback committee which draft monitors the feedback in consultation with IQAC. Feedbacks are collected department wise in Online offline mode for the design and review of curriculum from all the stakeholders viz Students, Teachers, Employers Alumni using structured and comprehensive mechanism. Feedbacks from students and teachers are collected at the end of the semester through college ERP system. Feedback from employers is taken during placement drives and through personal visits in their organizations. Feedback from alumni is taken during convocation in the normal time but during this session, due to Covid-19 pandemic online Feedbacks are collected from the alumni at the end of the year. Feedbacks collected are analyzed by the Heads of the respective departments on the basis of Feedback evaluation report generated by the College ERP in the form of charts and in tabular form. Inputs given by the various stakeholders are handled on two levels: 1. College Level 2. University Level Suggestions given by the stakeholders for the changes or up gradation of syllabus are documented and submitted to respective Board of study of the university for further action by the HOD of the respective departments after the approval of the governing body of the college. Other Suggestions given by the stakeholders for the enrichment and delivery of the curriculum is implemented by the Head of the departments and action taken reports are prepared and submitted to principal and IQAC for the review. As per the suggestions given by the students teachers 67 new value added /certificate courses have been started on hard skills/soft/life skills for the holistic development of the students. Workshops on Entrepreneurships IPR have been conducted in collaboration with industry for the entrepreneurship skill development of the students. Workshops on Digital marketing, PHP and Python have been conducted for the students of the department of computer science as per their suggestions. On the recommendations of the teachers, Sanatan Dharma College is established as SWAYAM Local Chapter and 44 faculty members of Computer Science, Commerce and Chemistry and one librarian are enrolled in online refresher course on ARPIT-SWAYAM platform.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BVoc                      | Software Development     | 50                        | 60                             | 43                |
| BA                        | English Hons             | 50                        | 52                             | 40                |
| BA                        | Political Science Hons   | 50                        | 57                             | 45                |
| BA                        | General                  | 380                       | 466                            | 370               |
| BBA                       | Business Adminstration   | 60                        | 109                            | 41                |
| BCA                       | Computer Applications    | 80                        | 148                            | 53                |
| <a href="#">View File</a> |                          |                           |                                |                   |

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 2660  | 214   | 88  | 11  | 17   |

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|---------------------------|---------------------------------|
| 116  | 116   | 755                               | 42                               | 21                        | 11                              |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                           |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                           |                                 |

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

IQAC has established a well structured vibrant 'Mentoring System' in the institution. On the entry level department wise one faculty member is allotted a group of 20 to 30 students who assist them in their academic and personal growth for the complete duration of the program. Mentorship Register is maintained by the mentor which contains complete information of student like personal details, academic details, details of participation in various activities(extracurricular, cultural sports),Achievements , SWOC analysis , courses opted , grievances reported and resolved etc. Complete progression of the student for the duration of the program is maintained in the register as well as on the college ERP. Mentor provides academic, personal, psycho-social support, professional and personal counseling and other services. Mentors frequently conducts meeting with mentees and discuss Issues related to coping up with new atmosphere and situations that are unfamiliar to them. They also guide them for future plans, provides Career guidance and counseling, Encourages self motivation , make them aware about their responsibility towards society, Valuing relationships, Behavioral and disciplinary aspects,Health and hygiene and mental well being. On the basis of the learning levels of the students they are

categorized as slow and advanced learners and special programs are conducted for them to enhance/supplement their learning levels. Slow learners are assisted with program like 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, competitions, discussion, oral reporting, games, production of graphs/figures/modules, role play, recording, visit and experiments, live examples, figures, models, and audio-visual equipments. 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 motivate students to use resources, enroll in certificate courses and online courses offered by NPTEL and MOOC, participation in co curricular and extracurricular activities. They keep on reviewing the activities and performance of students mentors and advice them whenever the situation demands it. They also inform the parents, on issues like continuous absenteeism or behavioral changes. Along with the learning levels, mentors also identify the students' needs in terms of financial assistance and arrange for scholarships, concessions, free books / study material to help them continue their study. They keep on taking help from various cells like scholarship cell, Career guidance cell, Women cell, legal literacy cell, grievance cell etc where ever required. They keep HOD and IQAC informed and updated about the performance and progression of students and seek their help whenever required.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 2874   | 116                         | 1:25                  |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 116                         | 116                     | 0                | 26                                       | 47                       |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation         | Name of the award, fellowship, received from Government or recognized bodies                      |
|---------------|---|---------------------|---|
| 2019          | Dr. Vijay Sharma  | Associate Professor | Best ANO Award 2019   |
| 2019          | Dr. Ashutosh Angiras  | Associate Professor | Appreciation Certificate for Best A.N.O from Har. (B) Bn.NCC Ambala Group.                        |
| 2019          | Dr. Naveen Gulati   | Associate Professor | Best Teacher by Rotary Club Ambala Central on the occasion of Teachers Day on September 05, 2019. |
| 2019          | Dr. Roshan Dhiman   | Associate Professor | Letter of Appreciation from Kurukshetra University, Kurukshetra for efficiently                   |

|                           |                   |                     |   |
|---------------------------|-------------------|---------------------|---|
|                           |                   |                     | conducting UG/PG Semester Exams. April/May 2019.  |
| 2019                      | Dr. Girdhar Gopal | Assistant Professor | I2OR Preeminent Educator Award 2019 from IRSD, Green Thinkerz Society, India for remarkable contribution in the field of Computer Science at CII, Chandigarh on 10-01-2020 in association with Centre for Smart Modern Construction, Western Sydney Univ. |
| 2019                      | Mr Somesh         | Assistant Professor | Life Support Achievement Award" from Lions Blood Bank for Voluntary Blood Donations.  |
| <a href="#">View File</a> |                   |                     |   |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name            | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|----------------|--|---|
| BVoc                      | BVBPO-III      | VI             | 30/04/2020   | 31/12/2020  |
| BVoc                      | BVBPO-III      | V              | 13/11/2019   | 02/03/2020  |
| <a href="#">View File</a> |                |                |  |   |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College is affiliated to Kurukshetra University, Kurukshetra and follows the exam internal evaluation system prescribed by the university. As per the guidelines of the university internal assessment is based on two handwritten assignments, one class test and attendance. Schedule of assignments and class test is fixed on the institutional academic calendar and institute adheres to it. Students are timely informed about the schedule through the website , academic calendar, departmental notice boards and personally by teachers in the class rooms. The College Exam committee frames guidelines for conducting the CIE in line with calendar of the Kurukshetra University, Kurukshetra. The college encourages teachers to conduct continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. The class tests are prepared and conducted as per the University examination pattern. To prepare students for practical and theory examinations, teachers implements various 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 assessments are communicated to students and answer sheets are discussed for improvement in the final examinations.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

University provides the academic calendar at the beginning of the academic session mentioning time period for UG/PG teaching, examination and vacation which is displayed on the college website as well as printed in the prospectus. Departmental Academic calendars are prepared by the heads of the departments before the beginning of the session in consultation with the teachers and feedback received from various stakeholders viz students, teachers, alumni, employers and result analysis of the previous session. Departmental academic calendar includes schedule of all the academic activities to be carried out by the department in the new session like Bridge courses, remedial courses, certificate/add-on courses, personal/career counseling activities, extension activities , workshops, guest lectures, special activities for slow and advanced learners, field trips/industrial visits, competitions, discussions, case studies, FDP/Refresher/Orientation etc. within the time limits prescribed by the university calendar for teaching, exams and vacation. 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. Approved academic calendar is published on college website for various stakeholders like students, teachers, parents and management. Institutional academic calendar clearly mention schedule of teaching, holidays, important days , examination schedule for university exams, internal examinations , examinations of ADD on/certificate courses along with the schedule of other important activities to be conducted at institutional level. Institutional academic calendar is timely published on college website for the information of the students. Examination Schedule is fixed by the examination committee and no changes are entertained except in the case of unavoidable emergencies. Changes in the schedule of other activities are allowed only after the approval of IQAC and Principal.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.sdcollegeambala.org/wp-content/uploads/PO-PSO-CO-merged.pdf>

### 2.6.2 – Pass percentage of students

| Programme Code            | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---------------------------|----------------|--------------------------|---|---|-----------------|
| BAG                       | BA             | General                  | 157   | 151   | 96.17           |
| BAEH                      | BA             | English Honors           | 16  | 14  | 87.5            |
| BVSD                      | BVoc           | Software Development     | 15  | 15  | 100             |
| <a href="#">View File</a> |                |                          |   |   |                 |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the



questionnaire) (results and details be provided as weblink)

<https://www.sdcollegeambala.org/igac-student-satisfaction-survey/>

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project     | Duration | Name of the funding agency                             | Total grant sanctioned | Amount received during the year |
|---------------------------|----------|--|------------------------|---------------------------------|
| Any Other (Specify)       | 1        | Director Higher Education Haryana, Panchkula           | 50000                  | 50000                           |
| Any Other (Specify)       | 1        | Director Higher Education Haryana, Panchkula (Haryana) | 50000                  | 50000                           |
| <a href="#">View File</a> |          |  |                        |                                 |

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar  | Name of the Dept.  | Date       |
|--|--|------------|
| One Day Workshop on Intellectual Property Rights   | Department of Physics, Commerce, Maths and Library in collaboration. Sponsored by Patent Information Centre, Haryana State Council of Science and Technology | 31/08/2019 |
| National Webinar on Innovation and IPR   | Entrepreneurship Development Cell  | 27/05/2020 |
| Webinar on Entrepreneurship Development  | Entrepreneurship Development Cell  | 14/05/2020 |
| National webinar on Cultivating Real Life Skills to Achieve Excellence in Life                       | Entrepreneurship Development Club  | 28/06/2020 |
| National Seminar on Entrepreneurship and Economic Development  | Entrepreneurship Development Cell<br>Sponsored by: Directorate of Higher Education, Haryana  | 11/01/2020 |
| Two Days workshop on Research Methodology and Quality research- A Special Reference to SPSS Software | Department of Commerce   | 06/03/2020 |

|  |  |            |
|--|--|------------|
| A National Level Awareness Programme (NLAP-2020) to equip the students with various schemes being offered by Khadi and Village Industries Commission | Entrepreneurship Development Cell in collaboration with Khadi and Village Industries Commission (KVIC) | 20/02/2020 |
| National Seminar on IPR sponsored by Directorate of Higher Education, Haryana  | Jointly organized by IQAC and Library, Santan Dharma College, Ambala Cantt                             | 25/01/2020 |
| Workshop on PHP Form Handling  | Department of Computer Science in collaboration with Sebiz, Mohali                                     | 14/02/2020 |
| Workshop on PHP CRUD Operations  | Department of Computer Science in collaboration with Eorian Solution Mohali                            | 31/01/2020 |
| Workshop on Advance Data Base Applications   | Department of Computer Science   | 08/02/2020 |
| Workshop on Python   | Department of Computer Science   | 15/02/2020 |
| Workshop on Concurrent Processing  | Department of Computer Science   | 08/02/2020 |
| Workshop on PHP Session Cookies  | Department of Computer Science   | 27/09/2020 |
| Workshop on Wordpress-CMS  | Department of Computer Science   | 16/09/2020 |
| Workshop on Ethical Hacking  | Department of Computer Science   | 06/03/2020 |
| Two Day Workshop on Light Music Group Singing  | Department of Music(v)   | 28/10/2019 |
| Two Day Workshop on Western Vocal Items  | Department of Music(v)   | 27/11/2019 |
| Two Day Workshop on Light Music Group Singing  | Department of Music(v)   | 27/01/2020 |
| Three Day Audio Production Workshop  | Department of Music(I)   | 20/08/2019 |
| 15 Days Workshop on C Language   | Department of Computer Science   | 27/09/2019 |
| Workshop on Page Maker   | Department of Computer Science   | 22/02/2020 |
| Workshop on Photoshop  | Department of Computer Science   | 24/02/2020 |
| Workshop on Wordpress-CMS  | Department of Computer Science   | 18/02/2020 |
| 10 Days Workshop on C  | Department of Computer Science   | 16/09/2019 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation  | Name of Awardee  | Awarding Agency               | Date of award | Category                |
|--------------------------|------------------|-------------------------------|---------------|-------------------------|
| Teacher Innovation Award | Mr Praveen Kumar | Shri Aurobindo Society, ZIIEI | 30/09/2019    | Innovation in Education |
| No file uploaded.        |                  |                               |               |                         |

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center                 | Name                                      | Sponsored By                                     | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-----------------------------------|---|--|----------------------|--------------------|----------------------|
| Entrepreneurship Development Cell | EDC, Sanatan Dharma College, Ambala Cantt | Management, Sanatan Dharma College, Ambala Cantt | Varsha Tailors       | Tailoring          | 05/09/2019           |
| Entrepreneurship Development Cell | EDC, Sanatan Dharma College, Ambala Cantt | Management, Sanatan Dharma College, Ambala Cantt | Star Beauty Saloon   | Cosmetology        | 01/12/2019           |
| <a href="#">View File</a>         |   |  |                      |                    |                      |

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 5     | 0        | 0             |

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Nil                    | 0                       |

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type              | Department                       | Number of Publication | Average Impact Factor (if any) |
|-------------------|----------------------------------|-----------------------|--------------------------------|
| National          | Commerce and Management          | 2                     | 0                              |
| National          | Music                            | 1                     | 0                              |
| National          | Department of Electronics and IT | 1                     | 0                              |
| International     | Physics                          | 2                     | 3.6                            |
| International     | English                          | 1                     | 0                              |
| International     | Physical Education               | 2                     | 0                              |
| No file uploaded. |                                  |                       |                                |

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department       | Number of Publication |
|------------------|-----------------------|
| Commerce         | 60                    |
| Computer Science | 24                    |

[View File](#)

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper   | Name of Author  | Title of journal   | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--|---|--|---------------------|----------------|---|---|
| Synthesis of ZnO nanoparticles and Plotting Growth Rate curves for studying Antibacterial activities | Richa Sharma, Prem Singh, Ritika Gera and Shikha Kapila | International Journal of Advance Research in Science and Engineering | 2019                | 80             | Sanatan Dharma College, Ambalala Cantt                    | 0   |
| Fabrication of Silicon Tunnel Together with Well-Defined Diaphragm Using Wet Anisotropic Etching     | Arti Arora, Anil Arora                                  | The IUP Journal of Electrical and Electronics Engineering            | 2019                | 77             | Sanatan Dharma College, Ambalala Cantt                    | 0   |

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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper   | Name of Author  | Title of journal   | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--|---|--|---------------------|---------|---|---|
| Synthesis of ZnO nanoparticles and Plotting Growth Rate curves for studying Antibacterial activities | Richa Sharma, Prem Singh, Ritika Gera and Shikha Kapila | International Journal of Advance Research in Science and Engineering | 2019                | 7       | 0   | Sanatan Dharma College, Ambalala Cantt                    |
| Fabrication of   | Arti Arora,   | The IUP Journal of   | 2019                | 5       | 0   | Sanatan Dharma Col  |

|   |            |  |  |  |  |                    |
|---|------------|--|--|--|--|--------------------|
| Silicon Tunnel Together with Well-Defined Diaphragm Using Wet Anisotropic Etching | Anil Arora | Electrical and Electronics Engineering |  |  |  | lege, Ambala Cantt |
|---|------------|--|--|--|--|--------------------|

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 1             | 58       | 8     | 38    |
| Presented papers            | 14            | 161      | 0     | 5     |
| Resource persons            | 2             | 1        | 1     | 7     |

No file uploaded.

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|--|--|--|
| Independence Day        | 1 Har Girls Bn                               | 1  | 40   |
| Kargil Vijay Diwas      | 1 Har Girls Bn                               | 1  | 50   |
| Time For Nature         | 1 Har Girls Bn                               | 1  | 20   |
| Van Mahotsav            | 1 Har Girls Bn                               | 1  | 34   |
| Swachh Bharat Abhiyan   | 1 Har Girls Bn                               | 1  | 2019   |

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity         | Award/Recognition                   | Awarding Bodies                             | Number of students Benefited |
|------------------------------|-------------------------------------|---|------------------------------|
| Swachh Survekshan            | Swachhtam College Award (1st Prize) | Municipal Corporation Ambala                | 70                           |
| Independence Day Celebration | Appreciation Certificate            | Sub Division, Ambala Cantt, District Ambala | 50                           |

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating | Name of the activity | Number of teachers participated in such | Number of students participated in such |
|--------------------|--------------------------------------|----------------------|---|---|
|--------------------|--------------------------------------|----------------------|---|---|

|                                    | agency  |   | activities | activities |
|------------------------------------|---|---|------------|------------|
| Swachh Bharat Summer Internship2.0 | NSS, NCC Units and Gram Panchayat of Village Rollon | Awareness Rally on Solid Waste Management               | 4          | 80         |
| Swachh Bharat Summer Internship2.0 | NSS, NCC Units and Gram Panchayat of Village Rollon | Cleanliness Drive (Community Centre ,School, Anganwadi) | 4          | 80         |
| Swachh Bharat Summer Internship2.0 | NSS, NCC Units and Gram Panchayat of Village Rollon | Plastic Free Campaign(Distribution of Jute bags)        | 4          | 80         |
| Swachh Bharat Summer Internship2.0 | NSS, NCC Units and Gram Panchayat of Village Rollon | Plastic Free Campaign(Distribution of Jute bags)        | 4          | 80         |
| <a href="#">View File</a>          |   |   |            |            |

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity  | Participant | Source of financial support  | Duration |
|---|-------------|--|----------|
| Text Teaching Of Kashmir Shaiva Philosophy Aesthetics   | 24          | Under The Vedavyaasa Restructuring Sanskrit scheme, dept of Sanskrit, SDHDRT Centre of S D College, Ambala Cantt in academic collaboration with Darshan Yoga Sansthaan, Dalhousie  | 1        |
| National webinar on the topic - "Contributions Of Bairagi (Vaishnav) To Indian History, Philosophy Culture" | 37          | Under The Vedavyaas Restructuring Sanskrit Scheme in academic collaboration with Council for Historical Research comparative Studies, Panchkula, Darshan Yoga Sansthaan, Dalhousie | 1        |
| <a href="#">View File</a>   |             |  |          |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering | Duration From | Duration To | Participant |
|-------------------|----------------------|------------------------|---------------|-------------|-------------|
|-------------------|----------------------|------------------------|---------------|-------------|-------------|

|                           |  |  |            |            |   |
|---------------------------|--|--|------------|------------|---|
|                           |  | institution/<br>industry<br>/research lab<br>with contact<br>details     |            |            |   |
| On-the-job<br>Training    | Industry<br>Educational<br>Institutiona<br>l Interface | RN- TECH<br>#3815, PUL<br>CHAMELI<br>GURUNANAK<br>MARG, AMBALA<br>CANTT. | 01/08/2019 | 31/08/2019 | 1 |
| On-the-job<br>Training    | Industry<br>Educational<br>Institutiona<br>l Interface | GAUTAM<br>MEDICAL<br>#6275/31<br>NICHOLSON<br>ROAD AMBALA<br>CANTT.      | 01/09/2019 | 30/09/2019 | 1 |
| <a href="#">View File</a> |  |  |            |            |   |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation  | Date of MoU signed | Purpose/Activities             | Number of<br>students/teachers<br>participated under MoUs |
|---|--------------------|--------------------------------|---|
| Speak English Gym<br>1-A Tribune<br>Colony, Jagadhari<br>Road, Ambala Cantt | 02/07/2019         | English Speaking<br>Course     | 40  |
| Gurukul Drona<br>Gurukul Drona,<br>Ludhiana (Pb.)                           | 03/07/2019         | Soft Skill<br>Training Program | 63  |
| Saikap Biotech<br>Mohali  | 05/07/2019         | Project Training               | 5   |
| <a href="#">View File</a>   |                    |                                |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 120  | 120.64   |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                        | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Video Centre                      | Existing                |
| Seminar halls with ICT facilities | Existing                |
| Classrooms with LCD facilities    | Newly Added             |
| Seminar Halls                     | Existing                |
| Laboratories                      | Existing                |
| Class rooms                       | Existing                |
| Campus Area                       | Existing                |

|                           |             |
|---------------------------|-------------|
| Others                    | Newly Added |
| <a href="#">View File</a> |             |

## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version       | Year of automation |
|---------------------------|--|---------------|--------------------|
| KOHA                      | Fully                                    | 16.05.110.000 | 2017               |

### 4.2.2 – Library Services

| Library Service Type      | Existing |          | Newly Added |        | Total |          |
|---------------------------|----------|----------|-------------|--------|-------|----------|
| Text Books                | 6800     | 1207484  | 2237        | 494818 | 9037  | 1702302  |
| Reference Books           | 58847    | 10158089 | 903         | 366235 | 59750 | 10524324 |
| e-Books                   | 46       | 250174   | 67          | 332461 | 113   | 582635   |
| <a href="#">View File</a> |          |          |             |        |       |          |

### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher       | Name of the Module           | Platform on which module is developed   | Date of launching e-content |
|---------------------------|------------------------------|---|-----------------------------|
| Ms. Mandeep Kaur          | Renderforest Animated Videos | Youtube channel- Sanatan Dharma College Link: <a href="https://www.youtube.com/c/SanatanDharmaCollegeAmbalaCantt/">https://www.youtube.com/c/SanatanDharmaCollegeAmbalaCantt/</a> | 26/09/2020                  |
| <a href="#">View File</a> |                              |   |                             |

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 457             | 15           | 4        | 17               | 2                | 12     | 21          | 100                             | 0      |
| Added    | 17              | 0            | 0        | 0                | 0                | 0      | 0           | 0                               | 0      |
| Total    | 474             | 15           | 4        | 17               | 2                | 12     | 21          | 100                             | 0      |

### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

|                |
|----------------|
| 100 MBPS/ GBPS |
|----------------|

### 4.3.3 – Facility for e-content

|  |  |
|--|--|
| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|



|   |   |
|---|---|
| Video Media Cente and Screen Recording Software OBS | <a href="https://www.youtube.com/c/SanatanDharmaCollegeAmbalaCantt">https://www.youtube.com/c/SanatanDharmaCollegeAmbalaCantt</a> |
| SD College , Learning Management System             | <a href="https://moodle.sdcollegeambala.ac.in">moodle.sdcollegeambala.ac.in</a>   |

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 200                                    | 195.47   | 25                                     | 25.92  |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Sanatan Dharma College has constituted a College Construction , Electrical Maintenance Committee and 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 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

<https://www.sdcollegeambala.ac.in/wp-content/uploads/2017/04/phacsu.pdf>

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme    | Number of students | Amount in Rupees |
|--------------------------------------|-----------------------------|--------------------|------------------|
| Financial Support from institution   | Private Scholarships/Trusts | 316                | 1924011          |
| Financial Support from Other Sources |                             |                    |                  |
| a) National                          | Govt Schemes                | 1245               | 5818205          |
| b) International                     | 0                           | 0                  | 0                |

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme  | Date of implemetation | Number of students enrolled | Agencies involved  |
|--|-----------------------|-----------------------------|--|
| Orientation Programme(Personality Development, Life Skills, Code of Ethics,About the College)) | 17/07/2019            | 20                          | Mr. Narendra Aggarwal, trainer, Gurukul Drona,Ludhiana Dr. Harish, Child Psychologist Chandigarh Faculty Members |

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme                                    | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|---|--|--|--|---------------------------|
| 2019 | Workshop on Interview Skills by Career Guidance Cell  | 0  | 125  | 0  | 25                        |
| 2019 | Lecture on Career Oppurtunity by Career Guidance Cell | 0  | 98   | 0  | 25                        |

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 7                         | 7                              | 2   |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus                      |                                 |                           | Off campus                    |                                 |                           |
|--------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited  | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Tata consultancy services ltd. | 5                               | 2                         | Telcova International         | 1                               | 1                         |

[View File](#)

#### 5.2.2 – Student progression to higher education in percentage during the year

| Year                      | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined                       | Name of programme admitted to |
|---------------------------|--|--------------------------|---------------------------|--|-------------------------------|
| 2020                      | 2  | BA                       | Arts                      | Pubjab University                                | B.Lib                         |
| 2020                      | 2  | BA                       | Arts                      | Sohan Lal D A V College Of Education Ambala City | B.Ed                          |
| <a href="#">View File</a> |  |                          |                           |  |                               |

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items                     | Number of students selected/ qualifying |
|---------------------------|---|
| NET                       | 8                                       |
| GATE                      | 2                                       |
| TOFEL                     | 12                                      |
| <a href="#">View File</a> |   |

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity                                | Level   | Number of Participants |
|---|---------|------------------------|
| Badminton (Women) K.U. Zonal Tournament | Zonal   | 4                      |
| Handball (Women) K.U. Zonal Tournament  | Zonal   | 14                     |
| Badminton (Men) K.U. Zonal Tournament   | Zonal   | 6                      |
| Competition Thinking Out of Box         | College | 30                     |
| Competition Speak Your Mind             | College | 60                     |
| Presentation Skills Competition         | College | 50                     |
| <a href="#">View File</a>               |         |                        |

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Bronze Medal            | National               | 1                           | Nill                          | 2383920011        | Aarti (B.A.-II)     |
| 2019 | Gold                    | National               | 1                           | Nill                          |                   | Kapil               |

|   |       |  |  |  |            |                    |
|---|-------|--|--|--|------------|--------------------|
|   | Medal |  |  |  | 3265210010 | Dahiya<br>(B.A.-I) |
| <a href="#">View File</a>   |       |  |  |  |            |                    |
| 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)  |       |  |  |  |            |                    |
| <p>Being the most important stakeholder of the higher education institution, 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 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 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 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</p> |       |  |  |  |            |                    |
| <b>5.4 – Alumni Engagement</b>  |       |  |  |  |            |                    |
| 5.4.1 – Whether the institution has registered Alumni Association?  |       |  |  |  |            |                    |
| No  |       |  |  |  |            |                    |
|   |       |  |  |  |            |                    |
| 5.4.2 – No. of enrolled Alumni:   |       |  |  |  |            |                    |
| 300   |       |  |  |  |            |                    |
| 5.4.3 – Alumni contribution during the year (in Rupees) :   |       |  |  |  |            |                    |
| 0   |       |  |  |  |            |                    |
| 5.4.4 – Meetings/activities organized by Alumni Association :   |       |  |  |  |            |                    |
| 0   |       |  |  |  |            |                    |
| <b>CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>   |       |  |  |  |            |                    |
| <b>6.1 – Institutional Vision and Leadership</b>  |       |  |  |  |            |                    |
| 6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)   |       |  |  |  |            |                    |
| <p>Sanatan Dharma College is the symbol of excellence in its region reaching new heights of success every year. The success of the college is the result of combined efforts of all who work towards bringing excellence in each process of the institution. 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</p>   |       |  |  |  |            |                    |

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 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. Bursar 8. Academics-> HOD's-> Faculty Members-> Technical staff-> Non Technical staff 9. Superintendent-> Non Teaching Staff 10. Clubs Cells 11. Subject 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 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type          | Details  |
|------------------------|--|
| Curriculum Development | The college has a good number of faculty members being part of BoS/Academic Council in Kurukshetra University , Kurukshetra. The suggestions and recommendations given by different stakeholders in the feedback for design and review of syllabus is communicated to the university through BoS members through the official document sent to BOS by heads of different departments after being duly approved by IQAC and |

|                           |   |
|---------------------------|---|
|                           | Principal. Curriculum is enriched by offering 67 Certificate/Add on Courses students for their technical/soft/life skills enhancement. 26 Workshops on IPR, Entrepreneurship skill development, research methodologies and hard skill development have been conducted.  |
| Teaching and Learning     | The college faculty have drafted PO's, PSO's,CO's for all programs. Attainment of the course outcomes are evaluated by the staff at the end of course. Sanatan Dharma College is established as SWAYAM Local Chapter and 44 faculty members of Computer Science, Commerce and Chemistry and one librarian are enrolled in online refresher course on ARPIT-SWAYAM platform. The college has adopted the blended learning through flipped classrooms, LMS and Google Classroom. The college has developed E-Resource development Cell under which all teachers have developed E-contents for the students. Total 21 Class rooms have been turned in to smart classrooms. |
| Research and Development  | 52 teachers have published 104 papers/articles/chapters in Books and National/International Conference Proceedings. About 100 discussion panels/lecture series/workshops on research and human values have been conducted for the students and faculty members by SDHDRT Centre of S D College. 11 teachers have published 10 research papers in UGC Care listed journals. Teachers have attended 105 seminars/workshops presented papers in 180 national/international seminars/conferences. Teachers have been provided with financial assistance of worth Rs. 79199 to attend workshops and conferences.   |
| Human Resource Management | College recruits its staff in a transparent manner on All-Indiabasis as per UGC /Haryana Govt./ KUK guidelines. College take many initiatives to upgrade the knowledge of its staff. College has been established SWAYAM-NPTEL Local Chapter in college and enrolled 44 faculty members of Computer Science, Commerce and Chemistry and one librarian in online refresher course on ARPIT-SWAYAM platform-initiative of Government of India .50 FDP's/workshops/webinars/training programs have been conducted for the  |

|  |   |
|--|---|
|  | professional training of the teaching staff. 6 Administrative programs have been conducted for the non teaching staff.  |
| Library, ICT and Physical Infrastructure / Instrumentation | This year the seating capacity has been raised to 300 readers and the reading rooms have been renovated with new flooring, fall ceiling, LED lights, attractive white wash and modern furniture for the readers. Air-conditioning facilities have been provided in the reading rooms to make the atmosphere more congenial. The library has adopted open access system which allows students an easy access to the desired Documents. E-Books have been subscribed. |
| Industry Interaction / Collaboration                       | Signed 36 Functional Memorandum of understanding with industry and institutions of high eminence and conducted many programs for the benefit of students and faculty through collaboration.   |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area        | Details  |
|--------------------------|--|
| Planning and Development | The planning development process is fully automated . All plans of college-events and activities are prepared electronically ,discussed through online meetings and communicated through emails. All the staff members have organisational emails on college gsuite account. Important notices, circulars,office orders and reports are circulated via whatsapp groups, e-mails and LMS.Moreover college has full fledged institutional ERP system for salary, employee management, student management, Fee management etc. Reports extracted from ERP become base for the future action plan. |
| Administration           | College has developed its own ERP,LMS and also possess Gsuite. All the important data is collected shared by staff through google sheets , forms and drives. The college has Biometric attendance for teaching and non-teaching staff. Student attendance is marked online on college ERP.For the security of staff and students , CCTV cameras are installed at various places.   |
| Finance and Accounts     | Finance and Accounts are maintained using Tally Software.College ERP has the provision to generate :   |



|                               |  |
|-------------------------------|--|
|                               | Consolidated Day Book General Day Book<br>Daily Cash Collection report Pending<br>Fee Report   |
| Student Admission and Support | Student admission is done online through central ERP system by DHE.<br>After admissions entire data is imported to college erp and all support activities are performed electronically through college ERP.  |
| Examination                   | The examination process is completely online through the online portal of KUK. Examination forms are filled online by students on the KUK portal, Admit Card, Seat allocation is done automatically by the software. Internal assessment record, result record etc all are maintained on the portal. |

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher      | Name of conference/<br>workshop attended<br>for which financial<br>support provided                       | Name of the<br>professional body for<br>which membership<br>fee is provided | Amount of support |
|------|----------------------|---|---|-------------------|
| 2019 | Mr. Deepak Kumar     | Recent<br>Advancements in<br>IT E-Commerce:P<br>resent Scenario<br>Future<br>Prospects -<br>Raitecom-2019 | --  | 500               |
| 2019 | Mr. Deepak Kumar     | One day<br>National<br>Seminar on Entr<br>epreneurship<br>Economic<br>development in<br>India             | --  | 500               |
| 2019 | Ms Kavleen Bharej    | Recent<br>Advancements in<br>IT E-Commerce:P<br>resent Scenario<br>Future<br>Prospects -<br>Raitecom-2019 | --  | 500               |
| 2019 | Ms. Meenakshi Sharma | Recent<br>Advancements in<br>IT E-Commerce:P<br>resent Scenario<br>Future<br>Prospects -<br>Raitecom-2019 | --  | 500               |
| 2019 | Ms. Rubi             | One Day<br>National   | --  | 700               |



Seminar  
Entreprenurship  
Economic  
Development of  
India ANA One  
day Interdiscip  
linar

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date  | To Date    | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|------------|------------|---|---|
| 2019 | Mentorship   | --  | 29/08/2019 | 30/08/2019 | 20                                      | Nil   |
| 2019 | Advanced Excel   | --  | 10/09/2019 | 10/09/2019 | 25                                      | Nil   |
| 2019 | Education 2020 Beyond  | --  | 17/12/2019 | 18/12/2019 | 30                                      | Nil   |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme  | Number of teachers who attended | From Date  | To date    | Duration |
|--|---------------------------------|------------|------------|----------|
| ARPIT Course for Career Advancement Scheme (CAS) Refresher Course in Commerce  | 3                               | 16/10/2019 | 16/02/2020 | 120      |
| ARPIT Course for Career Advancement Scheme(CAS) promotion Emerging Trends Technologies in Library Information Services | 1                               | 16/10/2019 | 16/02/2020 | 120      |
| ARPIT Course for Career Advancement Scheme (CAS)   | 1                               | 16/10/2019 | 16/02/2020 | 120      |

promotion  
Online  
Refresher  
Course In  
Chemistry For  
Higher  
Education

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#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 55        | 116       | 41           | 16        |

#### 6.3.5 – Welfare schemes for

| Teaching   | Non-teaching   | Students  |
|--|--|---|
| <p>Provident Fund and ESI coverage for all as per rules Free medical facility for teaching and non teaching staff in college campus Medical Insurance scheme, the entire staff is covered under this scheme. Organising Workshops for teaching and non teaching staff for their holostic growth Employee Ward Concession EPF Gratuity Facility Both the teaching and non-teaching staff is provided EPF/Gratuity Facility. As a special incentive, the amount of EPF is kept as FDR for better interest generation. The members of the staff can avail facility of advance loan in case of exigency.</p> | <p>Provident Fund and ESI coverage for all as per rules Free medical facility for teaching and non teaching staff in college campus Medical Insurance scheme, the entire staff is covered under this scheme. Two sets of uniform for support staff Organising Workshops for teaching and non teaching staff for their holostic growth Employee Ward Concession EPF Gratuity Facility Both the teaching and non-teaching staff is provided EPF/Gratuity Facility. As a special incentive, the amount of EPF is kept as FDR for better interest generation. The members of the staff can avail facility of advance loan in case of exigency.</p> | <p>Student Welfare is at the core of the priority areas of the institution. Extensive deliberations are carried out every year to make it more and more stakeholder friendly. The following welfare measures are available: (a) Full/Partial Fee Concession and Part-Payment Facility for needy/deserving students. During the time of admission, economically backward, meritorious, outstanding sportspersons, fatherless girls, outstanding artists of various cultural activities are required to fill a specially devised form. These forms are scrutinized by a specially constituted committee which identifies the needy students. Thereafter, the list of deserving candidates is displayed on the college notice boards and college website. These students are then interviewed by the Committee members who decide on the waiver percentage of the student. (b) Book Bank</p> |

Facility Book Bank facility is a unique feature of the institute wherein meritorious and economically backward students are provided text books from the library. The students are required to fill in the forms and a Committee is authorized to sanction the facility to the deserving and needy students. Every year a large collection of textbooks is added to the existing book bank of the library. The Library Upgradation Committee ensures that the outdated, old-edition books and text books no longer prescribed by the university are weeded out and latest editions are added to the Book Bank for the benefit of the students. (c) Scholarships a number of scholarships and freeships are extended to the needy and meritorious students for their welfare. (d) Accident Insurance scheme for students every student of the college is provided with a free Insurance cover of Rs. 25,000/- in the unfortunate event of loss of life. For this facility a nominal Insurance premium is charged alongwith the fee and other charges. (e) Earn while you Learn scheme The Higher Education Department of Haryana introduced the Scheme of "Earn While You Learn" for Govt. and Aided Private Colleges in 2001. Since then this novel scheme has been adopted by the institution whereby the students are employed for various college jobs in

laboratories, libraries and administrative office. This scheme was started by the college for the benefit of needy students to earn while learning so that they can continue studies on their own. This scheme gives an opportunity to develop the spirit of work culture and confidence amongst the students.

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Effective and Efficient use of available financial resources is checked by regular annual audits. These include: o Internal Audit o External Audit o University Audit o Audit by DGHE. The institution facilitates timely audit by a qualified CA and submission of the Utilization Certificate to the Funding Authorities.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose  |
|--|-------------------------------|--|
| Private Scholarships                                     | 182000                        | To provide financial aid to needy and meritorious students |
| <a href="#">View File</a>                                |                               |  |

6.4.3 – Total corpus fund generated

9201562

#### 6.5 – Internal Quality Assurance System

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

| Audit Type     | External |  | Internal |           |
|----------------|----------|--|----------|-----------|
|                | Yes/No   | Agency   | Yes/No   | Authority |
| Academic       | Yes      | Kurukshetra University, Kurukshetra . Directorate of Higher Education , University Grants Commission | Yes      | IQAC      |
| Administrative | Yes      | Governance Leadership Audit- Governing Body, Management Human Resource Management                    | Yes      | IQAC      |

|  |  |   |  |
|--|--|---|--|
|  |  | Audit Governing<br>Body,<br>Directorate of<br>Higher<br>Education,<br>Financial Audit<br>External<br>Auditors<br>Appointed by<br>Management,<br>Directorate of<br>Higher<br>Education |  |
|--|--|---|--|

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Act as Advisory Board: PTA act as Advisory Board and provide feedback for curriculum updation and enhancement of college facilities and teaching learning processes. 2. Mentorship Assistance : PTA helps in better mentoring of students as they provide better inputs for the background, habits, and psychological problems of their wards.

6.5.3 – Development programmes for support staff (at least three)

1. Personality Enhancement 2. Life Skills-II for Administrative Staff 3. Life Skills-I for Administrative Staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 14 Diploma and Advanced Diploma courses and 53 Certificate courses have been started for the skill enhancement of the students 2. 27 MoUs have been signed with the institutes of high eminence and industries for the professional grooming of students as well as faculty. 3. 50 linkages have been initiated for On the job trainings of the commerce students 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.

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | Yes |
| c) ISO certification                   | No  |
| d) NBA or any other quality audit      | No  |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC  | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | 67 Certificate/Add On courses on Life skills , hard and soft skills have been started for the students. | 16/07/2019              | 16/07/2019    | 31/03/2020  | 2860                   |

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme  | Period from | Period To  | Number of Participants |      |
|---|-------------|------------|------------------------|------|
|   |             |            | Female                 | Male |
| Semi Finale of Sui Dhaga Hunar Award organised by IIFA, Ambala City                           | 08/02/2020  | 08/02/2020 | 32                     | 0    |
| Debate Competition on Gender Inequality   | 08/02/2020  | 08/02/2020 | 26                     | 0    |
| International Women's Week Celebration: Logo Making and Tagline Writing Competition.          | 01/03/2020  | 01/03/2020 | 20                     | 0    |
| International Women's Week Celebration: Lecture on Importance of Small Savings amongst Women. | 02/03/2020  | 02/03/2020 | 70                     | 0    |
| International Women's Week Celebration: Poem Recitation Competition                           | 03/03/2020  | 03/03/2020 | 17                     | 0    |
| International Women's Week Celebration: State Level Inter College Essay Writing Competition   | 04/03/2020  | 04/03/2020 | 27                     | 0    |
| Workshop on Health and Hygiene  | 15/10/2019  | 15/10/2019 | 71                     | 0    |
| International Women's Week Celebration: Career Counselling Session                            | 05/03/2020  | 05/03/2020 | 118                    | 0    |
| International   | 06/03/2020  | 06/03/2020 | 17                     | 0    |

|  |            |            |     |    |
|--|------------|------------|-----|----|
| Women's Week Celebration: Inauguration of Vending Machine: An Initiative towards Personal Hygiene. |            |            |     |    |
| International Women's Week Celebration: Lecture on Dental Care and Hygiene                         | 07/03/2020 | 07/03/2020 | 62  | 0  |
| Celebration of International Women's Day: Launch A Logo of Women Cell.                             | 08/03/2020 | 08/03/2020 | 10  | 0  |
| Demonstration on "How to Use Usha Sewing Machine"  | 04/09/2019 | 04/09/2019 | 15  | 0  |
| Mother's Day Celebration   | 10/05/2020 | 10/05/2020 | 38  | 0  |
| Card Making Competition on the occasion of International Nurses Day                                | 12/05/2020 | 12/05/2020 | 33  | 0  |
| Rally on Beti Bachao Beti Padhao   | 27/12/2019 | 27/12/2019 | 120 | 56 |
| Guest lecture Girl Child Day National  | 24/01/2020 | 24/09/2021 | 45  | 27 |
| Awareness lecture on International Women's Day   | 12/03/2020 | 12/03/2021 | 34  | 22 |
| State Level Camp For Girls at Haridwar   | 01/11/2019 | 06/11/2020 | 10  | 0  |
| International Women's Week Celebration: Workshop on Skill Development and Beauty Care              | 05/03/2019 | 06/03/2019 | 45  | 0  |
| International  | 07/03/2019 | 07/03/2019 | 89  | 0  |

|  |            |            |    |   |
|--|------------|------------|----|---|
| Women's Week Celebration: Workshop on Self Grooming          |            |            |    |   |
| Celebration of International Women's Day                     | 08/03/2019 | 08/03/2019 | 62 | 0 |
| Seminar on Self Grooming in collaboration with Orane Academy | 25/09/2019 | 25/09/2019 | 74 | 0 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

|  |
|--|
| Percentage of power requirement of the University met by the renewable energy sources  |
| Generating capacity of Solar Plant installed in college is 110.88 kw Sanction load is 120 kw. Approximately 60 percent of power requirement of the college is met by renewable energy which varies in summer and winter. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities  | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities                                      | Yes    | 2                       |
| Provision for lift                                       | No     | 0                       |
| Ramp/Rails   | Yes    | 2                       |
| Braille Software/facilities                              | Yes    | 2                       |
| Rest Rooms   | Yes    | 2                       |
| Scribes for examination                                  | Yes    | 2                       |
| Special skill development for differently abled students | Yes    | 1                       |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative                                  | Issues addressed                                 | Number of participating students and staff |
|------|--|--|------------|----------|---|--|--|
| 2019 | 13   | Nil  | 16/07/2019 | 180      | Workshops on Technical Skills and Hands on Training | Skill Enhancement through experiential learning. | 65   |



## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title  | Date of publication | Follow up(max 100 words)   |
|--|---------------------|--|
| Code of Conduct for Parents                  | 20/06/2020          | Code of Conduct for Teachers, Parents, Support Staff, Governing Body and Principal laid down by UGC is updated every year in the month of June on college website.   |
| Code of Conduct for Governing Body Principal | 20/06/2020          | Code of Conduct for Teachers, Parents, Support Staff, Governing Body and Principal laid down by UGC is updated every year in the month of June on college website.   |
| Code of Conduct for Support Staff            | 20/06/2020          | Code of Conduct for Teachers, Parents, Support Staff, Governing Body and Principal laid down by UGC is updated every year in the month of June on college website.   |
| Code of Conduct for Students                 | 20/06/2019          | Code of Conduct for the students is published in prospectus every year in the month of June to make them aware of academic integrity, rules and regulations of college and Anti ragging rules. Annual awareness program on code of conduct for students is conducted every year during orientation program and handbook on code of conduct is circulated amongst students. |
| Code of Conduct for Teachers                 | 20/06/2020          | Code of Conduct for Teachers, Parents, Support Staff, Governing Body and Principal laid down by UGC is updated every year in the month of June on college website.   |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
|----------|---------------|-------------|------------------------|

|   |            |            |    |
|---|------------|------------|----|
| Re-exploring Guru Tradition in 21st Century   | 15/07/2019 | 15/07/2019 | 12 |
| One day Basic training programme on Human Rights  | 09/08/2019 | 09/08/2019 | 12 |
| Critique of Indian and Western Questioning Tradition  | 08/04/2019 | 08/04/2019 | 17 |
| Critique of Truth Reality In Social Sciences  | 09/07/2019 | 09/07/2019 | 12 |
| Different Dimensions of Spiritual Practices of Shri Guru Nanak Dev Ji   | 11/11/2019 | 11/11/2019 | 15 |
| "Rethinking Youth festivals- Imparting training and values  | 23/11/2019 | 23/11/2019 | 14 |
| Sanskrit Neeti-Shaastriya critical evaluation of JNU micro macro behaviour (with ref to Nitishatakam, Panchtantram Chanky a-niti-Sutraani | 25/11/2019 | 25/11/2019 | 12 |
| - The Meaning Emerging Trends Of Politics In 21st Century   | 04/12/2019 | 04/12/2019 | 13 |
| <a href="#">View File</a>   |            |            |    |

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Water Conservation 2. Solid Waste Management 3. Energy Conservation 4. Vermicomposting Units 5.Solar Panels 6.Rain Water Recharging and Harvesting Unit 7.Conducted Green Audit in association with Environment Cell to design the framework of Environment Sustainability in compliance with the applicable national policies. 8. Conducted Energy Audit of the college in association with Energy Management Cell for the analysis of energy utilization and assessment of energy conservative measures adopted and identification of corrective measures to be taken for further improvements.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice-I Title : Financial Assistance Services Objectives:** To help students to pursue or continue their higher education who have financial difficulty. To reduce the dropout rate due to financial problems. **Context:** Education is the fundamental right of every child. Any young aspirant should not be deprived of higher education due to weak financial condition. Moreover,

many students who get the chance to enroll in higher education discontinue their studies due to inability to pay the course fee. So there is need to help poor and unprivileged youth with financial aid. Practice: College has established a dedicated Scholarship cell to make students aware of various scholarship schemes offered by state and central government and private scholarships. Private scholarships are arranged by the cell by contacting philanthropists. College is maintaining the practice of providing financial assistance to meritorious and needy students since last two decades in the form of : Fee Concessions Government Scholarships Private Scholarships Earn While You Learn Scheme Books from Book Bank Fee Concessions: During the time of admission, economically backward, meritorious, outstanding sportspersons, fatherless girls, outstanding artists of various cultural activities are required to fill a specially devised form. These forms are scrutinized by a specially constituted committee in collaboration with scholarship cell which identifies the needy students. Thereafter, the list of deserving candidates is displayed on the college notice boards and college website. These students are then interviewed by the Committee members who decide on the waiver percentage of the student. Types of Concessions are: EWC, FFM, HFC, Sports, FFC

**Dedicated Scholarship Cell:** Scholarships are offered to meritorious , deserving and needy students to encourage them to take up Higher education. Types of Scholarships: Government Scholarships(16 Schemes) Private Scholarships(150 Sponsors) Cell help students by making them aware of scholarship schemes and applying for scholarships offered by state and central government. Scholarship Cell arranges for private scholarships by contacting and motivating individuals, teachers, trusts, professionals, industrilists etc. for financial aid for meritorious, needy and deserving students. In the Session 2019-20 only 45 philanthropists provided scholarships to needy and meritorious students.

**Earn While You Learn Scheme:** College help students to earn with dignity to pursue their studies through Earn While Learn Scheme with the objective (i) To provide an opportunity for earning while learning so that spirit of work culture and confidence is inculcated in the students. (ii) The scheme envisages engaging students in small tasks in the college such as in: Laboratories Library Computer room of the College Assistance in the office work of the college and any other suitable job in the college campus. Books from Book Bank Book Bank facility is a unique feature of the institute wherein meritorious and economically backward students are provided text books from the library. The students are required to fill in the forms and a Committee is authorized to sanction the facility to the deserving and needy students. Every year a large collection of textbooks is added to the existing book bank of the library. The Library Upgradation Committee ensures that the outdated, old-edition books and text books no longer prescribed by the university are weeded out and latest editions are added to the Book Bank for the benefit of the students.

**Evidence of Success:** Lower Drop out rate Increased student strength Up-liftment of socially and economically weaker section of society Access of Education to all

**Problem Encountered and resources required:** Problems Encountered : Arranging for Private Scholarship Applying for Government Scholarships Delay in Reimbursement of scholarship amount by government Resources Required: Funds from Endowment Fund Funds from Management, Teachers, professionals , industrialists, Trusts etc. Best Practice-II Unnat Bharat Abhiyan (UBA) Unnat Bharat Abhiyan (UBA) is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India. The Mission of Unnat Bharat Abhiyan is to enable HEI to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. Sanatan Dharma College is selected as a Principal Investigator (PI) in 3rd list of UBA project by MHRD, New Delhi and has adopted five villages cluster under MHRD, UBA scheme. The names of these villages are: Khojkipur (101), Kardhan (CT), Rawlan (65), Naggal (102), Munarheri (24). The college has

conducted village survey and household survey in all of the adopted villages and the analysis reports of these surveys are: Khojkipur, Kardhan, Rawlan, Naggal, Munarheri. College has conducted various activities under UBA project like awareness programs, Hamlet meetings etc. College had distributed cloth bags to individual households so that the villages can be declared as plastic-free on 2nd October 2019. In the next phase, College is planning the village development plan for village problems and the solutions for the betterment of the villages.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.sdcollegeambala.ac.in/igac-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Vision of the college is an offspring of the lofty ideals of its founders and great educationists like 'Bharat Ratna' Mahamana Pt. Madan Mohan Malviya, which in Sanskrit reads: Tamso Ma Jyotirgamay or Lead Me from Darkness to light. The primary mission of the college is to uplift the society through education. Following the mission, College strives to nurture the young minds of the nation with value based education. The university syllabus is supplemented with certificate/add on course, workshops, guest lectures, professional trainings, human values, professional ethics, project trainings, field work, community service activities for the holistic development of the youth. This year college has run 67 add-on/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.

Provide the weblink of the institution

<https://sdcollegeambala.org>

### 8.Future Plans of Actions for Next Academic Year

1. To start at least 20 new certificate courses on life skills, soft skills and hard skills
2. Strengthening of E-resource development cell. To develop E-tutorials, recorded lectures, MOOCs by all the teachers for their respective subjects. E-Resource Cell to run online courses for the general public and college students, FDPs for the faculty nation wise.
3. Collaborations and MOUs to be enhanced.
4. Research projects to be applied by teachers.
5. Faculty to publish quality research papers in UGC care list and other quality journals.
6. 100 faculty to attend FDPs and professional training programs.
7. To run more capacity enhancement programs for the students.
8. Library to subscribe for e-resources.
9. Apply for institutional membership of DELNET.
10. Screen reader software for visually impaired students to be purchased by Library.
11. Video conferencing equipment to be installed in NAAC conference room.