YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Sant Hari Dass College of Higher Eduaction
• Name of the Head of the institution	Dr. Jai Bhagwan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	25318736
• Mobile No:	9810672329
• Registered e-mail	santharidasscollege@gmail.com
• Alternate e-mail	bhagwan.jai70@gmail.com
• Address	Opposite Air Force Station, Bani Camp
• City/Town	Najafgarh
• State/UT	New Delhi
• Pin Code	110043
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	**Guru Gobind Singh Indraprastha University, Delhi**
• Name of the IQAC Coordinator	**Ms. Rinky Kohli**
• Phone No.	**01125318736**
• Alternate phone No.	**01125318736**
• Mobile	**9999831655**
• IQAC e-mail address	**santharidasscollege@gmail.com**
• Alternate e-mail address	**santharidasscollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://santharidasscollege.com/Download/aqar_report_2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://santharidasscollege.com/Download/Academic%20Calender_2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.12**	**2017**	**02/05/2017**	**01/05/2022**

6.Date of Establishment of IQAC	**11/10/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Enhanced a positive Online Learning/teaching friendly Environment for the students through virtual classrooms to promote inclusive and democratic learning. 2. Extended all supports to the students and faculty members by organizing various seminars, workshops, conference, faculty development programs for ensuring continuous learning and quality in higher education. 3. Strengthened the Mentoring system for providing satisfactory emotional and instrumental support, guidance, encouragement and better environment in college. 4. Strengthened the Feedback System during pandemic to maintain good relations with all the stakeholders and to create new culture for the overall betterment. 5. Encouraged the students and staff members to contribute society during pandemic in collaboration with NGO and RWA of nearby locality for bringing them closure to the various issues of the society.

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

Plan of Action	Achievements/Outcomes
To automatize the library for ease of accessibility and to add more standard books.	Added more books/journals as required and computerization/digitalization of Library for ease of accessibility is under process.
To make available latest software for further augmentation of research and academics.	Included important and required analytical packages and licensed software in the Computer Lab and it is under further process of augmentation with latest software for advanced research and academic work.
To strengthen Mentor-Mentee system further and to organize more activities relating to mental health of the students.	Strengthened the Mentor-Mentee system by increasing the number of meetings to interact with the students with experts.
To provide some more platforms to the students to prove their responsibilities towards the recent demand of development of community, society and nation at large.	Organized more extension and outreach activities with collaborative agencies.
To get the feedback online through structured questionnaire covering more areas in details from all stakeholders and evaluate and improve wherever required.	Achieved more accuracy in feedback mechanism to improve the overall system.
To maintain the hygiene and cleanliness of the campus and to be more specific in drinking water facilities, canteen and wash rooms.	Put all possible efforts to maintain the hygiene and cleanliness of the campus.
To focus more on ecofriendly environment and to educate and aware students about environmental issues.	Put all possible efforts to maintain the ecofriendly environment and initiated the Green/ Environment Audit.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, SHDCHE	**13/05/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**21/02/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**69**

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

2.Student

2.1 Number of students during the year	**252**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**31**

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

2.3 Number of outgoing/ final year students during the year	**122**

File Description	Documents
Data Template	View File

3.Academic

3.1	**25**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**03**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**16**
Total number of Classrooms and Seminar halls	

4.2	**47.22**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**69**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Being an affiliated body under GGSIP University, the Institute offer the curriculum planned and designed by the University for the respective programmes. In order to meet the objectives of the regulating bodies, the Institute has developed robust strategies and action plans to ensure effective implementation of the curriculum

mandated by the University so that the fruitful programme outcomes could be ensured as per the activities enumerated below with details of some important steps:

? Lesson Plan

Once subjects are allocated to the faculty members, they are prepare-out Lesson Plans of their allocated subjects apportioning entire syllabus over the number of total classes assigned to finish as per the guideline of the GGSIP University with details of pedagogy to be used while covering each topic.

? Time Table

On the basis of the credit assigned to the subject by the University and subject allocated to the faculty members, Time Tables pertaining to class & individual both are prepared by the programme coordinators with the supports of faculty members.

? Orientation Programme

Before commencement of the class, an Orientation Programme is organised to make the new students and their parents aware about course, class, time-table, faculty, staffs, support system, activities/events, examination, rules & regulation and code of conduct.

? Industrial/plant tour/visit, community visit and educational tour

For the development of practical awareness about the Industries and other domain for enhancement of surrounding environment related to the course curriculum all requisite supports being provided by the college.

? Presentation/Test

As a part of the pedagogy, students are assigned topics from the subject to give presentation and/or test in the class and being assessed/evaluated for their continuous internal assessment.

? Internal Examination/Assessment (Written)

As per the scheduled date/week given by the GGSIP university, Subject-wise Internal Examination is taken in the form of written test as a part of the Internal assessment.

? Interaction with the students on their performance

After written test, faculty members interact with the students with the evaluated sheet on their performance and guide them further improvement, wherever required.

? Preparatory Classes

A weak before commencement of the End-term examination, preparatory classes are scheduled for the students-in-need and rest all go on their preparatory leave.

? External (End Term) Examination

Students are notified for the schedule and centre of the End Term Examination through College Notice Board and website over and above the date-sheet announced by the University. For appearing in the external examination, University issue Admit cards on the basis of RC filled by the students to the college for onward distribution to the students.

? Result Analysis

After declaration of the Result by the University on its website, analysis is done for finding out the actual pass percentage and its merit list to know the overall performance.

Over and above the college has the following academic activities for wholesome developments of the students under mechanism for Planning and Implementation of the curriculum.

? Subject Preference by Faculty

? Subject Allocation to Faculty

? Identification of Weak Students

? Mentor-Mentee System

? Training & Development and Corporate Grooming Classes

? Guest/Extension Lecture Classes

? Workshop

? Student Feedback

? Action on Feedback

? Guidance for Forthcoming Project, if any

? Solving Previous Year Questions

? Remedial Classes

? Result Analysis

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

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

Before commencement of the academic year, GGSIP University publish Academic Calendar comprising schedule for classes and examination along-with cultural and sports activities at University level and release the same to the institutions for all the programmes for timely and properly completion of the academics.

On receipt of University academic calendar, SHDCHE prepared the academic calendar by incorporating tentative schedules for the activities related to cocurricular, extracurricular, cultural, sports, conference, seminar, FDP, workshop, various training & awareness programmes, teaching practices, social outreach etc. on the basis of inputs from programme co-ordinators along-with internal examination (class test) schedule & other related matters fitting in the timeline given by the University. Both the academic calendars, released by the University and prepared by the institution, are shared by with departments to ensure proper implementation and hosted on the website for wider dissemination.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://santharidasscollege.com/Download/Academic%20Calender_2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

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

1.3 - Curriculum Enrichment

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

The institute is running B.Ed and BBA program. The curriculum is designed by Guru Gobind Indraprastha University New Delhi in such a manner that Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability.

Environment and Sustainability

To focus on environment sustainabilty issues one subject titled "Environmental Studies" is included in B.ED 4 semester and BBA 4 semester's course curriculum.

The institution took care to inculcate values related to environment and sustainability through various programs and activities. The institute conducted following activities.

- Debate competition on the topic "use of plastic should be banned"
- Workshop on "social entrepreneurship , swacchatta and community engagement"
- Debate competition on the topic "should school ban the use of cell phones in school?"
- Counseling and guidance session

Gender Equity

An Internal Complaint Cell has been formed for Redress of complaints related to sexual harassment. The Cell is involved in prevention, prohibition and reprisal the complaints regarding sexual harassment of women employee and students.

One subject is also added in B.Ed program which inculcate the gender equity and human value titled as "Gender, School and Society" in 4th semester. Additionally, our institute organizes special programs on gender equality are:-

- Guidance and counseling session
- Women's day celebration
- Program on Women Empowerment
- Guidance lecture for female students

Human values and ethics

Corporate governance, ethics & social responsibility of business in BBA program and Value Education in B.Ed covers the human values and ethical aspect in curriculum. Beside the syllabus, the institution conducts various activities to inculcate human values in students and staffs.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

2

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

122

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://santharidasscollege.com/Download/SSS%202.7.1_2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

160

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

13

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

2.2 - Catering to Student Diversity

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

The institute has designed two fold assessment plans to identify the advanced learners and slow learners.

The first one is at the time of enrollment; students are categorized in advanced learner and slow learner on the basis of their 10+2 marks and accordingly the students are provided with the remedial classes in the initial 2 weeks in the beginning of the Academic Session every year.

The Management department organizes bridge courses at the beginning of the academic year for the non-subject students. In the beginning of the academic year 15 days special classes are provided to non subject students which enable them to cope with the program. The Department is conducting Bridge Course in two areas – basics of accounting and Basics of Computers to enable students to cope with the course.

The second one is during academic session; a continuous assessment includes Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations, enable effective assessment of learning levels of students.

In addition, teacher-student interactions, and mentors –mentees system helps to identify the obstacle or difficulty in learning process of students. Faculty members and various Committees regularly counsel students to improve their performance to ensure their academic growth.

In conclusion institution takes the following measures to lift the relatively slow learners

- Organizing Extra Classes

- support from senior students and classmates is provided

● Providing lectures and extra reading material to improve basic understanding of subject

● Encourage students to develop soft skills by providing them various PD sessions by experts.

● Encouraging them to participate in various activities to develop social skills.

● The Institute employs varied evaluations to test both Quality and Values.

● Continuous evaluation system with different types of assessments spread throughout the semester.

●The Institute has well-defined models of evaluation with varied types of assessment to effectively evaluate outcomes, both at the course and the program level.

File Description	Documents
Link for additional Information	https://www.youtube.com/channel/UCljRruYk-s1BBjWRg0n9XDw
Upload any additional information	View File

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

Number of Students	Number of Teachers
252	26

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our Institute practices a teaching methodology which focuses on imparting education through a student centric approach. The Course curriculum is defined by the university which has separate programme specific objectives and programme outcomes. It helps to develop comprehensive understanding to the student right at the beginning of

the course as to what should be the primary focus. It also helps to students in self-evaluating their performance at the end of the course. Feedback is given by students at the end of each semester which provides an opportunity to identify any lacunae which can then be addressed.

Faculty members used to adopt many ways to make lecture interactive and interesting for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. these methods makes teaching and learning effective. Those Faculties who are teaching numerical based subjects like Accounting, Mathematics and Statistics; used conventional method (Black board method) to deliver the content in classroom. Those Faculties who takes theory papers like business Laws, Marketing Management, and Human Resources Management etc. used power point presentation and computer based material to deliver the content effectively.

Student-centered learningallows students to actively participate in their learning. In a student-centered classroom, the focus of activity is the student. In this learners are encouraged to participate in a series of tasks including speaking, listening, writing and collaboration with other students. These are:

Project methods: The project methods provide freedom of thoughts and free exchange of their views. In education department students have to prepare some models to make teaching learning process easy and effective and they used these materials in their internship project.

Interactive methods: Besides the course curriculum various activities are being conducted in our institution for the students like group discussion, role-play, subject quiz, news analysis, Management and educational games, like brand Antakshari, movie Analysis, extempore etc. Class room discussion in various topics is done under this method. These activities make learning easy and interactive.

Experiential learning: Experimental/Laboratory method is used to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of education uses this method. Students take interest and learn things via experiential learning. In education department we have art and craft lab, psychology lab and curriculum lab.

Seminars: various seminars are organized by the institution where

papers are presented by students on contemporary topics to enrich their learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://santharidasscollege.com/actevnt.pdf

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

In today's competitive era, it is essential for the students to learn and master the latest technologies as well. For this purpose, the Institute follows ICT enabled teaching learning experiences in addition to the traditional classroom educationto support, enhance, and optimize the delivery of education.Subsequent efforts are taken by the Institute in this regard.

ICT tools, techniques and resources available in the Institute:

- **Overhead Projector**
- **LCD Projector**
- **Computers/Laptops**
- **DVD Player**
- **Photocopier**
- **Scanners**
- **TV/LED**
- **Printers**
- **Camera**
- **Clip Collar Mic**
- **Digital Library resources (DELNET)**
- **E-Journals**
- **E-Books**
- **E- Pustakalya**
- **Course/Subject related websites**
- **Online Classes through Webex**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://santharidasscollege.com/Download/ICT%20Lab.pdf

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

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

26

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

07

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

180.75

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Institution follows the ordinance 11 of GGSIP University for conduct and evaluation of the examination and related rules and regulations thereupon formulated and issued by the University.Internal Assessment Process, as per the guidelines of the GGSIP University, is conducted by the examination department of SHDCHE and kept in records as per the norms of the University. Continuous evaluation by teachers (Internal Assessment) is done on the basis of students' performance in terms of assignments, presentations, class tests, practical file, viva and case studies.As per the scheduled date/week given by the GGSIP university, Subject-wise Internal Examination is taken in the form of written test as a part of the Internal assessment. Awards sheets of all subjects for the Internal Continuous Assessment pertaining to each student are prepared through the respective faculty members.Students are communicated their subject wise internal assessment marks before their end term examinations.

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

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

The Mechanism to deal with examination is completely designed and developed by the university and to maintain the entire mechanism time bound, transparent, efficient we has the following methodology. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.

To ensure the transparency and curb the malpractices the end term examinations are conducted at a center other than the college.

To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within a week from the date of examination.

The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.

The marks obtained by the students in internal assessment tests are displayed on the department notice board.

Day to day performance of the students is assessed for every experiment which includes regularity, assignment submission, power point presentations and viva -voce.

For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record.

For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.

Students can apply for re-evaluation of their answer sheet within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per

the university norms.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College adopts Outcome based education. The following mechanism is followed by the institution to communicate outcomes to the teachers and students.

Every year Institution organized an orientation program in the beginning of academic year. PPTs are prepared and presented by the heads of the department to give the complete information about the courses and program outcomes.

The Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website and hard copies of syllabus are provided to students at the beginning of the session.

The importance of the learning outcomes has been communicated to the teachers in IQAC Meeting and Staff Meeting.

Initially 5-7 lectures are given by the faculties for introducing the subject in all the programmes.

The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes in classroom Meetings.

Program Outcomes (POs): It represents the knowledge, skills and attitudes the students should have at the end of a course completion of their respective program.

Course Outcomes (COs): It defines the cognitive processes, built by a course and programmes. It gives the resultant knowledge and skills that a student acquires at the end of each course.

Program Specific Outcomes (PSOs): These are statements that defines outcomes of a program which make students realize the fact that the

knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://santharidasscollege.com/Download/splo.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Sant Hari Dass College of Higher Education has outcome based education system to ensure the attainment of course outcome and program outcomes. The objective and outcomes of program are designed by the University for testing and evaluation of students.

Our institution has an examination cell to conducts Unit Tests, Field Survey, Practical Work, Seminars, and Internships etc. for effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.

We have direct and indirect methods of assessment to ensure attainments of Programme outcomes, Programme specific outcomes and course outcomes.

The score of the following assessments are taken into account for evaluation CO's.

Direct Assessment methods are

- **Internal assessment**
- **Group discussion**
- **Laboratory assignment**
- **Viva based on Students projects report**
- **Assignments**
- **End term exam (Semester wise assessment conducted by the university)**

Indirect Assessment Methods

- **Feedbacks: Feedback mechanism is used to improve teaching learning process in outcome based education**

- **Co-curricular activities**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://santharidasscollege.com/actevnt.pdf

2.6.3 - Pass percentage of Students during the year

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

121

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://santharidasscollege.com/Download/SSS%202.7.1_2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NA

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

0

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

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

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

0

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

3.3 - Extension Activities

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

The College organizes and participates in various extension activities in collaboration with Sashakt Bharat Nirman, Educational & Welfare Foundation and with Local Development Committee, Qutub Vihar, New Delhi, to promote and build a strong College-Neighborhood Community-Network to help the students to become good leaders and well mannered citizens. Involvement of students in these extension and outreach activities develops their skills of critical thinking and time management. Working outside the college campus and with diversified social groups of people allows students to gain more self-confidence, autonomy and appreciation for others.

The students of our Institution have actively participated in the following activities:

• The students have participated in Voter Awareness Program to give

electoral literacy to Adult population of the nearby areas of the College Campus.

· The Students organized the Free Distribution Drive outside the College campus to help the neighborhood Community by providing homemade food and water bottles.

· The Students distributed free face masks in the neighborhood community to aware and promote the health consciousness among the people.

· Te students have organized Tree Plantation Drive in surrounding areas to combat the impact of Air pollution.

· The students have organized the Swatchta Abhiyaan in the nearby areas of the college campus.

All these activities have a positive and long way impact on the holistic development of the students and thereby contribute in making them a good citizen.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/actevnt.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

88

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

It is very essential for any educational institute to provide estate-of-art Infrastructure, ICT enabled Instruction Facilities for teaching learning process. The management of the college has positive approach with full commitment for providing all supports to maintain and utilize them. Accordingly, the college follows the guidelines of regulating bodies.

To provide adequate space for effective teaching and learning process like:

1. The Institute has spacious classrooms which are equipped with white boards and cameras. The class rooms are also equipped

with LCD projectors to facilitate the Audio, Visual Presentations.

2. Separate Staff Cubical for all the Faculty members with the facility of desktop/ laptop.
3. Reading room has been allocated for accommodating more students.
4. The computer laboratory has also been expanded and well equipped.
5. The Institution has furnished air-conditioned in the area of Reading Room and ICT Lab and also Final year Classrooms have been facilitated with LCD Projector.
6. Campus is Wi-Fi enabled.
7. Library is equipped with various text and reference books related to all subjects, competitive exams, national and international journals, project reports, newspapers, magazines, e-books, e-journals to meet the expectations of the teachers and students with the changing time.
8. The Institute has well equipped Art and Craft Resource Centre, Curriculum lab with component of language and Soicial Studies, Health and Physical Education Resource Centre, ICT Resource Centre, Psychological Resource Centre, Science Resource Centre and Maths Resource Centre as per the requirement.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[http://santharidasscollege.com/infrastructure.php]()

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), etc. for the holistic development of the students. In order to create and enhance infrastructure, the policy of the institution is

- To cope up the contemporary educational environment in order to learn and implement the new developments for improvement.
- To get feedback of the stakeholders for improvement and better maintenance.
- To comply the suggestions put forward by the internal and external auditors and the regulating bodies.

The Institution has earmarked specific spaces for extracurricular activities and made available to students.

- **The institution provides better infrastructural facilities for the indoor and outdoor games both.**
- **The institution has a Mutlipurpose Hall which is well furnished and equipped with projector and audio visual aids to conduct various activities for students as well as staff members.**
- **The institution has a air conditioned Conference room to organize various activities.**
- **The institution has a Medical room for first aid facility for students, teachers and staffs.**
- **The institution has a canteen which provides quality/ hygiene food.**

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

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

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://santharidasscollege.com/Download/class%20room%20with%20ICT%20facility.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

52.92

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our institution has central library which covers text books, reference book and others books with foreign, peer-reviewed journals and bound volumes of journals.

Our Library is well furnished to accommodate more than 50 students at a time and provides conductive environment for study. The library has under closed circuit television (CCTV) surveillance Cameras.

DELNET: The Institution has DELNET (Developing Library Network) for promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to students and faculty members.

KOHA (Version: 20.11.03.000): The library has developed the database of its own collection through the library software named KOHA. We introduced KOHA in our library in 2021. Library is fully computerized with barcode-based issue-and return process. By KOHA a particular book can be found by Title, Author, Subject name etc.

Library Automation: library is partially updated in the library software database and it still in progress.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://fotgubhr1ehfiknpn2le9g.on.drv.tw/lib.%20web/

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

67,579

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Our institution has well equipped computer lab for the students. Our college building including library is facilitated with the Wi-Fi connectivity. Institute updates its IT facilities on regular basis and new equipment also has been purchased as per the requirements.

We have open access of Wi-Fi connectivity for all students and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

- **Computer is formatted in regular basis. All computers has anti-virus**
- **Computers have been formatted by our computer operator as per the requirement.**
- **Anti-virus is regularly installed in computer**
- **Wi-Fi connectivity is available as mentioned in 4.1.1,**
- **Institution has CCTV installed in every classroom.**
- **We are using 100 Mbps Internet speed in our campus.**

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

4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

`47.22`

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

`It is very essential for any educational institute to provide estate-of-art Infrastructure, ICT enabled Instruction Facilities and all Facilities for Extra-curricular Activities (Sports, Cultural and Academics). The management of the college has positive approach with full commitment for providing all supports to maintain and utilize them. Accordingly, the college follows the guidelines of regulating bodies.`

In order to create and enhance infrastructure that facilitates effective teaching and learning, the policy of the institution is

- To cope up the contemporary educational environment in order to learn and implement the new developments for improvement.
- To get feedback of the stakeholders for improvement and better maintenance.
- To comply the suggestions put forward by the internal and external auditors and the regulating bodies.
- To provide adequate space for effective teaching and learning process like:

1. Reading room has been allocated for accommodating more students.

2. The computer laboratory has also been expanded and well equipped.

3. The Institution has furnished air-conditioned in the area of Reading Room and ICT Lab andalso Final year Classrooms have been facilitated with LCD Projector.

4.Campus is Wi-Fi enabled.

5. Library is updated with latest edition of text and reference books, journals and e-journals to meet the expectations of the teachers and students with the changing time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://santharidasscollege.com/Download/ppm.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

21

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

10

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

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

File Description	Documents
Link to institutional website	http://santharidasscollege.com/actevnt.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

5

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

5

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

45

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

16

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

Students are very important stakeholders of an institution. Students support and contribution is an integral part in institutional growth and development. To operate institutional activities we provide opportunity to our students to get involved in various administrative, co-curricular and extracurricular activities. Each committee is constituted with 5-7 faculty member and 5-7 students.

A list showing students representation and engagement in various administrative, co-curricular and extracurricular activities has been given as a sample and a separate list of committees for student's representation on various bodies as per established processes and norms have been attached.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/
Upload any additional information	View File

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

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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Institution has no registered Alumni Association.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our Institute has a vision and mission to serve better and to overall development of the students. Our mission and vision are as follows:

OUR VISION

- ○ To make quality education accessible to students particularly residing in the rural areas, where the college is situated.
- ○ To form an academic excellence with innovational teaching approach imbibing educational values.
- ○ To be a national leader in transforming lives through an innovative, rigorous and compassionate approach to education.
- ○ To strengthen and improve the positive impact on our students and community and transforming their lives.

OUR MISSION

- ○ To develop academic excellence along with the harmonious and holistic development of the students by inculcating and nurturing competencies, by providing them value based quality orientation in various functional areas of Education and Management.
- ○ To prepare and empower students to be successful by having knowledge, skills and attitude and to adopt and thrive in the increasingly diverse and ever changing world.

- • PERSPECTIVE PLAN

The Institution is planning the following upcoming session:

- • To improve Library system from partially automaton to fully automation with KOHA.
- • To encourage faculties to enroll themselves in Ph.d programme.
- • To give free consultancy in our hospital (Sant Haridass Hospital).
- • To form a competitive exam cell to make aware our students for upcoming competition exam and prepare them for exam.
- • To strenghthen an Alumni Association that contributes to the development of the Institution.

- • FACULTIES INVOLVEMENT IN DECISION-MAKING

Our faculties and staff members play vital role in implement the vision and mission of our institution. Heads of Departments enjoy freedom in administrative and academic autonomy to conduct their respective disciplinary units.

We have various committees and councils in our institution which is headed by one of our faculty member. Like Internal Quality Assurance Cell, Anti Ragging committee, grievance Redressal Committee, Competitive Exam Cell, Sexual Harassment Committee, Sports

Coordination Committee, Admission Cell, Guidance Counseling Cell, and Academic Coordination Committee, Examination Committee, Assembly Cell and Co-Curricular Activity Cell etc.. Through these committees and cells faculties contribute in a significant way to the participatory ethos of the institution.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/about.php
Upload any additional information	View File

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

The Institutions believes in the practices of decentralization and participative management. For practicing Decentralization in our institution various committees and cells have been formed. like IQAC Committee, Anti Ragging committee, Grievance redressal committee, sexual Harassment committee, admission council, sports committee, guidance and counseling committee.

List of various committees which was formed to decentralize the entire system and to support participative Management

S.NO.

NAME OF COMMITTEE

ROLES OF COMMITTE

1.

IQAC Committee

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

- Dissemination of information on various quality parameters to all the stakeholders;
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.

2.

Anti Ragging Committee

- To overview and ensure that there is no ragging in the campus.

3.

Grievance Redressal

- All the grievances of the students or staff which could not be settled in the routine process (in routines process, we have mentor-mentee system to hear the problems and issues of students) should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Committee tries to give a reasonable and reliable solution for grievances.
- Also ensures that the grievances are resolved on time impartially and confidentially.

4.

Sexual Harassment Committee

- Committee Provides protection to women against sexual harassment in the institution.
- Committee provides a redressal mechanism for complaints relating to sexual harassment in the institution

5.

Sports Committee

- Procuring all types of sports related inventory as per requirements.
- Maintaining the inventory of distribution sports equipments to the students on daily basis.
- Maintain the database of students interested and take part in sports activities.

6.

CCA Committee

- Make plans for all the cultural events and execute the same. It includes Scheduling the events estimating Budget for event. Estimating no. of participants.
- Maintain the database of students interested and take part in various activities.
- Preparation of reports on all the activities and maintaining records of all the activities.

7.

Admission Committee

- Handled all the activities related to admission.

8.

Guidance and Counseling cell

- Guidance and counseling cell is formed to guide the students for career and help them to take decisions.

9.

Examination Committee

- Scheduling and Conducting internal exams.

Make necessary arrangements to conduct external exam if it required.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/Download/Various%20Committees_2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our institution truly believes in inculcating value system among the students. We provide platform to pay their responsibilities towards the national development through contribute their efforts to community and society. The outcome of this approach of the institute was realized through the following activities.

VOTER AWARENESS PROGRAMME

Sant Hari Dass College of Higher Education in association with Local Development Committee (RWA) Qutub Vihar-II and Mr. Rajkumar, Booth Level Officer (BLO) from Election Commission of India organized voter awareness programme for the residents of Qutub Vihar –II. The college faculties Ms. Rinky Kohli, Mr. Vijay Lakra, Mr. Jai Prakash and BBA students, team of Local Development Committee (RWA) Qutub Vihar-II and Mr. Rajkumar, Booth Level Officer (BLO) from Election Commission of India conducted the awareness programme

In this programme Ms. Rinky Kohli talks about the importance of voter card and Mr. Vijay Lakra stress on the power of a vote. Mr. Rajkumar, Booth Level Officer (BLO) told about the various forms available for voters. It contains new enrollment as well as correction in the already enrolled. He told how to fill self online voter card application from Voter Helpline App and election commission of India website.

FREE FOOD AND BOTTLES DISTRIBUTION

Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare Foundation (NGO) organized free food and bottles distribution in Chhawla Ward for more than 300 poor families. BBA students with 3 faculties and the team of Sashakt Bharat Nirman Educational and Welfare foundation

(NGO) distributed food and water bottles to the poor families. More than 300 poor families got the benefit of foods and water bottles.

FACE MASK AND SENITIZERS DISTRIBUTION

Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare Foundation (NGO) organized free Mask and Senitizer distribution in Chhawla Ward for more than 200 poor families. The college faculties Ms. Rinky Kohli, Mr. Vijay Lakra, Ms Sonali Chawla, Mr. Madan Singh, Dr. R.K. Sharma, BBA students and the team of Sashakt Bharat Nirman Educational and Welfare foundation (NGO) distributed Mask and Senitizers to the poor families. More than 200 poor families got the benefit of Mask and Senitizers. The poor families gave their thanks to the organizer Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare Foundation (NGO).

TREE PLANTATION DRIVE

Sant Hari Dass College of Higher Education in association with Local Development Committee (RWA) Qutub Vihar-II organized Tree Plantation Drive in Qutub Vihar with MLA Shri Gulab Singh Yadav and resident of Qutub Vihar. The college faculties Ms. Rinky Kohli, Mr. Vijay Lakra, Ms Sonali Chawla, Mr. Madan Singh, Dr. R.K. Sharma, BBA students, the team of Local Development Committee (RWA) Qutub Vihar-II, MLA Shri Gulab Singh Yadav and resident of Qutub Vihar planted the tree in Qutub Vihar Chhat Gaat.

SWACHHATA ABHIYAN

Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare Foundation (NGO) organized Swachhta Abhiyan in Chhawla ward.

The college faculties Mr. Jai Praksh, Ms. Rinky Kohli, Mr. Vijay Lakra, Ms Sonali Chawla, Mr. Madan Singh, Mr. Ashish, BBA students and the team of Sashakt Bharat Nirman Educational and welfare Foundation (NGO) and Qutub Vihar Residents participated in Swachhta Abhiyan in Chhawla Ward.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://santharidasscollege.com/actevnt.pdf
Upload any additional information	View File

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

Hierarchical structure of our institution has been formed to clearly delineate duties, responsibilities, accountability, and powers at each level. The day-to- day administration of department is carried out by the concerning Heads of the Departments under guidance of Principal. SHDCHE is established in the year2009 with clear and focused vision and Mission.

ADMINISTRATION

Our institution has defined administrative and academic setup to continually improve the quality and standard of education to achieve excellence. All stakeholders participate actively in the administration of the institute. It consist various committees at institute and department level for the effective functioning of the institute. The roles and functions of the committees are organized and defined as per the instructions of principal of the institute and university requirement. The details of various committees and their roles have been given in criterion no.

APPOINTMENT, SERVICE RULES AND PROCEDURE

All posts are normally be filled by the advertisement. Appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman.

Appointing Authority for teaching posts:

(a)The Chairman, SHDCHE

(b)Principal, SHDCHE

(c) Director, SHDCHE

(d) 2 subject experts in relevant field (from outside the institution, not below the rank of Professor)

For Non Teaching Selection Committee: -

(a)The Chairman, SHCHED

(b)Principal,SHCHED

(c) Director,SHCHED

(d) 2 experts in relevant field (from outside the institution)

- Travelling allowances: Candidates selected for interview for a post are normally not entitled to Travelling Allowance.
- Medical Fitness: Every appointment shall be subject to the condition that the appointee is certified by a medical authority for health and physically fit to serve institution.
- Salary and Allowances: All employees are entitled to pay according to pay scales of their posts as per the university norms.

All permanent appointments shall ordinarily be made on probation for a period of 1 year after probation period, the appointee, if confirmed, shall continue to hold the post, till the close of the academic session.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

SHDCHE has effective welfare measures for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Free in campus medical facilities
2. Free Psychological counseling
3. Computers with Wi-Fi facility
4. Canteen
5. Free transport
6. Sports facilities

Apart from above teaching and non teaching staff can also avail following facilities.

1. Casual Leave: Each employee can avail 8 days paid leave in an Academic Year subject to Two (2) days maximum at once and at most Four (4) days leave per Semester.

1. Medical Leave: An employee can avail Medical Leave for Two (2) days without submitting any documentary evidence.

An employee can avail Medical Leave for more than Two (2) days by submitting documentary evidence along-with Medical Certificate issued by any Registered Medical Practitioner as per following details.

1. Fifteen (15) days Paid Leave or Thirty (30) days Half-paid Leave adjusting Two (2) days, if availed as above.

2. More than 30 days up-to Six (6) months, all absence shall be considered as LWP.

1. Maternity Leave:

A woman employee of the Institution shall be eligible for paid Maternity Leave for a maximum period of Three (3) months and Fifteen (15) days for any ruination of pregnancy subject to post approval of the Principal/ Director.

An employee can avail Maternity Leave only on Two (2) occasions in her entire service period subject to restriction availing beyond Two (2) kids under declaration.

1. Study Leave: A Faculty can avail Six (6) months paid Study Leave for his/her Higher Studies for the requisite duration of the Course. His/ Her service will be continued during the Study Leave.

1. Leave for Evaluation/ Examination work: Each Faculty Member can avail Four (4) days paid leaves per Semester for the purpose of Evaluation/Examination work of the University.

1. Leave for U.R. Duty: Each Faculty Member can avail Four (4) days paid leaves per Semester for the purpose of UR duty for GGSIP University Examination.

1. Outstation Duty (OD) Leave

Each Faculty Member can avail Five (5) days OD leave to participate in Seminars/ Workshops/ Conferences etc as approved by the Principal/ Director.

1. Summer/ Winter Vacation: Faculty Members can avail Summer/ Winter vacations as per University Schedule.
2. Earned Leave (EL) for Non-teaching staff

A non-teaching staff can avail One (1) leave per month on completion of each month. Maximum Three (3) EL can be availed in one-go and at most Six (6) EL per semester.

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

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

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

0

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

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

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

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

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

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Our Institution is carried out the Faculty Appraisal, annually, based on certain administrative and academic criterions such as Integrity, Service Length, Sincerity, hardworking &Punctuality Behavior with Colleagues, Subordinates & with students Academic Performance and Teaching Performance. The purpose of this Appraisal system is to motivate and encourage to the faculties to give his/ her best to enhance the quality overall. The College facilitates the best faculty/ teacher by honoring at the time of "Aspire", (a cultural event of the College) every year. Performances of faculties are evaluated on following criterions.

- Integrity : 10 Marks
- Service Length : 10 Marks
- Sincerity, Hardworking &Punctuality : 10 Marks
- Behaviour with Colleagues, Subordinates& with students : 10 Marks
- Academic Performance : 20 Marks
- Teaching Performance : 40 Marks

Criteria for evaluation of Academic Performance

Marks in Post Graduation

Additional Qualification/Research work/Publications in current Session

Marks

Ratings out of 10

Degree/Certificate/Research work/Publication

Ratings out of 10

>=75%

10

Ph.D.

4

75 – 70

9

NET

2

70 – 65

8

M. Phil.

2

65 – 60

7

Publications

2

60 – 55

6

55 – 50

5

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

6.4 - Financial Management and Resource Mobilization

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

Sant Hari Dass College of Higher Education has a mechanism for internal and external audit to ensure financial compliance. The internal audit is conducted twice in a year by the internal financial committee of the institution. Committees verify the income and expenditures of a year and submit the detail report to the management. External audit is conducted once in every year by a chartered accountant who audits the balance and Income & expenditure of the institution and submits the report to management. Audits are based on generally accepted auditing standards. In this report auditor express their opinion on the financial statements.

An audit includes the following:

- **An examination which is based on evidence to support the amount and disclosures in financial statements.**
- **Audit also includes assessing the accounting principles used.**
- **Evaluation the overall financial statements.**

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

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

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

0

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

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

SHDCHE adopts the following strategies for mobilization of funds and the optimal utilization of resources.

MOBILIZATION OF FUNDS:

Sources of income

1. **The student fee is the main source of income for the institute.**
2. **Other sources' of revenue**

- **Transport Fee**
- **Bank Interest**
- **Interest On FDR**

1. **Institute also raised funds by utilizing infrastructure and other facilities for examination centre (Government**

examinations/University Examinations).

Utilization of funds

To mobilize the above funds All the expenditures are allocated on

- repair and maintenance of college building,
- salaries of the staff,
- staff welfare,
- student scholarship, on
- Events such as convocation, freshers and farewell etc…

OPTIMUM UTILIZATION OF RESOURCES:

- Our institution has the provision to sanctioned travel expenses for those faculties who are willing to present a research paper or wants to attend national conference anywhere in India.

- Our faculties are encouraged to use best ICT tools and equipments to make teaching and learning process more effective.

- Apart from course curriculum duration determined by the university, we provide extra classes to our slow learners with the use of available facilities and infrastructure.

- The college infrastructure is utilized for the exam centre (Government examinations/University Examinations).

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Sant Hari Dass College of Higher Education has a mechanism for internal and external audit to ensure financial compliance. The internal audit is conducted twice in a year by the internal financial committee of the institution. Committees verify the income and expenditures of a year and submit the detail report to the management. External audit is conducted once in every year by a chartered accountant who audits the balance and Income & expenditure of the institution and submits the report to management. Audits are based on generally accepted auditing standards. In this report auditor express their opinion on the financial statements.

Our Institution is carried out the Faculty Appraisal, annually, based on certain administrative and academic criterions such as Integrity, Service Length, Sincerity, hardworking &Punctuality Behavior with Colleagues, Subordinates & with students' Academic Performance and Teaching Performance. The purpose of this Appraisal system is to motivate and encourage to the faculties to give his/her best to enhance the quality overall. The College facilitates the best faculty/ teacher by honoring at the time of "Aspire", (a cultural event of the College) every year.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/Download/2020-21_Minutes%20of%20IQAC%20Meeting.pdf
Upload any additional information	View File

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

The IQAC of our institute continuously reviews and take initiatives to improve the quality of the teaching-learning process.

Teaching learning process, structures & methodologies

In order to meet the objectives of the regulating bodies, the Institute has developed robust strategies and action plans to ensure effective implementation of the curriculum mandated by the University so that the fruitful programme outcomes could be ensured.

- Academic review though evaluation process
- Academic review through periodical meetings
- Feedback mechanism

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/Download/2020-21_Minutes%20of%20IQAC%20Meeting.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The word gender equity refers to "fair and equal treatment for both men and women and providing them equal chance according to their respective need. SHDCHED initiated following activities to promote the gender equity and sensitization.

Institute has organizedcounseling session in which Dr. S.P. Singh, Deputy Controller of Examination (retd.) SCERT, Delhi. Counsel the student on some issues.

Gender equity in curriculum: To promote the gender equity 1 subject

namely "Gender School & Society" has covered in B.Ed Programme

A woman employee of the Institution shall be eligible for paid Maternity Leave for a maximum period of Three (3) months and Fifteen (15) days for any ruination of pregnancy.

Apart from above our institution has following facilities for safety and security of women candidates

- **CCTV camera**
- **Visitors register at the entry gate**
- **In campus Medical facility by female doctor**
- **female staff member in grievance redressal cell**
- **girls common rooms**
- **Indoor & outdoor games for Men & Women students**
- **Mentor-mentee system**
- **Grievance redresser cell.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

SHDCHE has efficient strategy to reduce environmental menace in order to control the hazardness of the all kinds of waste. Following steps used to be taken by the institution.

Solid waste management

Although we are concerned about the measures of water management, as we are very concerned about the hazardous of these waste ,which is no longer useful ,so our institution is keen attentive towards waste management .The solid waste are used to be collected, treated and disposed carefully by the municipality by time to time.

Liquid waste management

Liquid waste management is one of the biggest challenges basically of urban sanitation, we used to manage it very carefully, all the liquid waste is used to remove in sewage periodically.

E-waste management

E- waste is the most generated waste around us and if this waste is not handled, it can cause major problems so being concerned about its affect we use to collect all these E- parts which is wasteful which is no longer in use ,is disposed into non-biodegradable dustbins ,from where it is collected by the recyclers for further treatment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	http://santharidasscollege.com/Download/Waste%20Management%20System.pdf
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly,	C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Our institution initiates to build and promote an environment for cultural and spiritual values among the students and staff. Various commemorative days are celebrated to bring harmony and to develop the emotional and religious feelings among the students and the faculty members. like New-year's day, Fresher Party ,teacher's day, orientation and farewell program, Induction program, plantation, Women's day, Yoga day, festivals. To inculcate the cultural and religious values all the festivals are also celebrated in campus. Like: Diwali Dashara Mela celebration, Holi celebration, New Year celebration, Lohri celebrations, etc.

Apart from the above celebrations our institute also initiates the following programme to aware students about communal socioeconomic diversities.

FREE FOOD AND BOTTLES DISTRIBUTION

FACE MASK AND SENITIZERS DISTRIBUTION

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

To inculcate the constitutional obligations, values, rights, duties and responsibility in students some subjects are added in curriculum by the university:

S.no.

Name of subject

Name of course

1

Value Education (BED 220)

B.Ed.

2

Business Ethics and Corporate Social Responsibility

(BBA205)

BBA

SHDCHE conducted following activities for inculcating values for being responsible citizens :

VOTER AWARENESS PROGRAMME

Sant Hari Dass College of Higher Education in association with Local Development Committee (RWA) Qutub Vihar-II and Mr. Rajkumar, Booth Level Officer (BLO) from Election Commission of India organized voter awareness programme for the residents of Qutub Vihar –II. The

college faculties Ms. Rinky Kohli, Mr. Vijay Lakra, and BBA students, team of Local Development Committee (RWA) Qutub Vihar-II and Mr. Rajkumar, Booth Level Officer (BLO) from Election Commission of India conducted the awareness programme

SWACHHATA ABHIYAN

Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare Foundation (NGO) organized Swachhta Abhiyan in Chhawla ward.

TREE PLANTATION DRIVE

Sant Hari Dass College of Higher Education in association with Local Development Committee (RWA) Qutub Vihar-II organized Tree Plantation Drive in Qutub Vihar with MLA Shri Gulab Singh Yadav and resident of Qutub Vihar.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

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

Celebration of national and international commemorative days, events and festivals are the integral part of learning in building strong cultural beliefs. The main aim of an institution by organizing such kind of festivals is to foster them for tolerance, communal, harmony and inclusion among the students as well as teaching and non teaching staff.

Such celebrations bring the student closer to each other's tradition and cultural beliefs and develop respect and understanding for each other's customs and traditions. We have celebrated Independence Day, Janmashtmi, Lohri, Diwali celebration, Gandhi Jayanti, Holi, National Unity Day, and National Education Day. Some celebrations, events or activities were conducted in online mode due to pandemic, despite of it we took very positive initiative to reorganize all these functions, as these has been celebrated from years. Each and every performance seems innovative and unique in its own way.

Celebration of national and International Festival is great way to understand the heritage of India and learn about the importance of various festivals. It inculcates enthusiasm, sensitivity, creativity and togetherness. Keeping its value intact, our institution offer the right kind of educational system which is based on moral ethics and cultural preservation which promotes social interaction and harmony.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Annexure attached

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The college is having all its endeavour to provide education to the students, mostly residing in the rural areas, by which character is formed, intellect is expanded, strength of mind is increased and so that they contribute towards Nation Building. In this course of action college has its action plan for providing platform with Innovative teaching pedagogy by which students improve their knowledge, skills and attitude by organising, participating and performing various events and activities through-out the session. In tune of above, students, staffs and faculty members are also involved and given opportunities to extend their footprints in communities and environmental eco-system by various events and activities duly framed at the beginning of the session. Over and above, to pursue Global Standards of Excellence in our endeavours for nurturing the pillars of the Nation, the Institute is committed to design, develop and maintain the value based quality education through the process of self-evaluation and continuous improvement.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **Financial assistance will be provided to faculties for participating in national conferences and seminar w facilitate the Research Culture in institute**
- **In context to NEP 2020 we are planning add value added course for skilled enhancement. And initiating new Programme for stress free education system**
- **To facilitate continuous up gradation and updating of Knowledge & Use of Technology, by Faculty and Students;**
- **SHDCHE is planning to provide free consultancy for students regarding health and career awareness. And Free consultancy by ophthalmologist in nearby campus.**
- **To foster and strengthen relationship of Alumni with the Institution**
- **We will also focus on value and ethics enhancement programme and Easy going learning process.**
- **To devise techniques to enable various improvements in the existing Teaching Learning & Evaluation process and measurement of Learning Outcomes**
- **To strengthen the feedback mechanism specially the analysis of feedback received including Faculty Evaluation & Feedback from Students, Institution Facility Evaluation & Feedback from Students.**
- **To encourage Faculty for Participate in Visit Other Institutions as Resource Persons.**