YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	SRI SANATAN DHARM PRAKASH CHAND KANYA SNATKOTTAR MAHAVIDHALYA
• Name of the Head of the institution	DR. ARCHANA MISHRA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01332262705
• Mobile no	9897267905
• Registered e-mail	ssd.digree@gmail.com
• Alternate e-mail	ssdpg.degree@gmail.com
• Address	Opp. Nehru Stadium, Vidhyapuri Road , Roorkee
• City/Town	Roorkee
• State/UT	Uttarakhand
• Pin Code	247667

2.Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **H.N.B.G. University Srinagar , Garhwal Uttarakhand**

- Name of the IQAC Coordinator   **Dr. Anupma Garg**

- Phone No.   **01332262705**

- Alternate phone No.   **9410511785**

- Mobile   **9410511785**

- IQAC e-mail address   **anupmagarg1972@gmail.com**

- Alternate Email address   **peeyushkumar.garg@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://www.ssdpcroorkee.org/ssdpc/

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.ssdpcroorkee.org/ssdpc/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.53**	**2016**	**19/01/2016**	**18/01/2021**

6.Date of Establishment of IQAC   **24/03/2014**

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. Students feedback 2. S.S.R Submission 3. Two Add on Courses 4. External AAA Audit 5. Promotion of digital mode of working

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
Due to Covid 19 pandemic period, it was planned that in the begining of session orientation for students will be conducted on virtual platform .	Online orientation programs organized successfully for B.A. & B.Sc students.......
To go for 2nd cycle of NAAC accreditation timely	The process of IIQA and SSR submission, S.S.S and DVV Clarifications was completed timely for 2nd cycle of NAAC Accreditation
To expedite the process of Alumni association registration	The process of College Alumni Association registration has been completed on 31 March 2021 in the name Aarohi s d college alumni association Roorkee Haridwar
To introduce seperate portal for online admission	Process of online admission introduced successfuly before

	the begining of new session
To introduce new quality enhancement / Add on courses	Two new Add on courses have been started in this session -: Physic- Basics of Astrophysics, Maths: Algebra of Matrices.
It was planned to organize online workshops / webinars / quizzes	Workshopes, webinars and quizzes organized - 1.Two days workshop on Mix Media Painting Techniques 2.One week online workshop on Basics of Computer 3. National workshop on Mushroom Cultivation 4. Oneday Workshop on IQAC initiatives for maintaining quality & evaluation process 5. Oneday webinar on National Science Day 6.Oneday webinar on New Education Policy 2020 7.Oneday webinar on Financial education awareness 8.Oneday webinar on National Science Day 9.Oneday National webinar on Mere Desh ki Beti, Quizzes- online quiz on Biotechnology and world cancer day organized by Botany Department, Quiz on Life of Mahatma Gandhi by Microbiology department, Aptitute quiz on National Mathemetics day by Maths department
To organise training programs for teaching and non-teaching staff	1. Organised a training session of online admission process for teaching and non teaching staff, 2. Website handling and learning : A training session for teaching staff 3. A workshop for teaching staff on ' Managing record digitally for NAAC team visits, 4. A workshop on 'Quality and uniformity in evluation process of online examination', 5. A workshop on 'Outcome based teaching and learning in higher education

	institution'
To take up activities to sensitise students for National and social issues of concern	A number of activities have been organized to sensitise students for National and Social issues of concern --- Essay writing competition on the topic Covid 19 ka shiksha per prabhav, Sahakt mahila Sashakt Bharat, Vartman Samaj me Naari Sashaktikaran ka yatharth swaroop, Satyagrah ki yatra Dandi march, Oneday webinar on - New Education Policy 2020, Cyber Security and Financial Education Awareness, Poster making competition on Mahatma Gandhi Birth Anniversary, Quiz on the Life of Mahatma Gandhi by Microbiology department, Oath taking ceremony for the precaution of covid 19 , Distribution of Masks & Senitizer to students, Lecture on Cyber security and Legal awareness by Ms Anjali Maheshwari, Lecture on Road safety, my safety by Inspector Mohd. Akram, Commemorate Independence Day, Republic Day. Gandhi and Subhash chandra Bose Jayanti, Armed Forces Flag Day, Visit to Swadeshi Mela , Thought Presentation on PCPNDT 1994 / Save the girl child, Celebrated Azadi ka Amrit Mahotsva by conducting various co-curricular activities like PPT Presentations, Poster & Slogan Competition, Article & Essay writing competitions, Recitation of Patriotic Poem & songs, Article writing, Rangoli competition on great leaders of India , Short movies sessions on Indian Freedom Fighters & unsung

	Heroes etc.
To exploring possibilities of collaboration with N.G.Os / Institutions of repute	Collaboration with Centre for Enviornment Education has been made to carry out the initiatives of Enviornment consciousness
To make efforts for improving ICT infrastructure of the college by increasing ICT inabled classrooms	High speed internet facility provided in college campus , Process for the purchase of computers and printers initiated by inviting quatations
To work for Enviornment Consciousness through various activities	A number activities on Enviornment Consciousness organised under the agies of N.S.S and Green Brigade of college like Plantation, one week cleanliness campaign, celebrated pollution free Diwali, Oath taking for single use plastic: No more, Lecture on soil conservation, Publication of annual college magazine Aparajita- Save Water issue
To conduct External A.A.A before NAAC Peer team visit	External Academic and Administrative Audit (A.A.A) has been done at the end of session

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Management Committee	08/01/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Alternate Email address	peeyushkumar.garg@gmail.com	
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Management Committee	08/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**10/02/2021**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**162**

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

2.Student

2.1 Number of students during the year	**1339**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**201**

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

2.3 Number of outgoing/ final year students during the year	**487**

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

3.Academic

3.1 Number of full time teachers during the year	**33**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**33**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**20**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2524758**

4.3 Total number of computers on campus for academic purposes	**32**

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

The college ensures effective a curriculum delivery through a well-planned and document till process as follows:

- **College has developed an effective curriculum delivery system. At the commencement of session students are briefed about institutional vision and mission and activities conducted throughout the year. The inaugural address is given by the Principal followed by detailed orientation programs to apprise students of the various compulsory and elective papers for BA/BSC/MA on different days.**
- **Time Table for UG/PG classes is prepared by Time Table Committee and is displayed on college website and notice board.**
- **Curriculum is downloaded from University website. One set of syllabus of each subject is kept in library and other set is displayed on the notice board for students. Faculty also give information about the syllabus and attends the queries of the students.**
- **Teachers are allocated teaching load as per UGC norms. Classes are held regularly and all efforts are made for hundred percent coverage of syllabus. At the end of semester syllabus progress report is submitted to the principal.**
- **Academic calendar in prepared and adhered to create an atmosphere for effective compliance and to maintain balance between teaching and co-curricular activities. however some changes has been made in the academic calendar due to Covid-19 panademic following the government & university instructions.**
- **University examination schedule is followed. In order to save teaching days/working days sessional exams are finished in shortest time. Sessional marks are displayed for students and after clearing student's doubts, marks are uploaded on University Website.**
- **Faculty members are encouraged to attend orientations/refresher programs, STC, seminars, conferences, workshops etc to update and upgrade knowledge in their respective fields. Advance learners are motivated and prescribed additional books, while special guidance and help**

is provided to slow learners by arranging remedial classes. Guest lectures are also arranged for further enrichment.

- During the period of Covid-19, a new mechanism for well planned curriculum delivery and documentation was adopted. To continue teaching and co-curricular activities of the session, without any interruption in the lockdown period, cordinator and co-coordinator were appointed under the directives of Higher Education Uttarakhand. Time table for online classes was prepared and uploaded on college website.Whats App groups for separate papers were created for classes. Classes were also taken on Google Meet and other platforms also. Weekly assignments were given to the students. Assignments of intermediate semester students were assessed for promotion to their next class. Terminal semester students were promoted through university exams.
  - To solve students queries, related to academic and mental stress due to Covid-19, mentoring helpline created and uploaded on college website. Competitions and activities were also organized online & offline according to the circumstances.To make online teaching more effective, faculty is continuously upgrading their skills and taking live classes online .

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.ssdpcroorkee.org/ssdpc/academic-calendar; https://www.ssdpcroorkee.org/ssdpc/committees

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

College has to follow the university calendar chalked out by the university at the beginning of the session. However academic calendar is prepared by the principal before the session begins along with the consultation of IQAC and HOD of all the departments. It is displayed on the notice board for the teaching and non-teaching staff & students and is also uploaded on college website for all the stakeholders. It carries all the information regarding admission process, teaching learning schedule, curricular and co-curricular activities, extension activities.

Tentative dates of Internal and main examinations and summer and winter break are also mentioned.

College strictly follows its own academic calendar for conducting all the process/activities. Students are also prepared to follow this calendar (especially for the internal and external exams and submission of assignments) through various orientation programs in the beginning of each semester. Examination committee displays the date sheet of internal exams in advance Due to pandemic internal exam was taking on online mode successfully and the percentage of the student appear was 96%. Students who are absent in these exams and give the valid grounds of their absence (i.e. medically unfit) are allowed to appear in the re-exams. Teaching plan is followed with time bound progression of syllabus and it is uploaded on website. At the end of semester faculty give their syllabus/work progress in writing to the Principal and the course completed within the due period.

Annual college events like cultural and sports held in accordance with academic calendar. Also, all the committee heads plan their activities/programs in tune with the academic calendar.

To broaden the horizons of knowledge some of the activities were also organized under the directives of State / National Govt / Higher education direct rate as and when received such as Azadi Ka Amrit Mahotsav, Fit India Movement, etc.

During the session 2020-21 some changes were introduced in the academic calendar due to the pandemic COVID-19.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ssdpcroorkee.org/ssdpc/academic-calendar; https://www.ssdpcroorkee.org/ssdpc/committees

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

B. Any 3 of the above

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

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

1.2 - Academic Flexibility

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

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

04

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

03

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

194

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

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 cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics have been duly incorporated into the curriculum of various courses like Gender Sensitization, Human Rights, Environmental Studies ,Reading Gandhi,Wings of Fire,Nitishatakam ,Ayurveda, Folktales of the state etc. adopted by the university for the holistic development of the students. The motto of these courses is to develop a better understanding among students. By this they will not only get sensitized to the basic dimensions of the biological, sociological, psychological and legal aspects of these core issues but also attain a finer grasp of how to counter them and make our society more beautiful.

Apart from the syllabus, co -curricular activities were organised by the departments and various committees of the college to train students on these issues. Like thought presentation on PCPNDT ACT1994 Save the Girl Child, oneweek cleanliness drive, spread awareness for plantation, appeal for pollution free Diwali webinars on Environment and Soil Conservation, essay writing on The Reality of Women Empowerment etc. A series of activities are also being organized throughout the session to celebrate Azadi Ka

Amrit Mahotsav since 23 March 2021 to pay tribute to our freedom fighters and to sensitize and familiarise our young generation with the Freedom struggle.

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

04

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

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

104

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-2021-.pdf https://www.ssdpcroorke e.org/ssdpc/wp-content/uploads/2021/11/Teachers-Feedback-2020-21-.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-2021-.pdfhttp://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Teachers-Feedback-2020-21-.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 students admitted during the year

443

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

172

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 college identify slow and advanced learners students on the basis of the marks obtained in their internal exam. Subject wise remedies classes have been taken for those students who scored below 40% marks. A list of mentors is displayed on the notice board with their time schedule and teachers give personal attention to students.

College took meaningful steps as counselling and interactions with slow and advanced learners. Various activity such as quiz, debate, presentations are organised to enrich their knowledge.

Remedial classes were conducted for slow and average students according to the requirement of students in the subjects like Maths, English, Drawing & painting, Chemistry, Computer science, Microbiology, Botany during previous year.

Activities undertaken for slow learners

1. Career Guidence and Placement Cell provide a list of mentors who give individual counselling and guidance to help students.
2. Organised theme based lectures of eminent speakers to increase students knowledge.
3. Conducted MCQs and description question answer sessions and tests.

Activities undertaken for advanced learners

1.Advanced books, reference books, journals and encyclopaedia provided to the students.

2. Motivate students to participate in different activities like Disha wall magazine, Quiz, Presentation, Workshops.

3. Inspire students to write article in the college journal and magazine 'Aprajita'.

4. Guided students for competitive exams at state and national level.

5. Motivate students to take dissertation and field studies for developing research attribute.

Specific outcomes

The Advanced Learner's show improvement in their knowledge and slow learners show better performance in specific subjects and both scored better. As a result they initiate innovative activities and participate in various activities organised in campus and outcampus as well.

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/main-activities
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
1339	33

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

The college pinpoints the various students centric initiatives to bring in experiential and participatory learning among students. At the commencement of session students are briefed about the institutional vision and mission. Through curriculum , competitions , campaign and collaboration based initiatives, students are engaged to achieve the target. Dissertation , assignment , quiz , debate , question paper Bank , Vistaar , Green Brigade , Board Activities like Disha Wall Magazine , extension activities like Summer internship program , rallies , Yoga Shivir , Dramatic performance , essay competition , basic computer traning program are organized. Students are notified through proper notifications on website and notice boards as well as through social media . For achieving the task of learning methodologies , a well maintained student Mentoring System is being worked. Students' feedback on student satisfaction survey was taken and analysed. We engage students for extension and outreach programs in collaboration with NGOs, and local , district , state and national level agencies as well. college level interdisciplinary Seminars , Guest lecture national days & anniversaries celebration etc. some students are actively involved in various committees sach as IQAC , Magazine ,Discipline anti -ragging cell etc . In a nutshell , we can say that annual sports , cultural , Disha wall magazine , debate competitions , Green brigade etc could not be completed in a successful manner without

prefects and student councils as well.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1c0ADflk83 geAjndBaLwRBcvB1om7VI3q/view?usp=sharing

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

In addition to the traditional classroom teaching the college also follows ICT enabled teaching and provides facilities to create a learning atmosphere using modern tools of teaching.Our faculty members conduct online interactive sessions for teaching learning outcomes . They try to make students accustomed for PPT Presentations in terms of dissertation , presentations , seminar , debates, group discussions , assignments , quiz , test ,viva and laboratory work .College premises have high speed Internet connectivity . Special computer laboratory with internet connection has been provided to promote independent learning . For the maintenance of computer systems in the campus , requirements are noted by circulating a demand register in the beginning of the session and then at regular intervals for all complaints , suitable arrangements are made to meet out requirements in reasonable time limit . Moreover we also have a Website Updating Commitee vigilant for the required updation on website .Anti-virus updates are done at due time . We have partially automated library installed with KOHA software.Basic computer training is imparted to students through e-learning cell. New equipments for science labs have been purchased. A proposal for language lab has been recommended by IQAC and we are under process of maintaining a language lab in the department of English as well . Moreover , we have e- governance in areas like notifications from various government ministries. Office communicates to government / directorate/ affliating university via email , table preparation . Office does verification of university examination form and scholarship forms online.Office also extends help in the submission of fee and in procuring admit cards on behalf of students who are not able to do it themselves.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

32

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

16

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

10

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.

Evaluation and assessment is an important part of teaching learning process. To achieve this goal our college is following these measures.

- Through orientation programme important information regarding examination is given to students
- Internal and external exam date sheet is displayed at least one month in advance.
- Internal exam schedule is prepared in a compressed way so that the teaching days will not be affected.
- Internal exams are conducted in two phases at first assignment are taken and in the second phase internal exams are conducted..
- Internal exams of second phase is taken in online mode in covid period. For this, first an orientation is organised for uniformity and maintaining quality of internal

- assessment.
- The students were motivated to present in online internat exams compulsorily .. Teachers prepared the online question paper and submitted to the exam committee confidentially. Finally, feedback is taken from the Student about online exam. Above 90% of students were appeared in the online examination.
- Continuous evaluation is done through various measures viz. class test, project work, assignment, test series regular attendance, presentation.
- After evaluation ,the internal exam, answer sheets are shown to students for their satisfaction .

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mail.google.com/mail/u/0?ui=2&ik=290612684f&attid=0.1&permmsgid=msg-f:172056023558968638&th=17e0a86b18fc546f&view=att&disp=safe&realattid=17e0a85ca677c46fb141

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

Effective teaching learning environment is essential for quality education. Beside this assessment and evaluation is also an integral part of teaching learning process. It is necessary to have an efficient and transparent mechanism.

IQAC constantly trying its best to minimise grievances and maximize efficiency in consultation with exam committee and students.

Through the following steps our college tries to achieve it-

- At the beginning of the session an orientation is organised to the newly admitted students to give an idea about work culture of the college in which all the information like Vision and Mission of college, facilities rules and regulation activities conducted by different committees, course etc. are given.
- To solve students problems regarding absence and other issues. PTM are organised by the parent teacher committee and feedback analysis is done.
- There is a mentoring system in our college to sort out the

different queries and other problems of the student related to financial personal course curriculum etc. Various types of grievances like marksheet correction examination question paper related to students are sort out by the office

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mail.google.com/mail/u/0?ui=2&ik=290612684f&attid=0.1&permmsgid=msg-f:1720560235589686383&th=17e0a86b18fc546f&view=att&disp=safe&realattid=17e0a85ca677c46fb141

2.6 - Student Performance and Learning Outcomes

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

Learning outcomes form an integral part of institutional vision, mission and much cherished long term goals of its perspective plan. For effective attainment of programme and course outcomes a mechanism has been evolved to effectively communicate these through various means such as college website, prospectus, Principal's inaugural address to students during orientation meetings, Parents-Teacher meetings etc. Students are assessed periodically using traditional methods of evaluation like Tests, Assignments ,Quizzes, Classrooms presentations, Participatory discussion etc. Career counseling cell is organizing guest lectures and workshops in order to enhance capabilities of students and give them a career orientation. Special session for Basic Computer Training, G.K. e-learning are organized by the experienced faculty members and help of students (peer educators/trainers) is also taken to make these programmes a success. In addition to these, different college level committees / departments are organizing a variety of activities based on core values fostered by the institution. Students are informed about the programs & activities to be organized in advance and are motivated to participate enthusiastically. An elaborate report section and student coulmn of college magazine throw light on outcomes of programmes and courses along with other activities organized throughout the session to some extend.Faculty members participate in FDPs, workshops, seminars etc. which upgrade their knowledge and skills so that they can make meaningful contribution which towards the achievements of improved learning outcomes of the programmes offered by the institution. Successful Alumni are

invited to interact and share their experiences with students and faculty members. Such interactions have been found immensely useful in motivating students and giving them ideas about the shaping their future.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1aOe4ixxSi3myOGUN1BxEuHTMgG4HMe68/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

College is providing quality education along with holistic development of students forms an integral part of Vision & Mission of the college for which a system of continuous direct as well as indirect evaluation and development has been evolved. Programmes and Course outcomes are measured through both academic and non-academic performance of students. The implementation of Curriculum and the process of measurement and evaluation is as per rules and regulations of the affiliating University viz Hemvati Nandan Bahuguna Gharwal University, Srinagar(Garwall). Examination committee in addition to conducting exams also monitors the effective implementation of continuous internal evaluation system. For internal evaluation faculty is taking recourse of unit tests, surprise class tests, Class room presentations, Practical work, Field survey, educational visits etc. Value addition to syllabus based learning is also being done through many add-on courses in different subjects and enrichment courses . Various college level committees/departments are organising activities focusing on core issues relevant for the society, nation and global fraternity, these include activities like debates, essay writing, guest lectures, career guidance and other extension activities through N.S.S. and Green Brigade. Programs like Taikwando & Yoga for all-round development of students are an integral part of yearly schedule of the institution. Students are also encouraged to bring forth their creative talent by providing them many platforms through college annual Magazine Aparajita, Cultural and sports events. IQAC also plays a proactive role in this regard and organises various seminars workshops for the faculty for updating their knowledge. The overall result of the students is analysed and communicated to them with suggestions.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1cNpTv_8Hl EPFtSoyvq66LbrWj9QUDbum/view?usp=sharing

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

487

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	https://drive.google.com/file/d/1aOe4ixxSi 3myOGUN1BxEuHTMgG4HMe68/view?usp=sharing

2.7 - Student Satisfaction Survey

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

https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-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)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.ssdpcroorkee.org/ssdpc/

3.2 - Innovation Ecosystem

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

To create innovative ecosystem our college takes a lot of initiatives towards creation and transfer of knowledge. Through

journal and magazine 'Aprajita' college provides a platform for students to express views which extend their knowledge.

To develop research attitude and Ecosystem colleges has formed research committee, through this committee research methodology workshop, seminar are conducted and students are also guided to use proper and appropriate research methodology when they attempt desertation or other field based study.

In this session Dr. Kiran Bala applied for the minor research project for ICSSR. Faculty members participate in various research activities viz seminars, conferences, workshops and self financing teachers are given incentives to promote academic and research activities in order to create ecosystem for innovation, sharing ideas and assimilation.

Our college organised national, college level seminars, workshops,debate,guest lectures, G.K. Classes and arrange visits enhance knowledge and norish the young minds.

In this session Basics of Astrophysics and Algebra of matrix add on courses have been started to develop skills and explore future career options.

Faculty exchange programs were conducted to create opportunities for exchange and sharing new knowledge and technique.

To bring awareness in society our college take initiatives for value of basic hygiene and environment protection through NSS and green brigade.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1yFAbazx6r baCv7cRu1VZdiSC9Rg2p2Kp/view?usp=sharing

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

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

11

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

`04`

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

Extension Activities are carried out in the neighbourhood community sensitising students to social issues for their Hollistic development and impact throughout the year. College takes initiative to conduct the activities proposed by Governing Bodies like MHRD, Central and State Government and other NGOs etc. We try to establish renowned philosophies through celebration of national days and birth anniversaries of national heroes and Guest Lectures on Bhartiya Darshan parampara and samajik samrasta etc . We make our students self sensitized for social issues by the ways like establishing Anti -Drug Clinic ,Red ribbon club , NSS, Green Brigade ! Bharat Chhodo campaign, prohibition , literacy campaigns ,raillies on topical issues like Beti bachao Beti padhao , water and power conservation , Pollution free Diwali Campaign etc.. Poster and slogan competition are also organised to develop the skill as well as awareness among students and society . To fulfil our objective of empowered woman, we provide trainings like Tai-Quando and yoga , Kal Aaj Kal Local Team Work and art & Craft workshops etc . During the covid-19 outbreak our College contributed for mask management ,stress management, Diksha portal management etc from various platforms. In all , we try to impart education that engage all aspects of our students including mind ,body and spirit so that they can identify meaning and purpose in life through connections to their local community to the natural world and to humanitarian values such as compassion and peace .

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/nss
Upload any additional information	[View File](#)

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

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

03

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

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

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

37

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 during the year (Data Template)	View File

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

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

250

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

3.5 - Collaboration

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

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

11

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

00

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.

Physical Facilities The college has provided adequate physical and updated academic facilities as per the requirements of students and faculty.Total built up area of the college is 1775.42 sqmetre. There are total 16 department (UG and PG). In all there are 14 classrooms, 08 Laboratories. Classrooms have proper light and ventilation & adequate furniture. There are two small store rooms also provided with Drg.& Ptg. and Botanydepartment. In addition to this there are 06 Store rooms also for old files, NSS and other storage material. Principal room has a Strong Room attached to it for use during exams. Two rooms are equipped with audiovisual facilities, Two have projectors with broadband connectivity.College building consists of managements office Library, two Staff Rooms, NSS.& one room is being usedfor Admissions, IQAC work and Examination related work. It has one stock Rooms attached to it for storing examination material. College hasgirls common room with indoor games facility, also an open sitting area has been developed for students recently. For security vigilance college has CCTV Cameras. College has a rich Library with approximately 19053 text books, 4264 reference books, Journals 1207 newspapers 10 magazines are subscribed. In addition to this magazines/papers like Competition Success Review, Current Science, Current Affairs, PratiyogitaDarpan, RojgarSamachar etc. are subscribed for catering to students special career needs. Ro filtered clean drinking water is available for students. There are sufficient toilets (13) which are regularly cleaned twice on daily basis. When the frequency of use increases as during exams the cleaning frequency is also increased to thrice a day. During Covid-19 period proper sanitization mechanism was developed as per SOPs received from Government/directorate. There is a small canteen also for students which is being run on contract basis

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure

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

Response: The Institution has adequate facilities for cultural activities & Sports. College also makes arrangements for yoga sessions from time to time.The cultural committee provides students a platform to plan, guide & organize various events & competitions in the college and encourages & motivates them to participate in maximum number in a variety of competitions like dance competition , singing , rangoli ,play /drama, Painting, poster/slogan making, debate , quizzes, music instrumenal competition etc. Our mission is to bring forth and enhance the creative talent of the student and invite their participation in maximum number in different cultural events competition. Due to the Corona Pandemic, maximum activities had been conduted on virtual mode and students actively participated in all events. Our students are recipients of many prizes, medals, certificates in various academic & cultural events of national, state and college level.

SPORT FACILITES

Our College provides facilities for outdoor as well as indoor games. Annual sports are a regular feature of the college . our students have proved themselves in taekwondo and basket ball tournaments at the state level .The outdoor games include kabaddi, kho-kho, Atheletics, slow cycle, tug of war etc. are well practiced and played by the students. Indoor games include carrom, chess, dart board game and ludo. For indoor games arrangements are made in student's common room.The players are provided track suit T-Shirts for practice & participation in sport event . Winners are facilitated with memento, Trophy medal etc. Students are offered three weeks free taiquando training with the help of a trainer. Students are encouraged to participate in sports and all possible help like payment of TAIDA / registration for participation in sport events .Mike podium, and banner for facilitation during annual sports events are arranged by the college. Refreshment is provided to all the participants. Instruments are arranged by the in college for cultural programmes. In camplince of covid - 19 SOP , Taekwando training was continued on virtual mode and only indoor games are organized in college premisis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/sports-2

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

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/4.1.3.-pdf.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)

2524758

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)

Integrated library management system (ILMS) viz KOHA was installed in the college library in the session 2017-18. This software is a web based software for regular updating of all library functions. The basic functions of library management software are proceurement, classification, cataloguing and report generation. Library is performing efficiently all these functions using KOHA software. Along with the above mentioned functions the software is being used to generate library cards and barcodes of students which is a necessary for digitization of the library. All books are barecoded so that they can be immediately indentified. In the report section we can generate circulation report and issue book list etc. The cataloging is also done with the help of KOHA software. Using this integrated library management software, library is partially automated and functioning well.

The N-LIST Programme has implemented a new method for reporting usage statistics with the change in N-LIST Access Methodology from july 2021. The new usage statistics now include page views and unique session for each user of the college based on the logs generated from N-LIST.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/05/Pics-library-facilities.pdf

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

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)

29202

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

14

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

Response: Institution frequently updates its IT facilities including Wi - Fi Response - College regularly keeps updating its information technology infrastructure Requirement of students/Staff is assessed and services of technical persons are taken for maintaining hardware and information technology infrastructure of the campus. Classroom are provided with CCTV Surveillance system, electrical power supply with 25 KVA generator backup, high speed internet connectivity,regular update of antivirus for all computers.College has two class rooms with Audio-visual facility and two class rooms with LCD Projector. College has 32 computers in and 2 Laptop with internet access and latest version of essential softwares, minors faults are attended by college computer operator while for major disorders technicians/Service providers are hired for up keeping and replacement. Installation of antivirus is done periodically, formatting of corrupt operating system and replacement of old

computers is done on a regular basis. Maintenance of CCTV and College Website is being done by respective venders on annual guarantee basis.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://www.ssdpcroorkee.org/ssdpc/infrastructure](#)

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[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)

750412

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.

Response: College has a systematic mechanism and procedures for the maintenance and utilization of all the physical, academic and support facilities. Many facilities are maintained by external agencies as per needand demand by the faculty members. Some facilities are maintained by an annual maintenance guaranteebasis. Purchase of computers, Laptops, Printers other ICT device and other equipments are purchased from local dealers by inviting quotations . There are different committees to monitor the smooth functioning of the college. The Seminar hall is used to organize programmes on a large scale. Office is being run through Standard Operating Procedures as per Governments norms. Details regarding proceedings of various administrative/office works are as under:- Received & Dispatch Register - Letter received from various departments, DHE, University & State Government etc. are entered in a register with specific file no. Then put up to Principal/Secretary will remark for necessary order, after that draft letter with all contents is put up for approved of Secretary/Principal furnishing all the requested information and is sent to the concerning department. Accounts - Every Account is maintained as per government norms, Cash Book, Ledger Book & Cheques Book of all accounts are maintainted separately. All the payment are made through A/c pay cheques/RTGS/NEFT. All payments voucher are kept in separate guard file. Fees - All the fees is collected through Bank. After generating the challan the student deposit all the dues in concerning Bank. All the Fees entry are made in a daily fees register as per various head of fees and in the end of financial year fees of separate head is transfered in respective accounts. Purchase - College has constituted a purchase committee at college level. Demands of all department are taken in the office then put up before purchase committee. The Purchase committee examines the demand & forward it with their remark to principal for necessary action. Before final purchase three or four quotation are invited and compiled and order is placed to the

lowest rates offer. Details of all purchases and assets are entered in stocks register under separate heads. Filing - All records of the college are maintained in separate files. Files are classified and allotted a particular number and name such as Appointment file, Personal file, Ledger A/c etc. Maintenance and utilization of Academic and Support Facilities.:- College has administrative office, ventilated classrooms, Library, well equipped laboratories and other basic facilities as per the university affiliation norms. Cleaning of campus, classrooms and toilets is regularly done to maintain proper hygiene . Dustbins are placed at proper places for collection and disposal of garbage.There is adequate furniture in classrooms which is immediately repaired or replaced when damaged. College has its own canteen which is run on an annual contract basis. Students welfare committee Keeps a check on quality of food hygiene in canteen through regular

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure

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

143

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

29

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.ssdpcroorkee.org/ssdpc/
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

200

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

200

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

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

01

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

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

5.2.2.1 - Number of outgoing student progression to higher education

70

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

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

09

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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

Students get exposure to the social and corporate atmosphere by participating in various committees .It helps in developing leadership skills, team building, decision making, time management etc. Our college organises a number of activities at institutional and societal level , so students get enough representation by involving in various committees and co curricular, extra curricular activities as per their choice and expertise . Member students regularly put their suggestions which help the college to generate fresh ideas which infuses dynamism in the college atmosphere as well as more beneficial and required for all the students and for the society.

1. Administrative level participation:

To maintain transparency in all activities the college ensures students representation in statutory

committees.

IQAC: IQ AC consists of two students invitee members . They reflect the needs of the students inthe current scenario which adds a lot of value while a new initiative is contemplated by IQAC.

Grievance cell :The purpose of involving students in the cell is to analyse specific complaints of the students and to ensure transparency in decision making.

Discipline committee: Prefect students of the discipline committee exclusively maintain the discipline of the college.They help in organising efficiently all the cultural/sports events and academic programs in the college. Some of the students are nominated to look after the welfare of the newcomer students & anti ragging activities in the college. They also keep watch on the misconduct of students either in spoken, action or in written form.

Subjects council: Student members of subject council take the oversight of all the arrangements for expedient execution of the activities organised in the particular subject.

Magazine committee: It provides platform to member students to express themselves through various forms of writing like articles, poem, stories etc. They also promote other students for writing.

There are few specific committees such as NSS, Green Brigade, Red Ribbon Club etc. to provide an opportunity to students to contribute a lot for society. NSS activities and camp planning teaches students how to take decisions and execute them perfectly. Through NSS students always raise the evil issues of the society and also try to eradicate them by their active involvement. Green brigade members propagate the value of nurturing the nature. They promote the campaigning of green and clean India in and out of the campus. The Red Ribbon Club is especially formed for AIDS awareness and blood donation.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1dOmpUOKud WZWj3ueheO0t2kRC7BL6-_m/view?usp=drivesdk
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

08

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

Alumni Association was established in the Session 2013-14 and is functioning with an objective to bridge the gap between the College and Alumni progress till Date. The College feels pride to have distingwshed Alumni like Dr. ZakiyaRafat presently working as Principal R.B.D. College Bijnor and .Smt.HimaniSnehi U.A.S.C. (Treasurar) Dr. Garimalecturer Motherhood university Roorkee, Smt. LalitaRajkiye Inter College Maypata Chakrata Dehradoon ,GeetaSaini Rajkiye inter college Dugadda Kotdwar ,Smt.Priti kashyap Rajkiye inter college ChhaparaTehri Garhwal, Dr. Sunita Principal Govt. Inter College Narsan, Ms Priya Pradhan Assistant Professor (Drg/Ptg) at Harsh Vidhya Mandir Raisi Haridwar etc. Our Alumni Contribute To College by being Guest Lectures in Workshops, Seminars and other activities of college. The selection of the

Former student association has been done in the union ,with a
purpose to have say in certain matters of our outgoing students to
Better the quality in enhancement Process of the institution from
journey of this associate, total 357 Alumni were the member of
this association. Alumni association meeting takes place yearly
and future plans are discussed in the meeting. Alumni association
invites former students in the College on two accasions every year
on special occasion such as in Art & Science Exhibition . Some of
the N.S.S. Alumni are actively participated in social service
combining with creative activities for rural area Kids. These
activities are quite motivational resulting in awareness related
to importance of Education and other socioal issues. Thus our
Alumni is like the branches in a tree growing in Different yet
remain it tagged with the college as its roots.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year
(INR in Lakhs)

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

Vision and mission of the College is reflected in the policies and
strategies chalked out in order to achieve short term and long
term goals. Values and norms adopted at the time of inception were
very thoughtfully planned by the founder members and have stood up
the test of time, though suitable changes have also been
introduced in the system to match the demands of changing world
scenario . Perspective plan of the college was prepared at the
time of the submission of self-study report for the second cycle
of NAAC keeping in mind the future needs of the college. College
is working continuously to achieve goals established in the
perspective plan.

- In order to ensure the achievement of perspective plans/goals, IQAC devised a plan of action for each academic year. It prepares the agenda of meetings taking all relevant issues into consideration. The governing body supports and makes provisions for fulfilling the plan to meet out the objectives reflected in the vision and mission of the college.
- Being government-aided, the college is providing low-cost education to the girls' students coming from all sections of the society without any discrimination.
- The College organized various academic co-curricular activities which are in tune with vision and mission. Career guidance cell is organizing activities with a view to provide career orientation to students.
- For efficient management and inculcating leadership qualities, the responsibilities are assigned through the Principal, head of the departments, program officers, committee Heads, coordinators and the members of various committees at various levels. Student's Council is formed in every department to cultivate the quality of leadership, to enhance their strength and to make them self-reliant.
- College is well equipped with facilities viz. Computers, ICT-enabled rooms, high-speed internet connectivity, library, generator, water cooler, photocopier etc.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure
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 College is practicing decentralization policies and participative management techniques in regular working. Before the commencement of session various Committees are constituted and responsibilities are distributed. Participation of each member in various committees is defined through the meetings with Principal and notifications. To ensure participation of faculty/staff, a detailed duty chart is prepared before conducting any major event.

According to the ordinance of Directorate of Higher

Education Azadi Ka Amrit Mahotsavi is being celebrated to commemorate the 75 years of freedom 12-3-21 to 5.4.21   . A large number of activities based on Indian freedom struggle, events movements , unsung heroes, freedom fighters were conducted to inculcate a sense of patriotism and national pride among students by all the departments & committees.

Every year Annual Sports are held in Nehru Stadium which is a good example of participatory approach. But due to pandemic of Covid-19 annual sports were organized in the college only. All the teaching and nonteaching staff, students contributed collectively to make it a great event.

File Description	Documents
Paste link for additional information	http://ssdpcroorkee.co.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A perspective plan has been formed for the years 2020-21 to 2024-25 with the help of suggestions from all the stakeholders for quality enhancement as follows:

- Introducing new U.G. program in Commerce and P.G. programs in Arts and Science faculty.
- Induction programs at the commencement of the session.
- Ecosystem for innovative practices in teaching-learning process and extension activities.
- To increase the number of Certificate courses/Add-on courses/Value Added courses in relevant fields.
- Efforts to establish Language Lab.
- Focus on outcome-based teaching, e-learning, and co-curricular activities.
- To commence a well-planned strategy for advanced and slow learners i.e. their segregation and follow up in subsequent semesters.
- To pursue appointments of Assistant Professor on vacant positions with due permission of the government. • Updation

- and enhancement of ICT infrastructure.
- To develop a culture of Mentor-Mentee at every level.
- Research Projects from various government/Non Government funding agencies.
- To start some new collaborations with the government and non-government organizations of repute.
- Plan for student exchange/faculty exchange and lab exchange programs.
- MOU with NGOs/institutions of repute for the Holistic development of students.
- Set up of more Audio-Visual Room. • Focus on using the Library digitally by the students.
- Expansion of Swayam Siddha Scholarship fund to increase the ambit of scholarships to accommodate more students.
- More career counseling activities for students.
- Coaching/Counselling for NET/ SLAT/ GATE/ GMAT/ GRE and entry-level service examinations.
- More efforts to increase participation of students in Games/ Sports/ Cultural activities to achieve an outstanding position at state/ national level.
- To increase the number of Professional training programs for teaching/non-teaching staff.
- Encouraging faculty for the FDP face to face as well as in online mode.
- Expansion of Green Brigade activities.
- Promotion of solar energy devices in institutions.

Colleges are making efforts continuously to develop infrastructure keeping in mind, the above perspective plan

- Online admission process has been started.
- High speed internet facility was provided.
- Installation of inflibnet.
- Clean drinking water facility with water cooler and RO.
- The process for new audio visual room has been started.
- Renovation of girls common room with facilities of indoor games and a new sitting area also developed for students for use in their free time.

 Measures adopted to enhance quality of teaching/ learning, administration and library facilities.

- To make teaching-learning effective, time table is prepared and sections are divided before commencement of the semester.
- Subject councils are responsible for arranging various

academic activities. Continuous efforts are being put to increase student participation and provide a larger, thought sharing platformsto students by organizing inter institutional debate competitions and other academics activities..

- Admission committee formed consisting of members from science and arts faculty works according to admission norms of university /state government.
- Various efforts are being made to promote research culture among faculty members as well as students.
- Online internal examination mode has been initiated.
- A no of activities have been organized to celebrate Azadi ka Amrit Mahotsav.
- To new add-on course by the Physics & Maths departments were introduced.
- Process for the new programs – B.Com, PG in Science & Arts subject has been started.
- Collaboration with Center for Environmental Education has been made.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/naac-iqac
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.

Sanatan Dharamm Rakshini Sabha Roorkee is the parent institution of the college Sri Sanatan Dharam Prakash Chand Kanya Snatkottar Mahavidhyalaya .College works under the management committee constituted under the Societies Act 1961.

General body is the Apex governing body which consists of Life Members, Patron Members, General Members. Out of the general body

executive committee is formed through elections.

Executive committee consists of President, Vice President, Secretary, Joint Secretary and Treasurer. Besides these according to the constitution there are seven other members.

Management committee of the college prepares annual budget and financial statements, discuss the academic progress, makes provision for infrastructure/academic and physical facilities and their maintenance.

Management committee is also the appointing authority of Principal, Teaching and non-teaching staff.

Principal is the administrative head of the institution and gives direction and supervises with a focus on smooth functioning of administrative and academic/co-curricular activities. The main focus of the faculty is on teaching but simultaneously they are assigned multifarious tasks.

Presently there are 23 committees functioning at college level such as Admission, Cultural, Sports, Purchase, Time Table, Research, IQAC, Exam etc. and all the administrative works/co-curricular activities are executed through the Heads of the committees under the guidance of Principal.

Office is also the important part of college administration. There is office in charge who supervises the work of other office clerks and support staff.

The College administrative wing looks into the work related to admission, examination, appointments, purchase procedure, maintaining the daily record to interact with stakeholders, university, Government offices etc.

Management committee, Principal and all the teaching and non-teaching staff strictly follow the rules according to the norms of Government of Central Government, MHRD, UGC, Uttarakhand Government. The teaching and non-teaching faculty has the benefits of P.F., Casual Leave, Priviledge Leave, Medical Leave and Maternity Leave.

Recruitments of permanent teaching and non-teaching staff are done under the norms of Uttarakhand Government and Directorate Higher Education, Uttarakhand. Vacancy is advertised in the leading newspapers, application are invited and

scrutinized. After the appointment of screening committee interviews are taken on the fixed date. Selected candidates are joined after the approval of University and Directorate, Higher Education. Promotion is also time bound according to the rules of UGC and Uttarakhand Government. Promotional policy is transparent and PBAC of the UGC is followed for the promotion of faculty under the Career Advancement Scheme. IQAC scrutinize API filled by the faculty keeping in view prescribed norms and process of promotion. After the recommendation of the screening committee and college management committee , the approval is taken from the Directorate, Higher Education following the due procedure.

The college has formed a Grievance Redressal Cell for students to and address complaints and grievance to solve them. The Principal is the head of the cell. The cell reviews the grievances received and resolves it within time limit. Identity of person filling complaint in suggestion box are kept confidential. The solution/decision with regard to grievance is communicated to individual of the college for further action.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/organogram
Link to Organogram of the institution webpage	https://www.ssdpcroorkee.org/ssdpc/organogram
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

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

6.3 - Faculty Empowerment Strategies

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

The college is aided by Govt. of uttarakhand. Several schemes are functional for the welfare of staff in our college. Following schemes are available for teaching and non-teaching staff as per the norms of the Govt. of Uttarakhand.

- Pension Scheme:- All the teachers and employees who have been recruited before 2004 are entitled to life time pension.
- National pension Scheme (NPS):- Teachers and employees, who have been appointed after April 2004, are covered in this scheme.
- House Rent Allowance:- Regular teachers and non-teaching staff are provided HRA as per govt. rules.
- Group Insurance Scheme:- This scheme offers personal insurance and all the employees have to pay a fix annual premium of Rs.4200/ Rs. 2100/ and Rs. 1200/ are paid by teaching staff/class III employees/ and class IV employees.
- Gratuity is one of the retirement benefits offered by the employer to the employee upon retirement or leaving the job.
- Maternity/Adoption Leave:- Total of 180 days leaves are given to female employees for the delivery/adoption of maximum two kids.
- Medical Leaves:- Medical leaves for 365 days are given to the employees for any medical illness during whole service period.
- Duty leaves are granted for attending seminars, workshops and for other academic programs.
- Casual Leave:- in every academic session 14 casual leaves are provided to the staff members.
- Privilege Leave:- 10 privilege leaves are provided in every

session.

- **Child Care Leave:- Total 730 days leave given to female employees for taking care of their children up to the age of 18 years.**
- **Job offers to one of the family members after the sudden death of the staff in service.**
- **Hill allowance to all regular employees.**

Additional welfare schemes for non-teaching staff:- the non-teaching staff get the facility of bonus from the govt.

Welfare schemes at college level:- The teaching staff association provides financial aid to the needy staff through contributory collection of funds as per requirement.

- **A canteen facility is available in college premises for students and staff.**
- **The college management gives concession in fees for wards of employees.**
- **Uniform provided to all IV class employers.**

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/6.3.1-1.pdf
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

03

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)	View File

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

10

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

16

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

Response: Performance Based Appraisal Reports (PBAs) provide good feedback to Faculty and help them in understanding the changing needs of students. The college is affiliated to HNB Garhwal University Srinagar , Garhwal. We strictly follow the UGC regulations on minimum qualifications for appointment of teachers and other Academic staff for the maintenance of standards in Higher Education - 2010 (Regulation No. F 3- 1 / 2009 date June, 30 , 2010) together with all amendments made therein from time to time for teaching and non teaching staff. we manage the system of Appraisal annually with the completion of each year of service. The objective is to evaluate on the one hand and to pinpoint potential aspects for improvement leading to for the progress and growth of the employee . Moreover , the faculty members wholeheartedly make efforts through teaching-learning , academic , Research and extra curricular activities . It is also based upon the relation with students colleagues and administration. Employee's self appraisal is reviewed for IQAC by the head of the Institution.The salient features of the performance appraisal system are as follows: (A) the performance of each faculty member is assessed according to the annual self assessment for the performance based appraisal system (PABs). (B) promotions are based on PAB's Performa for UGC Career Advancement Scheme (CAS) that is based on the API score. (C) The institute undertakes a wide range of activities besides academic for which faculty members are assigned additional duties and responsibilities which are most voluntary. (D) the faculty members are informed well in advance of their due promotion. Non-Teaching Staff : All non-teaching staff are also assessed on the basis of discharge of assigned duties.Thus staff members are assessed through various parameters. The college has different committees through which faculty members contribute and give compliance as per assigned tasks which alsoprovide a basis for evaluation of organizing skills/talents of faculty members. In addition to this many questions in students feedback framed in a way to provide and insight in to faculty Performance.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bjchjAYXTJRKoB5diMswWY7bcCNRt9Wj/view?usp=drivesdk
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

Audit of office accounts is done internally as well as by external experts. Random Internal audit is done by at the end of each financial year by a team comprising of senior faculty members appointed at college level. Since 2018-19 Academic and Administrative Audit committee has been working for auditing overall performance of various academic and administrative units of the instituions. External audit is done by Departmental Audit team appointed by Director Higher Education and Auditor General of the state and report is sent to Account Officer, Joint Director, Registrar and Director Higher Education, Uttarakhand. Compliance to Audit objections raised by audit team is the responsibility of the Principal. Last Audit was conducted by Auditor Accountant General Uttarakhand for the period of 01.10.2009 to 31.07.2015. The audit report of October 2009 to July 2015 compliance report has been sent to the Director, Higher Education, Haldwani. The Annual Audit details are sent to the Auditor Accountant General Office as per their demand from time to time. Next phase of auditing of colleges is underway in the state and college will go for Audit in due course. During audit the utilization of funds given for sports & cultural events, seminars, career guidance and capacity building activities etc. are assessed thoroughly. Purchase committee constituted at college level also works for verification of purchases. Funds acquired from U.G.C. are also audited and college has successfully submitted scheme utilization

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/
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)

1

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The college is included under section 2f 12B of UGC Act 1956. College receives salary grants from Govt. of Uttarakhand and is also eligible to receive grants under various schemes of UGC. Infrastuctural development of the institution is funded by its Management committee. Other regular activities are financed through various student funds. Some amount is also mobilized through donation from individuals, NGOs, SF course Fee etc. IQAC / student welfare committees have been assigned additional task of mobilization of funds and to develop a system of optimal utilization of funds mobilised in the interest of students In the past some local NGOs / organizations have provided some support. College is registered under the Societies ACT 1860 and 12A of income tax ACT 1961 Resource mobilization Procedure- Students tuition fee and payments received under various heads like sports, cultural magazine, library, maintenance etc. are the primary source to meet out various expenditures incurred during the year. In addition to this college management also extends help as & when needed. College Faculty has also developed Swayam Siddha Student Welfare Fund for full or partial financial support to students on need cum merit basis for supporting their studies. Optimum utilization of resource College has well planned procedures for optimum utilization of resources. Peons appointed on regular posts maintain the campus and class rooms clean. Few contractual support staff is also appointed through proper channel, some staff is recruited by management fund. These all work in coordination under the direction of principal and office incharge. Duties are assigned by the office Incharge to class IV employees. Available funds are utilized in a transparent manner through the cheques, RTGS or NEFT mode. As per the advice / direction of principal and suggestions by IQAC available funds are utilized for developing facilities for college, faculty & students. Management committee specifically looks after the maintenance and augmentation of college infrastructure.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1coqjK587hWDdfzl1AgjubB-yfdpR8-JS/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC is continuously working to improve the quality culture in all spheres of college activities through channelized efforts for promoting holistic academic excellence.It prepares perspective plan of development for the college and execute it in a strategic way . IQAC has contributed significantly for institutionalizing the quality assurance strategies and process through these practices.

- Organised Orientation Program for Students with an aim at familiarizing them to an unknown campus environment, its faculty, infrastructure, work culture, teaching learning/evaluation process, different committees/curricular and co-curricular activities, course structure, discipline, as well as second and third year students are acquainted with their new courses/syllabi, mentorship as well as carrer oriented activities.
- Sensitized students for students satisfaction survey through various platforms and achieved a score 15.9 for the second cycle of NAAC Accreditation .
- Invited the demands viz lab equipments/furniture/books/computers at the commencement of session and to ensure timely purchase.
- Registration of Alumni.
- Obtained and analyzed feedback from stakeholders and utilized them for the upgradation of college.
- Efforts to improve students attendance and to furnish KPI to be uploaded on the website of Directorate, Higher Education Uttarakhand.
- Initiated two more add on courses in Maths and Physics Department.
- Organised training programs for teaching and non-teaching staff.
- Submitted IIQA, SSR and clarified DVV Process timely.

- **Initiated internal academic and administrative audit.**
- **External AAA was also conducted.**

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/naac-iqac
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 approach of IQAC has always been focused on the learner-centric teaching learning process . In accordance to this, it introduces and initiates the teaching learning process and modify after taking the reviews/suggestions at regular intervals in order to improve learning outcomes. Some measures undertaken by IQAC in this direction are:

- **Regular meetings of IQAC in every quarter to review and to get suggestions.**
- **IQAC takes feedback analysis and utilises the outcome for college upgradation with due procedure. A link is provided on College website for online feedback.**
- **At the commencement of the session faculty members prepare the teaching plan and follow it strictly. At the end of semester they submit their syllabus progress report in writing.**

- **Student attendance is maintained in attendance register for each paper in a regular way. Student with low attendance are shortlisted. Parents are informed through postcards and PTM's are organized to solve their problems.**

- **IQAC organizes meeting with teaching staff to review/update/monitor the teaching learning process. At the end of session faculty fills self assessment which is also mandatory for the promotion.**

- Internal academic and administrative audit is also the best practice to review and implement teaching learning reforms which is done at the end of the session. In this session 2020-21 external A.A.A was also conducted.

- To take the learning outcomes of any activity feedback is taking from the students to review its utility & improvement are made accordingly after the consultation with Principal.

- Presentations, Debates, Online test, Class test, Quizzes, Internal exams, are organized/conducted to evaluate the students performance from time to time.

Through these measures college has recorded incremental improvements in various activities, methodologies and their outcomes:

- To More add on courses and value added, soft skill courses have been organized.

- Orientation programs for teachers and students have been organized. In addition to these a number of teaching and non teaching staff training programs have been conducted.
- Proposal for one more audio visual room has been made and the process has started.

- Activities like Vistaar, Disha wall magazine and other board activities are being organized. The benefit of these activities is that a large number of students participate without disturbing the regular classroom teaching.

- **Miss Prachi Singh Student of M.A Drawing and Painting has been awarded gold medal in the university list which is a best proof of incremental improvement in teaching learning process.**

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/04/Progrms-Outcomes1.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	https://drive.google.com/file/d/17ZHePYF6akQ3jdlWpv3XGWZaMG3SDJjK/view?usp=sharing
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 college is a girls college and is well known in the city for providing a safe and secure atmosphere. Safety and security of

girl students and female faculty members occupies a place of utmost priority for college authorities. Institution follows the norms of gender equity and sensitization and provides facilities for ensuring completely safe atmosphere for study / working of its students / faculty members. Various committees are working in this direction viz discipline, students welfare, student safety and empowerment and grievance redressal. Special mentoring counseling arrangements are made and students can discuss their problems with their mentor to find a solutions. Initiative taken by the institutions for promoting the cause of gender equity are summed as under :-

- Grievance redressal committee takes necessary action on sensitive issues.

- The entire college is covered under CCTV cameras and is fully covered with sufficient light. Total 32 cameras are installed at strategic locations to cover class rooms and campus.
- Notices are issued from time to time for awareness.
- A guard is posted at the main gate during college hours to ensure safety. Visitors have to make entry in the visitor's book.
- A variety of programmes are conducted to create awareness about gender equity these includes nukkad natak, rallies, speech competitions, poster competitions etc.
- College provides three months free taikwando training to empower girls.
- Programmes on cyber crime awareness are conducted by computer science department.Student Safety and Empowerment Cell
- Swavlamban- an initiative by drawing department is a step towards making girls self reliant.
- Students are nominated as member of various committee to provide them with leadership and managerial quality.
- There is a common room and an open sitting area for use in leisure time by students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1KKAjj9Uck UCWpdwlq4PdFDMFOHAMMjE4/view?usp=sharing
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	A . SECURITY GUARD ,C.C.T.V. Camera , B. Counsetting space , C. Common room , ARE AVAILABLE

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

D. Any 1 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

College is very sensitive to the cause of environment and has continuously devised ways and means to preserve a green environment through waste management. The college has a sprawling green campus and to maintain this students and faculty give priority to reduce waste at minimum.

Solid Waste Management

Solid waste management is done by collecting, treating, disposing of solid discarded materials. The waste generated by all types of routine activities carried out in the college includes paper, plastic, food, napkins, wraps etc. The daily waste is segregated at each level and source. Separate bins (Blue and green) are kept at strategic locations in the campus for the segregation of the waste so as to maintain cleanliness in the surroundings and arrangements are made for proper disposal of waste materials deposited therein. The solid

waste is regularly collected by the Nagar Nigam carts. Dustbins are also kept in classrooms as well as in faculty rooms to collect the dust and paper waste. Oraganic waste is converted into biofertiliser by the composting method and used for plants as manure in the campus. Campus is connected to the city sewer line for the disposal of solid waste.

Waste segregation charts are displayed at strategic locations in order to educate students. To reduce waste students and staff are sensitized for the proper waste management practices through, lectures, advertisements, door to door campaign and other activities. Green Brigade is playing a vital role to initiate this management. Activities based on Best out of waste for the waste management are conducted by Drawing and Painting Department.

Project covers, file covers are reused. Reuse of paper is a general practice that college follows seriously. Weeding out is done in library, all the departments and office. Old papers (Raddi) plastic, old newspapers, iron equipments of no use are sold out to vendors following due procedure.

Liquid Waste Management

The college focuses on proper management of liquid waste by following practices.

- Sprinklers are used in college for green area watering.
- Use of push button taps for drinking water supply.
- Stop Alarm bell is fixed for overhead water supply tanks.
- Waste water from the hand pumps and drinking water taps are reused for watering plants.
- Roof tap water tanks are cleaned and leakages are checked periodically.
- Water taps/pipe lines/ R.O. water filter/Water cooler are repaired as and when required.

E-Waste management :

- Regular maintenance of electricity fittings is done at regular intervals.

- Non-working equipments, computers, monitors, printers and batteries etc. as scrap materials are sold regularly.
- The printer cartridges are refilled as and when required, UPS batteries/inverter batteries are recharged, repaired, refilled/exchanged.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   `D. Any 1 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: `A. Any 4 or All of the above`

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	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   `A. Any 4 or all of the above`

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

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, 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

`A. Any 4 or all of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[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).

Response: Our society has a rich cultural , regional , linguistic , communal socioeconomic and other multiple identities . Institution endeavours multi -dimensional initiatives through the board Activities like Disha and vistar , cultural as well as sport events. The institution displays regard for national integrity heroes ,days and anniversaries , regional languages ,Campaigns proposed at National, local as well as NGOs' level through participative and experiential learning exposures. Our students take part in various campaigns of national integrity or awareness programs. Folk songs and dances, skits in cultural events focusing on rich Indian art, culture , environment and spirituality. We celebrate National and international days like International Environment Day, Yoga day ,Women Empowerment , Youth Day , National Science Day , Earth Day, Mothers' language Day, Ozone day etc . We also try to focus and contribute to the social issues like Beti bachao Beti padhao, stress management help to needy ones, Education to young ones in routine as well as during covid-19 outbreak. Page

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

College regularly arranges number of programs to sensitize students and employees towards the constitutional obligations and responsibilities of citizens. College schedule begins with national anthem in the morning and ends with Vande Mataram. SVEEP (Systematic Voters' Education and Electoral Participations) of the election commission of India was introduced in our college to promote voter literacy . Electoral literacy club and NSS unit of college created awareness among students and the general public about voting .Voters pledge program were also organized. Volunteers of College celebrates national festivals and days with full enthusiasm. Independence Day celebrated annually on 15th August to pay honour to our freedom fighters followed by flag hosting and cultural programs . 26th January honours the date on which the constitution of India came into effect. It is celebrated to awaken constitutional values, rights, duties and

responsibilities among students and staff. . To celebrate Azadi ka amrit mahitsava variuos competitions like poster & slogan competition, essay writing, quizzes, cultural programs etc are conducted throughout the year.The wall of Valour invokes patriotic feelings among students and make them aware about the sacrifices of our soldiers. Through Kargil Vijay Diwas college pays tribute and salute to our brave soldiers. To support the families of the martyrs, a collected amount by the staff & students is being sent to D.M. every year on the occasion of flag day. Sadbhawna diwas, Ekta diwas , Human Rights day,also celebrated by NSS unit of the college for inculcating the feelings of togetherness among its citizens. To mark the nationhood the institute celebrates national festivals and Birth/ Death anniversary of national personalities so that students can realize how national integrity defeats to the threats for unity, integrity and security of the nation. celebrations on International woman's day etc. are organized to make our students sensitize.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1bqeldvSTIgKmZ2l1Syr154DAgD6NNR8v/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1bqeldvSTIgKmZ2l1Syr154DAgD6NNR8v/view?usp=sharing

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

Institution Celebrates / Organizes National and International Commemorative days, Events and Festivals. India has a very rich cultural heritage and is known for its cultural diversity. The College helps students to relate to the country's cultural heritage and connect with their roots. To achieve this objective college celebrates important National & International days and actively Participates in the National Flagship Program initiated by MHRD, University and the State Government offices College also celebrates all the National Heroes on their Anniversaries with great enthusiasm. The event is celebrated by lectures, rallies, debates, thought presentations, essay & slogan writing, poster competitions, skit, singing & dancing, wall magazine disply etc. The College Organizes Activities on days of National Importance to recall the events or contribution of our leaders in building the Nation and imbibes these in the moral and ethical behavior of students. Painting Exhibition, Rangoli Competition , Yoga and Nukkad Natak are organized to focusing on socially relevant issues to sensitize students about these. Independence day, Republic day ,Subhash chandra Bose Jayanti , Sarojini Naidu Jayanti and Gandhi Jayanti, etc. are celebrated every year with full zeal and enthusiasm. A brief description of the various programs / Activities being Organized in this regard is enclosed in the concerned view file.

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.

Best Practice- 1

Green Brigade: An endeavour for spreading Environmental consciousness

Only after the last tree has been cut down.

The last river has been poisoned.

The last fish caught.

Only then we will find that money cannot be eaten

We the green brigadiers with a motto 'Hamari Dhara Hmari Dharohar' believe that radical change in attitude and mindset is essential in order to make Environment sustainable.

Context

This practice was initiated under the supervision of Dr. Archana Mishra, Department of Economics in Session 2011-2012 with a team of active fifteen members led by Alpna, Rachna, Khushboo and Megha. The students connected enthusiastically for this cause and hence from the session 2015-2016 other departments joined their hands with a large team of students.

Objective:

- **Spreading Environment consciousness in and outside college campus.**
- **Following three R practices in day to day life viz Reuse,**

Reduce, and Recycle.

The Practice

In the beginning of the session orientation programme is conducted in order to introduce the objectives and working of Green Brigade. In addition to these teams, a large number of students are working as active volunteers for the environment at college level.

Green Brigade Teams (2019-2020)

2.10.2019

4.11.2019

20.01.2020

1. AASMA PARVEEN

B.A.6 SEM

1. PARVEEN B.A.6 SEM
2. RUPA DEVI B.A.6 SEM
3. ZEENAB B.A. 4 SEM
4. DEEKSHA B.A. 4 SEM
5. MANISHA DABARB.A. 4 SEM
6. ARZOO BANO B.A. 2 SEM

1. JYOTI B.A. 6 SEM
2. DEEPTI B.A. 6 SEM
3. ARTI B.A.6 SEM
4. SARITA B.A. 2 SEM
5. SABINA B.A. 2 SEM
6. SWASTIB.A. 4 SEM
7. MEENAKSHIB.A. 4 SEM

1. ALKA B.A. 6 SEM
2. ZEBA B.A.6 SEM
3. RIMJHIM B.A. 2 SEM
4. TANNU DHIMAN

B.A. 2 SEM

1. URVASHIB.A. 4 SEM
2. KAJAL TYAGIB.A. 4 SEM
3. NISHU

CHAUHANB.A. 4 SEM

06.02.2020

03.03.2020

1. PALLAVI B.SC. 6 SEM
2. PARUL SINGH B.SC.6 SEM
3. SHALU DEVI B.SC.6 SEM
4. KAVITAB.A. 4 SEM
5. LEENA BHARTI

B.A. 4 SEM

1. KHUSHBOO B.A. 2 SEM
2. JYOTI KUMARI

B.A. 2 SEM

1. MADHU DEVI B.SC.6 SEM
2. SHALU DEVI B.SC. 6 SEM
3. CHETNA B.SC.6 SEM
4. MAHIMA CHOUDHARY B.A. 4 SEM
5. NISHA B.SC. 4 SEM
6. PINKI B.SC. 4 SEM
7. SHAMA B.A. 4 SEM

Green Brigade Teams (2020-2021)

1. ZEENAB B.A. 5 SEM
2. DEEKSHA B.A. 5 SEM
3. MANISHA DABARB.A. 5 SEM
4. KHUSHBOO B.A. 3 SEM
5. JYOTI KUMARI B.A. 3 SEM
6. RIMJHIM B.A. 3 SEM
7. SADIYA MARIYAM

B.A. 1 SEM

1. MEENAKSHI B.A. 5 SEM
2. URVASHI B.A. 5 SEM
3. KAJAL TYAGI B.A. 5 SEM
4. TANNU DHIMAN

B.A. 3 SEM

1. SARITA B.A. 3 SEM
2. SABINA B.A. 3 SEM
3. GINNI TYAGI B.A. 1 SEM

1. SEMKAVITAB.A. 5 SEM
2. LEENA BHARTI B.A. 5 SEM
3. MAHIMA CHOUDHARY B.A. 5 SEM
4. ARZOO BANO B.A. 3 SEM
5. PRIYANKA B.A. 3 SEM
6. AAISHA B.A. 1 SEM

1. NISHA B.SC. 5 SEM
2. PINKI B.SC. 5 SEM
3. SHAMA B.A. 5 SEM
4. NANDITA BSC 3 SEM
5. MEHAK AAHUJA BSC 3 SEM
6. PAYAL B SC. 1 SEM

1. SWASTI B.A. 5 SEM
2. NISHU CHAUHAN

B.A. 5 SEM

1. UZMA B.A. 5 SEM
2. SUJATA B SC. 3 SEM
3. ANSHIKA BSC 3 SEM
4. ASMA FURKAAN

B.A. 1 SEM

Activities of Green Brigade: A plan of Action is prepared in advance and Green Brigade works accordingly in and outside the campus.

Plan of Action:(2019-2020)

- To make campus Wi-Fi
- Switch over to Online Admissions
- To Install Solar Energy System
- Installation of Earthquake Alarm in Campus
- Promoting use of Google forms for conducting student union and chief prefects elections
- Wherever possible, promoting paper less working
- utilizing college notice boards and website for broadcasting messages
- Online feedback through college website
- zero plastic campus
- Well planned environment policy to be adopted with the help of science departments in the campus.

Plan of Action:(2020-2021)

- Plantation drive by green brigade students group
- Implying 3 R's in college, Reduce, Recycle, Reuse more efficiently
- To make campus Wi-Fi
- Water Conservation Module set-up
- To Install Solar Energy System
- Installation of Earthquake Alarm in Campus
- Collaboration with institutes / organizations dedicatedly working for environment conservation
- Creating internship opportunities for students in various fields of environment conservation
- Digital Registration process for various academic and extracurricular activities in campus

Measures taken at the college level to go Green

- Publication of the Annual Magazine of the college on the themes like Paryavaran Sarankshan and Jal Sarankshan
- Book bank and uniform bank to save energy and environment
- Internet facility is provided to go paperless. Expansion and up gradation of website
- Test and assignments are taken online
- Double side use of paper for rough work
- Promoting students to submit assignments without plastic file covers and to use double sided paper.
- Reuse of old file covers by student and staff

- Promoting students to use e-books and study materials through e-resources
- Botanical garden is maintained
- Students are motivated through signage's for segregation of waste
- Various poster making competitions were organized on water, energy and environment conservation
- Interactive what's app groups are formed by departments for online student learning·
- College committees also communicate through these what's app groups and other dedicated groups as well
- Compost pit is in use
- A permanent gardener and three cleaning staff are working to make the campus clean and green
- Lack of gardening space is compensated through various innovative pot plantation through
- Students were encouraged to plant trees outside college campus as well, for which tree guards were arranged through the help of Nagar Nigam
- Power consuming Light bulbs and tube lights were replaced by Power efficient LED's
- Students residing in the vicinity of college are encouraged to come to college by walking or bicycle
- Rooms and laboratories are airy and well ventilated, full of natural light
- Banners inculcating environment awareness are displayed at strategic locations.
- Faculty is continuously attending professional development program, seminar, conferences and also presenting paper related to environment

Activities Conducted: 2019-2020

S.No.

Date

Department/Faculty

Details of Activity

1

15-8-19

N.S.S

Swachha Bharat Abhiyan

2

17-7-19

N.S.S

Water Conservation

3

24-9-19

Hindi Deptt.

Essay writing- ParyavaranChetna Mai Hindi Lekhkonkayogdan

4

24-9-19

Zoology Deptt.

Plantation of Medicinal plants

5

27-9-19

N.S.S

Rally- Swachhtaaur Plastic Mukt Bharat , JalSarankshan , Paid
Bachao - PrakartiBachao

6

6-8-19 to 8-8-

19

N.S.S

Seminar- JalSarankshanChunautiAurPrayas

7

15-6-19 to

30-7-19

Organized by Nodal officer Ms. Anjali

Prasad

Swachha Bharat Summer Internship students participation of 6 students

8

1-10-19

N.S.S

Public oath- Single Use Plastic MuktHaridwar by 1500 students and citizens

9

24-10-19

N.S.S

Essay writing- Admikokya ho gayahai, shaharshahargandgi ho rahehai

10

1-11-19

N.S.S

Public Oath- SwachhtaShapath on the occasion of SardarBallabhBhai Patel

11

14-6-20 to

20-6-20

N.S.S

Plantation on the occasion HarelaParv

12

7-6-20

IQAC

International Webinar- Impact of Covid-19 on Environment

13

10-3-20

VistaarPrakostha

Essay Writing Competition- HurBoondHaiKimti

14

15-10-19

Green Brigade

Orientation Programme- Awareness Programme

15

29-2-2020

Green Brigade

Exhibition visit to IIT Roorkee -

RashtriyaSwachha Ganga Mission

16

5-6-20

E-learning cell

Webinar- Environmental Interaction on

Occasion of World Environment Day

17

22-4-20

E-learning cell

Poster Making Competition- PrithvikeliyeVardan- Corona Sankat

18

15-3-20

Botany Department

Webinar- Effect on Covid-19 on

Environmental Justice

19

5-6-20

N.S.S

Online poster & Slogan Competition- On the occasion of world Environment Day

20

1-5-20

My Govt App

Online Quiz- Participation in Covid-19 Pandemic General Awareness Quiz

11-2-20

My Govt App

Online Quiz- Covid 19- Ek Bharat Shrestha Bharat

N.S.S

Rally- Swachha Bharat Mission

21

13-2-20

N.S.S

Lecture- Water Conversation

22

13-2-20

N.S.S

NukkadNatak- JalHai to KalHai

Activities Conducted: (2020-2021)

S.

No.

Date

Name of Department/Faculty

Name of Activity

1

19/07/2020

NSS

Essay Competition:Jal Sanrakshan ek Chunauti

aur pryas.

2

8/08/2020 to

15/08/2020

NSS

Gandagi Mukt Bharat ke liye Shramdaan,

Cleanliness Activity for Animals (Pashudhansanskar)

3

12/08/2020

NSS

International Youth day Webinar: Challenges & responsibility of
youth, cleanliness in village

surroundings (Na Keval App kintu aas pass)

4

14/08.2020

NSS

Gandagi mukt Bharat Slogan &Poster

Competition

5

01/10/2020

Green Brigade

One week cleanliness Campaign on the

occasion of Gandhi Jayanti

6

02/10/2020

Green Brigade

Spreading awareness for cleanliness by the

students

7

03/10/2020

Green Brigade

Plantation

8

05/10/2020

Green Brigade

Spreading awareness for physical cleanliness

9

06/10/2020

Green Brigade

School children prepared posters and recited poems about Nature and water conservation.

10

07/10/2020

Green Brigade

Poster making for environment cleanliness &

reporting of activities

11

09/11/2020

Green Brigade

My efforts for environmental conservation one the occasion of Diwali, an awareness

Programme to celebrate Diwali pollution free.

12

10/11/2020

Green Brigade

Appeal for pollution free Diwali

13

12/11/2020

Green Brigade

Decoration of homes through flowers and other

nature items

14

13/11/2020

Green Brigade

Decoration of homes through flowers and other

nature items

15

14/11/2020

Green Brigade

Rangoli making by natural colors

16

15/11/2020

Green Brigade

Rangoli making by natural colors

17

16/11/2020

Green Brigade

Students write up for their efforts

18

17/11/2020

Green Brigade

Students write up for their efforts

19

01/12/2020

Green Brigade

Environment and Soil Conservation week, Oath

Taken

20

02/12/2020

Green Brigade

One Use Plastic: No more – a presentation by

Ms. Himanshi, Lecturer in Microbiology

21

03/12/2020

Green Brigade

Plantation by students nearby their homes.

22

04/12/2020

Green Brigade

Poem Recitation by the students on the topic.

i.e. environment, soil , water conservation

23

05/12/2020

Green Brigade

Soil Conservation: A Boon for nature by Ms.

Deepa Pawar, Astt. Prof. Microbiology, Doon University, Dehradun.

24

06/12/2020

Green Brigade

Closing ceremony and certificate distribution &

Plantation in College

25

05/04/2021

Sociology

Plantation

26

22/04/2021

Zoology

Earth Day Celebration, Poster Competition

27

23/07/2021

Green Brigade

Orientation Meeting on YRE

28

28/07/2021

Botany

Seminar on Nature Conservation Day

29

24/08/2021 to

25/08/2021

Green Brigade

Wild Life Photography Workshop

Evidence of Success

- Indian government started Swachachhta sarvekshan 2021 in which they rank colleges and our College got first position and achieved Swachhta Sarvekshan award for three consecutive years i.e. 2019, 2020, 2021.
- Collaboration with Centre for Environmental Education for conducting the activities.
- A large number of students are participating actively and spreading awareness in and outside the campus even in the Covid 19 pandemic is also evidence of success.
- Mahatma Gandhi National council of rural education under the

Department of Higher Education awarded the certificate of recognition for the works done by the college.

Challenging Issues

- Being the girl students the responsibility of the incharge of Green Brigade increases. Students are not recommended to go all alone for any such work. Either they go in small groups or they have to work in campus or nearby places of their homes.
- To work with any collaborative agency or participation in such awareness programme is not easy for the students as the college does not have own transportation facility.
- Problem of limited green space in the campus in also challenge. Therefore the plantation drives are organised outside the campus and to look after the growth of plants is difficult in such circumstances.

Limitations

- College is situated in the heart of the city and has its own limited space.
- College does not have any funding (in the form of students fee or Govt. aid) for the plantation drive Green Brigade has to devise resources at its own.

Inference

- Students are feeling proud while working for this practice and in taking the responsibility of spreading awareness in and outside campus.
- This practice contributes in making the students socially responsible while working for the cause of environment.
- The campus is becoming more neat and clean day by day due to the efforts of all the stake holders.

Best Practice 2 :

Taekwondo Training

The Context:- Our college is providing self-defense training for Taekwondo since the session 1992-93. Generally, it is seen that due to lack of confidence, physical fitness, and knowledge of self-protection techniques, girls often fail to

react or report incidents of physical harassment. The main objective of the program is to empower girls So that they can defend themselves against physical assault. By this training, they can contribute meaningfully to build their overall development, shape their own personality and enhance their capacities. Taekwondo helps to enhance their confidence, self-awareness, discipline, and physical fitness. These techniques sharpen their reflexes and reduce mental stress.

The Practice:-Training like Taekwondo strengthens girls to take bold steps for self-protection. In case of any physical assault, girls need to protect themselves with hand to hand fighting skills and this training helps to develop many skills like -

 • They learn how to strike properly through punch, kick, elbow, knee, etc. without self-injury.

• Learning how to generate power in striking and protect themselves under conditions of a sudden assault.

• Every year approx. 100 students attend three months training camp on the college campus. we had taken it to new heights by providing diploma training and certificates for their professional development.

Challenging Issues:-

1. Maximum no. of students belong to rural and financially weak backgrounds with families having a conservative mindset, so it's not easy to convince their parents to make them join Taiquondo training sessions.

2. Despite the problem of limited space in our college campus, sincere efforts have been taken for regular training in every session.

3. The motive of providing free Taiquondo training in college is that there are students from the economically weaker section who can not afford personal training on their own.

4. Being girls, our students have also the responsibility of their household works. So they are unable to give extra time for the training. Hence college has to set time schedule for training sessions according to their convenience.

Limitations:- Being a girls institution also poses certain problems before participants:-

1. Most of the students belong to the periphery villages where the transportation system is lacking, so girls students can not come on their own they have to depend on their guardians.

2. Proper ground for practice is not available on the college campus. So we have to depend on the community ground of our twin Institution S.D. Inter College for the practice as per the availability.

3. Despite the Limitations Taekwondo is playing a vital role in empowering our girl's students in terms of safety, security, and self-defense.

Evidence of Success:-

1. Keeping in view the interest security issues of the girls, a three-month Add-on course in Taekwondo is being run from the session 2014-2015.

2. Some students participated in the district-level Taekwondo competition and won the medal. Now they are preparing for the state level.

3. After completing advanced training successfully, some students become professional Trainers.

4. On the basis of the National level Taekwondo fight, some students have also been selected for government jobs in the police department.

Inference:-

1. Students are feeling mentally and physically strengthen after completing Taiqondo training.

2. The training contributes to enhancing their confidence level and overall

personality.

3. Students should be provided an option to choose Taiqondo as a

career by assisting them in various ways for higher-level training of this

unique art.

File Description	Documents
Best practices in the Institutional website	[2 links] BEST PRACTICE 1 GREEN BRIGADE:: https://www.ssdpcroorkee.org/ssdpc/green-nitiatives, BEST PRACTICE 2 TAIKANDO: https://www.ssdpcroorkee.org/ssdpc/best-practices
Any other relevant information	https://drive.google.com/file/d/1Dw9jWcFUZDB7jKUiVV4Ftel1ixC8lTVb/view?usp=sharing

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

ACADEMIC EXCELLENCE-- Our vision & mission is to facilitate and provide quality education to girls imbibing moral values, fostering leadership and managerial excellence to serve the nation. To educate girls is not only our main goal but to make them self-dependent and career-oriented, which is a need of the time. Cohesive leadership at all levels Is inculcated, so as to provide a vibrant culture to accommodate the distinctive needs of all genres of students . In the present scenario, there is a lot of competition and opportunities. We provide ample opportunities to the students of both UG and PG from different streams to mingle together in academic as well as extracurricular activities

organized through different committees, subject councils . The academic excellence of the college is reflected in the merit list of HNB Garhwal University as the results have been excellent. The drawing and painting department of the college has the distinct achievement of securing a University gold medal for 4 consecutive years to its credit.In the session 2019-20 Ms Prachi Singh was awarded university gold medal for securing highest marks in M.A. Drawing and Painting.This excellence is a result of excellent teaching and learning and various academic & art activities . It is also evident that our students are cracking competitive exams despite their rural semi-urban and poor socio-economic background. Ms. Vaishali and Ms. Poonam Divedi have cleared NET in Drawing and Painting . We aim to deliver exceptional education and to make a significant contribution to society . To promote an attitude for research and reading habits we have the campaigns like Vistaar-Aaiye Library Chale and Disha Wall Magazine,Quizzes,PPT Presentations etc. activities are organized by subject councils. To enhance skill development , basic computer trainings, kal : Aaj Kal local campaign, Education to young ones, add on courses were led by the college. We have a well-equipped library with many reputed journals and periodicals with internet facility. To promote the academics students college has established a Book bank, uniform Bank, Swayamsiddha scholarship for meritorious students. Now the college is on its way to achieve many more milestones in the coming years.

https://www.ssdpcroorkee.org/ssdpc/merit-holder

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

The college ensures effective a curriculum delivery through a well-planned and document till process as follows:

- College has developed an effective curriculum delivery system. At the commencement of session students are briefed about institutional vision and mission and activities conducted throughout the year. The inaugural address is given by the Principal followed by detailed orientation programs to apprise students of the various compulsory and elective papers for BA/BSC/MA on different days.
- Time Table for UG/PG classes is prepared by Time Table Committee and is displayed on college website and notice board.
- Curriculum is downloaded from University website. One set of syllabus of each subject is kept in library and other set is displayed on the notice board for students. Faculty also give information about the syllabus and attends the queries of the students.
- Teachers are allocated teaching load as per UGC norms. Classes are held regularly and all efforts are made for hundred percent coverage of syllabus. At the end of semester syllabus progress report is submitted to the principal.
- Academic calendar in prepared and adhered to create an atmosphere for effective compliance and to maintain balance between teaching and co-curricular activities. however some changes has been made in the academic calendar due to Covid-19 panademic following the government & university instructions.
- University examination schedule is followed. In order to save teaching days/working days sessional exams are finished in shortest time. Sessional marks are displayed for students and after clearing student's doubts, marks are uploaded on University Website.
- Faculty members are encouraged to attend orientations/refresher programs, STC, seminars, conferences, workshops etc to update and upgrade

- knowledge in their respective fields. Advance learners are motivated and prescribed additional books, while special guidance and help is provided to slow learners by arranging remedial classes. Guest lectures are also arranged for further enrichment.
- During the period of Covid-19, a new mechanism for well planned curriculum delivery and documentation was adopted. To continue teaching and co-curricular activities of the session, without any interruption in the lockdown period, cordinator and co-coordinator were appointed under the directives of Higher Education Uttarakhand. Time table for online classes was prepared and uploaded on college website.Whats App groups for separate papers were created for classes. Classes were also taken on Google Meet and other platforms also. Weekly assignments were given to the students. Assignments of intermediate semester students were assessed for promotion to their next class. Terminal semester students were promoted through university exams.
  - To solve students queries, related to academic and mental stress due to Covid-19, mentoring helpline created and uploaded on college website. Competitions and activities were also organized online & offline according to the circumstances.To make online teaching more effective, faculty is continuously upgrading their skills and taking live classes online .

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.ssdpcroorkee.org/ssdpc/academic-calendar; https://www.ssdpcroorkee.org/ssdpc/committees

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

College has to follow the university calendar chalked out by the university at the beginning of the session. However academic calendar is prepared by the principal before the session begins along with the consultation of IQAC and HOD of

all the departments. It is displayed on the notice board for the teaching and non-teaching staff & students and is also uploaded on college website for all the stakeholders. It carries all the information regarding admission process, teaching learning schedule, curricular and co-curricular activities, extension activities. Tentative dates of Internal and main examinations and summer and winter break are also mentioned.

College strictly follows its own academic calendar for conducting all the process/activities. Students are also prepared to follow this calendar (especially for the internal and external exams and submission of assignments) through various orientation programs in the beginning of each semester. Examination committee displays the date sheet of internal exams in advance Due to pandemic internal exam was taking on online mode successfully and the percentage of the student appear was 96%. Students who are absent in these exams and give the valid grounds of their absence (i.e. medically unfit) are allowed to appear in the re-exams. Teaching plan is followed with time bound progression of syllabus and it is uploaded on website. At the end of semester faculty give their syllabus/work progress in writing to the Principal and the course completed within the due period.

Annual college events like cultural and sports held in accordance with academic calendar. Also, all the committee heads plan their activities/programs in tune with the academic calendar.

To broaden the horizons of knowledge some of the activities were also organized under the directives of State / National Govt / Higher education direct rate as and when received such as Azadi Ka Amrit Mahotsav, Fit India Movement, etc.

During the session 2020-21 some changes were introduced in the academic calendar due to the pandemic COVID-19.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ssdpcroorkee.org/ssdpc/academic-calendar; https://www.ssdpcroorkee.org/ssdpc/committees

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	B. Any 3 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

04

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

194

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics have been duly incorporated into the curriculum of various courses like Gender Sensitization, Human Rights, Environmental Studies ,Reading Gandhi,Wings of Fire,Nitishatakam ,Ayurveda, Folktales of the state etc. adopted by the university for the holistic development of the students. The motto of these courses is to develop a better understanding among students. By this they will not only get sensitized to the basic dimensions of the biological, sociological, psychological and legal aspects of these core issues but also attain a finer grasp of how to counter them and make our society more beautiful.

Apart from the syllabus, co -curricular activities were

organised by the departments and various committees of the college to train students on these issues. Like thought presentation on PCPNDT ACT1994 Save the Girl Child, oneweek cleanliness drive, spread awareness for plantation, appeal for pollution free Diwali webinars on Environment and Soil Conservation, essay writing on The Reality of Women Empowerment etc. A series of activities are also being organized throughout the session to celebrate Azadi Ka Amrit Mahotsav since 23 March 2021 to pay tribute to our freedom fighters and to sensitize and familiarise our young generation with the Freedom struggle.

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

04

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

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

104

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	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-2021-.pdf https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Teachers-Feedback-2020-21-.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-2021-.pdfhttp://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Teachers-Feedback-2020-21-.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 students admitted during the year

443

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

172

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 college identify slow and advanced learners students on the basis of the marks obtained in their internal exam. Subject wise remedies classes have been taken for those students who scored below 40% marks. A list of mentors is displayed on the notice board with their time schedule and teachers give personal attention to students.

College took meaningful steps as counselling and interactions with slow and advanced learners. Various activity such as quiz, debate, presentations are organised to enrich their knowledge.

Remedial classes were conducted for slow and average students according to the requirement of students in the subjects like Maths, English, Drawing & painting, Chemistry, Computer science, Microbiology, Botany during previous year.

Activities undertaken for slow learners

1. Career Guidence and Placement Cell provide a list of mentors who give individual counselling and guidance to help students.
2. Organised theme based lectures of eminent speakers to increase students knowledge.
3. Conducted MCQs and description question answer sessions and tests.

Activities undertaken for advanced learners

1.Advanced books, reference books, journals and encyclopaedia provided to the students.

2. Motivate students to participate in different activities like Disha wall magazine, Quiz, Presentation, Workshops.

3. Inspire students to write article in the college journal and magazine 'Aprajita'.

4. Guided students for competitive exams at state and national level.

5. Motivate students to take dissertation and field studies for developing research attribute.

Specific outcomes

The Advanced Learner's show improvement in their knowledge and slow learners show better performance in specific subjects and

both scored better. As a result they initiate innovative activities and participate in various activities organised in campus and outcampus as well.

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/main-activities
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
1339	**33**

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

The college pinpoints the various students centric initiatives to bring in experiential and participatory learning among students. At the commencement of session students are briefed about the institutional vision and mission. Through curriculum , competitions , campaign and collaboration based initiatives, students are engaged to achieve the target. Dissertation , assignment , quiz , debate , question paper Bank , Vistaar , Green Brigade , Board Activities like Disha Wall Magazine , extension activities like Summer internship program , rallies , Yoga Shivir , Dramatic performance , essay competition , basic computer traning program are organized. Students are notified through proper notifications on website and notice boards as well as through social media . For achieving the task of learning methodologies , a well maintained student Mentoring System is being worked. Students' feedback on student satisfaction survey was taken and analysed. We engage students for extension and outreach programs in collaboration with NGOs, and local , district , state and national level agencies as well. college level interdisciplinary Seminars , Guest lecture national days & anniversaries celebration etc. some students

are actively involved in various committees sach as IQAC , Magazine ,Discipline anti -ragging cell etc . In a nutshell , we can say that annual sports , cultural , Disha wall magazine , debate competitions , Green brigade etc could not be completed in a successful manner without prefects and student councils as well.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[https://drive.google.com/file/d/1c0ADflk8 3geAjndBaLwRBcvB1om7VI3g/view?usp=sharing](https://drive.google.com/file/d/1c0ADflk83geAjndBaLwRBcvB1om7VI3g/view?usp=sharing)

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

In addition to the traditional classroom teaching the college also follows ICT enabled teaching and provides facilities to create a learning atmosphere using modern tools of teaching.Our faculty members conduct online interactive sessions for teaching learning outcomes . They try to make students accustomed for PPT Presentations in terms of dissertation , presentations , seminar , debates, group discussions , assignments , quiz , test ,viva and laboratory work .College premises have high speed Internet connectivity . Special computer laboratory with internet connection has been provided to promote independent learning . For the maintenance of computer systems in the campus , requirements are noted by circulating a demand register in the beginning of the session and then at regular intervals for all complaints , suitable arrangements are made to meet out requirements in reasonable time limit . Moreover we also have a Website Updating Commitee vigilant for the required updation on website .Anti-virus updates are done at due time . We have partially automated library installed with KOHA software.Basic computer training is imparted to students through e-learning cell. New equipments for science labs have been purchased. A proposal for language lab has been recommended by IQAC and we are under process of maintaining a language lab in the department of English as well . Moreover , we have e- governance in areas like notifications from various government ministries. Office communicates to government / directorate/ affliating university via email , table preparation . Office does verification of university examination form and scholarship forms online.Office also

extends help in the submission of fee and in procuring admit cards on behalf of students who are not able to do it themselves.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

32

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

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

16

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

10

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.

Evaluation and assessment is an important part of teaching learning process. To achieve this goal our college is following these measures.

- Through orientation programme important information regarding examination is given to students
- Internal and external exam date sheet is displayed at least one month in advance.
- Internal exam schedule is prepared in a compressed way so that the teaching days will not be affected.
- Internal exams are conducted in two phases at first assignment are taken and in the second phase internal exams are conducted..

- **Internal exams of second phase is taken in online mode in covid period. For this, first an orientation is organised for uniformity and maintaining quality of internal assessment.**
- **The students were motivated to present in online internat exams compulsorily .. Teachers prepared the online question paper and submitted to the exam committee confidentially. Finally, feedback is taken from the Student about online exam. Above 90% of students were appeared in the online examination.**
- **Continuous evaluation is done through various measures viz. class test, project work, assignment, test series regular attendance, presentation.**
- **After evaluation ,the internal exam, answer sheets are shown to students for their satisfaction .**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mail.google.com/mail/u/0?ui=2&ik=290612684f&attid=0.1&permmsgid=msg-f:1720560235589686383&th=17e0a86b18fc546f&view=att&disp=safe&realattid=17e0a85ca677c46fb141

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

Effective teaching learning environment is essential for quality education. Beside this assessment and evaluation is also an integral part of teaching learning process. It is necessary to have an efficient and transparent mechanism.

IQAC constantly trying its best to minimise grievances and maximize efficiency in consultation with exam committee and students.

Through the following steps our college tries to achieve it-

- **At the beginning of the session an orientation is organised to the newly admitted students to give an idea about work culture of the college in which all the information like Vision and Mission of college, facilities rules and regulation activities conducted by different committees, course etc. are given.**

- **To solve students problems regarding absence and other issues. PTM are organised by the parent teacher committee and feedback analysis is done.**
- **There is a mentoring system in our college to sort out the different queries and other problems of the student related to financial personal course curriculum etc. Various types of grievances like marksheet correction examination question paper related to students are sort out by the office**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://mail.google.com/mail/u/0?ui=2&ik=290612684f&attid=0.1&permmsgid=msg-f:172056023558968383&th=17e0a86b18fc546f&view=att&disp=safe&realattid=17e0a85ca677c46fb141

2.6 - Student Performance and Learning Outcomes

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

Learning outcomes form an integral part of institutional vision, mission and much cherished long term goals of its perspective plan. For effective attainment of programme and course outcomes a mechanism has been evolved to effectively communicate these through various means such as college website, prospectus, Principal's inaugural address to students during orientation meetings, Parents-Teacher meetings etc. Students are assessed periodically using traditional methods of evaluation like Tests, Assignments ,Quizzes, Classrooms presentations, Participatory discussion etc. Career counseling cell is organizing guest lectures and workshops in order to enhance capabilities of students and give them a career orientation. Special session for Basic Computer Training, G.K. e-learning are organized by the experienced faculty members and help of students (peer educators/trainers) is also taken to make these programmes a success. In addition to these, different college level committees / departments are organizing a variety of activities based on core values fostered by the institution. Students are informed about the programs & activities to be organized in advance and are motivated to participate enthusiastically. An elaborate report section and

student coulmn of college magazine throw light on outcomes of programmes and courses along with other activities organized throughout the session to some extend.Faculty members participate in FDPs, workshops, seminars etc. which upgrade their knowledge and skills so that they can make meaningful contribution which towards the achievements of improved learning outcomes of the programmes offered by the institution. Successful Alumni are invited to interact and share their experiences with students and faculty members. Such interactions have been found immensely useful in motivating students and giving them ideas about the shaping their future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1aOe4ixxSi3myOGUN1BxEuHTMgG4HMe68/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	View File

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

College is providing quality education along with holistic development of students forms an integral part of Vision & Mission of the college for which a system of continuous direct as well as indirect evaluation and development has been evolved. Programmes and Course outcomes are measured through both academic and non-academic performance of students. The implementation of Curriculum and the process of measurement and evaluation is as per rules and regulations of the affiliating University viz Hemvati Nandan Bahuguna Gharwal University, Srinagar(Garwall). Examination committee in addition to conducting exams also monitors the effective implementation of continuous internal evaluation system. For internal evaluation faculty is taking recourse of unit tests, surprise class tests, Class room presentations, Practical work, Field survey, educational visits etc. Value addition to syllabus based learning is also being done through many add-on courses in different subjects and enrichment courses . Various college level committees/departments are organising activities focusing on core issues relevant for the society, nation and global fraternity, these include activities like debates, essay

writing, guest lectures, career guidance and other extension activities through N.S.S. and Green Brigade. Programs like Taikwando & Yoga for all-round development of students are an integral part of yearly schedule of the institution. Students are also encouraged to bring forth their creative talent by providing them many platforms through college annual Magazine Aparajita, Cultural and sports events. IQAC also plays a proactive role in this regard and organises various seminars workshops for the faculty for updating their knowledge. The overall result of the students is analysed and communicated to them with suggestions.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1cNpTv_8HlEPFtSoyvq66LbrWj9QUDbum/view?usp=sharing

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

487

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	https://drive.google.com/file/d/1aOe4ixxSi3myOGUN1BxEuHTMgG4HMe68/view?usp=sharing

2.7 - Student Satisfaction Survey

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

https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/11/Students-feedback-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)

0

File Description	Documents
Any additional information	[View File](#)
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.ssdpcroorkee.org/ssdpc/

3.2 - Innovation Ecosystem

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

To create innovative ecosystem our college takes a lot of initiatives towards creation and transfer of knowledge. Through journal and magazine 'Aprajita' college provides a platform for students to express views which extend their knowledge.

To develop research attitude and Ecosystem colleges has formed research committee, through this committee research methodology workshop, seminar are conducted and students are also guided to use proper and appropriate research methodology when they attempt desertation or other field based study.

In this session Dr. Kiran Bala applied for the minor research project for ICSSR. Faculty members participate in various research activities viz seminars, conferences, workshops and self financing teachers are given incentives to promote academic and research activities in order to create ecosystem for innovation, sharing ideas and assimilation.

Our college organised national, college level seminars, workshops,debate,guest lectures, G.K. Classes and arrange visits enhance knowledge and norish the young minds.

In this session Basics of Astrophysics and Algebra of matrix add on courses have been started to develop skills and explore future career options.

Faculty exchange programs were conducted to create

opportunities for exchange and sharing new knowledge and
technique.

To bring awareness in society our college take initiatives for
value of basic hygiene and environment protection through NSS
and green brigade.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1yFAbazx6 rbaCv7cRu1VZdiSC9Rq2p2Kp/view?usp=sharing

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

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

11

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](#)

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

04

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension Activities are carried out in the neighbourhood community sensitising students to social issues for their

Hollistic development and impact throughout the year. College takes initiative to conduct the activities proposed by Governing Bodies like MHRD, Central and State Government and other NGOs etc. We try to establish renowned philosophies through celebration of national days and birth anniversaries of national heroes and Guest Lectures on Bhartiya Darshan parampara and samajik samrasta etc . We make our students self sensitized for social issues by the ways like establishing Anti -Drug Clinic ,Red ribbon club , NSS, Green Brigade ! Bharat Chhodo campaign, prohibition , literacy campaigns ,raillies on topical issues like Beti bachao Beti padhao , water and power conservation , Pollution free Diwali Campaign etc.. Poster and slogan competition are also organised to develop the skill as well as awareness among students and society . To fulfil our objective of empowered woman, we provide trainings like Tai-Quando and yoga , Kal Aaj Kal Local Team Work and art & Craft workshops etc . During the covid-19 outbreak our College contributed for mask management ,stress management, Diksha portal management etc from various platforms. In all , we try to impart education that engage all aspects of our students including mind ,body and spirit so that they can identify meaning and purpose in life through connections to their local community to the natural world and to humanitarian values such as compassion and peace .

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/nss
Upload any additional information	View File

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

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

03

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](#)

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

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

37

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 during the year (Data Template)	[View File](#)

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

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

250

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](#)

3.5 - Collaboration

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

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

11

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

00

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.

Physical Facilities The college has provided adequate physical and updated academic facilities as per the requirements of students and faculty.Total built up area of the college is

1775.42 sqmetre. There are total 16 department (UG and PG). In all there are 14 classrooms, 08 Laboratories. Classrooms have proper light and ventilation & adequate furniture. There are two small store rooms also provided with Drg.& Ptg. and Botanydepartment. In addition to this there are 06 Store rooms also for old files, NSS and other storage material. Principal room has a Strong Room attached to it for use during exams. Two rooms are equipped with audiovisual facilities, Two have projectors with broadband connectivity.College building consists of managements office Library, two Staff Rooms, NSS.& one room is being usedfor Admissions, IQAC work and Examination related work. It has one stock Rooms attached to it for storing examination material. College hasgirls common room with indoor games facility, also an open sitting area has been developed for students recently. For security vigilance college has CCTV Cameras. College has a rich Library with approximately 19053 text books, 4264 reference books, Journals 1207 newspapers 10 magazines are subscribed. In addition to this magazines/papers like Competition Success Review, Current Science, Current Affairs, PratiyogitaDarpan, RojgarSamachar etc. are subscribed for catering to students special career needs. Ro filtered clean drinking water is available for students. There are sufficient toilets (13) which are regularly cleaned twice on daily basis. When the frequency of use increases as during exams the cleaning frequency is also increased to thrice a day. During Covid-19 period proper sanitization mechanism was developed as per SOPs received from Government/directorate. There is a small canteen also for students which is being run on contract basis

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure

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

Response: The Institution has adequate facilities for cultural activities & Sports. College also makes arrangements for yoga sessions from time to time.The cultural committee provides students a platform to plan, guide & organize various events & competitions in the college and encourages & motivates them to

participate in maximum number in a variety of competitions like dance competition , singing , rangoli ,play /drama, Painting, poster/slogan making, debate , quizzes, music instrumenal competition etc. Our mission is to bring forth and enhance the creative talent of the student and invite their participation in maximum number in different cultural events competition. Due to the Corona Pandemic, maximum activities had been conduted on virtual mode and students actively participated in all events. Our students are recipients of many prizes, medals, certificates in various academic & cultural events of national, state and college level.

SPORT FACILITES

Our College provides facilities for outdoor as well as indoor games. Annual sports are a regular feature of the college . our students have proved themselves in taekwondo and basket ball tournaments at the state level .The outdoor games include kabaddi, kho-kho, Atheletics, slow cycle, tug of war etc. are well practiced and played by the students. Indoor games include carrom, chess, dart board game and ludo. For indoor games arrangements are made in student's common room.The players are provided track suit T-Shirts for practice & participation in sport event . Winners are facilitated with memento, Trophy medal etc. Students are offered three weeks free taiquando training with the help of a trainer. Students are encouraged to participate in sports and all possible help like payment of TAIDA / registration for participation in sport events .Mike podium, and banner for facilitation during annual sports events are arranged by the college. Refreshment is provided to all the participants. Instruments are arranged by the in college for cultural programmes. In camplince of covid - 19 SOP , Taekwando training was continued on virtual mode and only indoor games are organized in college premisis.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/sports-2

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

05	
File Description	**Documents**
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/4.1.3.-pdf.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)

2524758

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)

Integrated library management system (ILMS) viz KOHA was installed in the college library in the session 2017-18. This software is a web based software for regular updating of all library functions. The basic functions of library management software are procceurement, classification, cataloguing and report generation. Library is performing efficiently all these functions using KOHA software. Along with the above mentioned functions the software is being used to generate library cards and barcodes of students which is a necessary for digitization of the library. All books are barecoded so that they can be immediately indentified. In the report section we can generate

circulation report and issue book list etc. The cataloging is also done with the help of KOHA software. Using this integrated library management software, library is partially automated and functioning well.

The N-LIST Programme has implemented a new method for reporting usage statistics with the change in N-LIST Access Methodology from july 2021. The new usage statistics now include page views and unique session for each user of the college based on the logs generated from N-LIST.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/05/Pics-library-facilities.pdf

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)

29202

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

14

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

Response: Institution frequently updates its IT facilities including Wi - Fi Response - College regularly keeps updating its information technology infrastructure Requirement of students/Staff is assessed and services of technical persons are taken for maintaining hardware and information technology infrastructure of the campus. Classroom are provided with CCTV Surveillance system, electrical power supply with 25 KVA generator backup, high speed internet connectivity,regular update of antivirus for all computers.College has two class rooms with Audio-visual facility and two class rooms with LCD Projector. College has 32 computers in and 2 Laptop with internet access and latest version of essential softwares, minors faults are attended by college computer operator while for major disorders technicians/Service providers are hired for up keeping and replacement. Installation of antivirus is done periodically, formatting of corrupt operating system and replacement of old computers is done on a regular basis. Maintenance of CCTV and College Website is being done by respective venders on annual guarantee basis.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[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)

750412

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.

Response: College has a systematic mechanism and procedures for the maintenance and utilization of all the physical, academic and support facilities. Many facilities are maintained by external agencies as per needand demand by the faculty members. Some facilities are maintained by an annual maintenance guaranteebasis. Purchase of computers, Laptops, Printers other ICT device and other equipments are purchased from local dealers by inviting quotations . There are different committees to monitor the smooth functioning of the college. The Seminar hall is used to organize programmes on a large scale. Office is being run through Standard Operating Procedures as per Governments norms. Details regarding proceedings of various administrative/office works are as under:- Received & Dispatch Register - Letter received from various departments, DHE, University & State Government etc. are entered in a register with specific file no. Then put up to Principal/Secretary will remark for necessary order, after that draft letter with all contents is put up for approved of Secretary/Principal furnishing all the requested information and is sent to the concerning department. Accounts - Every Account is maintained as per government norms, Cash Book, Ledger Book & Cheques Book of all accounts are maintainted separately. All the payment are made through A/c pay cheques/RTGS/NEFT. All payments voucher are kept in separate guard file. Fees - All the fees is collected through Bank. After generating the challan the student deposit all the dues in concerning Bank. All the Fees entry are made in a daily fees register as per various head of fees and in the end of financial year fees of separate head is transfered in respective accounts. Purchase - College has constituted a purchase committee at college level. Demands of all department are taken in the office then put up before purchase committee.

The Purchase committee examines the demand & forward it with their remark to principal for necessary action. Before final purchase three or four quotation are invited and compiled and order is placed to the lowest rates offer. Details of all purchases and assets are entered in stocks register under separate heads. Filing - All records of the college are maintained in separate files. Files are classified and allotted a particular number and name such as Appointment file, Personal file, Ledger A/c etc. Maintenance and utilization of Academic and Support Facilities.:- College has administrative office, ventilated classrooms, Library, well equipped laboratories and other basic facilities as per the university affiliation norms. Cleaning of campus, classrooms and toilets is regularly done to maintain proper hygiene . Dustbins are placed at proper places for collection and disposal of garbage.There is adequate furniture in classrooms which is immediately repaired or replaced when damaged. College has its own canteen which is run on an annual contract basis. Students welfare committee Keeps a check on quality of food hygiene in canteen through regular

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure

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

143

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

29

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	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://www.ssdpcroorkee.org/ssdpc/
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

`200`

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

`200`

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

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

01	

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

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

5.2.2.1 - Number of outgoing student progression to higher education

70	

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

04	

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

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

09

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	[View File](#)

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

Students get exposure to the social and corporate atmosphere by participating in various committees .It helps in developing leadership skills, team building, decision making, time management etc. Our college organises a number of activities at institutional and societal level , so students get enough representation by involving in various committees and co curricular, extra curricular activities as per their choice and expertise . Member students regularly put their suggestions which help the college to generate fresh ideas which infuses dynamism in the college atmosphere as well as more beneficial and required for all the students and for the society.

1. Administrative level participation:

To maintain transparency in all activities the college ensures students representation in statutory

committees.

IQAC: IQ AC consists of two students invitee members . They reflect the needs of the students inthe current scenario which adds a lot of value while a new initiative is contemplated by IQAC.

Grievance cell :The purpose of involving students in the cell is to analyse specific complaints of the students and to ensure transparency in decision making.

Discipline committee: Prefect students of the discipline committee exclusively maintain the discipline of the college.They help in organising efficiently all the cultural/sports events and academic programs in the college. Some of the students are nominated to look after the welfare of the newcomer students & anti ragging activities in the college. They also keep watch on the misconduct of students either in spoken, action or in written form.

Subjects council: Student members of subject council take the oversight of all the arrangements for expedient execution of the activities organised in the particular subject.

Magazine committee: It provides platform to member students to express themselves through various forms of writing like articles, poem, stories etc. They also promote other students for writing.

There are few specific committees such as NSS, Green Brigade, Red Ribbon Club etc. to provide an opportunity to students to contribute a lot for society. NSS activities and camp planning teaches students how to take decisions and execute them perfectly. Through NSS students always raise the evil issues of the society and also try to eradicate them by their active involvement. Green brigade members propagate the value of nurturing the nature. They promote the campaigning of green and clean India in and out of the campus. The Red Ribbon Club is

especially formed for AIDS awareness and blood donation.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1dOmpUOKudWZWj3ueheO0t2kRC7BL6-_m/view?usp=drivesdk
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

08

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

Alumni Association was established in the Session 2013-14 and is functioning with an objective to bridge the gap between the College and Alumni progress till Date. The College feels pride to have distingwshed Alumni like Dr. ZakiyaRafat presently working as Principal R.B.D. College Bijnor and .Smt.HimaniSnehi U.A.S.C. (Treasurar) Dr. Garimalecturer Motherhood university Roorkee, Smt. LalitaRajkiye Inter College Maypata Chakrata Dehradoon ,GeetaSaini Rajkiye inter college Dugadda Kotdwar ,Smt.Priti kashyap Rajkiye inter college ChhaparaTehri Garhwal, Dr. Sunita Principal Govt. Inter College Narsan, Ms Priya Pradhan Assistant Professor (Drg/Ptg) at Harsh Vidhya Mandir

Raisi Haridwar etc. Our Alumni Contribute To College by being Guest Lectures in Workshops, Seminars and other activities of college. The selection of the Former student association has been done in the union ,with a purpose to have say in certain matters of our outgoing students to Better the quality in enhancement Process of the institution from journey of this associate, total 357 Alumni were the member of this association. Alumni association meeting takes place yearly and future plans are discussed in the meeting. Alumni association invites former students in the College on two accasions every year on special occasion such as in Art & Science Exhibition . Some of the N.S.S. Alumni are actively participated in social service combining with creative activities for rural area Kids. These activities are quite motivational resulting in awareness related to importance of Education and other socioal issues. Thus our Alumni is like the branches in a tree growing in Different yet remain it tagged with the college as its roots.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

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

Vision and mission of the College is reflected in the policies and strategies chalked out in order to achieve short term and long term goals. Values and norms adopted at the time of inception were very thoughtfully planned by the founder members and have stood up the test of time, though suitable changes have also been introduced in the system to match the demands of changing world scenario . Perspective plan of the college was prepared at the time of the submission of self-study report for

the second cycle of NAAC keeping in mind the future needs of the college. College is working continuously to achieve goals established in the perspective plan.

- In order to ensure the achievement of perspective plans/goals, IQAC devised a plan of action for each academic year. It prepares the agenda of meetings taking all relevant issues into consideration. The governing body supports and makes provisions for fulfilling the plan to meet out the objectives reflected in the vision and mission of the college.
- Being government-aided, the college is providing low-cost education to the girls' students coming from all sections of the society without any discrimination.
- The College organized various academic co-curricular activities which are in tune with vision and mission. Career guidance cell is organizing activities with a view to provide career orientation to students.
- For efficient management and inculcating leadership qualities, the responsibilities are assigned through the Principal, head of the departments, program officers, committee Heads, coordinators and the members of various committees at various levels. Student's Council is formed in every department to cultivate the quality of leadership, to enhance their strength and to make them self-reliant.
- College is well equipped with facilities viz. Computers, ICT-enabled rooms, high-speed internet connectivity, library, generator, water cooler, photocopier etc.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/infrastructure
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 College is practicing decentralization policies and participative management techniques in regular working. Before the commencement of session various Committees are constituted and responsibilities are distributed. Participation of each member in various committees is defined through the meetings

with Principal and notifications. To ensure participation of faculty/staff, a detailed duty chart is prepared before conducting any major event.

According to the ordinance of Directorate of Higher Education Azadi Ka Amrit Mahotsavi is being celebrated to commemorate the 75 years of freedom 12-3-21 to 5.4.21   . A large number of activities based on Indian freedom struggle, events movements , unsung heroes, freedom fighters were conducted to inculcate a sense of patriotism and national pride among students by all the departments & committees.

Every year Annual Sports are held in Nehru Stadium which is a good example of participatory approach. But due to pandemic of Covid-19 annual sports were organized in the college only. All the teaching and nonteaching staff, students contributed collectively to make it a great event.

File Description	Documents
Paste link for additional information	http://ssdpcroorkee.co.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A perspective plan has been formed for the years 2020-21 to 2024-25 with the help of suggestions from all the stakeholders for quality enhancement as follows:

- Introducing new U.G. program in Commerce and P.G. programs in Arts and Science faculty.
- Induction programs at the commencement of the session.
- Ecosystem for innovative practices in teaching-learning process and extension activities.
- To increase the number of Certificate courses/Add-on courses/Value Added courses in relevant fields.
- Efforts to establish Language Lab.
- Focus on outcome-based teaching, e-learning, and co-curricular activities.

- To commence a well-planned strategy for advanced and slow learners i.e. their segregation and follow up in subsequent semesters.
- To pursue appointments of Assistant Professor on vacant positions with due permission of the government. • Updation and enhancement of ICT infrastructure.
- To develop a culture of Mentor-Mentee at every level.
- Research Projects from various government/Non Government funding agencies.
- To start some new collaborations with the government and non-government organizations of repute.
- Plan for student exchange/faculty exchange and lab exchange programs.
- MOU with NGOs/institutions of repute for the Holistic development of students.
- Set up of more Audio-Visual Room. • Focus on using the Library digitally by the students.
- Expansion of Swayam Siddha Scholarship fund to increase the ambit of scholarships to accommodate more students.
- More career counseling activities for students.
- Coaching/Counselling for NET/ SLAT/ GATE/ GMAT/ GRE and entry-level service examinations.
- More efforts to increase participation of students in Games/ Sports/ Cultural activities to achieve an outstanding position at state/ national level.
- To increase the number of Professional training programs for teaching/non-teaching staff.
- Encouraging faculty for the FDP face to face as well as in online mode.
- Expansion of Green Brigade activities.
- Promotion of solar energy devices in institutions.

Colleges are making efforts continuously to develop infrastructure keeping in mind, the above perspective plan

- Online admission process has been started.
- High speed internet facility was provided.
- Installation of inflibnet.
- Clean drinking water facility with water cooler and RO.
- The process for new audio visual room has been started.
- Renovation of girls common room with facilities of indoor games and a new sitting area also developed for students for use in their free time.

Measures adopted to enhance quality of teaching/ learning, administration and library facilities.

- **To make teaching-learning effective, time table is prepared and sections are divided before commencement of the semester.**
- **Subject councils are responsible for arranging various academic activities. Continuous efforts are being put to increase student participation and provide a larger, thought sharing platformsto students by organizing inter institutional debate competitions and other academics activities..**
- **Admission committee formed consisting of members from science and arts faculty works according to admission norms of university /state government.**
- **Various efforts are being made to promote research culture among faculty members as well as students.**
- **Online internal examination mode has been initiated.**
- **A no of activities have been organized to celebrate Azadi ka Amrit Mahotsav.**
- **To new add-on course by the Physics & Maths departments were introduced.**
- **Process for the new programs – B.Com, PG in Science & Arts subject has been started.**
- **Collaboration with Center for Environmental Education has been made.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/naac-iqac
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.

Sanatan Dharamm Rakshini Sabha Roorkee is the parent institution of the college Sri Sanatan Dharam Prakash Chand Kanya Snatkottar Mahavidhyalaya .College works under the

management committee constituted under the Societies Act 1961.

General body is the Apex governing body which consists of Life Members, Patron Members, General Members. Out of the general body executive committee is formed through elections.

Executive committee consists of President, Vice President, Secretary, Joint Secretary and Treasurer. Besides these according to the constitution there are seven other members.

Management committee of the college prepares annual budget and financial statements, discuss the academic progress, makes provision for infrastructure/academic and physical facilities and their maintenance.

Management committee is also the appointing authority of Principal, Teaching and non-teaching staff.

Principal is the administrative head of the institution and gives direction and supervises with a focus on smooth functioning of administrative and academic/co-curricular activities. The main focus of the faculty is on teaching but simultaneously they are assigned multifarious tasks.

Presently there are 23 committees functioning at college level such as Admission, Cultural, Sports, Purchase, Time Table, Research, IQAC, Exam etc. and all the administrative works/co-curricular activities are executed through the Heads of the committees under the guidance of Principal.

Office is also the important part of college administration. There is office in charge who supervises the work of other office clerks and support staff.

The College administrative wing looks into the work related to admission, examination, appointments, purchase procedure, maintaining the daily record to interact with stakeholders, university, Government offices etc.

Management committee, Principal and all the teaching and non-teaching staff strictly follow the rules according to the norms of Government of Central Government, MHRD, UGC, Uttarakhand Government. The teaching and non-teaching faculty has the benefits of P.F., Casual Leave, Priviledge Leave, Medical Leave and Maternity Leave.

Recruitments of permanent teaching and non-teaching staff are done under the norms of Uttarakhand Government and Directorate Higher Education, Uttarakhand. Vacancy is advertised in the leading newspapers, application are invited and scrutinized. After the appointment of screening committee interviews are taken on the fixed date. Selected candidates are joined after the approval of University and Directorate, Higher Education. Promotion is also time bound according to the rules of UGC and Uttarakhand Government. Promotional policy is transparent and PBAC of the UGC is followed for the promotion of faculty under the Career Advancement Scheme. IQAC scrutinize API filled by the faculty keeping in view prescribed norms and process of promotion. After the recommendation of the screening committee and college management committee , the approval is taken from the Directorate, Higher Education following the due procedure.

The college has formed a Grievance Redressal Cell for students to and address complaints and grievance to solve them. The Principal is the head of the cell. The cell reviews the grievances received and resolves it within time limit. Identity of person filling complaint in suggestion box are kept confidential. The solution/decision with regard to grievance is communicated to individual of the college for further action.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/organogram
Link to Organogram of the institution webpage	https://www.ssdpcroorkee.org/ssdpc/organogram
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

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

6.3 - Faculty Empowerment Strategies

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

The college is aided by Govt. of uttarakhand. Several schemes are functional for the welfare of staff in our college. Following schemes are available for teaching and non-teaching staff as per the norms of the Govt. of Uttarakhand.

- Pension Scheme:- All the teachers and employees who have been recruited before 2004 are entitled to life time pension.
- National pension Scheme (NPS):- Teachers and employees, who have been appointed after April 2004, are covered in this scheme.
- House Rent Allowance:- Regular teachers and non-teaching staff are provided HRA as per govt. rules.
- Group Insurance Scheme:- This scheme offers personal insurance and all the employees have to pay a fix annual premium of Rs.4200/ Rs. 2100/ and Rs. 1200/ are paid by teaching staff/class III employees/ and class IV employees.
- Gratuity is one of the retirement benefits offered by the employer to the employee upon retirement or leaving the job.
- Maternity/Adoption Leave:- Total of 180 days leaves are given to female employees for the delivery/adoption of maximum two kids.
- Medical Leaves:- Medical leaves for 365 days are given to the employees for any medical illness during whole service period.
- Duty leaves are granted for attending seminars, workshops and for other academic programs.
- Casual Leave:- in every academic session 14 casual leaves

are provided to the staff members.

- Privilege Leave:- 10 privilege leaves are provided in every session.
- Child Care Leave:- Total 730 days leave given to female employees for taking care of their children up to the age of 18 years.
- Job offers to one of the family members after the sudden death of the staff in service.
- Hill allowance to all regular employees.

Additional welfare schemes for non-teaching staff:- the non-teaching staff get the facility of bonus from the govt.

Welfare schemes at college level:- The teaching staff association provides financial aid to the needy staff through contributory collection of funds as per requirement.

- A canteen facility is available in college premises for students and staff.
- The college management gives concession in fees for wards of employees.
- Uniform provided to all IV class employers.

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/6.3.1-1.pdf
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

03

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)	View File

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

10

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

16

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

Response: Performance Based Appraisal Reports (PBAs) provide good feedback to Faculty and help them in understanding the changing needs of students. The college is affiliated to HNB Garhwal University Srinagar , Garhwal. We strictly follow the UGC regulations on minimum qualifications for appointment of teachers and other Academic staff for the maintenance of standards in Higher Education - 2010 (Regulation No. F 3- 1 / 2009 date June, 30 , 2010) together with all amendments made therein from time to time for teaching and non teaching staff. we manage the system of Appraisal annually with the completion of each year of service. The objective is to evaluate on the one hand and to pinpoint potential aspects for improvement leading to for the progress and growth of the employee . Moreover , the faculty members wholeheartedly make efforts through teaching-learning , academic , Research and extra curricular activities . It is also based upon the relation with students colleagues and administration. Employee's self appraisal is reviewed for IQAC by the head of the Institution.The salient features of the performance appraisal system are as follows: (A) the performance of each faculty member is assessed according to the annual self assessment for the performance based appraisal system (PABs). (B) promotions are based on PAB's Performa for UGC Career Advancement Scheme (CAS) that is based on the API score. (C) The institute undertakes a wide range of activities besides academic for which faculty members are assigned additional duties and responsibilities which are most voluntary. (D) the faculty members are informed well in advance of their due promotion. Non-Teaching Staff : All non-teaching staff are also assessed

on the basis of discharge of assigned duties.Thus staff members are assessed through various parameters. The college has different committees through which faculty members contribute and give compliance as per assigned tasks which alsoprovide a basis for evaluation of organizing skills/talents of faculty members. In addition to this many questions in students feedback framed in a way to provide and insight in to faculty Performance.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bjchjAYX TJRKoB5diMswWY7bcCNRt9Wj/view?usp=drivesd k
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

Audit of office accounts is done internally as well as by external experts. Random Internal audit is done by at the end of each financial year by a team comprising of senior faculty members appointed at college level. Since 2018-19 Academic and Administrative Audit committee has been working for auditing overall performance of various academic and administrative units of the instituions. External audit is done by Departmental Audit team appointed by Director Higher Education and Auditor General of the state and report is sent to Account Officer, Joint Director, Registrar and Director Higher Education, Uttarakhand. Compliance to Audit objections raised by audit team is the responsibility of the Principal. Last Audit was conducted by Auditor Accountant General Uttarakhand for the period of 01.10.2009 to 31.07.2015. The audit report of October 2009 to July 2015 compliance report has been sent to the Director, Higher Education, Haldwani. The Annual Audit details are sent to the Auditor Accountant General Office as per their demand from time to time. Next phase of auditing of colleges is underway in the state and college will go for Audit in due course. During audit the utilization of funds given for sports & cultural events, seminars, career guidance and capacity building activities etc. are assessed thoroughly. Purchase committee constituted at college level also works for

verification of purchases. Funds acquired from U.G.C. are also audited and college has successfully submitted scheme utilization

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/
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)

1

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college is included under section 2f 12B of UGC Act 1956. College receives salary grants from Govt. of Uttarakhand and is also eligible to receive grants under various schemes of UGC. Infrastuctural development of the institution is funded by its Management committee. Other regular activities are financed through various student funds. Some amount is also mobilized through donation from individuals, NGOs, SF course Fee etc. IQAC / student welfare committees have been assigned additional task of mobilization of funds and to develop a system of optimal utilization of funds mobilised in the interest of students In the past some local NGOs / organizations have provided some support. College is registered under the Societies ACT 1860 and 12A of income tax ACT 1961 Resource mobilization Procedure- Students tuition fee and payments received under various heads like sports, cultural magazine,

library, maintenance etc. are the primary source to meet out various expenditures incurred during the year. In addition to this college management also extends help as & when needed. College Faculty has also developed Swayam Siddha Student Welfare Fund for full or partial financial support to students on need cum merit basis for supporting their studies. Optimum utilization of resource College has well planned procedures for optimum utilization of resources. Peons appointed on regular posts maintain the campus and class rooms clean. Few contractual support staff is also appointed through proper channel, some staff is recruited by management fund. These all work in coordination under the direction of principal and office incharge. Duties are assigned by the office Incharge to class IV employees. Available funds are utilized in a transparent manner through the cheques, RTGS or NEFT mode. As per the advice / direction of principal and suggestions by IQAC available funds are utilized for developing facilities for college, faculty & students. Management committee specifically looks after the maintenance and augmentation of college infrastructure.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1coqjK587hWDdfz11AgjubB-yfdpR8-JS/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC is continuously working to improve the quality culture in all spheres of college activities through channelized efforts for promoting holistic academic excellence.It prepares perspective plan of development for the college and execute it in a strategic way . IQAC has contributed significantly for institutionalizing the quality assurance strategies and process through these practices.

- Organised Orientation Program for Students with an aim at familiarizing them to an unknown campus environment, its faculty, infrastructure, work culture, teaching learning/evaluation process, different committees/curricular and co-curricular activities,

- course structure, discipline, as well as second and third year students are acquainted with their new courses/syllabi, mentorship as well as carrer oriented activities.
- Sensitized students for students satisfaction survey through various platforms and achieved a score 15.9 for the second cycle of NAAC Accreditation .
- Invited the demands viz lab equipments/furniture/books/computers at the commencement of session and to ensure timely purchase.
- Registration of Alumni.
- Obtained and analyzed feedback from stakeholders and utilized them for the upgradation of college.
- Efforts to improve students attendance and to furnish KPI to be uploaded on the website of Directorate, Higher Education Uttarakhand.
- Initiated two more add on courses in Maths and Physics Department.
- Organised training programs for teaching and non-teaching staff.
- Submitted IIQA, SSR and clarified DVV Process timely.
- Initiated internal academic and administrative audit.
- External AAA was also conducted.

File Description	Documents
Paste link for additional information	https://www.ssdpcroorkee.org/ssdpc/naac-iqac
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 approach of IQAC has always been focused on the learner-centric teaching learning process . In accordance to this, it introduces and initiates the teaching learning process and modify after taking the reviews/suggestions at regular intervals in order to improve learning outcomes. Some measures undertaken by IQAC in this direction are:

- Regular meetings of IQAC in every quarter to review and to get suggestions.
- IQAC takes feedback analysis and utilises the outcome for

college upgradation with due procedure. A link is provided on College website for online feedback.

- At the commencement of the session faculty members prepare the teaching plan and follow it strictly. At the end of semester they submit their syllabus progress report in writing.

- Student attendance is maintained in attendance register for each paper in a regular way. Student with low attendance are shortlisted. Parents are informed through postcards and PTM's are organized to solve their problems.

- IQAC organizes meeting with teaching staff to review/update/monitor the teaching learning process. At the end of session faculty fills self assessment which is also mandatory for the promotion.

- Internal academic and administrative audit is also the best practice to review and implement teaching learning reforms which is done at the end of the session. In this session 2020-21 external A.A.A was also conducted.

- To take the learning outcomes of any activity feedback is taking from the students to review its utility & improvement are made accordingly after the consultation with Principal.

- Presentations, Debates, Online test, Class test, Quizzes, Internal exams, are organized/conducted to evaluate the students performance from time to time.

Through these measures college has recorded incremental improvements in various activities, methodologies and their outcomes:

- **To More add on courses and value added, soft skill courses have been organized.**

- **Orientation programs for teachers and students have been organized. In addition to these a number of teaching and non teaching staff training programs have been conducted.**
- **Proposal for one more audio visual room has been made and the process has started.**

- **Activities like Vistaar, Disha wall magazine and other board activities are being organized. The benefit of these activities is that a large number of students participate without disturbing the regular classroom teaching.**

- **Miss Prachi Singh Student of M.A Drawing and Painting has been awarded gold medal in the university list which is a best proof of incremental improvement in teaching learning process.**

File Description	Documents
Paste link for additional information	http://www.ssdpcroorkee.org/ssdpc/wp-content/uploads/2021/04/Progrms-Outcomes1.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)	**B. Any 3 of the above**

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/17ZHePYF6akQ3jdlWpv3XGWZaMG3SDJjK/view?usp=sharing
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 college is a girls college and is well known in the city for providing a safe and secure atmosphere. Safety and security of girl students and female faculty members occupies a place of utmost priority for college authorities. Institution follows the norms of gender equity and sensitization and provides facilities for ensuring completely safe atmosphere for study / working of its students / faculty members. Various committees are working in this direction viz discipline, students welfare, student safety and empowerment and grievance redressal. Special mentoring counseling arrangements are made and students can discuss their problems with their mentor to find a solutions. Initiative taken by the institutions for promoting the cause of gender equity are summed as under :-

- Grievance redressal committee takes necessary action on sensitive issues.

- The entire college is covered under CCTV cameras and is fully covered with sufficient light. Total 32 cameras are

- installed at strategic locations to cover class rooms and campus.
- Notices are issued from time to time for awareness.
- A guard is posted at the main gate during college hours to ensure safety. Visitors have to make entry in the visitor's book.
- A variety of programmes are conducted to create awareness about gender equity these includes nukkad natak, rallies, speech competitions, poster competitions etc.
- College provides three months free taikwando training to empower girls.
- Programmes on cyber crime awareness are conducted by computer science department.Student Safety and Empowerment Cell
- Swavlamban- an initiative by drawing department is a step towards making girls self reliant.
- Students are nominated as member of various committee to provide them with leadership and managerial quality.
- There is a common room and an open sitting area for use in leisure time by students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1KKAjj9UckUCWpdwlq4PdFDMFOHAMMjE4/view?usp=sharing
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	A . SECURITY GUARD ,C.C.T.V. Camera , B. Counsetting space , C. Common room , ARE AVAILABLE

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	D. Any 1 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

College is very sensitive to the cause of environment and has continuously devised ways and means to preserve a green environment through waste management. The college has a sprawling green campus and to maintain this students and faculty give priority to reduce waste at minimum.

Solid Waste Management

Solid waste management is done by collecting, treating, disposing of solid discarded materials. The waste generated by all types of routine activities carried out in the college includes paper, plastic, food, napkins, wraps etc. The daily waste is segregated at each level and source. Separate bins (Blue and green) are kept at strategic locations in the campus for the segregation of the waste so as to maintain cleanliness in the surroundings and arrangements are made for proper disposal of waste materials deposited therein. The solid waste is regularly collected by the Nagar Nigam carts. Dustbins are also kept in classrooms as well as in faculty rooms to collect the dust and paper waste. Oraganic waste is converted into biofertiliser by the composting method and used for plants as manure in the campus. Campus is connected to the city sewer line for the disposal of solid waste.

Waste segregation charts are displayed at strategic locations in order to educate students. To reduce waste students and staff are sensitized for the proper waste management practices through, lectures, advertisements, door to door campaign and other activities. Green Brigade is playing a vital role to initiate this management. Activities based on Best out of waste for the waste management are conducted by Drawing and Painting Department.

Project covers, file covers are reused. Reuse of paper is a general practice that college follows seriously. Weeding out is done in library, all the departments and office.

Old papers (Raddi) plastic, old newspapers, iron equipments of no use are sold out to vendors following due procedure.

Liquid Waste Management

The college focuses on proper management of liquid waste by following practices.

- Sprinklers are used in college for green area watering.
- Use of push button taps for drinking water supply.
- Stop Alarm bell is fixed for overhead water supply tanks.
- Waste water from the hand pumps and drinking water taps are reused for watering plants.
- Roof tap water tanks are cleaned and leakages are checked periodically.
- Water taps/pipe lines/ R.O. water filter/Water cooler are repaired as and when required.

E-Waste management :

- Regular maintenance of electricity fittings is done at regular intervals.

- Non-working equipments, computers, monitors, printers and batteries etc. as scrap materials are sold regularly.
- The printer cartridges are refilled as and when required, UPS batteries/inverter batteries are recharged, repaired, refilled/exchanged.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 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**	`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[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, 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	`A. Any 4 or all of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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).

`Response: Our society has a rich cultural , regional , linguistic , communal socioeconomic and other multiple identities . Institution endeavours multi -dimensional initiatives through the board Activities like Disha and vistar`

, cultural as well as sport events. The institution displays regard for national integrity heroes ,days and anniversaries , regional languages ,Campaigns proposed at National, local as well as NGOs' level through participative and experiential learning exposures. Our students take part in various campaigns of national integrity or awareness programs. Folk songs and dances, skits in cultural events focusing on rich Indian art, culture , environment and spirituality. We celebrate National and international days like International Environment Day, Yoga day ,Women Empowerment , Youth Day , National Science Day , Earth Day, Mothers' language Day, Ozone day etc . We also try to focus and contribute to the social issues like Beti bachao Beti padhao, stress management help to needy ones, Education to young ones in routine as well as during covid-19 outbreak. Page

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

College regularly arranges number of programs to sensitize students and employees towards the constitutional obligations and responsibilities of citizens. College schedule begins with national anthem in the morning and ends with Vande Mataram. SVEEP (Systematic Voters' Education and Electoral Participations) of the election commission of India was introduced in our college to promote voter literacy . Electoral literacy club and NSS unit of college created awareness among students and the general public about voting .Voters pledge program were also organized. Volunteers of College celebrates national festivals and days with full enthusiasm. Independence Day celebrated annually on 15th August to pay honour to our freedom fighters followed by flag hosting and cultural programs . 26th January honours the date on which the constitution of India came into effect. It is celebrated to awaken constitutional values, rights, duties and responsibilities among students and staff. . To celebrate Azadi ka amrit mahitsava variuos competitions like poster & slogan competition, essay writing, quizzes, cultural programs etc are conducted throughout the year.The wall of Valour invokes

patriotic feelings among students and make them aware about the sacrifices of our soldiers. Through Kargil Vijay Diwas college pays tribute and salute to our brave soldiers. To support the families of the martyrs, a collected amount by the staff & students is being sent to D.M. every year on the occasion of flag day. Sadbhawna diwas, Ekta diwas , Human Rights day,also celebrated by NSS unit of the college for inculcating the feelings of togetherness among its citizens. To mark the nationhood the institute celebrates national festivals and Birth/ Death anniversary of national personalities so that students can realize how national integrity defeats to the threats for unity, integrity and security of the nation. celebrations on International woman's day etc. are organized to make our students sensitize.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1bqeldvSTIgKmZ2l1Syr154DAgD6NNR8v/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1bqeldvSTIgKmZ2l1Syr154DAgD6NNR8v/view?usp=sharing

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

Institution Celebrates / Organizes National and International Commemorative days, Events and Festivals. India has a very rich cultural heritage and is known for its cultural diversity. The College helps students to relate to the country's cultural heritage and connect with their roots. To achieve this objective college celebrates important National & International days and actively Participates in the National Flagship Program initiated by MHRD, University and the State Government offices College also celebrates all the National Heroes on their Anniversaries with great enthusiasm. The event is celebrated by lectures, rallies, debates, thought presentations, essay & slogan writing, poster competitions, skit, singing & dancing, wall magazine disply etc. The College Organizes Activities on days of National Importance to recall the events or contribution of our leaders in building the Nation and imbibes these in the moral and ethical behavior of students. Painting Exhibition, Rangoli Competition , Yoga and Nukkad Natak are organized to focusing on socially relevant issues to sensitize students about these. Independence day, Republic day ,Subhash chandra Bose Jayanti , Sarojini Naidu Jayanti and Gandhi Jayanti, etc. are celebrated every year with full zeal and enthusiasm. A brief description of the various programs / Activities being Organized in this regard is enclosed in the concerned view file.

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.

Best Practice- 1

Green Brigade: An endeavour for spreading Environmental consciousness

Only after the last tree has been cut down.

The last river has been poisoned.

The last fish caught.

Only then we will find that money cannot be eaten

We the green brigadiers with a motto 'Hamari Dhara Hmari Dharohar' believe that radical change in attitude and mindset is essential in order to make Environment sustainable.

Context

This practice was initiated under the supervision of Dr. Archana Mishra, Department of Economics in Session 2011-2012 with a team of active fifteen members led by Alpna, Rachna, Khushboo and Megha. The students connected enthusiastically for this cause and hence from the session 2015-2016 other departments joined their hands with a large team of students.

Objective:

- **Spreading Environment consciousness in and outside college campus.**
- **Following three R practices in day to day life viz Reuse,**

Reduce, and Recycle.

The Practice

In the beginning of the session orientation programme is conducted in order to introduce the objectives and working of Green Brigade. In addition to these teams, a large number of students are working as active volunteers for the environment at college level.

Green Brigade Teams (2019-2020)

2.10.2019

4.11.2019

20.01.2020

1. AASMA PARVEEN

B.A.6 SEM

1. PARVEEN B.A.6 SEM
2. RUPA DEVI B.A.6 SEM
3. ZEENAB B.A. 4 SEM
4. DEEKSHA B.A. 4 SEM
5. MANISHA DABARB.A. 4 SEM
6. ARZOO BANO B.A. 2 SEM

1. JYOTI B.A. 6 SEM
2. DEEPTI B.A. 6 SEM
3. ARTI B.A.6 SEM
4. SARITA B.A. 2 SEM
5. SABINA B.A. 2 SEM
6. SWASTIB.A. 4 SEM
7. MEENAKSHIB.A. 4 SEM

1. ALKA B.A. 6 SEM
2. ZEBA B.A.6 SEM
3. RIMJHIM B.A. 2 SEM
4. TANNU DHIMAN

B.A. 2 SEM

1. URVASHIB.A. 4 SEM
2. KAJAL TYAGIB.A. 4 SEM

3. NISHU

CHAUHANB.A. 4 SEM

06.02.2020

03.03.2020

1. PALLAVI B.SC. 6 SEM
2. PARUL SINGH B.SC.6 SEM
3. SHALU DEVI B.SC.6 SEM
4. KAVITAB.A. 4 SEM
5. LEENA BHARTI

B.A. 4 SEM

1. KHUSHBOO B.A. 2 SEM
2. JYOTI KUMARI

B.A. 2 SEM

1. MADHU DEVI B.SC.6 SEM
2. SHALU DEVI B.SC. 6 SEM
3. CHETNA B.SC.6 SEM
4. MAHIMA CHOUDHARY B.A. 4 SEM
5. NISHA B.SC. 4 SEM
6. PINKI B.SC. 4 SEM
7. SHAMA B.A. 4 SEM

Green Brigade Teams (2020-2021)

1. ZEENAB B.A. 5 SEM
2. DEEKSHA B.A. 5 SEM
3. MANISHA DABARB.A. 5 SEM
4. KHUSHBOO B.A. 3 SEM
5. JYOTI KUMARI B.A. 3 SEM
6. RIMJHIM B.A. 3 SEM
7. SADIYA MARIYAM

B.A. 1 SEM

1. MEENAKSHI B.A. 5 SEM
2. URVASHI B.A. 5 SEM
3. KAJAL TYAGI B.A. 5 SEM
4. TANNU DHIMAN

B.A. 3 SEM

1. SARITA B.A. 3 SEM
2. SABINA B.A. 3 SEM
3. GINNI TYAGI B.A. 1 SEM

1. SEMKAVITAB.A. 5 SEM
2. LEENA BHARTI B.A. 5 SEM
3. MAHIMA CHOUDHARY B.A. 5 SEM
4. ARZOO BANO B.A. 3 SEM
5. PRIYANKA B.A. 3 SEM
6. AAISHA B.A. 1 SEM

1. NISHA B.SC. 5 SEM
2. PINKI B.SC. 5 SEM
3. SHAMA B.A. 5 SEM
4. NANDITA BSC 3 SEM
5. MEHAK AAHUJA BSC 3 SEM
6. PAYAL B SC. 1 SEM

1. SWASTI B.A. 5 SEM
2. NISHU CHAUHAN

B.A. 5 SEM

1. UZMA B.A. 5 SEM
2. SUJATA B SC. 3 SEM
3. ANSHIKA BSC 3 SEM
4. ASMA FURKAAN

B.A. 1 SEM

Activities of Green Brigade: A plan of Action is prepared in
advance and Green Brigade works accordingly in and outside the
campus.

Plan of Action:(2019-2020)

- To make campus Wi-Fi
- Switch over to Online Admissions
- To Install Solar Energy System
- Installation of Earthquake Alarm in Campus
- Promoting use of Google forms for conducting student union and chief prefects elections
- Wherever possible, promoting paper less working
- utilizing college notice boards and website for broadcasting messages
- Online feedback through college website
- zero plastic campus
- Well planned environment policy to be adopted with the help of science departments in the campus.

Plan of Action:(2020-2021)

- Plantation drive by green brigade students group
- Implying 3 R's in college, Reduce, Recycle, Reuse more efficiently
- To make campus Wi-Fi
- Water Conservation Module set-up
- To Install Solar Energy System
- Installation of Earthquake Alarm in Campus
- Collaboration with institutes / organizations dedicatedly working for environment conservation
- Creating internship opportunities for students in various fields of environment conservation
- Digital Registration process for various academic and extracurricular activities in campus

Measures taken at the college level to go Green

- Publication of the Annual Magazine of the college on the themes like Paryavaran Sarankshan and Jal Sarankshan
- Book bank and uniform bank to save energy and environment
- Internet facility is provided to go paperless. Expansion and up gradation of website
- Test and assignments are taken online
- Double side use of paper for rough work
- Promoting students to submit assignments without plastic

file covers and to use double sided paper.
- Reuse of old file covers by student and staff
- Promoting students to use e-books and study materials through e-resources
- Botanical garden is maintained
- Students are motivated through signage's for segregation of waste
- Various poster making competitions were organized on water, energy and environment conservation
- Interactive what's app groups are formed by departments for online student learning·
- College committees also communicate through these what's app groups and other dedicated groups as well
- Compost pit is in use
- A permanent gardener and three cleaning staff are working to make the campus clean and green
- Lack of gardening space is compensated through various innovative pot plantation through
- Students were encouraged to plant trees outside college campus as well, for which tree guards were arranged through the help of Nagar Nigam
- Power consuming Light bulbs and tube lights were replaced by Power efficient LED's
- Students residing in the vicinity of college are encouraged to come to college by walking or bicycle
- Rooms and laboratories are airy and well ventilated, full of natural light
- Banners inculcating environment awareness are displayed at strategic locations.
- Faculty is continuously attending professional development program, seminar, conferences and also presenting paper related to environment

Activities Conducted: 2019-2020

S.No.

Date

Department/Faculty

Details of Activity

1

15-8-19

N.S.S

Swachha Bharat Abhiyan

2

17-7-19

N.S.S

Water Conservation

3

24-9-19

Hindi Deptt.

Essay writing- ParyavaranChetna Mai Hindi Lekhkonkayogdan

4

24-9-19

Zoology Deptt.

Plantation of Medicinal plants

5

27-9-19

N.S.S

Rally- Swachhtaaur Plastic Mukt Bharat , JalSarankshan , Paid Bachao - PrakartiBachao

6

6-8-19 to 8-8-

19

N.S.S

Seminar- JalSarankshanChunautiAurPrayas

7

15-6-19 to

30-7-19

Organized by Nodal officer Ms. Anjali

Prasad

Swachha Bharat Summer Internship students participation of 6 students

8

1-10-19

N.S.S

Public oath- Single Use Plastic MuktHaridwar by 1500 students and citizens

9

24-10-19

N.S.S

Essay writing- Admikokya ho gayahai, shaharshahargandgi ho rahehai

10

1-11-19

N.S.S

Public Oath- SwachhtaShapath on the occasion of SardarBallabhBhai Patel

11

14-6-20 to

20-6-20

N.S.S

Plantation on the occasion HarelaParv

12

7-6-20

IQAC

International Webinar- Impact of Covid-19 on Environment

13

10-3-20

VistaarPrakostha

Essay Writing Competition- HurBoondHaiKimti

14

15-10-19

Green Brigade

Orientation Programme- Awareness Programme

15

29-2-2020

Green Brigade

Exhibition visit to IIT Roorkee -

RashtriyaSwachha Ganga Mission

16

5-6-20

E-learning cell

Webinar- Environmental Interaction on

Occasion of World Environment Day

17

22-4-20

E-learning cell

Poster Making Competition- PrithvikeliyeVardan- Corona Sankat

18

15-3-20

Botany Department

Webinar- Effect on Covid-19 on

Environmental Justice

19

5-6-20

N.S.S

Online poster & Slogan Competition- On the occasion of world Environment Day

20

1-5-20

My Govt App

Online Quiz- Participation in Covid-19 Pandemic General Awareness Quiz

11-2-20

My Govt App

Online Quiz- Covid 19- Ek Bharat Shrestha Bharat

N.S.S

Rally- Swachha Bharat Mission

21

13-2-20

N.S.S

Lecture- Water Conversation

22

13-2-20

N.S.S

NukkadNatak- JalHai to KalHai

Activities Conducted: (2020-2021)

S.

No.

Date

Name of Department/Faculty

Name of Activity

1

19/07/2020

NSS

Essay Competition:Jal Sanrakshan ek Chunauti

aur pryas.

2

8/08/2020 to

15/08/2020

NSS

Gandagi Mukt Bharat ke liye Shramdaan,

Cleanliness Activity for Animals (Pashudhansanskar)

3

12/08/2020

NSS

International Youth day Webinar: Challenges & responsibility of youth, cleanliness in village

surroundings (Na Keval App kintu aas pass)

4

14/08.2020

NSS

Gandagi mukt Bharat Slogan &Poster

Competition

5

01/10/2020

Green Brigade

One week cleanliness Campaign on the

occasion of Gandhi Jayanti

6

02/10/2020

Green Brigade

Spreading awareness for cleanliness by the

students

7

03/10/2020

Green Brigade

Plantation

8

05/10/2020

Green Brigade

Spreading awareness for physical cleanliness

9

06/10/2020

Green Brigade

School children prepared posters and recited poems about Nature
and water conservation.

10

07/10/2020

Green Brigade

Poster making for environment cleanliness &

reporting of activities

11

09/11/2020

Green Brigade

My efforts for environmental conservation one the occasion of Diwali, an awareness

Programme to celebrate Diwali pollution free.

12

10/11/2020

Green Brigade

Appeal for pollution free Diwali

13

12/11/2020

Green Brigade

Decoration of homes through flowers and other

nature items

14

13/11/2020

Green Brigade

Decoration of homes through flowers and other

nature items

15

14/11/2020

Green Brigade

Rangoli making by natural colors

16

15/11/2020

Green Brigade

Rangoli making by natural colors

17

16/11/2020

Green Brigade

Students write up for their efforts

18

17/11/2020

Green Brigade

Students write up for their efforts

19

01/12/2020

Green Brigade

Environment and Soil Conservation week, Oath

Taken

20

02/12/2020

Green Brigade

One Use Plastic: No more - a presentation by

Ms. Himanshi, Lecturer in Microbiology

21

03/12/2020

Green Brigade

Plantation by students nearby their homes.

22

04/12/2020

Green Brigade

Poem Recitation by the students on the topic.

i.e. environment, soil , water conservation

23

05/12/2020

Green Brigade

Soil Conservation: A Boon for nature by Ms.

Deepa Pawar, Astt. Prof. Microbiology, Doon University,
Dehradun.

24

06/12/2020

Green Brigade

Closing ceremony and certificate distribution &

Plantation in College

25

05/04/2021

Sociology

Plantation

26

22/04/2021

Zoology

Earth Day Celebration, Poster Competition

27

23/07/2021

Green Brigade

Orientation Meeting on YRE

28

28/07/2021

Botany

Seminar on Nature Conservation Day

29

24/08/2021 to

25/08/2021

Green Brigade

Wild Life Photography Workshop

Evidence of Success

- Indian government started Swachachhta sarvekshan 2021 in which they rank colleges and our College got first position and achieved Swachhta Sarvekshan award for three consecutive years i.e. 2019, 2020, 2021.
- Collaboration with Centre for Environmental Education for conducting the activities.

- A large number of students are participating actively and spreading awareness in and outside the campus even in the Covid 19 pandemic is also evidence of success.
- Mahatma Gandhi National council of rural education under the Department of Higher Education awarded the certificate of recognition for the works done by the college.

Challenging Issues

- Being the girl students the responsibility of the incharge of Green Brigade increases. Students are not recommended to go all alone for any such work. Either they go in small groups or they have to work in campus or nearby places of their homes.
- To work with any collaborative agency or participation in such awareness programme is not easy for the students as the college does not have own transportation facility.
- Problem of limited green space in the campus in also challenge. Therefore the plantation drives are organised outside the campus and to look after the growth of plants is difficult in such circumstances.

Limitations

- College is situated in the heart of the city and has its own limited space.
- College does not have any funding (in the form of students fee or Govt. aid) for the plantation drive Green Brigade has to devise resources at its own.

Inference

- Students are feeling proud while working for this practice and in taking the responsibility of spreading awareness in and outside campus.
- This practice contributes in making the students socially responsible while working for the cause of environment.
- The campus is becoming more neat and clean day by day due to the efforts of all the stake holders.

  Best Practice 2 :

  Taekwondo Training

The Context:- Our college is providing self-defense training for Taekwondo since the session 1992-93. Generally, it is seen that due to lack of confidence, physical fitness, and knowledge of self-protection techniques, girls often fail to react or report incidents of physical harassment. The main objective of the program is to empower girls So that they can defend themselves against physical assault. By this training, they can contribute meaningfully to build their overall development, shape their own personality and enhance their capacities. Taekwondo helps to enhance their confidence, self-awareness, discipline, and physical fitness. These techniques sharpen their reflexes and reduce mental stress.

The Practice:-Training like Taekwondo strengthens girls to take bold steps for self-protection. In case of any physical assault, girls need to protect themselves with hand to hand fighting skills and this training helps to develop many skills like -

 • They learn how to strike properly through punch, kick, elbow, knee, etc. without self-injury.

• Learning how to generate power in striking and protect themselves under conditions of a sudden assault.

• Every year approx. 100 students attend three months training camp on the college campus. we had taken it to new heights by providing diploma training and certificates for their professional development.

Challenging Issues:-

1. Maximum no. of students belong to rural and financially weak backgrounds with families having a conservative mindset, so it's not easy to convince their parents to make them join Taiquondo training sessions.

2. Despite the problem of limited space in our college campus, sincere efforts have been taken for regular training in every session.

3. The motive of providing free Taiquondo training in college is that there are students from the economically weaker section who can not afford personal training on their own.

4. Being girls, our students have also the responsibility of their household works. So they are unable to give extra time for the training. Hence college has to set time schedule for training sessions according to their convenience.

Limitations:- Being a girls institution also poses certain problems before participants:-

1. Most of the students belong to the periphery villages where the transportation system is lacking, so girls students can not come on their own they have to depend on their guardians.

2. Proper ground for practice is not available on the college campus. So we have to depend on the community ground of our twin Institution S.D. Inter College for the practice as per the availability.

3. Despite the Limitations Taekwondo is playing a vital role in empowering our girl's students in terms of safety, security, and self-defense.

Evidence of Success:-

1. Keeping in view the interest security issues of the girls, a three-month Add-on course in Taekwondo is being run from the session 2014-2015.

2. Some students participated in the district-level Taekwondo competition and won the medal. Now they are preparing for the state level.

3. After completing advanced training successfully, some students become professional Trainers.

4. On the basis of the National level Taekwondo fight,

some students have also been selected for government jobs in the police department.

Inference:-

1. Students are feeling mentally and physically strengthen after completing Taiqondo training.

2. The training contributes to enhancing their confidence level and overall

personality.

3. Students should be provided an option to choose Taiqondo as a

career by assisting them in various ways for higher-level training of this

unique art.

File Description	Documents
Best practices in the Institutional website	[2 links] BEST PRACTICE 1 GREEN BRIGADE:: https://www.ssdpcroorkee.org/ssdpc/green-nitiatives, BEST PRACTICE 2 TAIKANDO: https://www.ssdpcroorkee.org/ssdpc/best-practices
Any other relevant information	https://drive.google.com/file/d/1Dw9jWcFU ZDB7jKUiVV4Ftel1ixC8lTVb/view?usp=sharing

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

ACADEMIC EXCELLENCE-- Our vision & mission is to facilitate and provide quality education to girls imbibing moral values, fostering leadership and managerial excellence to serve the nation. To educate girls is not only our main goal but to make

them self-dependent and career-oriented, which is a need of the time. Cohesive leadership at all levels Is inculcated, so as to provide a vibrant culture to accommodate the distinctive needs of all genres of students . In the present scenario, there is a lot of competition and opportunities. We provide ample opportunities to the students of both UG and PG from different streams to mingle together in academic as well as extracurricular activities organized through different committees, subject councils . The academic excellence of the college is reflected in the merit list of HNB Garhwal University as the results have been excellent. The drawing and painting department of the college has the distinct achievement of securing a University gold medal for 4 consecutive years to its credit.In the session 2019-20 Ms Prachi Singh was awarded university gold medal for securing highest marks in M.A. Drawing and Painting.This excellence is a result of excellent teaching and learning and various academic & art activities . It is also evident that our students are cracking competitive exams despite their rural semi-urban and poor socio-economic background. Ms. Vaishali and Ms. Poonam Divedi have cleared NET in Drawing and Painting . We aim to deliver exceptional education and to make a significant contribution to society . To promote an attitude for research and reading habits we have the campaigns like Vistaar-Aaiye Library Chale and Disha Wall Magazine,Quizzes,PPT Presentations etc. activities are organized by subject councils. To enhance skill development , basic computer trainings, kal : Aaj Kal local campaign, Education to young ones, add on courses were led by the college. We have a well-equipped library with many reputed journals and periodicals with internet facility. To promote the academics students college has established a Book bank, uniform Bank, Swayamsiddha scholarship for meritorious students. Now the college is on its way to achieve many more milestones in the coming years.

https://www.ssdpcroorkee.org/ssdpc/merit-holder

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

Future Plan (2021- 22)

- To introduce and encourage faculty for more Add-on courses.
- To promote outcome based teaching learning.
- Exploring possibilities of collaboration with NGO and other institutions of repute.
-
- To run the classes with the strict follow-up of covid-19 SOPsdirections
- To make more cohesive educational atmosphere during the post pandemic period.
- To put more efforts for continuous internal assessment and evaluation on online mode.
- To promote faculty for the publications in journals of repute and project work and to promote students for field work and internships.
- To introduce induction program.
- To establish language lab
- To make Wi-Fi facility available in computer lab and library for the students.