



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	
	Sant Hari Dass College of Higher Education
• Name of the Head of the institution	Dr. Jai Bhagwan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01125318735
• Mobile No:	9810672329
• Registered e-mail	santharidasscollege@gmail.com
• Alternate e-mail	bhagwan.jai70@gmail.com
• Address	Opposite Air Force Station, Bani Camp
• City/Town	Najafgarh
• State/UT	New Delhi
• Pin Code	110043
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	Guru Gobind Singh Indraprastha University, Delhi				
• Name of the IQAC Coordinator	Dr. Neelam Soni				
• Phone No.	01125318735				
• Alternate phone No.	01125318736				
• Mobile	7011133628				
• IQAC e-mail address	santharidasscollege@gmail.com				
• Alternate e-mail address	naacteam123@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://santharidasscollege.com/Download/AQAR_2020-2021.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://santharidasscollege.com/Download/4%20Academic%20Calender_2021-2022_Combined.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.12	2017	02/05/2017	01/05/2022
6.Date of Establishment of IQAC			11/10/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
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	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Celebrated and commemorated 75 years of independence and the glorious history of its people, culture and achievements by organizing various activities & events under the aegis of Azadi Ka Amrit Mahotsav. * Added and Initiated Add on/Certificate Course for the skill enhancement of the students. * Strengthened the feedback mechanism specially the analysis of feedback received from teachers, students and alumni in respect of instructional, infrastructural and other facilities. * Extended all supports to the students and faculty members by organizing various seminars, workshops, conference, faculty development programs for ensuring continuous learning and quality in higher education. * Encouraged the students and staff members to contribute society in collaboration with NGO and RWA of nearby locality for bringing them closure to the various issues of the society.</p>		
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
<p>In context to NEP 2020, • To introduce Add on course skill enhancement • To introduce and to register students on MOOCs SWAYAM portal.</p>	<p>• Add on course has been introduced for skill enhancement and • Organized Short Term Continued Education Program "Yoga aur Swasthya". • Second year students registered on SWAYAM portal</p>
<p>To strengthen Mentor-Mentee system further and to organize more activities relating to mental health of the students.</p>	<p>Strengthened the Mentor-Mentee system by increasing the number of meetings to interact with the students with experts.</p>
<p>Encourage faculties for participating in national conferences and seminar to facilitate the Research Culture in institute</p>	<p>Financial assistance has been provided to increase the faculty participation/contribution in conferences/workshops/seminars in other institution.</p>
<p>Planned to provide free consultancy for students regarding health and career awareness. And Free consultancy by ophthalmologist in nearby campus.</p>	<p>Established Sant Haridass Hospital to provide free consultancy. Health awareness programme also conducted by Dr. Prateek And Dr. Mayura.</p>
<p>Feedback analysis from various stakeholders</p>	<p>IQAC has been periodically involved in obtaining & analyzing the feedback from various stakeholders. Immediate implementations of the suggestions were carried out in various areas.</p>
<p>Conduct of National Conferences, Seminar and workshops towards research enhancement</p>	<p>Conducted workshop, and webinar in institute and faculties are encouraged to participate as a resource person in other institutions.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	

Name	Date of meeting(s)
Governing Body, SHDCHE	28/01/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	26/12/2022

15. Multidisciplinary / interdisciplinary

There's no limit to learning and the multidisciplinary educational approach as mentioned in the NEP 2020 is the correct step taken towards promoting the same. Multidisciplinary enables learners to cross boundaries between disciplines and gain unique insights into their subject, as for example, combining human an effective approach to facilitate collaboration between professionals and hence improve outcomes for people and communities resource, finance management and psychology, or management and life skills. It is under this we give exposure to our students through workshops, activity including personality development, skill inculcation, art and craft, health and physical activities, drama and theatre, use of ICT, value based education. Multi-disciplinary education allows students to understand the power of new ideas. It helps them develop a pragmatic attitude by allowing them to decide what subjects they will opt for and what could be their possible benefits. Multi-disciplinary program brings pragmatism and flexibility in their understanding. As a part of holistic education the students are given exposure and opportunities of school internship, field visit, local industry visit, educational tour and excursions. We focus on the integral and holistic development of students including - social, physiological, emotional, social, psychological, moral, soft skills, life skills etc. The students are given education having diversified experience and learning of various disciplines the correlation among them, the opportunities of other co-scholastic activities for physical and mental growth and development. An interdisciplinary approach involves faculties from different disciplines working collaboratively, with a common purpose, to set goals, make decisions and share resources and responsibilities. The teaching -learning process includes the correlation of various disciplines so that the concept is learnt with clarity, critical thinking and divergent thought process develops in the students. Students are given opportunities of academic growth through participation in seminars, conferences, lectures of experts from various disciplines, group discussions, and presentations.

16.Academic bank of credits (ABC):

Sant Haridass College of Higher Education Institute is an affiliated institute of GGSIP University. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university are being implemented by the institute. The registration Link of ABC Portal has been provided on our website. Poster consisting of the details of ABC along with registration procedure have been displayed on the notice board. Teachers aware the students about the benefits of ABC Facility and encourage them to open an Academic Bank Account. The registration process of students has been started.

The IQAC cell organized and conducted a meeting with all the faculty members in the beginning of the year to encourage them to design their own curricular and pedagogical approaches.

17.Skill development:

Skill development programme offered by the Sant Hari Dass College of Higher Education. The expected outcome of the programme is the development of Soft Skills among the students. At the end of the programme the learners used these skills in their life. Their confidence level is improved to face interviews and group discussions. Hence the programme helps the students in their career advancement. Activity Based Teaching Methodology is implemented to ensure the active participation of the learners duration of the programme. Time to time College conduct the workshop on Personality Development Program for its faculty members and students as well, in the College Campus. Career Oriented Programme by experts (Mr. Uttam Kumar, Dr. B.R. Sharma, Dr. Dhanjay Joshi). All the participants found the sessions extremely valuable and appreciated the teaching methodology of our Event Speakers. Students learned many new skills to enhance opportunities.

As part of Skill Development Programme College commenced the workshop on Life Skill Development in the college premises for betterment of the students. Workshop is based on these skills:- Problem- Solving Skill (Problem-solving skills are the ability to identify problems, brainstorm and analyze answers, and implement the best solutions.), Stress Management Skill (Stress management is the tools, strategies, or techniques that reduce stress and reduce the negative impacts stress has on your mental or physical well-being. A variety of techniques can be used to manage stress. These include mental, emotional, and behavioral strategies.), Decision Making

Skill (Decision-making skills are all of the skills you need to make an informed, rational decision.), Coping With Stress (Coping with stress involves adjusting to unusual demands, or stressors. This requires giving a greater effort and using greater energy than what's needed in the daily routines of life.), Self Analysis Skill (SELF-ANALYSIS is a systematic attempt by an individual to understand his or her own personality without the aid of another person.), Self Awareness Skill(Self-Awareness is the thinking skill that focuses on a child's ability to accurately judge their own performance and behavior and to respond appropriately to different social situations.). This workshop helps them to manage and focused their life. The programme involved hands-on training and practice along with solving of assignments and exercises. The faculty members encouraged this initiative of the Skill Development and requested for more such trainings in the coming semester. All participants got valuable experiences in such workshop. As part of Skill Development Programme college commenced also on Health And Physical Education as to improve health awareness through Hygiene, Yoga, Diet etc. And one more workshop on Art and Craft. The Objectives of the workshop was to prepare pupil teachers to learn various Art related activities in their real practice and develop their creativity. The students learned various forms of paintings like T-Shirt paintings, Mirror Paintings, Stone Paintings. The students also made pen-holders and made best out of waste. It was a great experience for the participants.

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

Indian Knowledge System is a collective range of Indian Knowledge that has exhibited in systematized ways of knowing. Starting from the oldest compositions of knowledge i.e, the Vedic literature to the country's native and tribal folklore, There is a vast repository of knowledge available not only in Sanskrit, Pali and Prakrit, but also in all native Indian languages. This has been remaining unexplored for the last several decades. Indian Knowledge encompasses the Foundational knowledge, Science, Engineering & Technology, Humanities and Social Sciences through a structured classification. Today this Knowledge base is much needed for Knowledge diplomacy which is going to rule the international relations in future world. This is what brings the power to any country. India has such a treasure of knowledge that enriched the Indian civilization.

A bilingual classroom is a good educational environment provides an

atmosphere of teaching and learning for teachers and students. Teachers should adopt specific and appropriate teaching methods to create a good bilingual classroom environment. This means that students gain professional knowledge while improving their overall skills. On the bases of requirements college constructed an online immersion teaching system based on digital platform (College YouTube Channel) and designed the specific teaching process by using digital technology. The digital platform can improve students knowledge; online learning enthusiasm through multisource. On the other hand university add MOOCS in the course(B.B.A, B.Ed), The digital platform can also deeply depict students knowledge; expressions and movements, intelligently identify students; individual needs, and make online immersion teaching truly teach students in accordance with their aptitude. Therefore, the digital platform will further guide online teaching toward digitalization and intelligence in the future. To promoting and preserving language the college is conducted celebration and events in the premises of college.

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

SHDCHE offers various programmes. All these programmes are offered as outcome-based education (OBE) which is designed keeping in mind the national and global requirements. The Institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes centered on cognitive abilities namely Remembering, Understanding, Applying, Analyzing etc. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so those students contribute proactively to economic, environmental and social wellbeing of the nation. All course syllabi have been designed with due consideration to social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Distance education has scored high on flexibility for students. The access to distance learning courses helps students worldwide to study from the comfort of their homes, or while on the move. Students remain independent and empowers them to organize their own schedule. Distance education has primarily enabled students to develop technical skills, problem solving approach more pragmatically, and to learn to distinguish between relevant and irrelevant information. Distance Education is a modern way of learning that allows students to study within their own space and time. Our students are enrolled in MOOCs for each semester and they study within their own pace through online mode. The faculties give

required guidance and support which they require in successful completion of the course. They guide and help the students during the enrolment process, selection of topics, submission of the assignments, attempting the quizzes, use of technology in learning process for the successful completion of their course. For better understanding of the concepts the faculties use the technological tools for effective teaching learning which includes tutorials, simulations, productivity tools, communication tools—such as email—and more. Tutorials teach new concepts in a structured format where simulations model an experiment or scenario. The use of computers as tutors, for drill and practice, and for instructional delivery, combined with traditional instruction, results in increase in learning in the traditional curriculum and basic skills areas, as well as higher test scores in some subjects compared to traditional. Teaching through power point presentation, online projects, collaborative learning, support student collaboration on creating new knowledge, reflecting on what they are learning, and working together to achieve a deeper understanding of course material. Flipping the classroom with tools such as videos, audio, online quizzes and the like can help in and out of class activity work together. They make the learning process more effective and useful. Our institution works on the blended learning approach, allowing students to give the educational practice of combining digital learning tools with more traditional classroom face to face teaching. In a true blended learning environment.

Extended Profile

1.Programme

1.1	82
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	241
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	31
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	79
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	28
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	2
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	4941970
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	69
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Nil

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://santharidasscollege.com/Download/3%20Planner_2021-2022.pdf

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

Before commencement of the academic year, GGSIP University publish Academic Calendar comprising schedule for classes and examination along-with cultural and sports activities at University level and release the same to the institutions for all the programmes for timely and properly completion of the academics. On receipt of University academic calendar, SHDCHE prepared the academic calendar by incorporating tentative schedules for the activities related to cocurricular, extracurricular, cultural, sports, conference, seminar, FDP, workshop, various training & awareness programmes, teaching practices, social outreach etc. on the basis of inputs from programme co-ordinators along-with internal examination (class test) schedule & other related matters fitting in the timeline given by the University. Both the academic calendars, released by the University and prepared by the institution, are shared by with departments to ensure proper implementation and hosted on the website for wider dissemination.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://santharidasscollege.com/Download/3%20Planner_2021-2022.pdf

<p>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</p>	<p>A. All of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

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

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

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

1

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

36

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

36

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

Nil

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

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

2

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

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

83

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://santharidasscollege.com/Feedback%20Report_2021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

160

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

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

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

10

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

2.2 - Catering to Student Diversity

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

The institute has designed two fold assessment plans to identify the advanced learners and slow learners. 1. At the time of enrollment; students are categorized in advanced learner and slow learner on the basis of their 10+2 marks and accordingly the students are provided with the remedial classes in the initial 2 weeks in the beginning of the Academic Session every year.

2. both the departments organizes bridge courses at the beginning of the academic year for the non-subject students.

3. During the academic session; a continuous assessment includes Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Quizzes, Class Tests, Projects, Internships, Viva voce examinations, enable effective assessment of learning levels of students. 4. In addition, teacher-student interactions, and mentors -mentees system helps to identify the obstacle or difficulty in learning process of students.

File Description	Documents
Link for additional Information	https://www.youtube.com/channel/UCljRruYks1B-BjWRg0n9XDw
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
241	28

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Our Institute practices a teaching methodology which focuses on imparting education through a student centric approach. The Course curriculum is defined by the university which has separate programme specific objectives and programme outcomes. It helps to develop comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps to students in self-evaluating their performance at the end of the course. Feedback is given by students at the end of each semester which provides an opportunity to identify any lacunae which can then be addressed.

Faculty members used to adopt many ways to make lecture interactive and interesting for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. these methods makes teaching and learning effective. Those Faculties who are teaching numerical based subjects like Accounting, Mathematics and Statistics; used conventional method (Black board method) to deliver the content in classroom. Those Faculties who takes theory papers like business Laws, Marketing Management, and Human Resources Management etc. used power point presentation and computer based material to deliver the content effectively. Student-centered learning allows students to actively participate in their learning. In a student-centered classroom, the focus of activity is the student. In this learners are encouraged to participate in a series of tasks including speaking, listening, writing and collaboration with other students. These are:

- Project methods
- Experiential learning
- Seminars

File Description	Documents
Upload any additional information	View File
Link for additional information	http://santharidasscollege.com/Activities_Session-2021-22.pdf

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

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

Overhead Projector

LCD Projector

Computers/Laptops

DVD Player

Photocopier

Scanners

TV/LED

Printers

Camera

Clip Collar Mic

Digital Library resources (DELNET)

E-Journals

E-Books

E- Pustakalya

Course/Subject related websites

Online Classes through Webex

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

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

2.3.3.1 - Number of mentors

16

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

28

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

7

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

166.52

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

2.5 - Evaluation Process and Reforms

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

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

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

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

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

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

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

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

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

Day to day performance of the students is assessed by assignment submission, powerpoint presentations and viva -voce.

For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides. Students can apply for re-evaluation of their answer sheet within a week from the declaration of results if they are not satisfied with their results.

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

2.6 - Student Performance and Learning Outcomes

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

The College adopts Outcome based education. The following mechanism is followed by the institution to communicate outcomes to the teachers and students. Every year Institution organized an orientation program in the beginning of academic year. PPTs are prepared and presented by the heads of the department to give the complete information about the courses and program outcomes. The Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website and hard copies of syllabus are provided to students at the beginning of the session. The importance of the learning outcomes has been communicated to the teachers in IQAC Meeting and Staff Meeting. Initially 5-7 lectures are given by the faculties for introducing the subject in all the programmes. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes in classroom Meetings. Program Outcomes (POs): It represents the knowledge, skills and attitudes the students should have at the end of a course completion of their respective program. Course Outcomes (COs): It defines the cognitive processes, built by a course and programmes. It gives the resultant knowledge and skills that a student acquires at the end of each course. Program Specific Outcomes (PSOs): These are statements that defines outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability

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

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

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

Our institution has an examination cell to conducts Unit Tests,

Field Survey, Practical Work, Seminars, and Internships etc. for effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.

We have direct and indirect methods of assessment to ensure attainments of Programme outcomes, Programme specific outcomes and course outcomes. The score of the following assessments are taken into account for evaluation CO's.

Direct Assessment methods are

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

Indirect Assessment Methods

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://santharidasscollege.com/Activities_Session-2021-22.pdf

2.6.3 - Pass percentage of Students during the year

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

81

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

2.7 - Student Satisfaction Survey

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

http://santharidasscollege.com/Feedback%20Report_2021-2022.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 departments having Research projects funded by government and non government agencies during the year

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

0

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

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

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

14

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

3.2 - Research Publications and Awards

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

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

3

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

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

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

0

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

3.3 - Extension Activities

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

SHDCHE organized various extension Activities under the aegis of Azadi ka Amrit Mahotsav. Involvement of students in these extension and outreach activities develops their skills of critical thinking and time management. Working outside the college campus and with diversified social groups of people allows students to gain more self-confidence, autonomy and appreciation for others.

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

- The students have participated in Voter Awareness Program to give electoral literacy to Adult population of the nearby areas of the College Campus.
- Students organized Tree Plantation Drive in surrounding Areas to combat the impact of Air pollution.
- The students organized the Swatchta Abhiyaan in the nearby areas of the college campus.
- Play Nukkad Natak to create awareness about clean India Initiative in nearby areas of college.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/Activities_Session-2021-22.pdf
Upload any additional information	View File

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

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

2

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

292

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

3.4 - Collaboration

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

5

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

1. The Institute has spacious classrooms which are equipped with white boards and cameras. The class rooms are also equippedwith LCD projectors to facilitate the Audio, Visual Presentations. 2. Separate Staff Cubical for all the Faculty members with the facility of desktop/ laptop. 3. Reading room has been allocated for accommodating more students. 4. The computer laboratory has also been expanded and well equipped. 5. The Institution has furnished air-conditioned in the area of Reading Room and ICT Lab and also Final year Classrooms have been facilitated with LCD Projector. 6. Campus is Wi-Fi enabled. 7. Library is equipped with various text and reference books related to all subjects, competitive exams, national and international journals, project reports, newspapers,magazines, e-books, e-journals to meet the expectations of the teachers and students with the changing time.

8. The Institute has well equipped Art and Craft Resource Centre, Curriculum lab with component of language and Soicial Studies, Health and Physical Education Resource Centre, ICT Resource Centre, Psychological Resource Centre, Science Resource Centre and Maths Resource Centre as per the requirement.

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

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

The Institution has adequate facilities for cultural activities,

sports, games (indoor, outdoor), etc. for the holistic development of the students. In order to create and enhance infrastructure, the policy of the institution is

- To cope up the contemporary educational environment in order to learn and implement the new developments for improvement.
- To get feedback of the stakeholders for improvement and better maintenance.
- To comply the suggestions put forward by the internal and external auditors and the regulating bodies. The Institution has earmarked specific spaces for extracurricular activities and made available to students.
- The institution provides better infrastructural facilities for the indoor and outdoor games both.
- The institution has a Multipurpose Hall which is well furnished and equipped with projector and audio visual aids to conduct various activities for students as well as staff members.
- The institution has a air conditioned Conference room to organize various activities.
- The institution has a Medical room for first aid facility for students, teachers and staffs.
- The institution has a canteen which provides quality/ hygiene food.

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

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

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

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

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

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

49.41

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

4.2 - Library as a Learning Resource

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

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

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

DELNET: The Institution has DELNET (Developing Library Network) for promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to students and faculty members. **KOHA (Version: 20.11.03.000):** The

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

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

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)

82548

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

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

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

35

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Our institution has well equipped computer lab for the students. Our college building including library is facilitated with the Wi-Fi connectivity. Institute updates its IT facilities on regular basis and new equipment also has been purchased as per the requirements. We have open access of Wi-Fi connectivity for all students and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://santharidasscollege.com/Download/Computer%20Lab.pdf

4.3.2 - Number of Computers

48

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

49.41

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

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

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

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

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

1. Reading room has been allocated for accommodating more students.
 2. The computer laboratory has also been expanded and well equipped.
 3. The Institution has furnished air-conditioned in the area of Reading Room and ICT Lab and also Final year Classrooms have been facilitated with LCD Projector.

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

17

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

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

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

10

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

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

A. All of the above

File Description	Documents
Link to institutional website	http://santharidasscollege.com/Activities_Session-2021-22.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

4

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

4

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

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

44

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

10

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

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

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Students are very important stakeholders of an institution. Students support and contribution is an integral part in institutional growth and development. To operate institutional activities we provide opportunity to our students to get involved in various administrative, co-curricular and extracurricular activities. Each committee is constituted with 5-7 faculty member and 5-7 students. A list showing students representation and engagement in various administrative, co-curricular and extracurricular activities has been given as a sample and a separate list of committees for student's representation on various bodies as per established processes and norms have been attached.

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

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

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

20

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

5.4 - Alumni Engagement

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

Alumni Association registratio is under process.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

OUR VISION

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

OUR MISSION To develop academic excellence along with the harmonious and holistic development of the students by inculcating and nurturing competencies, by providing them value based quality orientation in various functional areas of Education and Management.

To prepare and empower students to be successful by having knowledge, skills and attitude and to adopt and thrive in the increasingly diverse and ever changing world.

We have various committees and councils in our institution which is headed by one of our faculty member. Like Internal Quality Assurance Cell, Anti Ragging committee, grievance Redressal Committee, Sexual Harassment Committee, Sports Coordination Committee, Admission Cell, Guidance Counseling Cell, Examination Committee, and Co-Curricular Activity Cell etc..

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

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

The Institutions believes in the practices of decentralization and participative management. For practicing Decentralization in our institution various committees and cells have been formed. like IQAC Committee, Anti Ragging committee, Grievance redressal committee, sexual Harassment committee, admission council, sports committee, guidance and counseling committee. List of various committees which was formed to decentralize the entire system and to support participative Management IQAC Committee Development and application of quality benchmarks; Setting parameters for various academic and administrative activities of the institution; Facilitating the creation of a learner-centric environment conducive to quality

education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process; Collection and analysis of feedback from all the stakeholders on quality-related institutional processes; Dissemination of information on various quality parameters to all the stakeholders; Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality; Periodical conduct of Academic and Administrative Audits along with their follow-up activities.

Anti Ragging Committee To overview and ensure that there is no ragging in the campus

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Sant Haridass college of Higher Education in association with Sashakt Bharat Nirman Educational and Welfare Foundation (NGO) organized a webinar on self care and Wellbeing of Women.

SHDCHE organized online Poster Making Competition in association with Local Development Committee (RWA) Qutub Vihar -II. Beautiful posters have been made by the students to depict the message -"save

girl child".

Under the aegis of "Azadi Ka Amrit Mahotsav", SHDCHE organized "Tree plantation & Swacchata Abhiyaan" in association with Sashakt Bharat Nirman Educational and Welfare Foundation (NGO). On the same day institute also conduct "HAR GHAR TIRANGA" students played Nukkad Natak to bring awareness about the Govt. initiative of swacchta abhiyaan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Hierarchical structure of our institution has been formed to clearly delineate duties, responsibilities, accountability, and powers at each level. SHDCHE is established in the year 2009 with clear and focused vision and Mission.

ADMINISTRATION

Our institution has defined administrative and academic setup to continually improve the quality and standard of education to achieve excellence. All stakeholders participate actively in the administration of the institute. It consist various committees at institute and department level for the effective functioning of the institute. The roles and functions of the committees are organized and defined as per the instructions of principal of the institute and university requirement.

APPOINTMENT, SERVICE RULES AND PROCEDURE All posts are normally be filled by the advertisement. Appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman. Appointing Authority for teaching posts: (a)The Chairman, SHDCHE (b)Principal, SHDCHE (c) Director, SHDCHE

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

Selection Committee: - (a)The Chairman, SHCHED (b)Principal,SHCHED (c) Director,SHCHED (d) 2 experts in relevant field (from outside the institution)

Travelling allowances: Medical Fitness:

Salary and Allowances:

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	http://santharidasscollege.com/Download/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

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

- 1. Free in campus medical facilities**
- 2. Free Psychological counseling**
- 3. Computers with Wi-Fi facility**
- 4. Canteen**

5. Free transport
6. Sports facilities

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

1. Casual Leave
1. Medical Leave.
1. Study Leave
1. Leave for Evaluation/ Examination work
1. Leave for U.R. Duty:
1. Outstation Duty (OD) Leave
1. Summer/ Winter Vacation
2. Earned Leave (EL) for Non-teaching staff

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

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

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

0

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

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

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

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

0

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

Our Institution is carried out the Faculty Appraisal, annually, based on certain administrative and academic criterions such as Integrity, Service Length, Sincerity, hardworking & Punctuality Behavior with Colleagues, Subordinates & with students Academic Performance and Teaching Performance. The purpose of this Appraisal system is to motivate and encourage to the faculties to give his/her best to enhance the quality overall. The College facilitates the best faculty/ teacher by honoring at the time of "Aspire", (a cultural event of the College) every year. Performances of faculties are evaluated on following criterions. Integrity : 10 Marks Service Length : 10 Marks Sincerity, Hardworking & Punctuality : 10 Marks Behaviour with Colleagues, Subordinates & with students : 10 Marks Academic Performance : 20 Marks Teaching Performance : 40 Marks

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

6.4 - Financial Management and Resource Mobilization

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

Sant Hari Dass College of Higher Education has a mechanism for internal and external audit to ensure financial compliance. The internal audit is conducted twice in a year by the internal financial committee of the institution. Committees verify the income

and expenditures of a year and submit the detail report to the management. External audit is conducted once in every year by a chartered accountant who audits the balance and Income & expenditure of the institution and submits the report to management. Audits are based on generally accepted auditing standards. In this report auditor express their opinion on the financial statements. An audit includes the following: An examination which is based on evidence to support the amount and disclosures in financial statements. Audit also includes assessing the accounting principles used. Evaluation the overall financial statements.

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

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

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

0

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

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

SHDCHE adopts the following strategies for mobilization of funds and the optimal utilization of resources. MOBILIZATION OF FUNDS: Sources of income 1. The student fee is the main source of income for the institute. 2. Other sources' of revenue Transport Fee Bank Interest Interest On FDR 3. Institute also raised funds by utilizing infrastructure and other facilities for examination centre (Government

Utilization of funds To mobilize the above funds All the

expenditures are allocated on repair and maintenance of college building, salaries of the staff, staff welfare, student scholarship, on Events such as convocation, freshers and farewell etc... OPTIMUM UTILIZATION OF RESOURCES:

- Our institution has the provision to sanctioned travel expenses for those faculties who are willing to present a research paper or wants to attend national conference anywhere in India.
- Our faculties are encouraged to use best ICT tools and equipments to make teaching and learning process more effective.
- Apart from course curriculum duration determined by the university, we provide extra classes to our slow learners with the use of available facilities and infrastructure. The college infrastructure is utilized for the exam centre (Government examinations/University Examinations).

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

6.5 - Internal Quality Assurance System

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

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

Sant Hari Dass College of Higher Education has a mechanism for internal and external audit to ensure financial compliance. The internal audit is conducted twice in a year by the internal financial committee of the institution. Committees verify the income and expenditures of a year and submit the detail report to the management. External audit is conducted once in every year by a chartered accountant who audits the balance and Income & expenditure of the institution and submits the report to management. Audits are based on generally accepted auditing standards. In this report auditor express their opinion on the financial statements. Our Institution is carried out the Faculty Appraisal, annually, based on certain administrative and academic criterions such as Integrity, Service Length, Sincerity, hardworking & Punctuality Behavior with

Colleagues, Subordinates & with students' Academic Performance and Teaching Performance. The purpose of this Appraisal system is to motivate and encourage to the faculties to give his/ her best to enhance the quality overall. The College facilitates the best faculty/ teacher by honoring at the time of "Aspire", (a cultural event of the College) every year.

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/2021-22%20Minutes%20of%20IQAC%20Meeting_F.pdf
Upload any additional information	View File

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

The IQAC of our institute continuously reviews and take initiatives to improve the quality of the teaching-learning process. Teaching learning process, structures & methodologies In order to meet the objectives of the regulating bodies, the Institute has developed robust strategies and action plans to ensure effective implementation of the curriculum mandated by the University so that the fruitful programme outcomes could be ensured. Academic review through evaluation process Academic review through periodical meetings Feedback mechanism

File Description	Documents
Paste link for additional information	http://santharidasscollege.com/2021-22%20Minutes%20of%20IQAC%20Meeting_F.pdf
Upload any additional information	View File

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

SHDCHE is sensitive and committed towards gender equity issue. To creating awareness among students about respect for all human beings & that everyone is valued and favored equally regardless of their gender. The following Measures initiated by the Institute to promote gender equity are:

- Gender equity in curriculum: To promote the gender equity a subject namely "Gender School & Society" has covered in B.Ed Programme
- Institute organized and conducted webinar on self care and Wellbeing of women in collaboration with Sashakt Bharat Nirman Educational and welfare foundation NGO.
- On 12th November 2021, 2022, Cultural committee of the Institute in collaboration with Sashakt Bharat Nirman Educational and welfare foundation (NGO), conducted a Poster making competition. The theme of competition was "save girl child".
- A woman employee of the Institution shall be eligible for paid Maternity Leave for a maximum period of Three (3) months and Fifteen (15) days for any ruination of pregnancy.
- Apart from above our institution has following facilities for safety and security of women candidates.
 - CCTV camera
 - Visitors register at the entry gate

- In campus Medical facility by female doctor
- Female member in grievance Redressal cell
- Girls common rooms
- Indoor & outdoor games for Men & Women students
- Mentor-mentee system
- Grievance Redresser cell

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

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

C. Any 2 of the above

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

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

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

Solid waste management

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

Liquid waste management

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

E-waste management

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

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

B. Any 3 of the above

- vehicles**
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

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

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

C. Any 2 of the above

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

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

Our institution initiates to build and promote an environment for cultural and spiritual values among the students and staff. Various commemorative days are celebrated to bring harmony and to develop the emotional and religious feelings among the students and the faculty members. like New-year's day, Fresher Party ,teacher's day, orientation and farewell program, Induction program, plantation, Women's day, Yoga day, festivals. To inculcate the cultural and religious values all the festivals are also celebrated in campus. Like: Diwali Dashara Mela celebration, Holi celebration, New Year celebration, Lohri celebrations, etc. Apart from the above toinculcating value system among the students. We provide platform to pay their responsibilities towardsthe national development through contribute their efforts to community and society.

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

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

To inculcate the constitutional obligations, values, rights, duties and responsibility in students SHDCHE conducted following activities

SWACHHATA ABHIYAN Sant Hari Dass College of Higher Education in association with Sashakt Bharat Nirman Educational and welfare

Foundation (NGO) organized Swachhta Abhiyan in Chhawla ward. TREE PLANTATION DRIVE Sant Hari Dass College of Higher Education in association with Local Development Committee (RWA) Qutub Vihar-II organized Tree Plantation Drive in Qutub Vihar with MLA Shri Gulab Singh Yadav and resident of Qutub Vihar.

some subjects are added in curriculum by the university:

1. corporate Governance, Ethics & social Responsibility of Business (206 BBA)

2. Value Addition (B.Ed Programme)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

A. All of the above

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

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

Celebration of national and International Festival is great way to understand the heritage of India and learn about the importance of various festivals. It inculcates enthusiasm, sensitivity, creativity and togetherness.

Such celebrations bring the student closer to each other's tradition and cultural beliefs and develop respect and understanding for each other's customs and traditions.

Under the aegis of "Azadi ka Amrit Mahotsava", CCA committee has celebrated national, International days and festivals with students and staff. like Independence Day, Janmashtmi, teacher's day, Lohri, Diwali celebration, Gandhi Jayanti, Holi, international yoga day, kavi sammelan on hindi Diwas and National Education Day. Each and every performance seems innovative and unique in its own way.

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

7.2 - Best Practices

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

ANNEXURE ATTACHED

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The college is having all its endeavour to provide education to the students, mostly residing in the rural areas, by which character is formed, intellect is expanded, strength of mind is increased and so that they contribute towards Nation Building. In this course of

action college has its action plan for providing platform with Innovative teaching pedagogy by which students improve their knowledge, skills and attitude by organising, participating and performing various events and activities through-out the session. In tune of above, students, staffs and faculty members are also involved and given opportunities to extend their footprints in communities and environmental eco-system by various events and activities duly framed at the beginning of the session. Over and above, to pursue Global Standards of Excellence in our endeavours for nurturing the pillars of the Nation, the Institute is committed to design, develop and maintain the value based quality education through the process of self-evaluation and continuous improvement.

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

7.3.2 - Plan of action for the next academic year

Plan of action

1. In context of NEP 2020 institute is planning to emphasize on Holistic development of learners: A holistic and multidisciplinary education would aim to develop all capacities of students -intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. Such an education will help to develop well-rounded individuals
2. Teachers will be given continuous opportunities for self-improvement and to learn the latest innovations and advances in their professions. These will be offered in multiple modes, including in the form of local, regional, state, national. Platforms so that teachers may share their ideas and can apply the same.
3. In context to NEP 2020 we are planning introduce new Graduation Programme.
4. To strengthen the feedback mechanism, institute is planning to develop employer feedback system to improve the teaching learning methodologies.