Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT**
Name of the head of the Institution	**MARINAL GUPTA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01612804226**
Mobile no.	**9779200133**
Registered Email	**SACCM2004@GMAIL.COM**
Alternate Email	**iqac.saccm2018@gmail.com**
Address	**Village Jhande, P .O Threeke, Ferozepur Road**
City/Town	**LUDHIANA**
State/UT	**Punjab**
Pincode	**142021**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**MEENU GUPTA**
Phone no/Alternate Phone no.	**08146547479**
Mobile no.	**9878544224**
Registered Email	**iqac.saccm2018@gmail.com**
Alternate Email	**SACCM2004@GMAIL.COM**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://saccm.in/new/wp-content/uploads/2019/09/SACCM_AQAR_2018_19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://saccm.in/?page_id=3803

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.02**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Oct-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Managing Committee, Sri Aurobindo	06-Nov-2019

College of Commerce & Management	

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college has a welldefined Management Information System (MIS). MIS Reports play a pivotal role in the continuous appraisal of the institution's systems. There are certain MIS Reports which are generated to facilitate the objective of apt appraisal and timely decision making by the College authorities i.e. The Director (Education) and the Principal. Reports are generated for the Chairman and the College Managing Committee to review the college performance in multifarious spheres. After the Mid Semester Test, MIS reports are generated to review the performance of the students that also serve as a basis for Parent – Teacher Meets (PTM) and Parent – Principal Meet (PPM). Such reports help in undertaking twodimensional analysis, first dimension dealing with comprehensive comparative analysis of its academic results with the leading colleges of Punjab University and the second, carrying out YoY (Year on Year) Growth of its own academic performance, etc. This year a detailed and comprehensive analysis of the same was carried out.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college ensures effective curriculum delivery and documentation that facilitates the development of higher order thinking skills amongst the students. Following initiatives are taken up by the college in this regard:
=>As a continuous endeavour to complement curriculum based academic inputs with that of industry, illustrious academicians and practising managers are invited to share their experiences and expertise with the students and students are

asked to write about their take away in the report writing form. =>Theme Based industrial visits are organized for the students to offer an insight into the practical application of the curriculum studied in the classrooms, and for which proper documentation is done. =>It is endeavoured to complement the curriculum delivery by taking up problem solving case studies and role plays which entail the students to propose specific actions under the given situations, as a manager of an organization. =>Each faculty member undertakes one case study in one academic session, which is later on used in the classroom teaching for that particular subject. Case study bank for enhancing the critical thinking amongst the students has been created and kept in the College Library for the reference of students and the members of the faculty. =>Every member of the faculty is mandatorily required to read a minimum of two standard reference books relating to their subject every year for effectual curriculum delivery. A record is maintained for the same. =>Group presentations, intra and inter section subject quizzes are organized in order to make curriculum delivery more interactive. =>Orientation sessions are organized for the newly-appointed teachers to handle the curriculum, such as providing guidelines on formulation of lesson plans, term-wise division of the curriculum, question paper setting and evaluation parameters, training sessions for using the multimedia devices and apprising them of the rationale behind internet based student information software i.e. iCloudEMS so that they can adapt themselves to the curriculum delivery mechanism of SACCM. =>Purposeful allocation of subjects is done in a manner that in most of the classes the numerical subjects are taught in the classes during the morning time itself due to perceived high concentration during morning than in afternoon. =>Bridge Classes are planned for the students who lag behind their peers due to diversity in their academic background and ability level. =>In order to meet the demands of curriculum of computer & IT related courses, the students are provided with the state of art computer lab with 30 workable machines with optimum configuration along Wi-Fi access provided to students for effective curriculum delivery. =>Library and other e-learning facilities (such as INFLIBNET) are provided for efficient delivery of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	02/07/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NO COURSE INTRODUCED	02/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Finance and Marketing Hons.	18/07/2018
BBA	Marketing Management & Human Resource Management	18/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Office Automation	28/01/2019	21
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Finance and Marketing	16
BBA	HRM and Marketing	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained

Taking care of the challenges posed by the dynamic global business environment, the college keeps on seeking feedback from all the stakeholders. Feedback from Teachers: The feedback is sought from the teachers from time to time for suggesting revisions required in the curriculum of B Com, B Com (Honors) and BBA Program. It is worth mentioning here that most of the suggestions made by the College are accepted as such and are further incorporated by the Panjab University in the curriculum. For instance, in June 2017, with the introduction of Goods and Service Tax as a new subject for B. Com 3rd semester and BBA 4th semester, one of the members of faculty formulated the curriculum for both classes and sent it to the University which was accepted as course curriculum for the subject. Feedback from Students: The college keeps on obtaining structured feedback from students on curriculum delivery and implementation in order to make it more interactive, application oriented, interesting and student centric. To illustrate, the College received inputs from students for arranging internship during summer vacation in industrial houses. Accordingly, a structured internship program was planned and executed by the College in June 2019 during summer vacation, wherein a total number of eighteen students were placed for industrial internship and they were able to understand the nittygritties of application of concepts studied in the classroom. Similarly, on the basis of grievance received from the students, the number of industrial visits was also increased in order to make teaching learning process more effective. Feedback from Parents: It is a regular practice of SACCM to hold Parent Teacher Meet (PTM) and Parent Principal Meet (PPM) in the College for communicating the academic performance and attendance of students to their

parents. Upon the feedback received by the College from the Parents through structured questionnaire, the frequency of industrial visits and extension lectures has been increased, and internship program has also been started for the students during summer vacation. Another feedback received from the parents was for starting Post Graduate course in the College. Accordingly, the College has planned to start M. Com course w.e.f. session 202021. The Parents also gave the feedback that the College may offer guidance to students for preparation of competitive examination. Hence, various lectures have been organized by Career Guidance and Placement Cell (CGPC) for providing tips for appearing in competitive examination. These lecture series include sessions on Vocabulary enhancement, Vedic Mathematics and the lectures by IRS themselves as their own experience sharing for preparation of various civil services competitive examination.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	867	0	31	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	31	5	15	0	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college years are the formative years for a student in terms of learning competencies and developing ability to face different challenges of student life in particular and personal and social life in general. Expert guidance, mentoring and psychological intervention are important for the wellrounded growth of the students. SACCM has a strong mentoring system in place which addresses the needs and requirements of students with varied scholastic levels and diverse career aspirations. Academic Counselling at SACCM starts from the time of admission process, through the advice given to aspiring students regarding course choice (B Com/ BBA Course or Marketing/Finance Honours) and goes up to the stage of final examination. With the help of rigorous and determined efforts undertaken by the college in improving and strengthening its' teaching learning processes, the College has been able to develop a knack in successfully transforming the students with high potential into

Top University Rank holders. The college has been taking far bigger steps and initiatives to provide every possible support to the students who are at the risk of not making the grade. SACCM has identified various factors which result into students' underperformance ranging from ill health (psychological or physical illness), intellectual quotient/ academic focus (slow learning ability) and attitudinal problems (lacking direction or focus). Further classes in charge and coin charge play crucial role in mentoring such students. They keep a close watch on the academic performance and general behaviour of the students. Low performing students, students having low attendance and those having some behavioral issues are taken special care of by their respective classesincharge and coincharge. Such students are regularly mentored and provided with support services to improve themselves. Since the general morale of students is directly proportional to academic performance, therefore teachers make extra efforts to motivate the students to do well in academics. Even extra classes in college are held for the subjects which the students find difficult to comprehend. Members of faculty not only guide and mentor the students for better performance in examinations but also contribute in unleashing their hidden talents. Students are encouraged to participate in various cocurricular activities to develop managerial and leadership qualities in them. In activities like paper reading competition under public speaking program, each participant is assigned a faculty mentor who guides the students with regards to the content development, oratory skills, expression, etc. Similarly, for all major college events like Mettle, Cultural Fest, Model United Nations (MUN), Inter Section Subject Quiz, etc, student organizing committees are formed who are directly mentored by their teacher facilitators. Since the BBA 6th semester students are required to submit a research project as part of their curriculum they are mentored by the teachers. Besides these, personal and behavioural Counselling is also provided to assist students in handling their personal behavioural issues like selfmanagement (issues related to self esteem, anger management, time management, stress management and goal setting ability, etc.) and interpersonal issues like managing peer pressure, interpersonal jealousies, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	**16**	**4**	**0**	**5**

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	**Ms. Puja Jain**	**Assistant Professor**	**Awarded the "Best Paper Award" in Chitkara University Doctoral Consortium – 2019**
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
[View File](#)				

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

1.Question Paper Setting based on Bloom's Taxonomy For the comprehensive evaluation of student's learning outcomes and to eliminate the habit of selective study amongst the students, the question papers of mid semester tests are based on Bloom's Taxonomy. In each section of the question paper, at least one question is set to evaluate the analysis, synthesis and problem solving skills of the students. 2. Intra Section and Inter Section Subject Quiz Subject quiz which was introduced in the session 201112 to instil the habit of regular study among students, is a significant part of SACCM's Teaching Learning Model and is conducted every year at regular intervals with same zeal and enthusiasm. 3. Open Book Tests For theoretical subjects, teachers also conduct open book tests. Students are allowed to consult reference material to build their own answers to the questions that require High Order Thinking Skills (HOTS) instead of just rote learning. In this way, they learn how to access, organize and apply knowledge. 4. Individual/ Group Presentations Individual/ Group presentations are also allotted to students particularly in theory subjects through which the teachers assess their communication skills, confidence level, leadership qualities, team work and the ability to influence others. 5. BBA Research Projects Research projects are an indispensable part of BBA curriculum. The College has streamlined the research work by dividing it into various stages like topic selection and finalisation, submission of synopsis outlining the framework and research objectives, organisation of mock viva, etc. At each stage of the research, a close liaison is maintained between the student and the guide who encourages student to do authentic research work. 6. Uniformity in Evaluation Transparency, accuracy and uniformity in evaluation of answer sheets of Mid Semester Test is ensured by the Examination incharge. Teachers sharing the same subject jointly prepare a uniform evaluation scheme. The answer scripts are checked strictly as per the framed instructions and the same are also explained to the students in detail at the time of declaration of results. This also helps in reducing the scope of students' grievances. 7. Result AnalysisThorough result analysis is conducted by comparing intersection and inter college performance in each subject. The purpose behind carrying out this activity at an enormous scale is to evaluate the performance of college students in the university exams vizaviz students of other colleges and to identify the areas or subjects requiring improvement.

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

The Academic Calendar, a systematic schedule of important dates and significant events for the year, serves as an important planning document for College. Academic calendar is planned well in advance to bring efficacy in its' teachinglearning and evaluation processes. The calendar specifies the tentative schedule of admission dates, commencement of session, details of teaching days, examination schedule, cocurricular activities, holidays and other important events. The date sheet for the MSTs is planned almost one month in advance to give sufficient preparation time to the students. Further, academic calendar helps in effective scheduling of classroom teaching and other cocurricular activities, thereby identifying total number of effective teaching days. Since the college lays great emphasis on the holistic development of the students, a number of nonscholastic activities like sports, excursion tours, cultural fest, NSS, independent thinking exercises, etc. are planned in addition to scholastic activities like classroom lectures, industrial visits, extension lectures, Inter Section Subject Quiz (ISSQ), examinations and goal setting programme. Thus meticulously prepared academic calendar helps in carrying out the college activities in an effective manner and at the same time provides ample opportunities for the wellrounded growth of the students. Earnest efforts are made to follow the set academic calendar in true letter and spirit.

2.6 – Student Performance and Learning Outcomes

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

http://saccm.in/?p=337

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.icloudemserp.com/saccm/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
'Case Study Teaching' workshop by Dr. Sandeep Kapoor (PAU, Ludhiana)	Commerce and Management	12/12/2018
'Case Study Teaching and Writing' workshop by Dr. Bhawna Chhabra (IBS, Gurgaon)	Commerce and Management	11/01/2019
'Basics of Research Methodology' workshop by Dr. Asha Chawla, GVM College and Dr. Seema Malik, BPSMV, (Sonipat)	Commerce and Management	29/04/2019
Correlation and Regression through SPSS' workshop by Dr. Purva Kansal (UBS, Chandigarh)	Commerce and Management	28/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

NIL	NIL	NIL	02/07/2018	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce and Management	7

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL

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

Number of Faculty	International	National	State	Local

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS Team in collaboration with AIESEC	World Clean Up Day	3	70
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

NIL	02/07/2018	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
81.92	55.45

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
EGranthalaya	Fully	3.0	2014
icloudEMSerp	Fully	7.1.1	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	02/07/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	95	30	16	2	0	5	0	16	58
Added	0	0	0	0	0	0	0	0	0
Total	95	30	16	2	0	5	0	16	58

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

16 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
10498900	6701696.19	4982400	4405125.99

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

1.Standard operating practices (SOPS) for Library Book collection is a scientific and continuous process, wherein new books are added to the library stock and obsolete ones are written off. For this purpose, the College has an extensive SOP, as per which Library Committee comprising three faculty members and librarian is constituted for a term of three years. Issues such as weeding out of old titles, schedule of issue/return of books etc. are chalked out by such committee. As per SOP norms, the librarian is entrusted with the task of purchase and processing of books (in consultation with the members of faculty), maintaining a record of utilization pattern, informing all the stakeholders about new arrivals via notices and email, annual physical verification of the library stock, write off of books which have become obsolete due to change in law or statistical data and subscription and renewal of various journals. The College library is fully automated computerized it is equipped with EGranthalaya and IcloudEMSerp software. Library is equipped with two computers, connected with LAN, which are open for the usage of students as per their convenience. Paid photocopy facility has also been provided in the library. 2.SOP for IT department To ensure that the College remains equipped with desirable technology supporting teaching processes, a comprehensive purchase and maintenance system is in place. IT committee, comprising 2 faculty members and IT in charge is responsible for purchase, replacement, upgradation and maintenance of IT equipment software, and other related accessories. Free WiFi facility is available in the college for students and staff 3.SOP for the Procurement of Sports Material Besides scholastic activities, the College focuses on fitness of the students. To purchase the sports material, meeting the quality specifications at the best possible price, quotations are called

for. Director Physical Education (DPE) is responsible for preparation of sports calendar and sports budget in consultation with other faculty members. 4.**SOP for the Purchase of Stationery Material** To ensure timely delivery of the required stationary items from the supplier, a committee (comprising Office Superintendent and One faculty member) constituted by Principal identifies the stationery items required for the college. 5.**SOP for college tours and trips** To augment student's learning beyond the classrooms, the College organizes various educational and adventure trips, training camps and industrial visits. It describes tasks to be undertaken by tour committee in the planning and preparation of tours and trips. 6.**SOP for administrative printing work** An independent committee constituted by the Principal, in consultation with activity Incharges, identifies printing requirements for Prospectus, inhouse publications, Answer sheets, Question Papers, Attendance registers etc. 7.**Estate officer and his team are involved in regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. 8.In addition, the College outsources the following AMCs: ?Annual Pest Control Service Contract ?Fire Systems Maintenance ?Annual Maintenance of CCTV cameras, generators, air conditioners and water purifiers ?Maintenance of UPS ?Water Tank Cleaning**

https://www.icloudemserp.com/saccm/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Scholarship Scheme for Meritorious students of Economically weaker section of society**	15	377763
Financial Support from Other Sources			
a) National	**NIL**	**0**	**0**
b)International	**NIL**	**0**	**0**
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
[View File](#)			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	LPU	2	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
CAT	8
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Second Position in Annual Inter State Quiz Contest Gyan Manthan, 2018	National	0	1	201601 01 47, 201701 0186, 2018020015	Akshit Garg, Kirat Chhabra, Jagveer Singh

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

SACCM Student Council is formed with the objective of creating effective management competencies in terms of developing administrative and leadership skills amongst the students. It comprises of student coordinators of various activities, who are selected by the faculty coordinators of various activities. The selection is done on the basis of aptitude and past experience for coordinating such activities. The selected members of the council help the faculty coordinators in organizing and coordinating multifarious activities/ events. The various activities or events carried out at SACCM include Public Speaking, NSS activities, College Magazines, Administrative events like Annual Prize Distribution and Convocation Function, Sports activities, Freshers' and Farewell parties, Cultural Fest, Youth Festival, Tours and Travel, Wall Magazine, Discipline, Anti ragging cell activities, Career Guidance and Placement related activities, Mettle fest, Independent thinking exercise and the like. The details about selection, constitution, activities and funding have been discussed below: Selection: The selection of students in the council is done while keeping in mind the factors such as student's aptitude, his/her experience in coordinating college events and previous achievements in the respective committee. As an endeavour to motivate the students excelling in End Semester Examinations conducted by Panjab University, Chandigarh, such students are also made part of Student Council from the next academic session, 201920. Constitution and Activities: There are 54 students who are members of Student Council. The number of Student Coordinator varies for each activity. Activities or events wherein the workload or student involvement is more, higher number of students are included in the Student Council. The following table represents details of students from diverse activities: Activities Number of Student Coordinator Public Speaking 6 NSS 6 (3 girls and 3 boys) College Magazine 2 (Chief Editor) Administrative Functions(Annual Prize Distribution and Convocation) 5 Sports Activities 3 Social Events (Fresher and Farewell) 4 Cultural Fest 2 Youth Festival 3 Tours and Travel 4 Wall Magazine 4 Discipline 15 Periodic meetings are planned to help the College Authorities to take decisions so as to smoothen the functioning of the College. Funding: Though the working of the Student Council does not involve finances, yet whenever the demand for funds arises, the same are provided by the College.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni are the brandambassadors of the institution for the outside world. Their success and achievements represent concrete outcomes of efforts put in by the members of the faculty and management of the institution. These associations now are considered as an important aid for professional development rather than just a reunion organiser. SACCM has a registered Alumni Association under the name of 'SACCM Alumni Association' which was registered on 13th October, 2014. The Executive Committee, who is responsible for planning and implementation of various activities such as organizing alumni meet, arranging for financial assistance for needy students, and having interaction with the College students, consists of following members: ?President ?Vice President ?General Secretary ?Treasurer ?Public Relation Officer ?Members (Three) Following are the ways in which Alumni contribute: 1. Alumni being brand ambassadors, are instrumental in building good reputation of the College through wordofmouth publicity. There has been a trend of alumni's kin seeking admission in the College every year, which in itself speaks in favor of the fact that the college alumni have been contributing a lot towards image building of the

college. 2. The College alumni have been helping in organizing industrial visits to different industrial organizations for providing diverse practical business exposure to young SACCMites. 3. The College Invite University Rank holders from pass out batches to share academic experience and give tips to the potential achievers of the ongoing batches in order to guide and motivate them. 4. Well placed alumni are invited by the College to share their experiences and provide career guidance to the students. 5. Alumni Association of the College provides financial assistance and scholarships to needy and deserving students. 6. SACCM Alumni Association has been able to generate a brain bank of the professionals, which helps the College in organizing various extension lectures related with different subjects.

5.4.2 – No. of enrolled Alumni:
350

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
Thrice a year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College has, for long been, following the practice of decentralization and participative management in its day to day functioning. In the year under report, the College gave special importance to the involvement of members of the faculty in the preparation of the annual budget, annual duty chart, time table preparation, and seeking suggestions for various revenue and capital works. The members of the faculty having specialization in accounting procedures were involved in checking and signing of the financial instruments. They not only involved in the prospective budget proposals, but also remained in the discussions when the approval from competent authority was being sought for the same. The task of inviting resource persons/subject experts to deliver lectures has been decentralized to the extent that the respective teachers in charge are independent to select the resource person. The institution has decisionmaking process at three levels. At the top level, there is Managing Committee comprising erudite academicians and eminent people from industry with rich experience. Besides mentoring and monitoring the performance of the College, all decisions of strategic importance like starting new course, amending faculty development policy, and adopting a new faculty appraisal system, etc. are taken in consultation and approval of Managing Committee. At the second level, the College has constituted numerous committees where members of the faculty are empowered to steer the functioning of the committee. The list of committees has been given hereunder: ?Discipline Committee ?Library Advisory Committee ?Internal Complaint Committee (Grievance Redressal Cell) ?AntiRagging Committee ?Women Development Cell ?Tours Travel committee Their aim is to work toward elevating the efficiency and effectiveness of their domain keeping in mind the overall interest of the institution, and strategy guidelines outlined by the management for the respective area. Lastly, third layer of participation and delegation is at the student level. A student council is formulated comprising the bright and active student representatives on the basis of their aptitude and achievement in a specific activity. Suitable tasks and responsibilities are delegated to the council members. In addition, all of the curricular, extracurricular, and administrative activities are

organized and coordinated by the faculty, and the organizing team of students selected by them. They are formally informed about the activities assigned to them at the beginning of the semester itself through Activity Calendar of the academic session. Like every year, last year also most of the activities like Business Finance Fest Mettle, Model United Nation (MUN), Cultural Fest all extracurricular activities were jointly organized by Faculty students. Moreover, faculty is deeply involved in most of the administrative other operations of the college like Examinations, Budgeting, transportation, Library etc.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Reviewing the framed syllabi of B Com / BBA and forwarding the written communication to the affiliating university for incorporating necessary changes with respect to duplication of contents, flow / structure of course content, additions required etc., if any.
Teaching and Learning	i.Inhouse reinventions with respect to Teaching – Learning Processes. It has been made compulsory for the members of the faculty to write minimum one case study each year, for which funds are allocated for covering the related expenses. ii.Finding best teaching pedagogies being practiced at academically renowned educational institutes. iii.Passing on the knowledge to the members of the faculty about the emerging tools of teaching and new teaching practices in order to bring in more teaching effectiveness. iv.Making the faculty and students aware about the philosophy of Sri Aurobindo and other spiritual luminaries by organizing informal talks.
Examination and Evaluation	i. Laying down the benchmarks and continuously upgrading the examination and evaluation systems so as to gradually enhance the level of academic standard. ii.In its' house examinations, the question papers are set in such a way, which requires utilisation of higher order thinking skills of the students. Moreover, uniformity is ensured in evaluation through development and sharing of marking scheme among the subject teachers.

Research and Development	i.Upgrading the knowledge of the members of the faculty in research methodology by making them aware about emerging statistical tools by obtaining services of experts from the field. ii.Exposing the members of the faculty and students to the functioning of Industry in certain fields.
Library, ICT and Physical Infrastructure / Instrumentation	i.Continually enriching the Library resources with latest and contemporary content. ii.Providing user friendly 'Ease of Access to Library Resources' via iCloudEMS software. iii.Upgrading the existing infrastructure (both physical and ICT) making the requisite additions to the existing infrastructure to facilitate and promote teaching – learning processes.
Human Resource Management	Through decentralization, the members of the faculty are given adequate operational autonomy, which in turn help them in developing managerial and interpersonal skills.
Industry Interaction / Collaboration	i.The College has kept the leading industrialists in the College Managing Committee and in turn, the College takes their inputs about internships and other academic matters. ii.Inviting the speakers' / industry experts from the parent Corporate as well as other industries on the basis of inputs received from the members of faculty. iii.Broadening students' perspective by monitored industrial visits.
Admission of Students	i.Admission process has been automatized and made online. The other social media platforms like WhatsApp, Facebook, LinkedIn, Twitter have been also used. ii.Reviewing students' profile on the key parameters of demographics, socio – economic background, educational background and sports and extra – curricular interests. iii.Identifying the scholastic as well as nonscholastic diversities in students to cater to, on the basis of review of students' profile etc.

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

E-governace area	Details
Planning and Development	All curricular and extracurricular activities in the college are planned well in advance at the beginning of academic session. The plan is formally

	encapsulated in the document called 'Academic Calendar', and is shared with the members of the faculty and staff through email. Similarly, another plan called 'Annual Duty Chart' describing specific duties to be performed by the members of the faculty and staff, is prepared and circulated to the concerned through email.
Administration	Leave management system of the members of the faculty and staff has been shifted to colleges education management software named iCloudEMS, where various types of leaves are assigned to each member as per the leave policy. The process of leave management (from application of the leaves and its approval by the concerned authority) is managed electronically via iCloudEMSerp. New eleave management system has eased, simplified, and expedited the whole process, saving substantial time of everyone for other productive assignments. Further, the payroll system has been shifted to iCloudEMS, where salary of all employees is prepared swiftly by fetching their attendance and leaves from the system itself, and releasing the salary slip in their respective login. Every employee has been given rights to take the printout of their salary slip from eportal itself.
Finance and Accounts	The College diligently plans and forecasts its expenses for the next financial year, and prepares its Annual Revenue and Capital budget accordingly. Once the Annual budget is approved, expenses are monitored against the budgeted amount on quarterly basis. To ensure the budgetary control, every quarter, the report describing the last quarter budgeted versus actual expense and expected expenses to be incurred in the next quarter is prepared in the form of soft copy (ecopy). The same is electronically shared with the management for release of funds for the next quarter
Examination	Before university examinations, the College ensures the assimilation of the subjects by the students through its in house examination. The College meticulously conduct in House Examinations, following the pattern of Panjab University Examinations. From

	question paper setting and seating arrangement to answer sheet design, everything is conducted in the manner as of the Panjab University. Many activities are egoverned through iCloudEMS. Most importantly, examination schedule, evaluation marks and performance analysis is drawn through the iCloudEMS. Since, it is a web based system, all the results are accessible to students and the faculty in their respective login. Such egoverned process saves a lot of time of the members of the faculty to be spent on results analysis.
Student Admission and Support	?On the principles of Transparency, Efficiency, and Convenience", the whole admission process of the college has been automated. Almost all of the activities, starting from receipt of applications from the applicants to making the selected ones as students, are carried out online. Interested prospective applicants submit their application by filling the application form and paying application fee through College website. Thereafter, a merit list is prepared electronically through colleges education management ERP iCloudEMS. System considers the Higher Secondary marks of the applicants and guidelines of the affiliating university. Afterwards, the selected students are called for the physical document verification. Subsequently, seat is allocated to the student after receiving the course fees digitally through the college payment gateway. Finally, they become students of the college and thereafter Section and Roll Numbers are assigned to them in the iCloudEMS. Once admitted, their attendance, leaves, fee receipts, examination and assignments etc. are managed in the iCloudEMS.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
[View File]				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	**31**	**3**	**12**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
?Sponsoring Faculty Career Advancements: ?Sponsoring the members of faculty to participate in seminars, conferences and workshops hosted by other institutes. (detail given in the answer of question number 6.3.1 and 6.3.3) ?Sanctioning paid duty leaves to attend General Orientation Programmes and Subject Specific Refresher Courses organized by UGCrun Academic Staff Colleges. ?Granting paid study leave for a period of six months to pursue PrePh.D. coursework. ?Supporting transportation, meal and other allied expenses in an endeavour to extend industryacademia interface. ?The benefits	**Accommodation for Substaff: ?The members of the sub staff, who are involved in discharge of essential duties such as sanitation and Estate Management etc. are given the accommodation in the campus on nominal rent. ?Every year, NSS unit organizes funfilled gettogether for the College's substaff and their families so as to motivate them intrinsically by recognizing them as an inextricable and vital part of SACCM family. Herein, the children of the sub staff are also invited on the stage to sing songs and play games. This immensely boosts their confidence and help them overcome**	**?A book bank has been created for the needy students. Besides it, faculty of the college also help many needy students by giving them required books. ?A Scholarship scheme is offered to the students based on defined criteria. Under the scheme, Rs. 25,000/ is given to each selected student per semester. Upto 25 students from B Com Course and 10 students from the BBA Stream can avail the scheme. ?Fee concession up to Rs 6,000/ per Year is given to deserving and needy students. The College allocates a budget of Rs. 150,000/ for concession scheme every year ?Group**

| of the paid maternity leave which are to be given to the regular staff, are also extended to the adhoc faculty. ?Provision of short leave for all the staff members where, the College grants two hours of paid time off every month in case of any emergency. ?Range of sports facilities available to the staff for recreation ?Provision of Duty Leave ?Granting paid duty leaves for meeting the PhD supervisor for thesis, on being deputed as Centre Superintendent, Assistant Superintendent, member of flying squad or examiner for vivavoce in any other college examinations, evaluation of answer booklets for Panjab University Examinations etc. | the stage fear. | Accident Insurance Policy for the Students covering expenses up to Rs. 3 Lacs/. |

6.4 – Financial Management and Resource Mobilization

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

For most of the critical functions, Standard Operating Procedures and numerous policies are in place, whose compliance is assured through the quarterly audit being conducted by the Internal Audit team assigned by the Managing Trust of the College. Such audits facilitate system improvements and identifies gaps for initiating remedial measures. Internal and External financial audit is carried out regularly by an independent team of auditors. Thereafter, a report specifying the lapses is submitted to the Director Education and the Principal for their comments. On the same lines, external statutory audit is carried out biannually for the accounting.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sri Aurobindo Socio Economic and Management Research Institute	5546563	purchase of College assets during FY 201819
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6.4.3 – Total corpus fund generated

114078846.77

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Examination Committee of the College
Administrative	Yes	S Jain Company	Yes	The deputed team

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

The College has progressively evolved measures for better interaction with the parents, for which the following activities are conducted: ?The College Conducts Parent – Teacher Meets (PTM) for communicating about the academic performance and overall conduct of the students. Weak areas and reasons for the same along with suggestive measures to improve are also discussed. ?Besides PTM, the college organizes Principal Parent Meets (PPM) wherein the parents are informed about the distinctions achieved by their ward in Panjab University Examinations and while being congratulated, they are asked to encourage their ward for higher accomplishment in the coming exams. ?Parents' feedback is also obtained during the PTM / PPM. Their valuable inputs are noted and incorporated in various teaching learning processes. ?Through iCloudEMS software, the College provides a comprehensive reporting to students and parents on real time basis. The parents receive the lectures attended report and results of their wards on daily basis through a SMS. This way, the College works closely with parents and provides them with timely and carefully assessed feedback. This helps them in discovering the student's strengths and weaknesses with a view to chisel the student's performance.

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

The College arranges Mediclaim policy (gradually to be changed over to ESI) for the members of the support staff including their families at reasonable charges under group Mediclaim. In addition, the college also coordinates filing and reimbursement of their hospitalization claim, if any. Policy/Program of inclusion and reflection such as SAMARPAN are organized every year to recognize the indispensable efforts put in by the support staff for the college. Here in, the support staff of the college is invited along with their families, and funfilled games are organized and gifts are distributed to the winners. The children of the sub staff are also invited on the stage to sing songs and play games. This immensely boosts their confidence and help them overcome the stage fear. Members of the sub staff are also involved in the sports and field facilities.

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

Maintaining the Momentum of Research and TeachingLearning through Workshops on 'Case Study Writing and Teaching' and 'Research Methodology' Installation of CCTV Cameras in classrooms to monitor both the internal and external environment Memorandum of Understanding (MOU) inked between SACCM SRCC Transition from IEMS to a better Education Management System (iCloud EMS) Matting of the Badminton Court. Infrastructure Development: A modern state of art auditorium is under construction with seating capacity of 880 Under an Eco friendly initiative, a sewage treatment plant has been set up.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No	
d)NBA or any other quality audit	No	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Run 4 Nine - Shoulder to shoulder walk by both the genders: An initiative to create awareness about Menstrual Hygiene in collaboration with JCI India	08/03/2019	08/03/2019	18	12
Enriching students regarding general and fire safety	01/06/2019	01/06/2019	40	30
Awareness about Child Trafficking	05/02/2019	05/02/2019	12	18
Children of both the genders visited Pyramid Meditation Centre.	04/06/2019	04/06/2019	16	14
Approaches for ensuring gender equality: A discussion during SACCM Intra MUN 2018	07/09/2018	08/09/2019	19	14
Seminar on 'Myths and facts about	04/06/2019	04/06/2019	40	30

| food focusing on gender equality: by dietitian Mrs. Nidhi. | | | | |

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

Percentage of power requirement of the University met by the renewable energy sources
No Alternate Energy Initiatives have yet been undertaken.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	0	02/07/2018	0	NIL	0	0
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	15/06/2018	Before the start of each academic session, the college Prospectus is published so as to provide the students a general idea of various rules, regulations and policies which they have to abide by.
Instruction Manual	15/08/2018	Instruction manuals are the handbook that contain the detailed instructions of students' code of conduct and rules to be followed by them. They are uploaded on the college software icloudEMSerp for which each student has an individual registered login id.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Interacting with the residents of old age home	05/08/2018	05/08/2018	59
Visit to 'Bal Bhawan'	22/08/2018	22/08/2018	38
Visit to 'GURU AMARDASS APAHAJ ASHRAM', Village Sarabha	03/06/2019	03/06/2019	35
Chhabeel Sewa' at Gurudwara Sarabha Nagar and BRS Nagar.	06/06/2019	06/06/2019	70
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.The students planned a cleanliness drive within the college campus from 20th September 2018 to 23rd September 2018 covering classrooms, canteen and atrium. The posters highlighting the importance of cleanliness were also displayed in the entire college campus. 2.Oneday camp was organized on the agenda 'Save Environment'. Tree plantation drive was conducted in collaboration with 'Eco Sikh' whereby each volunteer planted a sapling, which was followed by an interactive session to familiarize the students about criticality of the issue of environment devastation. 3.The posters highlighting the importance of cleanliness were pasted in the entire college campus on 24 and 25th September, 2018 and students were motivated to keep the campus clean. 4.Sewerage Treatment Plant has been installed in the college so that before disposing off the waste material it is treated. 5.Students were made aware about the hazards of plastic littering and advised to reduce the consumption of beverages in plastic containers. 6.Students were motivated to celebrate Green Diwali.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Maintenance of orderliness, discipline and ethical practices: The college has zero tolerance for indiscipline and unethical behavior amongst the teacher and the taught. Besides this, the best two practices are: Best Practice 1: Public Speaking and Creative Writing: The Context: Many students, despite being academically good, feel that when it comes to expressing themselves, they are at sea. It is their collection that in spite of excellent academic scores, sometimes, public speaking and the lack of creative skills like Essay Writing, Poem Writing, Story Writing etc. prove to be their achilles heel that further lowers their chances of grabbing ace opportunities in various walks of life. Little doubt we have in our minds that if a student gels well with public speaking and different creative writing skills, he/she turns even the unpalatable into palatable and the tasteless into sublime. Possessing good communication and creative skills ups the confidence of the students. Recognizing these needs, the college has designed a Public Speaking and creative writing skills Programme which is an indispensable part of the college curriculum. Public Speaking Program is one of the best practices followed at SACCM. Objectives: To overcome stage fright. To gain confidence and courage to face an audience. To make a laddered progression starting with paper reading and gradually moving to declaiming, debating and participating in independent

thinking exercises. To be looked up as good communicators and gain respect. To be able to express oneself well through written words. To give vent to one's feelings through poetic verses. To attain sublimity in every kind of writing. The practice: To begin with, a separate slot in timetable of first year (B Com and BBA both) is allocated for public speaking lecture. Here the student is encouraged to choose a topic of one's choice and express his/her opinion on the same. The idea is to give the students a launch pad, to help them gain confidence and overcome the demons of stage fright. Teacher facilitator helps correct the oration with respect to diction, modulation, tempo, intonation etc. The Paper Reading contest is organized on 15th August every year whereby the students are supposed to speak on particular topics by reading the same from a prewritten script. Students prepare for the same under the guidance of a teacher facilitator. During the cultural fest cum talent hunt competition of the college, students of SACCM are given an opportunity to participate in elocution, debate, Essay Writing, Story Writing, Poem Writing. Students are further groomed for participation at University level and other competitions. Adding to the endeavor, SACCM also conducts British Parliamentary Debate and prepares students for Model United Nations both giving podiums to young citizens to sharpen their public speaking skills. A unique activity connected with the context is Independent Thinking Exercise wherein students are given topics and are encouraged to think independently in order to form an opinion and express it with conviction. This college supported activities help students prepare themselves for outside competitions. Teacher facilitators guide the students at each step. Evidence of Success: Ranging from zonal to national level competitions, students have been winning accolades and prizes at various forums. Like previous years, this year also SACCMites have scripted victory at different competitions conducted by institutes of high repute, and the following highlights the achievements of SACCMites in this regard: ?First prize in Essay Writing in Zonal Youth Festival organized by Panjab University, Chandigarh at SCD Government for boys, Ludhiana. ?Third prize in Essay Writing in Zonal Youth Festival organized by Panjab University, Chandigarh at SCD Government for boys, Ludhiana. ?Second prize in Poem Writing in Zonal Youth Festival organized by Panjab University, Chandigarh at SCD Government for boys, Ludhiana. ?Third prize in Short Story Writing in Zonal Youth Festival organized by Panjab University, Chandigarh at SCD Government for boys, Ludhiana. ?Third prize in Elocution in Zonal Youth Festival organized by Panjab University, Chandigarh at SCD Government for boys, Ludhiana. ?First prize in Essay Writing in Inter Zonal Youth Festival organized by Panjab University, Chandigarh Dashmesh Girls College, Badal. ?First position in Essay Writing in Inter College Competition held at Government college for girls. ?First Position in 'Black and White' held at Government college for Girls, Ludhiana. ?Second in Debate held in Gulzar Group of Institutes, Gobindgarh ?Second in Debate held in Gulzar Group of Institutes, Gobindgarh ?First Prize in Ad Mania in Gulzar Group of Institutes, Gobindgarh ?Second prize in Cross Talk, Pratibha held at Gyan Jyoti Institute, Mohali. ?First in Story Writing in Digiquest Fest held at GGNIMT, Ludhiana ?First in Turn Coat in Digiquest Fest held at GGNIMT, Ludhiana ?First in Case Based Group Discussion in Digiquest Fest held at GGNIMT, Ludhiana ?Second in Facebook Discussion in Digiquest Fest held at GGNIMT, Ludhiana ?First in Impromptu, In Panache Fest held at SD College, Chandigarh. ?Second in Turn Coat in Digiquest Fest held at GGNIMT, Ludhiana ?First in Facebook Discussion in Digiquest Fest held at GGNIMT, Ludhiana ?Third prize in Debate held at SDP College, Ludhiana ?Second in Impromptu, In Panache Fest held at SD College, Chandigarh Problems Encountered and Resources Required: A period needs to be allocated in the time table to accommodate the public speaking lecture for first year students which we do. However, sometimes It becomes slightly problematic to provide an additional/extra period for the above said activity because of an already overloaded semester system. Being a self financed institution the college is currently constrained financially to

provide a communication lab which can be useful for this exercise to be more effective. Best Practice 2: NSS The Context: At SACCM, classroom teaching is combined with several community engagement programs with the aim of inculcating a spirit of social consciousness and civic participation among students. These community arrangement programs are organized by the NSS unit of college. The programs aim at infusing the sense of social welfare among students. This is an initiative to make the students understand the sense of gratitude, humility, selflessness and humanitarianism. The Objective: Aimed at living the concept of holistic development of students, NSS helps them in growing up as complete beings the one who is not only selfsufficient but also contributes to the betterment of society. The college fosters the philosophy that when it comes to serve the society none could be little smaller nor bigger. Accomplishing medals and success in careers make students strong on economic front, but the actual feeling of being complete can be comprehended when even once in life a person proves worthy of extending help to others without his own profit motive. SACCM looks at bringing an altruistic change in the attitude of students by engaging them in such community service programs. The Practice: NSS unit undertakes a number of activities allround the year. The activities aim at inculcating feeling of humanity, equality and selfless service towards the society. Through wellorganized induction programme, the newly admitted students are made aware about the motto and objective of NSS unit. Activities at Glance (201819) Activity 1: Standing firm and true to the motto of NSS "Not Me, But You" the first activity conducted was a Visit to an Old Age Home named 'Shree Swami Vivekananda Swarg Ashram Trust' where students distributed fruits, biscuits and other eatables to the inhabitants and shared quality time with them. Learning outcome: Listening to the life experiences of inhabitants helps the students to know about the hardships of the life. Activity 2: The next activity was conducted whereby the students visited 'Bal Bhawan' maintained by Red Cross. The students conducted various games, colour and rhyme recitation competitions and distributed various gifts (toys, clothes, stationary and eatables) among the children. Learning Outcome: A small act of kindness can bring a smile on someone's face and it never gets wasted. Activity 3: For the next activity, students visited traffic park whereby they were apprised of the traffic rules and importance of abiding by them. Learning Outcome: Students can share the knowledge with their peers and friends. Activity 4: The students conducted a cleanliness drive within the college campus and cleaned the classes, canteen and other sitting areas. The posters highlighting the importance of cleanliness were displayed in the entire college campus. Learning Outcome: The students learned and spread the concept 'Cleanliness is Godliness.' Activity 5: Students enrolled with NSS unit, visited 'Ek Prayas' a school for differently abled children and helped them in preparing handicraft items like envelopes, diyas and candles etc. Learning Outcome: Students learned the virtue of deriving happiness by helping others. Activity 6: College organized a blood donation camp in collaboration with 'Blood Sewa Social Welfare Society.' 100 volunteers volunteered to donate the blood to be used by the hospitals in need. Learning Outcome: The students overcame the initial hesitation and fears of being the first time donors and mustered courage to participate in more such camps in future. Activity 7: A week long activity titled 'Joy of Giving Week.' was conducted. The students collected different stuff (eatables, clothes, toys and other material) from among themselves and distributed it in

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://saccm.in/?p=3845

7.3 – Institutional Distinctiveness

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

Sri Aurobindo College of Commerce and Management is just a 15yearold institution, and during this short span of time, the college has made a distinctive place for itself. SACCM, prides itself on the fact that since its inception, it has won 12 gold medals in Marketing Honors. There has never been a year when SACCM witnessed drought of Gold Medal. The college has developed a habit to hit the bull's eye, every time. To bag the Gold Medal every year is in itself a phoenix like phenomenon. And, in present times of competitiveness, distinctiveness alone is hailed. Teachers here in SACCM are industrious and dynamic. Along with the books, they take very good care of the world beyond the books, and this is why our students are one up in comparison to the students of other institutions. Learning is an indispensable and eternal process with us. Every teacher is given the facility of a separate faculty cabin and a personal computer connected to WIFI so that not only ICT but even the curiosity can be quenched quickly by web connections and as such the repertoire of knowledge remains within an easy reach. Since the College believes in the holistic development of the taught, the teachers keep on learning to share the knowledge gained. Every year the College comparative study of the performance of our teachers with those of other top colleges. We do this exercise in order to plug the vacuum, if any. After this exercise is done, teachers sit together and discuss at length their strengths and weaknesses. By introspecting within, our teachers better themselves. Same way, after students take their examination, the SACCM teachers follow the uniform evaluation system. A solution is prepared by one of the subject teachers, and is shared with other subject teachers so as to give students the confidence that justice is done to them by evaluating their answer sheets with uniformity. By doing this we, achieve the higher goals of students' satisfaction. In return, students work still harder and bring unparalleled results to the college. In our college, we respect the rights of students. Taking care of the same, the College has developed a structured feedback system wherein students give online feedback of their teachers, and rank them on various parameters. Further, the result of this feedback is shared with the teachers so that they can further improve upon their weaknesses, if any. As stated earlier, that we work with unfaltering sincerity and unprecedented industry for the North way growth of our students. To further better this, we have a goal setting programme too in our college. So winning Gold Medals every year that too without fail is our Institutional Distinctiveness.

Provide the weblink of the institution
http://saccm.in/?p=3925

8.Future Plans of Actions for Next Academic Year

#Increase the number of skilloriented value added courses such as GST, Digital Marketing, Business Analytics, Office Automation, Life Skills, Soft Skills Development etc. #Upgradation of infrastructural facilities such as Air conditioning of classrooms for conducive teaching learning environment and construction of the state of art auditorium for organizing seminars / workshops / interactive sessions. # Introduction of PostGraduate programme i.e. Masters in Commerce (M Com) for the next academic year 202021 #Enhancement of Entrepreneurial skills by means of interactions with entrepreneurs' / business leaders so that inhouse brain storming sessions on innovative business ideas can be planned. #Constitution of 'Business Club', which will aim at empowering students to generate, brainstorm and implement innovative ideas to develop business skills. #Constitution of 'Literary Club', aiming at developing the literary skills of the students. #In order to give the benefit of Incubation Centres to the students, the College will collaborate with various institutes so that innovative ideas can be translated into viable businesses. #Formal / informal collaborations with the institutes of repute in order to get an insight

into the innovative teachinglearning practices followed by such institutes. #Promotion of environment friendly practices for sustainability and adoption of measures such as Solar Energy, Solid Waste Management and Water Management etc. #To strengthen the mentormentee relationship, the College will introduce 'Proctor Module' via iCloudEMS software wherein mentor will have an access to detailed information about his/her mentee. #Enhanced involvement of various stakeholders' in the form of feedback / suggestions for improving students' overall development.