**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

***by***

 **THE INTERNAL QUALITY ASSURANCE CELL**

***of***

**SRI AUROBINDO COLLEGE OF COMMERCE & MANAGEMENT**

***(For Academic session 2017-18)***



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**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: **Ms. Marinal Gupta**

 Designation: **Principal (Offg.)**

* Does the institution function from own campus: **Yes**
* Phone no./Alternate phone no.: **0161-2804226**
* Mobile no.: **097792-00133**
* Registered e-mail: **saccm2004@gmail.com**
* Alternate e-mail: **iqac.saccm2018@gmail.com**
* Address: **Village Jhande, P O Threeke, Ferozepur Road**
* City/Town: **Ludhiana**
* State/UT: **Punjab**
* Pin Code: **142021**

**2.** Institutional status:

* Affiliated / Constituent: **Affiliated**
* Type of Institution: Co-education/Men/Women **Co-education**
* Location: Rural/Semi-urban/Urban: **Rural**
* Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) **Self Financing**

* Name of the Affiliating University: **Panjab University, Chandigarh**
* Name of the IQAC Co-ordinator: **Ms Meenu Gupta**
* Phone no.: **0161-2804226**

Alternate phone no. **8146547479**

* Mobile: **9878544224**
* IQAC e-mail address: **iqac.saccm2018@gmail.com**
* Alternate Email address: **saccm2004@gmail.com**

**3.** Website address: **saccm.in**

 Web-link of the AQAR: (Previous Academic Year):

[http://saccm.in/new/wp-content/uploads/2018/12/AQAR-2017-18(revised\_format).docx](http://saccm.in/new/wp-content/uploads/2018/12/AQAR-2017-18%28revised_format%29.docx)

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

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink: http://saccm.in/?p=3930

**5. Accreditation Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cycle** | **Grade** | **CGPA** | **Year of Accreditation** | **Validity Period** |
| 1st | A | 3.02 | 2015 | from: Nov 2015 to: Nov 2020 |

6. Date of Establishment of IQAC: DD/MM/YYYY: **15/10/2014**

7**.** Internal Quality Assurance System

|  |
| --- |
| 7.1Quality initiatives by IQAC during the year for promoting quality culture  |
| **Item /Title of the quality initiative by IQAC** | **Date & duration** | **Number of participants/beneficiaries** |
| **1.**Regular Meeting of IQAC |  25-09-2017 (1.05 hr)19-12-2017 (1. 25 hr)26-03-2018 (1.05 hr)28-06-2018 (1.25 hr) | 11 Members09 Members12 Members15 Members |
| 2. Timely Submission of the Annual Quality Assurance Report (AQAR) | 04-07-2017 | ------- |
| **3. Memorandum of Understanding (MOU) inked between SACCM & SRCC:**In furtherance of its mission & vision the College has entered into Memorandum of Understanding with Shri Ram College of Commerce (affiliated to University of Delhi), on 16-02-2018. | 16-02-2018(2 Years) | All Faculty members |
| 1. **Transition from IEMS to a better Education Management System (iCloudEMS):**

In order to encompass all facets of its functioning, the College has gone for widely utilized and well tested software icloudEMS for the better management of students’ assignments, grades, attendance, leave management, faculty profile etc. | 21-08-2017 | All stakeholders viz. Students, parents, members of faculty |
| **5. Case Study Writing**The IQAC, after thorough deliberations, recommended that in order to hone up the research skills of the members of its faculty they ought to be given the task of writing a case study every year. To accomplish this, during the session 2017-18, a maiden attempt was made and all the members of the faculty were tasked to write case study on specialized areas such as production, operations, administrative, managerial, financial and marketing aspects of industries situated in and around Ludhiana. After the receipt of case studies, the same were got evaluated from experts. Depending upon the grading received, the members of the faculty were offered pecuniary and moral incentives. A case study bank has been added to the College library, which is accessible to the students as well as other readers. Such an academic endeavor is likely to enhance not only the subject specific knowledge of the teachers but would also be used for supplementing classroom lectures with practical examples and teaching tools.  | 01-07-2017 to 31-01-2018 | All Faculty Members and student readers |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
| Not Applicable |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

\*upload latest notification of formation of IQAC **<http://saccm.in/?p=2008>**

**10.** No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website Yes/No **YES**

 Weblink: **<http://saccm.in/?p=3856>**

**11.** Whether IQAC received funding from any of the funding agency to support its

 activities during the year? Yes       No ****

If yes, mention the amount: **Nil** Year: **N.A.**

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

 IQAC has contributed in the following areas during 2018-19:

**IQAC has contributed in the following areas during 2017-18:**

1. **Memorandum of Understanding (MOU) inked between SACCM & SRCC**

SACCM aspires to be one of the best Commerce & Management College in India that would nurture talent and develop business leadership. To meet its vision, on 16-02-2018, the College has entered into Memorandum of Understanding with Shri Ram College of Commerce (affiliated to University of Delhi) - one of the best colleges of Commerce in the country. The MOU provides formal arrangement, wherein both the institutes will collaborate in the areas wherever synergy could be obtained, and SACCM will seek research, consultancy and academic advice from the SRCC to spruce up the quality of education at its institution.

1. **Transition from IEMS to iCloudEMS software**

The College has deployed web/internet based education management software named iCloudEMS to overcome the difficulties experienced in the functioning of IEMS software. The students the College and/or their parents can easily access it from anywhere through mobile App or desktop. A number of features are provided in the software through which members of faculty regularly upload Lecture notes, and reference material for easy access of students. Tasks like giving assignments to students, examination schedule, and performance evaluation are efficiently conducted through system. Now students can see their attendance, instantly after it is posted in the system; they can apply leave whenever required, make all kinds of payments viz. course fee, trip charges, fines etc., view the marks secured in house exams, see time table, holidays, and whole lot of things on it. Even, parents can see the attendance and performance of their ward through software by accessing it on their mobile.

1. **Revision of performance appraisal system for the faculty**

Based on the recommendations of IQAC, performance appraisal proforma was completely revised. It was decided to make it more simple, reliable and transparent, and reflect upon the true assessment of performance of faculty. As per revised format, there will be four criteria to appraise the performance of faculty namely Academic Performance, Case studies & Research work, feedback of the students and administrative & other assignments. Case studies were made an important part of yearly performance appraisal of faculty along with other parameters. It was given due weightage (10 marks) in the overall score, so that faculty feel motivated to improve their future performance.

1. **SACCM Alumni Association-Alumni Interaction Series**

Considering that an active alumni network allows the college to benefit from the skills and experiences of its graduates, an ‘Alumni Interaction Series’ was initiated under the forum of SACCM Alumni Association. Where experience sharing talks & career counselling sessions by SACCM alumni, who are well placed professionals, well settled entrepreneurs or have excelled in their academic pursuits during or after graduation from SACCM were held.

1. **Installation of the bust of Sri Aurobindo in the college campus**

As the college has been established on the philosophy of Sri Aurobindo, a great scholar, poet, Hindu mystic, an Indian nationalist, yogi & guru, therefore it was decided that the bust of Sri Aurobindo will be installed in the front lawn of the college campus so that the students are aware about the iconic spiritual leader. Beside this, it was also recommended that photographs of Mother & Sri Aurobindo shall also be placed in all faculty cabins, library, administrative office & reception area of the College.

**13.** 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** |
| IQAC gave proposal that the college must collaborate with some renowned institution to share knowledge, seek guidance for the development of faculty as well as students. | To this end MOU signed with SRCC |
|  IQAC proposed to introduce better version of education management system, which can remove the difficulties faced in IEMS |  IEMS was replaced with icloudEMS. |
| IQAC proposed to amend existing performance appraisal system and make it more reliable, transparent & objective. | Accordingly revised performance appraisal format was introduced and case study was also made a part of it. |

**14.** Whether the AQAR was placed before statutory body? Yes /No: **NO**

Name of the Statutory body:………

Date of meeting(s): ………………

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

 assess the functioning?

 **Yes/No: No** Date: **N.A.**

 **16.** Whether institutional data submitted to AISHE: Yes/No: YES

 Year: 2017-18 Date of Submission: 18-08-2018

**17.** Does the Institution have Management Information System? **Yes, iCloudEMSerp**

 The college has a well – defined and an equally well – functioning Management Information System (MIS). MIS Reports play a pivotal role in the continuous appraisal of the instituted systems and improvements. There are certain MIS Reports which are generated to serve the twin objectives of appraisal and decision making by the college authorities i.e. The Director (Edn.) and the Principal, and there are others, which are generated for the Chairman and the College Managing Committee to review the college performance in multifarious spheres. The former category encompasses MIS reports prepared after the Mid Semester Tests to review the performance of the students that also serve as a basis for Parent – Teacher Meets (PTM) and Parent – Principal Meet (PPM), MIS reports prepared by the college after University examinations to undertake two-dimensional analysis, first dimension dealing with comprehensive comparative analysis of its academic results with the leading colleges of Punjab and Chandigarh and the second carrying out Y-o-Y (Year-on-Year) Growth of its own academic performance, etc. This year a detailed and comprehensive analysis of the same was carried out. In addition to these structured reports, several reports are prepared by the college, as and when required, to facilitate decision making.

 The latter category, where reports are generated for the Chairman or the College Managing Committee have been Annual Report of the college and Quarterly Review Report to take stock of the activities of last academic session, Managing Committee Report (agenda based) to be presented before the members of managing committee during the Managing Committee Meet and other dedicated reports as and when required.

**Part-B**

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| **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  |
| A well-knit mechanism for curriculum delivery and documentation is implemented at the College to honehigher order thinking skills(HOTS) amongst the students. Following initiatives are taken up by the College in this regard:* Theme Based industrial visits are organized periodically for the students with a view to demonstrate the practical application of the curriculum studied in the classrooms.
* It is ensured that every member of the faculty undertakes one case study in an academic session, which is further used in the classroom teaching for that particular subject.
* The benefits of Industry-Academia Interface are leveraged by inviting illustrious academicians and practising managers from industry to share their rich experiences and expertise with the students.
* In order to enhance the critical thinking amongst the students, a case study bank has been created and kept in the College Library for the reference of students and the faculty members.
* With a view to provide additional academic inputs, ‘Bridge Classes’ are organized for the students who lag behind their peers either due to diversity in their academic background or comparatively lesser ability level.
* The curriculum delivery is supplemented by teaching the students through 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.
* 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.
* Group presentations, intra and inter section subject quizzes are organized in order to make curriculum delivery more interactive.
* The morning time table slots are purposefully allocated to numerical subjects due to perceived high concentration during morning than in afternoon.
* 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.* 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  |
| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development  |
|  |  |  |  |  |
| **1.2 Academic Flexibility** |
| 1.2.1 New programmes/courses introduced during the Academic year |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
|  |  |  |  |
| 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 | **UG** |  **PG** | Date of implementation of CBCS / Elective Course System | **UG** |  **PG** |
|  |  |  | 1. B Com (Finance andMarketing Honours)2. BBA (Marketing Management & Human Resource Management) | **18-07-2017****18-07-2017** |  |
| Already adopted (mention the year)  |  |  |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |
| No of Students | Certificate | Diploma Courses |
|  |  |  |
| **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 |
|  |  |  |
| 1.3.2 Field Projects / Internships under taken during the year |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
| Internships  | 12 students |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders. |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| Yes | Yes | No | Yes | Yes |
| 1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words) |
| On the basis of feedback received from various stakeholders, following actions have been initiated by the College:1. The College sends attendance report of the students to their parents on daily basis via SMS. In addition to this, a weekly attendance report for all subjects is also sent to the parents on weekly basis through the College software iCloudEMS.
2. SACCM has started following cashless system for all types of transactions (receipts and payments) with respect to students.
3. The mechanism of online leave submission and its approval has been started for the members of faculty, staff and students.
4. SACCM has started internship program with industrial units for students in their summer vacation.
5. It has been decided that the students will be given an option to submit their assignments in e-form also.
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| **Criterion II -Teaching-Learning and Evaluation** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year** |
| **Name of the Programme** | **Number of seats available** | **Number of applications received** | **Students Enrolled** |
| B.Com  | 210 + 8\* | 981 | 210 + 5\*\* |
| BBA | 80 + 8\* | 795 | 80 + 2\*\* |
| \*Additional seats given by the Panjab University, Chandigarh to all the affiliated colleges under the Single Girl Child / Rural Area / Border Area / AIDS / Cancer / Thalassemia patient category\*\*Number of the students who got benefit under above specified categories |
| **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 full time teachers available in the institution teaching only UG courses  | Number of full time teachers available in the institution teaching only PG courses  | Number of teachers teaching both UG and PG courses |
| 2017-18 | 873 | ----- | 33 | ----- | ----- |
| **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 | Number of smart classrooms | E-resources and techniques used |
| 33 | 33 | iCloudEMS (ERP Software) for uploading the sessions plans, content plans, assignments, attendance, examination marks, communication with parents etc.; Laptops, LCD Projectors, Wi-Fi campus, desktop with each faculty, P.A enabled in every class room, fully automated library through e-granthalaya software  | 15 | --- | Subscription of N- List programme of Inflibnet, Case Studies of Harvard Business Review, Online Access to package of 18 e-journals of Sage publications, etc. |

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| **2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)** |
| In order to Bridge the gap between the teachers and students and create a better environment in college, where students can approach teachers for both educational and personal guidance, Expert guidance, mentoring and psychological intervention, 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 itself through the guidance given to the aspiring students regarding the course choice and goes up to the stage of final examinations wherein students are motivated and guided to take appropriate actions and follow relevant strategies to realize their potential.With the help of rigorous and determined efforts undertaken by the college in improving and strengthening its teaching learning processess, it has been able to develop a knack in successfully transforming the students with high potential into Top University Rank holders. At the same time, the college has been taking far bigger and even firm steps and initiatives to provide every possible support to the students who are at the risk of failure as the mentoring system of the college helps in identifying slow learners and advanced learners. The college has identified different factors that lead to the risk of a student’s failure ranging from ill health (psychological or physical illness), intellectual incapability/ academic weakness and attitudinal weakness (aimless students). Further classes in- charge and co-incharge play crucial role in mentoring such students by keeping a checkon the academic records and general behavior of these students. They stretch special attention to those students whose performance level or attendance is low and to those who have some behavioral issues by regularly mentoring and providing with support services to improve themselves. Special efforts are made to provide extra coaching for the subjects that they find difficult in addition to special improvement tests which are held at regular intervals. In activities like paper reading competition under public speaking programme, 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, MUN, Inter Section Subject Quiz, etc, student organizing committees are formed who are directly mentored by their teacher facilitators. For BBA Research Projects, each teacher is allocated three- four students who are regularly guided and mentored by the concerned teachers in their research pursuits. Personal Counselling and Psycho-Social Counselling are also provided to assist students in handling their personal as well as psycho-social issues like self-management (issues related to self- esteem, time management, stress management and goal setting ability, etc.) and interpersonal issues like managing peer pressure, interpersonal jealousies, etc. Through this mentoring system, Members of faculty not only contribute in unleashing students’ hidden talents but also guide students to choose right career path for job, higher studies, entrepreneurship, etc. For Career Counselling, the Career Guidance and Placement Cell of the College undertakes different initiatives to guide and mentor the various career aspirants. |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| ….. | ….. | ….. |

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| **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 (as per University Condition for Affiliation) | 19 | 1 | - | 5 |
|  |
| **2.4.2 Honours and recognitions 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* |
| ….…… | ….…… | ….…… | ….…… |
| **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 |
|  |  |  | **DEC 2017** |  |
| B COM | BCM  | 1 SEM | 22-12-2017 | 10-04-2018  |
| B COM | BCM | 3 SEM | 23-12-2017 | 28-03-2018 |
| B COM | BCM | 5 SEM | 23-12-2017 | 05-04-2018 |
| BBA | BBA | 1 SEM | 21-12-2017 | 28-03-2018 |
| BBA | BBA | 3 SEM | 23-12-2017 | 22-03-2018 |
| BBA | BBA | 5 SEM | 22-12-2017 | 22-03-2018 |
|  |  |  | **MAY 2018** |  |
| B COM | BCM | 2 SEM | 31-05-2018 | 28-07-2018 |
| B COM | BCM | 4 SEM | 01-06-2018 | 26-07-2018 |
| B COM | BCM | 6 SEM | 30-05-2018 | 05-07-2018 |
| BBA  | BBA | 2 SEM | 29-05-2018 | 26-07-2018 |
| BBA | BBA | 4 SEM | 28-05-2018 | 27-07-2018 |
| BBA | BBA | 6 SEM | 24-05-2018 | 03-07-2018 |

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| **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**- 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. **Open Book Tests-** For subjects particularly theoretical in nature, 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 instead of just rote learning. 3**. Intra Section and Inter Section Subject Quiz-**Intra Section and Inter Section Subject quizzes based on multiple choice questions are conducted at regular intervals for the quick assessment of the students’ classroom learning. **4. BBA Research Projects-** Research projects are an essential 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. **5. Uniformity in Evaluation-** Fairness and uniformity in evaluation of answer sheets is ensured by the examination in-charge. Teachers sharing the same subject jointly prepare a uniform evaluation scheme and the same are also explained to the students in detail at the time of declaration of results. **6. Result Analysis-**Thorough result analysis is conducted by comparing inter-section and inter-college performance in each subject to evaluate the performance of college students in the university exams viz-a-viz students of other colleges and to identify the areas or subjects requiring improvement.  |

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| **2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)** |
| The Academic Calendar serves important source of information and planning document for College Administration, Members of Faculty and Students. It is a systematic schedule of important dates and significant events that take place during the academic year. SACCM plans its academic calendar well in advance so as to bring efficacy in its teaching, learning and evaluation processes. The calendar runs from July to June every year, specifying the tentative schedule of admission dates, commencement of the session, details of teaching days, examination schedule, co-curricular and extra-curricular activity days, holidays and other important events. The date sheet for the mid semester tests is well planned and displayed on the college notice board one month in advance to give sufficient preparation time to the students. Further, the academic calendar helps in effective scheduling of the classroom teaching and other co-curricular activities and thereby identifying the total number of teaching days in odd and even semesters. Since the college lays great emphasis on the holistic development of the students, a number of non-academic activities like sports, excursion tours, cultural fest, NSS, independent thinking exercises, etc. are planned along with the academic activities like classroom lectures, industrial visits, extension lectures, ISSQ, examinations and goal setting programme as the total number of lectures assigned for classroom teaching are limited (as per University Calendar). 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 well-rounded growth of the students. **Weblink:**  http://saccm.in/?p=3930 |
| **2.6 Student Performance and Learning Outcomes**  |
| 2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution. |
| Vision, Mission and Quality Policy of the college are clearly indicative of the **Programme and Course Specific Outcomes** expected to be demonstrated by the SACCMites. The College strives to uphold its vision, mission and quality policy in moulding students into disciplined citizens with intellectual, emotional and spiritual balance.**Program Specific Outcome**The ‘SACCM Student Development Model’ communicate the Program Specific Outcomes expected to be acquired by the students. The said model mainly focuses on preparing the students to acquire State - of-The- Art Knowledge in order to fetch conceptual clarity and ability to apply the acquired knowledge into real life situations. The programs offered by the college aims at developing business leadership and effective management competencies amongst the students. Besides acquiring the right knowledge, programs are specifically designed to develop students’ skills related to communication, analytics and negotiation and organizing. For these learning outcomes, the college prepares its students through the rigorous classroom teaching-learning processes and a host of co-curricular and extracurricular activities like independent thinking exercise, public speaking, British parliamentary debate (BPD), Model United Nations (MUN), leadership building etc.**Course Specific Outcome**The Course Outcomewhich is expected to be achieved by the students after the completion of a particular course, is very well elucidated in the form of course objectives in the college Instruction Manual uploaded on the website of the college. Besides course outcome, this manual includes the term-wise syllabus to be taught in each subject, along with topic wise reference books and tentative number of lectures required for the completion of these topics. (**Weblink: <http://saccm.in/?p=337>**) |

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| **2.6.2 Pass percentage of students (DECEMBER 2017)** |
| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
| BCM | B COM 1 SEM | 209 | 209 | 100 |
| BCM | B COM 3 SEM  | 192 | 192 | 100 |
| BCM | B COM 5 SEM | 200 | 200 | 100 |
| BBA | BBA 1 SEM | 79 | 79 | 100 |
| BBA | BBA 3 SEM | 84 | 84 | 100 |
| BBA | BBA 5 SEM | 86 | 86 | 100 |
| **Pass percentage of students (MAY 2018)** |
| BCM | B COM 2 | 206 | 206 | 100 |
| BCM | B COM 4 SEM  | 196 | 196 | 100 |
| BCM | B COM 6 SEM | 202 | 202 | 100 |
| BBA | BBA 2 SEM | 77 | 77 | 100 |
| BBA | BBA 4 SEM | 84 | 84 | 100 |
| BBA | BBA 6 SEM | 87 | 87 | 100 |
| **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)(**Weblink**: **[https://www.icloudems](https://www.icloudemserp.com/saccm/)****[erp.com/saccm/](https://www.icloudemserp.com/saccm/)**) |

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|  **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 thefunding Agency | Total grantsanctioned | Amount received during the Academic year |
| Major projects |       |       |       |       |
| Minor Projects |       |       |       |       |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored Projects |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students Research Projects*(other than compulsory by the College)* |       |       |       |       |
| International Projects |       |       |       |       |
| Any other(Specify) | Case Study |  Sri Aurobindo Socio Economic & Management Research Institute | Rs. 10000/- for each case study      |   20,655/- |
|  |
| **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(s) |
|            |       |       |
|  |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|            |       |       |       |            |
|  |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year |
| Incubation Centre | Name | Sponsored by  |
|                 |       |                 |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
|                 |                 |                 |
|  |
| **3.3 Research Publications and Awards** |
| 3.3.1 Incentive to the teachers who receive recognition/awards |
| State | National  | International |
|  |  |  |
| 3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)* |
| Name of the Department | No. of Ph. Ds Awarded |
|                      |                                     |
|  |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National  | Commerce and Management  | 01 |                           |
| International | Commerce and Management | 03 | 3.03 |
|   |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year |
| Department | No. of publication |
| Commerce and Management | 02 |
|  |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index  |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication  |  Number of citations excluding self citations  |
|  |  |  |  |  |  |  |
|  |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) |
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations  | Institutional affiliation as mentioned in the publication  |
|  |  |  |  |  |  |  |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :  |
| **No. of Faculty** | **International level** | **National level** | **State level** | **Local level** |
| Attended Seminars/ Workshops |  02 | 01 |       |       |
| Presented papers | 02 |  |       |       |
| Resource Persons |        |        | 03 |       |
| **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 co-ordinated such activities** | **Number of students participated in such activities** |
| Road Safety Quiz | The NSS Team in collaboration with Asha Chinh Welfare Society and Rotary Club Ludhiana. | 2 (two) | 25 |
| Blood Donation Camp | The NSS Team in collaboration with Zindagi Live Foundation and Dayanand Medical College & Hospital, Ludhiana. | 2 (two) | 118 |
| Run for Humanity | The NSS Team in collaboration with Khalsa Aid. | 2 (two) | 120 |
| Tree Plantation Drives | 1. The NSS Team in collaboration with Sahayak Welfare Association and Assistance Society.
2. The NSS Team in collaboration with Sahayak Welfare Association and Assistance Society .
 | 2 (two)3 (two) | 5055 |
|  |
| 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 | No. of Students benefited  |
|       |       |       |  |
|  |
| 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 **coordinated** such activities  | Number of students participated in such activities |
|  |  |  |  |  |
|  |
| **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 |
|       |       |       |       |
| 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-To)** | Participant |
| Internships | Internships | Stock holding Corporation Ltd, Ludhiana(Ms. Manpreet Kaur - 7986147897) | Duration of the training was 30-40 days from 1st week of June to 2nd Week of July depending upon student’s preference and suitability to the industry | ShivangiAbhishek JainIsha Singla Samkit JainHarshdeep Kaur |
| Vardhman Group of companies, Ludhiana(Ms. Sapna Gupta - 81466-25368) | Udit DarganAvtar ShivangpuriAnkit BassiPriyanka SethiMegha MongaLavish ChabraChanderkant |
|  |
| 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 and Activities | Number of students/teachers participated under MoUs  |
| SRCC | 16-Feb-2018 | * Both institutions will collaborate in the areas of research, consultancy and teaching methodologies under this MOU.
* Three sessions, two on finance, and one on innovations were conducted by three faculty members from Shri Ram College, Delhi on 29th June 2018
 | 27 (teachers) |

|  |
| --- |
| **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** |
| **25.76 lacs** | **23.95 lacs** |
| **4.1.2 Details of augmentation in infrastructure facilities during the year** |
| Facilities | Existing | Newly added |
| Campus area | 12.1 ACRE | --- |
| Class rooms | 16+2 (Provision for M Com Classes) | --- |
| Laboratories | --- | --- |
| Seminar Halls | 02 | --- |
| Classrooms with LCD facilities | 15 | --- |
| Classrooms with Wi-Fi/ LAN | 16 | --- |
| Seminar halls with ICT facilities | 2 | --- |
| Video Centre | --- | --- |
| No. of important equipment’s purchased (≥ 1-0 lakh) during the current year. | --- | 03Sewage Treatment Plant- Cost Rs. 12.86 LacsStudents chairs Cost Rs 2.74 lacsDG set Canopy Rs 1.53 lacs |
| Value of the equipment purchased during the year (Rs. in Lakhs) | --- | 17.13 Lakh |
| Faculty Meeting Room  | 01 | --- |
| Computer lab | 1+2 (under construction) | --- |
| Girls Common Room | 01 | --- |
| NSS Room | 01 | --- |
| Medical Room | 01 | --- |
| Creative Forum | 01 | --- |
| Library Reading Room  | 01 | --- |
| Canteen | 01 | --- |
| Faculty Dinning area | 01 | --- |
| Faculty Rooms | 05 | --- |
| Principal Office | 01 | --- |
| Director Education Office | 01 | --- |
| Estate Officer Office | 01 | --- |
| Administration Office | 01 | --- |
| Indoor Badminton Court | 02 | --- |
| Student Center (equipped with facilities of indoor games) | 01 | --- |
| Meditation Room  | 01 | --- |
| Tutorial Rooms | 06 | --- |
| Store Rooms | 08 | --- |
| Washrooms | 27 | --- |
| **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 partially) | Version | Year of automation   |
| **E-Granthalaya** | Fully | 3.0 | 2014 |
|  |  |  |  |
| **4.2.2 Library Services:** |
|  | **Existing** | **Newly added** | **Total** |
|  | **No.** | **Value** | **No.** | **Value** | **No.** |  **Value**  |
| Text Books | 2585 | 10,36,995 | 37 | 26155 | 2622 | 1063150 |
| Reference Books | 1889 | 7,96,584 | 24 | 10165 | 1913 | 806749 |
| e-Books | 31,35,000 | 35,400 under N-list program | 31,35,000 | 35,400 under N-list program | 31,35,000 | 35,400 under N-list program |
| e-Journals | 6,000 | 6,000 | 6,000 |
| Journals | 25 | 53358 | 08 | 15885 | 33 | 69243 |
| Digital Database | --- | --- | --- | --- | --- | --- |
| CD & Video | 90 | --- | 01 | --- | 91 | --- |
| Library automation |  |  |  |  |  |  |
| Weeding (Hard & Soft) | 144 | 50331 | 121 | 58420 | 265 | 108751 |
| Others (specify) |  |  |  |  |  |  |

|  |
| --- |
| **4.3 IT Infrastructure** |
| 4.3.1 Technology Upgradation (overall) |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | 95 | 1 lab(30 computers) | 10 MBPS | 02(library, computer lab) | - | 04 | - | 10 MBPS | 58 |
| Added |  | - | 6 MBPS | - | - | 01 | - | 6 MBPS | - |
| Total | 95 | 1 lab(30 computers) | 16 MBPS | 02 | - | 05 | - | 16 MBPS | 58 |
| **4.3.2 Bandwidth available of internet connection in the Institution (Leased line)** |
| 16 MBPS |
| **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** |
| None | None |
|  |
| **4.3.4 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 |
| None | - | - | - |
| **4.4 Maintenance of Campus Infrastructure** |
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| 89,04,488 | 36,96,926.68 | 38,59,030.67 | 37,52,002.72 |
| 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 e-mail, 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 E-Granthalaya 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.1. **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, up-gradation and maintenance of IT equipment & software, and other related accessories. Free Wi-Fi facility is available in the college for students and staff 1. **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.1. **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.1. **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.1. **SOP for administrative printing work**

An independent committee constituted by the Principal, in consultation with activity In-charges, identifies printing requirements for Prospectus, in-house publications, Answer sheets, Question Papers, Attendance registers etc.1. 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.
2. 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

**Weblink -<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(available for 15 students) | Scholarship scheme for Meritorious students of Economically weaker section of society | 11 | 1,46,577 |
| Financial support from other sources |
| a) National |  | ----- | ---- |
| b) International |  | ---- | ---- |
|  |
| 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 implementation | Number of students enrolled | Agencies involved |
| Bridge Classes | 24th July to 3rd August, 2017 | 7 | SACCM |
| Remedial and Open Classes | 23rd Nov-30th Nov 2017 and 23rd April - 30th April 2018 | As on required basis | SACCM |
| Meditation sessions  | 12-2-18, 19-2-18, 26-2-18, 3-3-18, 10-3-18, 17-3-18, 24-3-18 | 490 | Swami Vivekananda Meditation Pyramid Ludhiana, SACCM |
|  |  |  |  |
|  |
| 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 by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
| 05-09-2017 | Workshop on “How to Face Personal Interview”by TIMES | 80 |  |  |  |
| 17-04-2018 | SACCM Young Manager Contest | 138 |  |  |  |
| 27-02-18 | Scholarship test conducted by Bulls Eye | 109 |  |  |  |
|  |
| 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 | No. of grievances redressed | Average number of days for grievance redressal  |
| 4 | 4 | 18 |
|  |
| **5.2 Student Progression** |
| 5.2.1 Details of campus placement during the year |
| **On campus** | **Off Campus** |
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| ------ | ------ | ------ | ------ | ------ | ------ |
|  |
| 5.2.2 Student progression to higher education in percentage during the year **- 78%** |
| Year  | Number of students enrolling into higher education | Programme graduated from  | Department graduated from  | Name of institution joined | Name of Programme admitted to |
| 2017-18 | 226 (approx) | B COM and BBA |  | Cass Business School London, Christ Institute of Management, Banglore, MICA, IIM Indore, IIT Rohtak, Symboisis, Fore School of Management, UBS, Ludhiana, SCD Government college, PCTE etc.  | 1. Com, MBA, LLB, M.Sc. management
 |
| 5.2.3Students 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 | No. of Students selected/ qualifying | Registration number/roll number for the exam |
| NET |  |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT | 8 | 7155630, 7097688, 7093590, 8063556, 7029264, 7132469, 7040655, 7090478 |
| GRE | 1  | 3351999 |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services |  |  |
| Any Other  |  |  |
|  |
| **5.2.4 Sports and cultural activities / competitions organised at the institution level during the year**  |
| **Activity** | **Level** | **Participants** |
| Inter College Debate | State Level | 2 Participants each from 16 Colleges |
| Cultural-cum-Talent Hunt Competition | College Level | 385 |
| Annual Athletic Meet | College Level | 300 |
| Mettle: Marketing Fest | College Level | 100 |
| Independent Thinking Exercise | College Level | 35 |
| Model United Nation | College Level | 110 |
| Cricket Tournament | College Level | 52 |
| Badminton matches  | College Level | 82 |
| Chess tournament | College Level | 60 |
| **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/ International** | **Sports** | **Cultural** | **Student ID number** | **Name of the student** |
| 10-10-17 | First position in word stroke in Abhivyakti- National Literary Fest | National | - | Literary event | 2015020331 | Simple Gandotra |
| 10-10-17 | Second position in debate championship in Abhivyakti- National Literary Fest | National | - | Literary event | 20150100292015010122 | Kartik MehindruSavnoor Singh |
| 10-10-17 | Third position in Quiz in Abhivyakti- National Literary Fest | National | - | Literary event | [2017020091](https://www.icloudemserp.com/corecampus/admin/student/student_view.php?adm=2017020091&prestdid=kakkarshiva@ymail.com&is_edit=0&transfer=)2015010074 | Shiva KakkarAngadbir Singh |
| **5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)** |
| SACCM Student Council was formed with the objective of creating effective management competencies in terms of developing administrative and leadership skills amongst their students. It comprises of student coordinators of various Academic and Administrative bodies. To perform some selective college activities that necessitates students’ participation, various academic and Administrative Bodies were formed. These Bodies comprise of members of Faculty and selected Student Representatives. These Student Representatives or Student Coordinators are the members of Student Council. The student’s coordinators are selected by the faculty coordinator or in-charges of respective academic and administrative bodies. Their selection is done on the basis of their aptitude and their past experience for coordinating such activities. The selected members of the council help the faculty coordinators or in-charges in organizing and coordinating respective college activities or 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:**1. Selection:**The selection of students in the council is done while keeping in mind the factors like student’s capability, experience in coordinating college events and some previous record of success in performance of similar activity. To elaborate further, the selection of student in the council is based upon following parameters:a. His/ her aptitude in running a particular activity;b. His/ Her experience in coordinating various elements of the activity;c. A reasonable level of his/ her previous achievement in the activity;d. His/ her potential in leading the administrative functions of the College.**2. Constitution and Activities:**There are total of 54 students who are members of Student Council. The number of Student Coordinator varies for each activity. The activities or events wherein the workload or student involvement is more, require the more number of Student Coordinators and vice versa.The following Table indicates the required number of Student Coordinators for various college activities:

|  |  |
| --- | --- |
| **Activites** | **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 |

**Activities undertaken by the Council:**Periodic meetings are organized for the student council that help College management to finalize certain students’ related decision like implementation of the College Uniform, adding or changing any College event, celebration of any festival etc.**Funding:**The working of the Students Council does not involve any major finances. Still, whenever the demand for funds arises, the same is provided by the college itself. |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): |
| Alumni are the brand-ambassadors of the institution to the outside world. Their success and achievements represent concrete outcomes of efforts put in by 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 with the name of ‘SACCM Alumni Association’. It was registered on 13th October, 2014. The association was formed with the objective for upholding and expanding the growth of the college. And the Alumni Association of the college is working diligently to achieve the said objective.Executive Committee is responsible for the planning and implementation of various activities undertaken by the association. It consists of following members:* President
* Vice President
* General Secretary
* Treasurer
* Public Relation Officer
* Members (Three)

A number of activities are carried out by the members of the association which include organizing the alumni meet, providing financial assistance to the Association, sharing their hands on experience with the students etc.The college alumni have contributed to the development of the college in many ways. Some of the instances are as follows:1. Alumni are our brand ambassadors and they have been instrumental in building good reputation for the college in the society through word-of-mouth publicity. There has been a trend of alumni’s kin seeking admission in the college every year which itself speaks in favour of the fact that the college alumni have been contributing a lot towards image building of the college. 2. It has been observed that majority of our students come from the business families. 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 invites its University Gold Medalists and Top University Rank holders from pass out batches to share academic and personal tips to the potential achievers of the on-going batches in order to guide and motivate them and show them what path, means and ways they had followed for reaching the glorious title of becoming the University Gold Medalists. 4. Well placed alumni are invited by the college to address the students and share their industry experience and provide career guidance to the present 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 from amongst its members which helps the college in organizing various extension lectures related with different subjects. |
| 5.3.2 No. ofregistered enrolled Alumni:  |
| 330 |
| 5.3.3 Alumni contribution during the year (in Rupees) **:**  |
| Nil  |
| 5.3.4 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 strongly believes and imbibes the ethos of delegation and participation. The Principles of participation and delegation are extensively followed in the day to day functioning of the College.

The Institution follows participative management in the decision-making 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 a 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 with members of the faculty and staff from the concerned department/function as its members. The list of committees has been given hereunder: -

* Discipline Committee
* Library Advisory Committee
* Internal Complaint Committee
* Grievance Redressal Cell
* Research and Faculty Development Committee
* Anti-Ragging Committee
* Women Development Cell
* Tours & Travel Committee
* Budget Committee

The Committees are entrusted and empowered to steer the functioning of the 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, the third layer of participation and delegation is at student level. A student council is formulated comprising the bright and active student representatives. Suitable tasks and responsibilities are delegated to the council members. Moreover, from time to time they are consulted on the relevant issues.

In addition, all the academic and extra-curricular activities are organized and coordinated by the faculty along with 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.

Similar to previous years, last year also most of the activities like Model United Nations (MUN), ‘Mettle’ Business & Finance Fest, and all extra-curricular activities were jointly organized by the members of the faculty and students. Moreover, faculty is deeply involved in most of the administrative and other operations of the College like Examinations, Faculty Development Programs, Budgeting, Transportation, Library etc.

**6.1.2 Does the Institution have a Management Information System**?

The college has a well – defined and an equally well – functioning Management Information System (MIS). MIS Reports play a pivotal role in the continuous aappraisal of the instituted systems and improvements. There are certain MIS Reports which are generated to serve the twin objectives of appraisal and decision making by the College authorities i.e. The Director (Edn.) and the Principal, and there are others, which are generated for the Chairman and the College Managing Committee to review the college performance in multifarious spheres. The former category encompasses MIS reports prepared after the Mid Semester Tests to review the performance of the students that also serve as a basis for Parent – Teacher Meets (PTM) and Parent – Principal Meet (PPM), MIS reports prepared by the college after University examinations to undertake two-dimensional analysis, first dimension dealing with comprehensive comparative analysis of its academic results with the leading colleges of Punjab and Chandigarh and the second carrying out Y-o-Y (Year-on-Year) Growth of its own academic performance, etc. This year a detailed and comprehensive analysis of the same was carried out. In addition to these structured reports, several reports are prepared by the college, as and when required, to facilitate decision making.

 The latter category, where reports are generated for the Chairman or the College Managing Committee have been Annual Report of the college and Quarterly Review Report to take stock of the activities of last academic session, Managing Committee Report (agenda based) to be presented before the members of managing committee during the Managing Committee Meet and other dedicated reports as and when required.

**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):**

* **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**
1. In-house reinventions with respect to Teaching–Learning Processes: It has been made compulsory for the faculty to write one case study each year, for which funds are also allocated.
2. Learning from teaching pedagogies being practiced at academically renowned educational institutes. Under this, College has entered into Memorandum of Understanding (MOU) with renowned Shri Ram College of Commerce (SRCC), University of Delhi.
3. Organizing various sessions and visits to spiritual organizations to cultivate values and social sensitivity among the students to make them not only an educated, but responsible citizen of the society.
* **Examination and Evaluation**
1. Laying down benchmarks and continuously upgrading the examination and evaluation systems
2. In Mid Semester Tests, the College ensures diversity in question papers in terms of questions demanding usage of higher order thinking skills, moderate difficulty level, and application based questions etc. Moreover, uniformity is ensured in evaluation through development and sharing of marking scheme among the subject teachers.
* **Research and Development**

Promoting and facilitating research culture by providing requisite institutional support. In this direction, besides keeping good journals and other necessary resources in the library, participation of members of faculty in workshops and other development programmes is encouraged. Financial support is also provided for participation in such programmes.

* **Library, ICT and Physical Infrastructure**
1. Continually enriching the Library resources with latest and contemporary content.
2. Providing ‘Ease of Access to Library Resources’ through web enabled library software for the members of the library.
3. Upgrading the existing infrastructure (both physical and ICT) to facilitate and promote teaching–learning processes.
* **Human Resource Management**
1. Empowering members of faculty through delegation of authority and providing sufficient operational autonomy
2. Providing ample opportunities to faculty for their growth and professional development
3. Creating a congenial organisational environment contributing towards their satisfaction.
* **Industry Interaction / Collaboration**
1. Broadening students’ perspective by organising industrial visits to diverse industrial segments.
2. Providing practical insights to the students on the subjects studied in the class by arranging internship of 30-50 days in the industry, where they work on certain projects in the area/department of their interest/academic specialization, and get first-hand knowledge of industrial practices.
3. Experts from the industry are invited from time to time to give lectures, and share their knowledge/experiences with the students in their field of excellence.
* **Admission of Students**
1. Bringing about overall efficiency in the admission process through the use of technology, and banking upon the fundamental attributes of accuracy, transparency and fairness.
2. Reviewing students’ profile on the key parameters of demographics, socio–economic and educational background and extra–curricular interests.
3. Identifying the scholastic as well as non-scholastic diversity among the students to cater to, on the basis of review of students’ profile.

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

* **Planning and Development**

All curricular and extracurricular activities in the College are planned well in advance at the beginning of the academic session. The plan is formally encapsulated in the document called ‘Academic Calendar’, and is shared with the faculty and staff through email. Similarly, another plan called ‘Annual Duty Chart’ describing specific duties and its role and responsibilities for the assigned faculty and staff, is prepared and circulated to the concerned through email at the start of the session.

* **Administration**

Leave management system of faculty and staff has been shifted to College's education management software named iCloudEMS. The whole process of leave management, starting from application of the leaves to its approval by the concerned authority, is managed through software. In addition to paper saving, new e-leave management system has eased, simplified, and expedited the whole process, saving substantial time of everyone for other productive assignments.

In addition, 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, thereby releasing the salary slip in respective login. Thereafter, every employee can take the printout of his or her salary slip from e-portal itself.

* **Finance and Accounts**

The College diligently plans and forecasts its expenses for the financial year, and prepare its Annual Revenue and Capital budget accordingly. Once the Annual budget is approved, expenses are monitored against the budget on quarterly basis. To ensure the budgetary control, every quarter, a report describing last quarter budget versus actual expense and expected expenses to be incurred in the next quarter is prepared, which is electronically (via e-mail) shared with the management for release of funds for the next quarter as per given forecast.

* **Student Admission and Support**

On the principles of 'Transparency, Efficiency, and Convenience, the whole process of admission has been automated through technology. 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 applicants submit their application by filling the application form and paying application fee through the College website. Thereafter, a merit list is prepared electronically through the education management software iClouds. The System considers the Senior secondary marks of the applicants and guidelines of the affiliating university to prepare the merit list. Afterwards, based on the ranking, selected candidates are called for the physical document verification. Subsequently seat is allotted to the student after receiving the course fees digitally through the College payment gateway. Finally, they become the college student after section and roll number is assigned to them in the iClouds. Once admitted, their attendance, leaves, fee receipts, examination and assignments etc. are managed through the iClouds.

* **Examination**

Before university examination, the College ensures the assimilation of the subjects by the students through its in house examination. The College meticulously conduct the in house examination, and replicate the pattern of the 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 governed through software iCloudEMS. Most importantly, examination schedule, evaluation marks and performance analysis is drawn through the iCloudEMS. Since, it is a web based system, so the results are accessible to students and the faculty in their login. Overall, the system saves lot of time of members of the faculty, to be spent on results analysis, and its feedback to the students.

**6.3 Faculty Empowerment Strategies**

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| **6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year** The College promotes the faculty to participate in various workshops, seminars and other Faculty Development Programmes (FDPs). Moreover, the travelling expenditure including registration/participation fee etc. Is also borne by the College. Attending such FDPs help in updating teacher’s knowledge, thereby passing on the same to the students in the curriculum delivery. Certain funds are allocated in the budget in advance for such programs. |
| **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 (Rs.)** |
| 2017-18 | Ms Monica Sethi | ‘Advanced Econometrics & Panel Data Analysis’ National Workshop at Punjabi University, Patiala. | Not Applied | 7750/- |
| 2017-18 | Mr. Atul Shiva | International Conference at Panjab University, Chandigarh | Not Applied | 3200/- |

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| **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 | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
| 2017-18 | Session on 'Spirituality and Importance of Spiritual Quotient in Work and Life’ organized at college. Conducted by Dr. Sukhwinder Kaur of Government College, Ludhiana | **--** | 20th December, 2017 | 31 | **--** |

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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 | Date and Duration (from – to) |
| ‘Summer School’ at HRDC, Punjabi University Patiala | 1 | 22nd June 2017 to 12th July 2017 |
|  |
| **6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):**  |
| Teaching | Non-teaching |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| 19 | 33 | 3 | 12 |

**6.3.5 Welfare schemes**

Recognising the fact that a satisfied employee is an asset for any institution, the College offers a platter of benefits and facilities to its employees as follows:

**For Teaching**

* **Sponsoring Faculty Career Advancements:**
	+ Sponsoring the members of the 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 UGC-run HRDC Departments.
	+ Granting paid study leave for a period of six months to pursue Pre-Ph.D. coursework.
	+ Bearing transportation, meals and other allied expenses in an endeavour to extend industry-academia interface (like in case study writing activity).
* The benefits of paid maternityleave, which are given to regular staff, are also extended to adhoc faculty members.
* Range of sports facilities available to the staff for recreation
* **Provision of Duty Leave and Short Leave**
	+ Granting paid duty leaves for participating in seminar/conferences/workshops, meeting with one’s Ph. D guide, data collection for thesis, on being deputed as centre superintendent, assistant superintendent, member of flying squad or examiner for viva-voce in any other College for the conduct of university examinations, marking of answer booklets for university exams, etc.
	+ Provision of short leave for staff members is there where the College grants up to two hours of paid time off every month in case of any emergency.

**For Non-teaching**

1. **Accommodation for Sub-staff:**
* Accommodation is given to certain sub-staff members in the quarters built in College campus on nominal rent
* Every year, NSS unit organizes fun-filled get-togethers with College’s sub-staff and their families organizing games followed by gifts, prizes and refreshments. Children of sub-staff are also given opportunity to stage their talent through their performances.

**For Teaching and Non-teaching both**

* Free of cost bus facility for the employees residing in distant vicinity
* Group Mediclaim Insurance for the Teaching as well as Non – Teaching Staff

**For Students**

* Group Accident Insurance Policy for the Students covering expenses up to Rs. 3 Lac.
* Fee concession up to Rs 6000 per year is given to the deserving and needy students. The College allocates a budget of Rs. 150,000 for concession scheme every year

**6.4 Financial Management and Resource Mobilization.**

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

Institution has strong disposition towards the system orientation. For most of the critical functions, Standard Operating Procedures and numerous policies have been formulated to serve as guidelines. The compliance toward the systems is assured through the quarterly audit by the Internal Audit team assigned by the Managing Trust of the College. On completion of the audit, a report specifying lapses found is submitted to the Director Education and Principal of the College for their comments and corrective measures. On the same lines, external statutory audit is carried out bi-annually for the accounting function.

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| **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/ Grants received in Rs.** |
|  | **Rs. 1,628,432/- (**These amount was spent by Sri Aurobindo Trust for purchase of College assets during FY 2017-18)    |
| 6.4.2 Total corpus fund generated **Rs.** **91,612,888/- as on 31.03.2018** |

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| --- |
| **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** |  | **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)** |
| College actively involves parents by regularly sharing the progress of their wards in academics and non-academics. The College regularly conducts the following activities in this regard:* The College conducts Parent–Teacher Meets(PTM) for communicating academic progress and overall conduct of the students. Weak areas and its causes along with the suggestive measures for improvement are also advised in these meetings.
* Besides PTM, the College organizes Principal Parent Meets(PPM) with the parents of students who achieve distinctions in examinations and indicate potential of high accomplishment in the upcoming University exams. The achievements of students get recognition this way and the feedback given to parents acts as a catalyst in the student’s growth.
* Parents’ feedback is also collected when they come for PTM / PPM and their valuable inputs are incorporated in various enrichment courses / programs.
* Education Management Software(iCloudEMS) of the College has a comprehensive reporting system for the students and parents. The parents receive the lecture attended report and results of their wards on regular basis through a SMS.

This way, the College works closely with parents and provides them with timely and carefully assessed feedback that helps in discovering the student’s strengths and weaknesses with a view to chisel the student’s personality. |
| **6.5.3 Development programmes for support staff (at least three)** |
| SACCM does not consider it as merely a College rather as the ‘SACCM Family’ reflecting upon its Philosophy of Inclusion. * College arranges Mediclaim policy for the members of the support staff including their families at reasonable charges under group Mediclaim. In addition, College also co-ordinates for filing and re-imbursement of their hospitalization claim.
* 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 fun-filled 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)** - Memorandum of Understanding (MOU) inked between SACCM & SRCC- Installation of CCTV Cameras in classrooms to monitor both the internal and external environment- Transition from IEMS to a better Education Management System iCloudEMS |
| 6.5.5a. Submission of Data for AISHE portal : (**Yes** /No) NOb. Participation in NIRF : (Yes /**No**) NO c. ISO Certification : (Yes /**No**) NO d. NBA or any other quality audit : (Yes /**No**) NO  |
| **6.5.6 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** |
| **1.**Regular Meeting of IQAC |  25-09-2017 (1.05 hr)19-12-2017 (1. 25 hr)26-03-2018 (1.05 hr)28-06-2018 (1.25 hr) | 11 Members09 Members12 Members15 Members |
| 2. Timely Submission of the Annual Quality Assurance Report (AQAR) | 04-07-2017 | ------- |
| 3**. Memorandum of Understanding (MOU) inked between SACCM & SRCC** In furtherance of its mission & vision the College has entered into Memorandum of Understanding with Shri Ram College of Commerce (affiliated to University of Delhi),on 16-02-2018. | 16-02-2018(2 Years) | All Faculty members |
| 1. **Transition from IEMS to a better Education Management System (iCloudEMS)**

 In order to encompass all facets of its functioning,the College have gone for widely utilized & well tested software iCloudEMS for the better management of students assignments, grades, attendance, leave management, faculty profile, etc. | 21-08-2017 | All stakeholders viz. Students, parents, members of faculty |
| **5. Case Study Writing**The IQAC after thorough deliberations recommended that in order to hone up the research skills of the members of the faculty they be given the task of carrying out case study writing. To this end, during the Session 2017-18, a maiden attempt was made and all teachers were encouraged to write cases on specialized areas like production, operational, administrative, managerial, financial and marketing aspects of industries situated in and around Ludhiana. The case bank thus created not only helped in enhancing knowledge of the teachers but was also used for supplementing classroom lectures with practical examples.  | 01-07-2017 to 31-01-2018( 7 Months) | All Faculty Members |

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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-to)** | Participants |
|                      |                      | Female | Male |
| **Female Foeticide**: Nukkad Natak | June 16, 2017 | 15 | 10 |
| **Empowering Women**: A lecture by Sonika Ghai, Manager, KG Hotel, Ludhiana  | November 07, 2017 | 80 | --- |
| **Road Safety Quiz** in collaboration with Asha Chinah Welfare Society and Rotary Club Ludhiana. | January 30, 2018 | 06 | 02 |
| **‘Run for Humanity’** in collaboration with Khalsa Aid | March 25, 2018 | 50 | 70 |
| **Development of Holistic Personality:** Lectureby Dr. R L Behl | April 19, 2018 | 60 | 40 |
| **Fire Safety** for both the genders: A lecture by Fire Brigade Station, Ludhiana | June 04, 2018 | 34 | 22 |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:Percentage of power requirement of the College met by the renewable energy sources  |
| No Alternate Energy Initiatives have yet been undertaken.  |
| 7.1.3 Differently abled (Divyangjan) friendliness  |
| Items Facilities | Yes/No | No. of Beneficiaries  |
| Physical facilities | Yes | ---- |
| Provision for lift  | No | ---- |
| Ramp/ Rails  | Yes | ---- |
| Braille Software/facilities  | No | ---- |
| Rest Rooms | Yes | ---- |
| Scribes for examination |  Yes | ---- |
| Special skill development for differently abled students | No | ---- |
| Any other similar facility | No | ---- |
|   |
| 7.1.4 Inclusion and Situatedness  |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year  |
| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
| 2017-18 | Locational Advantage2 |  | 2005-20182004-2018 | 1. All the security guards are from the nearby areas.
2. The College provides clean and pollution free environment to the students.
 | 1. The College has been able to provide employment to the people from nearby areas.
2. Students can learn in a hustle free environment
 | 4830 |
| 2017-18 | Locational Disadvantage1 | ----- | 2006-2018 | Provision of Bus Service | The College is situated on the outskirts of Ludhiana, therefore, it may be a bit problematic for the students to commute. | 120  |
| 2017-18 |  | 3 |  | 1. Various competitions organized at Government. School, Ayali by the NSS Volunteers.
2. Exhibition-Cum-Sale of Diwali handicrafts was organized by **Ek Prayaas,** A school for the differently abled children.
3. A Blood Donation Camp in Collaboration with Zindagi Live Foundation, Ludhiana
 | 1. Motivated and instilled self confidence among the students.
2. Raising funds for the differently abled children
3. Students were made aware of the importance of donating blood.
 | 2030126 |
| 7.1.5 Human Values and Professional Ethics  |
| Code of conduct (handbooks) for various stakeholders  |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| College Prospectus | June 2017 | 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 | August 2017 | Instruction manuals are the handbooks that contain the detailed instructions of students’ code of conduct and rules to be followed by them. They are uploaded on the College software icloudEMS for which each student has an individual registered login id. |
| Policy and Procedure Manual | 2017-2018 | The policy and procedure manual is a handbook containing detailed policies that are applicable in conducting daily affairs of the College. |
|  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics |
| Activity | Duration (from-------to-------) | Number of participants |
| 1. A visit to Red Cross Society
 | September 10, 2017 | 34 |
| 1. A visit to Bal Bhawan and Senior Citizen Bhawan
 | September 10, 2017 | 34 |
| 3. Youth Camp Organized at Aurovalley Ashram, Raiwala | September 15-17, 2017 | 12 |
| 4. One day trip to Nadda Sahib Gurudwara | November 03, 2017 | 140 |
| 5. One day trip to Shri Naina Devi and Shri Anandpur Sahib | November 03, 2017 | 142 |
| 6. One day trip to Shri Harmandir Sahib | November 03, 2017 | 139 |
| **7. SAMARPAN:** A thanks giving event for the College sub staff. | November 21, 2017 | 25 |
| 1. **Spirituality and Self- Developmen**t: A lecture by Dr. Sukhwinder Kaur.
 | December 20, 2017 | 30 |
| 1. A Seven Day NSS Camp
 | June 03, 2018 | 54 |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) |
| 1. NSS Unit Volunteers celebrated **World Environment Day** by planting 55 saplings in the college premises.
2. Save Electricity Campaign was run by the College NSS unit by pasting message ‘**Switch Off Lights When Not in Use’** on switch boards.
3. Rain water is directed towards irrigation of college lawns and playgrounds through appropriate mechanism, which acts as a rich source of recharging the ground water levels.
4. A cleanliness drive was planned by NSS unit.
5. A waste Management agency named A2Z has been engaged for collection and disposal of all types of wastes generated in the College. The said agency collects waste on weekly basis from the college.
6. The College has installed a sewerage treatment plant wherein, all sewerage water is treated, and thereafter reused for irrigation of college lawns and playgrounds.
7. All types of E-waste like discarded UPS, tubes and other materials are disposed off under the supervision of IT Incharge and Estate officer of the college.
 |
| **7.2 Best Practices** |
| Describe at least two institutional best practices Upload details of two best practices successfully implemented by theinstitution as per NAAC format in your institution website, provide the link |
| Best Practice 1:**Public Speaking Program**:**The Context:**Many students, despite being academically meritorious, admit that they are hesitant in expressing themselves effectively in public. Possessing good communication skill can boost students’ confidence while moving into professional life. Recognizing these needs, the college has designed a Public Speaking Program which is an indispensable part of the college curriculum. In all spheres, in order to achieve success, among various factors, impressive public speaking skills are of paramount importance. Public Speaking Program is one of the best practices followed at SACCM. **Objectives:**1. To overcome stage fright.
2. To gain confidence and courage to face an audience.
3. To make a laddered progression starting with paper reading and gradually moving to declaiming, debating and participating in independent thinking exercises.
4. To be looked up as good communicators and gain respect.

**The practice:**To begin with, a separate slot in time-table of first year (B Com and BBA both) is allocated for public speaking lecture. Here the studentis 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 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 pre-written 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 and debate**. Students are further groomed for participation at University level and other competitions. Adding to the endeavour, 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. These activities help students prepare themselves for various 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 debate in Zonal Youth Festival organized by Panjab University, Chandigarh at Guru Nanak National College, Doraha.
* Third prize in elocution in Zonal Youth Festival organized by Panjab University, Chandigarh at Guru Nanak National College, Doraha.
* First prize at Nehru Sidhant Kendra inter college debate contest held at Khalsa College for Women, Ludhiana.
* Second prize in debate at Soch Fest held at Panjab University, Chandigarh.
* First prize in Inspirational Speech contest held at Guru Nanak Institute of Management and Technology, Ludhiana.
* Second position in extempore event in Inter College Cultural - Literary Festival “Ehsaas 2017” organized by PCTE Group of Institutes, Ludhiana.
* First team prize and first individual prize in debate competition held at Guru Teg Bahadur National College, Dakha.
* First prize in News Anchoring contest held at Chandigarh University Media Fest, 2017.
* Second team prize in debate competition held in *Abhivyakti,* 3rd National Literary fest organised by Chandigarh University.
* SACCMites have been part of the Executive Board in The MUN 2018 held at PCTE group of institutions, Ludhiana. In addition to this, students have won the awards of Best Delegate, High Commendation and Special Mention in the same.
* Students have been part of Executive Board in Dr. Kalam MUN 2017 held at BCM School, Ludhiana.
* Students have been part of Executive Board in Insolito Youth Model United Nations 2017 held at PCTE group of institutions, Ludhiana where they had also won the award of Special Mention.

**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. It becomes slightly problematic to provide for an additional period due to an already overloaded semester system. Being a self- financed institution; the college is currently constrained financially to provide for a communication lab which can be useful for this exercise to be more effective.  **Best Practice 2:** **The Blood Donation Camp:****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. One community engagement program that the NSS unit of college regularly organizes in the college premises is the Blood Donation Camp.The shortage of blood in India is due to an increase in the demand, with fewer voluntary blood donors. By organizing Blood Donation Camps, the college aims to do its bit in serving the local community.**The Objective:**The aim behind organizing voluntary blood donation camp is to collect protected and fresh blood and supply the same to medical organizations where it can be deployed judiciously. The camp also aims to motivate students to come forward and donate for this noble cause. The college believes that once the initial hesitation and fears of the first time donors are addressed, they will muster the courage to participate in more such camps in future. SACCM looks to bring an altruistic change in the attitude of students by engaging them in such community service programs. **The Practice:**SACCM regularly organizes Blood Donation Camps in its premises. These blood donation camps are organized in collaboration with medical organizations like Christian Medical College, Dayanand Medical College, Civil Hospital and other blood transfusion service centers such as Red Cross Society. The college also collaborates with NGOs like Zindagi Live Foundation for the said purpose. The college facilitates the easy accessibility and adequate supply of safe and quality blood and blood components from voluntary blood donors to those in need. The blood is stored and transported under optimum conditions by the collaborating hospitals. Transfusion is always done under the supervision of doctors and trained nurses. The donors are provided with refreshments and a certificate which is valid for a period of one year and can be exchanged for blood from the hospitals, if required. To ensure smooth conduct of blood donation camps and follow up work, student volunteers from NSS team assist the NSS Program Coordinator. **Impact of the Practice:**This practice of organizing blood donation camps has had a profound impact on the students, teachers and community at large. More than 100 volunteers participated in 2017-2018 and donated blood which was utilized by leading hospitals of the town. Through this practice, students get reminded about their responsibility towards the community they live in. The blood donation camps also provide an opportunity for student volunteers to understand how events are planned and organized, thereby giving them a hands on experience at acquiring managerial acumen. Encouraged by the success of this practice the college intends to make this activity a regular affair.**Problems encountered and resources required:**There are still a few hindrances that need to be dealt with. Being a small college with a strength of less than 1000 students the frequency of conducting the camp is limited to once a year. Being an undergraduate college, students being just out of school have numerous apprehensions with regard to donating blood. Students are to be made aware of the safety and precautionary measures before transfusion to dispel any doubts that they might be carrying. Motivating them to come forward in large numbers still remains a challenge. |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrustProvide the weblink of the institution in not more than 500 words |
| **7.3 Institutional Distinctiveness**Sri Aurobindo College of Commerce and Management is just a 14-year-old 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 06 Gold Medals in B. Com, 03 in BBA, 12 in B. Com Marketing Honors and 06 in Finance Honors. The College has developed a habit to hit the bull’s eye, every time. To bag the Gold Medals at such a speed in itself is 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 does comparative study of the performance of 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 is our Institutional Distinctiveness**.** |

**8. Future Plans of action for next academic year**

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| * Construction of Auditorium
* Introduction of Post-Graduation Courses.
* Introduction of E-Assignment submission.
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