



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT</b>
• Name of the Head of the institution	<b>Dr. Vishal Kumar</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01612804226</b>
• Mobile No:	<b>9914023332</b>
• Registered e-mail	<b>info@saccm.in</b>
• Alternate e-mail	<b>principal@saccm.in</b>
• Address	<b>Village Jhande, P.O.Threeke, Ferozpur Road</b>
• City/Town	<b>Ludhiana</b>
• State/UT	<b>Punjab</b>
• Pin Code	<b>142021</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>

• Name of the Affiliating University	Panjab University, Chandigarh				
• Name of the IQAC Coordinator	Ms. Meenu Gupta				
• Phone No.	01612804226				
• Alternate phone No.					
• Mobile	9878544224				
• IQAC e-mail address	iqac@saccm.in				
• Alternate e-mail address	meenugupta@saccm.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://saccm.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf">https://saccm.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/">https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.02	2015	15/11/2015	14/11/2020
<b>6.Date of Establishment of IQAC</b>			15/10/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			2		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Development and Maintenance of Institutional Database: IQAC shared various e- links on college website for the smooth collection of data of various activities/ programmes/ events. 2. Strategic/ perspective plan for 2020-21 to 2024-25: IQAC shared the institutional perspective plan of 2020-21 to 2024-25, which was written considering diverse viewpoints, local realities, global best practices in education, field experiences and stakeholders' feedback and most importantly as per the recommendations given under New Education Policy (NEP) 2020. 3. Upgradation of IT Infrastructure: On the recommendation of IQAC, various initiatives were taken by IT Committee in this regard like Switching of ERP from iCloudEMSERP to QualSoft , Digitization of Office Records, Data backup with One drive of Users laptop for C and D drive etc. 4. Infrastructural Development: The Process of installation of new computer center has already been completed and the completion of the Auditorium and Meditation cum Yoga Center is in full swing. 5. Outreach and Inclusivity: To increase the quotient of outreach and extension activities, Orthopedic and Eye check-up Medical Camps were organized in the villages adopted by the college's NSS Unit.</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. Digitization of Records 2. Perspective plan 3. Development and Maintenance of Institutional Database	1. All the existing records have been digitized to this end. 2. Perspective plan for 2020-25 has been drafted and submitted to governing body for approval and requisite action 3. Various e links are shared on college website for streamlining the process of data collection .
4. Upgradation of IT Infrastructure	4. Various IT initiatives are taken during the year like Switching of ERP from iCloud EMSERP to QualSoft, Digitization of Office Records, Data backup with One drive of Users laptop for C and D drive, completion of work of new computer lab etc.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Sri Aurobindo Socio Economic and Management Research Institute	20/01/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	21/02/2022

## Extended Profile

### 1. Programme

1.1

92

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

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 883

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 65

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 278

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 34

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>92</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>883</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>65</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>278</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>27</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	239.30
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	87
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As per the guidelines provided by the affiliating University, SACCM has formulated its provisions regarding curriculum development and feedback. Meticulous efforts are made to ensure that assiduous planning precedes the delivery of curriculum. Following initiatives are taken up in this regard:

- Annual academic calendar is prepared before the beginning of each semester, considering specific aspects such as devising number of teaching days, subject allocation, timetable finalization, library resources and other academic & physical resources.
- Orientation sessions are organized for newly appointed members of faculty to handle the curriculum and to apprise them of the rationale behind using ERP software of the college ie QualCampus.
- To bridge the knowledge gap, merit, remedial and bridge classes are organized for students.

- Lectures, interactive sessions and workshops by illustrious academicians, managers, and alumni are held regularly.
- Theme based industrial visits are organized periodically to offer an insight into the practical application of the curriculum studied in the classrooms.
- Members of faculty use innovative teaching-learning methods viz. Problem-solving assignments, role plays, group presentations, intra and inter section subject quizzes.
- Case study teaching pedagogy is used for enhancing critical thinking amongst students.
- ICT enabled classrooms; Wi-Fi/LAN access are provided for ensuring efficient delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Being an affiliated college, the teaching, learning and evaluation schedules at SACCM are planned and organized as per University Academic Calendar. SACCM meticulously tries to optimize the adoption of university academic calendar to fulfill the goal of providing quality education to students.

Academic session of the college begins with an Induction Program, wherein, students of newly inducted batch are sensitized towards the philosophy of holistic development. Meticulous planning with respect to teaching work-plans, timetables, assessment, continuous evaluation, and the academic calendar are ingrained in the work environment of SACCM. The details relating to dates of mid semester test, completion of curriculum, extra-curricular activities, college functions etc. are included in college academic calendar. The dates during which the assignments are to be given to students and dates by which the marks need to be submitted to the office are also decided well in advance.



File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/">https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/</a>

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

00

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

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

00

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

00

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

## 1.3 - Curriculum Enrichment

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

Following initiatives have been undertaken by SACCM for sensitizing students about crosscutting issues:

**Gender Issues:** English and Punjabi subjects include literary works and essays on topics like gender equality, feminism, etc. Concerns and provisions relating to women's employment, safety and welfare, child labour, etc., are also part of B.Com Business Laws subject.

**Sustainability:** EVS (Environment, Road Safety Education) is an indispensable subject of B.Com and BBA curriculum. It aims at

sensitizing students about issues regarding environment.

**Human Rights:** Subjects like Social Security & Labour Welfare, Industrial Relations and Labour Legislations, Human Resource Planning and Business Laws which deals with Human rights and ethics are part of BBA curriculum.

**Professional Ethics:** 'Social and Business Ethics and 'Social and Ethical Issues in Business' of B.com and BBA programmes respectively aims at educating students about relevance of business ethics in discouraging corporate wrong doings.

**Social Empowerment:** Courses offered under B.Com and BBA programmes include subjects like Social Security & Labour Welfare, Industrial Relations and Labour Legislations, Social and Ethical Issues in Business, etc. aiming at creating awareness regarding social empowerment.

**Environmental Education:** Environmental Education is a part of B.Com and BBA curriculum. It aims at sensitizing students about issues relating to environmental protection.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/1.4.2.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/1.4.2.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

326

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

At SACCM, significant efforts are made to cater to the distinct learning needs of all students.

Advanced Learners are always encouraged to go beyond the standard textbooks. Teachers continuously strive to enhance the mental faculties of such bright minds by involving them in challenging case studies, projects and presentations. To test and further develop their 'High Order Thinking Skills' analytical and application-based questions are set in Mid Semester Tests and Inter Section Subject Quizzes. Furthermore, the subject teachers constantly monitor the performance of such potential achievers. Further activities like independent thinking exercise, British Parliamentary Debate are a regular feature at SACCM to hone up the critical thinking and leadership skills of the students. For Career Counselling, the Career Guidance and Placement Cell of the College organized various programs virtually to guide and mentor the various career aspirants.

Slow learners are dealt with patience, perseverance and are provided with simplified notes and reference material. Special cases requiring psychological intervention are referred to the college Psychologist who helps in lifting their morale by injecting a 'will to do' in them. Besides mentoring session and remedial classes of small groups are also taken periodically to address the academic or non-academic issues, if any.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
883	27

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

At SACCM , the pedagogy followed is rich blend of conventional teacher centric methodology with various student centric learning methods for enhancing the learning experience of students.

**Experiential Learning-** For experiential learning, extension lectures are regularly held at college. Every year, eminent academicians and practicing managers are invited to share their experiences, expertise, and vision with the students Besides, internships, industrial visits and marketing fest are also organized (except 2020-21 due to Pandemic) every year to provide students with ample opportunities to learn about the actual business problems.

**Participative learning -** Group projects and presentations by the respective subject teachers are given. Further the students are encouraged to participate in Inter Section Subject Quiz which helps in putting them in regular study mode, apply classroom concepts to practical problems and participate in group learning activity.

**Problem-Solving -** Case study method of teaching is often implemented in various subjects. Students are given small individual hypothetical case lets to supplement the theoretical concepts and also the real-life cases that help in developing an analytical approach to various business related problems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

SACCM has always acknowledged the indispensable use of ICT enabled tools for effective teaching learning process. Especially during Covid Pandemic, a number of initiatives were taken to strengthen the ICT infrastructure of the college.

- To overcome the crisis caused due to the ongoing pandemic, SACCM subscribed for Microsoft Teams, thus transformed live classrooms into virtual ones with utmost ease and precision.
- Various extension lectures, webinars, orientation sessions, Mid-Semester tests and Inter Section Subject Quiz (ISSQ) were also conducted online using Microsoft Teams.
- Further, the College had purchased laptops with the latest configuration and technology digitizers, mics and webcams for every member of the faculty.
- For ensuring effective conduct of virtual classes, the prerequisite was to enhance the internet leased line (ILL) bandwidth. To this, internet bandwidth has been increased from 20 mbps to 60 mbps.
- In addition, campus management software (iCloudEMSERP/QualCampus) has always facilitated the teaching learning process to a great extent via distinctive features like sharing of study material, assignments etc. The members of the faculty are required to prepare their session plan for every lecture via iCloudEMSERP where they are supposed to clearly specify the subject to be discussed, teaching pedagogy, sources of reference etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://saccm.in/infrastructure/campus-digitization/">https://saccm.in/infrastructure/campus-digitization/</a>

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

**2.3.3.1 - Number of mentors**

24



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

09

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

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

#### 2.4.3.1 - Total experience of full-time teachers

## 8.74

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college strictly adheres to the guidelines issued by the affiliating University regarding the assessment and evaluation process of performance of students. Students are made aware about the same through the prospectus and the college website. Besides orientation sessions are held at the beginning of session to familiarize the new entrants with the Institutional policies, Evaluation processes, practices, culture, and values.

The internal assessment is carried out in a systematic manner for both BCom and BBA Programme. Mid Semester Tests of the college were conducted through online mode for the session 2020-21, which was a major reform, introduced during Pandemic situation. The marks obtained were entered in the web portal of the College within the stipulated time. Furthermore, to cope up with the challenges posed by the pandemic, SACCM adopted a comprehensive MCQ based evaluation system for conduct of MSTs. Re-appear tests were conducted for those who were authorized absentees and for those whose performance was not up to the mark in MSTs. Besides presentations and Assignments, one of the important components of Internal assessment were also allocated by the faculty teaching the subject and are uploaded on the college portal for internal assessment purpose.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

At SACCM each faculty member strives hard to do things at the first instance. If still there arises any grievance which is related to the internal examination system of the college, it is effectively dealt within a transparent, time bound and efficient manner. At the college level, an examination grievance redressal committee, comprising a senior teacher as coordinator and other teaching and non-teaching staff as members, is constituted to handle internal examination grievance. Owing to Covid-Pandemic Situation, the entire examination process from Question papers setting to the evaluation of the submitted answers was done using the Microsoft Teams platform - in MCQ format for each subject. The marks were posted on Microsoft Teams Platform on the spot, and iCloudEMSERP within a week after the conduct of internal examinations to take the grievances of the students in time-bound manner. The queries pertaining to internal examination was taken by examination committee and the same were resolved in time-bound manner using the official MST email ID.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Vision, Mission and SACCM Student Development Model of the college are clearly indicative of the Programme and Course specific Outcomes which are projected to be demonstrated by the students.

The college is running three programmes B Com (General), B Com (honors) and BBA for which it follows the curriculum and assessment policy prescribed by the Affiliating University.

- Course Specific Outcomes are prepared subject-wise and the same is uploaded on the website - to make the members of the faculty and students aware about the same. These course specific outcomes include the Course Outline, Course Outcome, Student Learning Outcomes, Course Contents/Syllabus, Required Texts, Suggested Texts, and Pedagogy for Course Delivery.
- Instruction Manuals, which includes the term-wise course outline for each subject, along with topic wise reference

books - are prepared class-wise by the faculty members of the college in accordance with the university prescribed curriculum and uploaded on the website for the reference of the members of faculty and students.

- Besides this, orientation sessions are also organized to apprise the enrolled students with regard to POs, PSOs & Cos.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://saccm.in/courses/course-curriculum-of-b-com-b-com-hons-programme/">https://saccm.in/courses/course-curriculum-of-b-com-b-com-hons-programme/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

At SACCM evaluation of Programme Outcomes and Course Outcomes are carried out using both direct method and Indirect Method.

The direct methods are those which evaluates the student's learning, knowledge and skills from their performance in the Mid Semester Test (MSTs), End Semester Examinations and supporting activities such as presentations, assignments etc. Besides Inter Section Subject Quiz (ISSQ) is also conducted to assess the course level learning outcome of students of different scholastic abilities.

Further, Intra and Inter college result analysis is a regular feature at SACCM, which helps in identifying the gap areas where there is a scope for improvement. Thus, identifying the potential toppers, distinction holders and slow learners where faculty need to focus.

The indirect method of evaluating the attainment of POs & COs comprises feedback taken from various stakeholders i.e. students, alumni, parents, and teachers to reflect their views on student's learning.

Also, students' participation in activities like independent thinking exercise, British parliamentary debate also reflects upon their learning levels.

Counselling sessions were conducted virtually by full time counsellor so that the college can provide support to the students to attain the program and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

278

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://saccm.in/wp-content/uploads/2022/04/annual_report_2020_21.pdf">https://saccm.in/wp-content/uploads/2022/04/annual_report_2020_21.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://saccm.in/wp-content/uploads/2022/AOAR-2020-21-documents/2.7.1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

09

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

NSS unit of college carries out a variety of activities out of which some are organized in collaboration with the other organizations of community. During the period under consideration a number of activities like Orthopedic Camp, Eye Checkup Camp and Covid Vaccination Camp etc. have been conducted. The medical camps were organized to serve the natives of two villages adopted by the college and promote a healthy life where beneficiaries got free of cost service. Covid vaccination camp was organized to support the nation's fight against the deadly virus where hundreds of beneficiaries got vaccinated. College organized these camps in collaboration with organisations like Profile Hospital, SGHS Hospital, Sohana and Mission Clean, Green and safe society, Moga. For environment conservation plantation drives are also organized

from time to time with an aim to develop a sense of belongingness to 'the mother earth' among the students. This year, it was conducted in collaboration with Punjab Pollution Control Department, Ludhiana. Several students volunteer in organizing such activities. Students are involved in the activities to instill altruism among them, motivate them to reach out to the needy and the marginalized and arousing their social conscience by exposing them to realities of life.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

4



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

With an area of 12.1 acres of land, SACCM has amplified its infrastructure, depending on requirements over the years. For effective and efficient curriculum delivery, the college has adequate infrastructural facilities.

Presently, there are 15 well ventilated and spacious classrooms and 6 tutorials rooms, which are fully equipped with LCD, Wi-Fi/LAN facilities. Moreover, a provision for 2 classrooms for M Com Course has already been made.

Recently the college has replaced its existing computer lab with the upgraded computer centre having the most advanced computing equipment.

All the Faculty Members and the Administrative Staff are also provided with the laptops. The college has also provided facility of shared printers, scanners, xerox facility to Faculty. All faculty rooms, computer lab, library and administrative office are connected with 60 Mbps bandwidth.

SACCM has an enriched Library which is fully automated with Integrated Library Management System (ILMS) and one library reading room for teachers and students.

There are two state of the art seminar halls, fully equipped with latest ICT facilities, with a capacity of around 100 persons each. Also, the construction of Mother Auditorium, with sophisticated

ICT equipment and with a seating capacity of around 880 persons is near completion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college utilizes lot of its resources to encourage the students for sports and extra-curricular activities. The college has a sports ground with running track, a sports room and one student center for various sports activities. Also, the college has one badminton court with two cement Indoor courts, a Basketball Court and 2 Table Tennis Tables etc. The college has teams for different sports events where students participate in various inter college, intra college and university level competitions.

Every year, the college conducts a cultural fest cum talent hunt competition with active participation of students. To organize the fest, the college has adequate facilities like auditorium, seminar halls, creative forum room, atrium to facilitate many cultural, creative, and literary based activities. Further, the college has provided a dedicated NSS Room for execution of NSS and social service activities. To create the awareness for health and usefulness of meditation among the students a new meditation center is near the process of completion. Adding this, one lecture per week for every class in all the semesters is dedicated for the sports and it is known as sports class.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

19

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

28.10

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

Library is automated using Integrated Library Management System (ILMS)

**Response:**

Name of the ILMS Software Nature of Automation (Fully or Partially Version Year of Automation E-Granthalaya Fully 3.0 2014 iCloudEMS Fully 7.1.1 2019 QualCampus Fully 2020 v4 2021

**Additional Information:**

**E-Granthalaya:** In the year 2014, e-Granthalaya software was installed in the college library. E-Granthalaya is a Digital Platform developed by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. Under the platform, NIC provides a complete ICT solution with integrated Library Management Software, Digital Library Module and a Library Portal (OPAC) with NICS empaneled Roll-out Services support. E-Granthalaya is useful to transform traditional libraries to e-Library with Digital Library Services which includes, automation of in-house activities of libraries, digital library integration, and to provide various online member services using Single Window Access System. Now, It is closed.

**iCloudEMS:** In the year 2019, iCloudems software was installed in the college library. It has modules like circulation, cataloging, serials, reports, OPAC, Transaction history, Bar-code generator etc. in the Library management. Library is fully automated and Bar-code Enabled. Now, It is closed.

**QualCampus:** In the year 2021, QualCampus software was installed in the college library. It has modules like Acquisition, Serial Management, cataloging, Stock Management, Circulation, Various Reports, Web-OPAC, Bar-code generator etc. Library is fully automated and Bar-code Enabled.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://saccm.qualcampus.com/">https://saccm.qualcampus.com/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

3.49

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College provides a range of IT facilities to help students and faculty with their studies. This includes extensive computer provision and Internet. The projectors are installed along with Audio System, in each classroom ensuring ICT enabled teaching and audio-visual learning, preparing the students at the cutting edge

to excel and face the challenges of today's world.

Whole campus is Wi-Fi enabled Campus. To maintain the Cyber-Security in the College Campus, Fortinet Firewall security and analyzer are installed. In addition to existing facilities like 95 desktops, computer lab, printers for faculty and students, dedicated desktop to access e-library, document scanner, for printing of question paper RISSO Master Printer etc., number of initiatives were taken during Covid Pandemic, to strengthen the ICT infrastructure. The college purchased 31 laptops, 28 digitizers, 31 headphones and webcams for faculty members for smooth conduct of classes on blended mode. To overcome the crisis caused due to the ongoing pandemic, SACCM subscribed for Microsoft Teams, thus transformed live classrooms into virtual ones with utmost ease and precision also internet bandwidth has been increased from 20 Mbps to 60 Mbps.

The College has a well-established ERP system iCloudEMS/QualCampus and college Accounting is implemented using package Tally ERP with GST.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

87

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

109.82

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

For efficient and effective functioning of the college, the institution has several standard operating practices with respect to Library, IT department, Procurement of Sports Material, Purchase of Stationery Material, College tours and trips and administrative printing work. Moreover, The Estate officer and his team are involved in the maintenance of infrastructure facilities, regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. Also the College outsources the various annual maintenance contracts like 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. In addition to the above, there are established standard operating practices for utilizing physical and academic facilities in the form of student welfare activities fund, administrative support staff, operation of accounts and well-



developed procedures for administrative duties.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4

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

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

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

24

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

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

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**852**

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

**852**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

15

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

4

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

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

SACCM Student Council was formed with the objective of creating effective management competencies in terms of developing administrative and leadership skills amongst students. It comprises of student coordinators who are selected by the faculty coordinators of various activities. The selection of student in the council is based upon following parameters:

- a. Student's aptitude in running a particular activity;
- b. Student's experience in coordinating various elements of the activity;
- c. A reasonable level of student's previous achievement in the activity;
- d. Student's potential in leading the administrative functions of the College.

As an endeavour to motivate the students excelling in academics in University results, from the session 2019-20, they are also a part of SACCM student council as a means of rewarding their exceptional achievements. There are 72 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. Periodic meetings are organized for the student council that help College management to finalize certain students' related decisions like implementation of the College Uniform, adding or changing any College event, celebration of any festival etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

SACCM Alumni Association was registered on 13th October, 2014. The association was formed with the objective for upholding and expanding the growth of the college. Following are the ways in which Alumni contribute:

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 college every year which proves 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.

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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

Aspiring to be one of country's leading institutions, SACCM envisages creating business leaders with dynamic competencies who can contribute to the society and nation. The Governing body, a perfect blend of industrialists and academicians, helps in identifying, creating, and adopting practices needed to translate the vision of the college into reality. A comparative analysis of the students' academic-performance is carried out semester-wise with other leading institutions to know the areas requiring improvement. To enable students imbibe Sri Aurobindo's philosophy of integral education and ensuring holistic development, wide-ranging extra-curricular activities are organized comprising 'Independent-Thinking' for developing critical-thinking, 'British-Parliamentary-Debate' -for oratory and leadership skills and organizing skills are instilled by engaging students in organizing fests, cultural-programs etc. Faculty development is considered imperative and ensured through a well thought 'Faculty-Development-Policy'. Periodic review of annual activities is done to strengthen existing and suggest new programs.

Faculty is entrusted with the independent responsibility of various committees like RFDC, Discipline, LAC to stimulate a sense of belongingness towards institutional mission and promote a participative management. Moreover, different policies and governance mechanism of the institution ensure its effective administration and certains the institutional progress towards its vision while underpinning 'Performance', 'Participation' and 'Pride' of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Believing strongly in the ethos of delegation and participation in its working, the college follows participative management in decision-making at three levels. At the top level, Governing body comprising erudite academicians and eminent industrialists, monitors college's performance and act as mentors and take all strategic decisions after due consultation. At second level, numerous committees like Discipline Committee, Budget-Committee, LAC, ICC, GRC, RFDC, WDC, comprising faculty and non-teaching staff entrusted with independent responsibility manage various affairs .

Lastly, students' participation is promoted through student council comprising of student representatives who are consulted and involved in relevant issues and participate through Event-Organizing-Committees. In addition, all the academic and extra-curricular activities are organized and coordinated by the faculty with support of student organizers.

Moreover, faculty is fully involved in administrative operations like Examinations, Faculty Development Programs, Admissions Committee, Budget finalization committee etc. Like members of Budget committee not only participate in the designing of prospective budget proposals but take active part in the discussions when the approval for the same is sought from the competent authority. On similar lines, the members of RFDC independently shortlist and finalize the themes and resource persons for FDP programs through mutual deliberations.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In any organization, pursuit for excellence in any field is embedded in the planned execution of vision and Mission. SACCM has adopted perspective planning in all facets, be it the Teaching-Learning-Evaluation, infrastructural development or Faculty Development. As a partnered endeavor, IQAC and Principal in consultation with activity in charges, develop a road map for long term plans, followed by approval of Governing Body. The long term plans are then bifurcated into yearly plans. Though perspective plans have been successfully executed in all areas, but the most notable part in this period has been the upgradation and renovation done in physical as well as e-infrastructure. SACCM has successfully implemented plans pertaining to initializing setting up of new computer centre and Auditorium. Also installation of ACs in classrooms, shifting to 'Digital Classroom' through Microsoft-Teams -Platform, provision of individual laptops to faculty having latest trends and technology with i5 Processors, digitizers, mics with noise cancellation feature and webcams, upgrading of leased-line-internet bandwidth from 20 Mbps to 60 Mbps has led to strengthen the ICT infrastructure in college and make the institution future ready in the best possible way.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://saccm.in/wp-content/uploads/2022/AOAR-2020-21-documents/Perspective%20Plan%20SACCM.pdf">http://saccm.in/wp-content/uploads/2022/AOAR-2020-21-documents/Perspective%20Plan%20SACCM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

In reference to the organogram given in the weblink, the institution has six levels of hierarchy in its organization structure. At the top level, there is Governing Body performing the steering, mentoring and monitoring tasks and taking all strategic decisions. Principal comes at the second level of the hierarchy and is eventually responsible for overall functioning of the college. All functioning of the College is catalogued into six key functions placed at the third level viz. Registrar, Controller of examination, Dean Student Welfare and Alumni, and NAAC coordinator etc. under charge of different Faculty Members.

At fourth level, there is an administrative organizational structure. At the fifth level, various activities and functions are delegated to various committees as stated earlier. The committee members or designated in charges of the activity/function are empowered to steer the affairs of their committees. Under the guidance of designated in charges at fourth level, every function strives towards Vision and Mission of the College.

Lastly, A student council comprising of student representatives is constituted and involved to support activity in charges as coordinating committee members who are consulted on relevant issues from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://saccm.in/organizational-structure/">https://saccm.in/organizational-structure/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has number of welfare schemes for the members of the faculty, non-teaching and sub staff, the details of the same are given as under:

#### For Teaching staff

- Sponsoring faculty members' participation in seminars, conferences and workshops.
- Sanctioning paid duty leaves to attend General Orientation Programmes and Subject Specific Refresher Courses organized by UGC-run Academic Staff Colleges.
- Granting paid study leave for Pre-Ph.D. coursework.
- Supporting transportation, meal and other allied expenses in an endeavour to extend industry-academia interface.
- The benefits of the paid maternity leave which are to be given to the regular staff, are also extended to the adhoc faculty.
- Provision of monthly short leave where the college grants two hours of paid time off every month in case of any emergency
- Sports facilities for recreation
- Provision of Duty Leave

#### For Non-teaching

- Accommodation in the campus on nominal rent.
- Free uniforms and shoes
- Recreational program for sub-staff and their families to motivate them intrinsically by recognizing them as an inextricable and vital part of SACCM family.

**For Teaching and Non-teaching both**

- **Group Medclaim Insurance**
- **Free of cost bus facility**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The college has a comprehensive performance appraisal system in place under which the faculty is appraised on four parameters namely results, research and case study, student feedback and administrative duties.

Under the first parameter, scores of each class taught by the subject teacher is evaluated individually as well as in comparison to the best colleges of University. In the second parameter naming research and case study, faculty is assessed based on research papers published in UGC notified journals and quality of the case study written (evaluated by an independent expert in the year). Under the third parameter, quality of the teaching of the faculty is gauged from the students' feedback through a structured questionnaire covering questions pertaining to quality of content delivery, teaching innovations, nature of assignments, notes and other support etc. Lastly, faculty is judged on how effectively it has discharged the administrative duties assigned.

Similarly, non-teaching staff is appraised on parameters relevant to the administrative work they carry out like professional competence, performance, and personal characteristics required to effectively perform administrative assignments.

Overall, the appraisal system is designed to nudge, motivate, and inspire the appraise toward what is also the motto of the institution "Excellence".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

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 appointed by the Managing Trust of the College. Such periodical audits facilitate system improvements and identifies gaps for initiating remedial measures. On completion of the audit, a report indicating the gaps found out is submitted to the Principal of the College for their comments and corrective measures. Internal and External financial audit is

carried out regularly by an independent team of auditors. On the same lines, external statutory audit is carried out bi-annually for the accounting function.

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

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

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

00

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

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

Being a self-financed institution, funds required for any infrastructure development or day-to-day operations, are either generated through its own Corpus, or provided by the managing trust. However, for optimal utilization of these funds, appropriate systems and procedures are in place. A quarterly and an annual revenue and capital budgets are prepared in the beginning of every year after taking requirements from teaching and non-teaching staff by Budgeting committee comprising members of the faculty. Later, Chairman of the managing trust along with the budgeting committee reviews the budgets before its finalization. Thereafter, capital budget thus approved is handed over to the purchase department for the procurement of the budget items at the best quality and with the lowest possible price.

Based on the approved revenue budget, funds are transferred to the college on monthly basis and the college is authorized to spend as

per budget approved. On monthly basis, Accounts department compares the expenses incurred in the month vis-a-vis budget and the next month budget is prepared for the transfer of desired funds. Monthly review helps in curtailing any overspending against the budget and better planning for future. This ensures optimal utilization of the available funds.

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

## 6.5 - Internal Quality Assurance System

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

IQAC regularly assesses the activities in curricular, co-curricular and extra-curricular domain or for infrastructural and faculty development where improvements are required. Two of the activities where IQAC contributed in this period are as follows:

### 1. Psychological intervention

Personality assessment of the students by means of psychological personality test (The Big-Five) was administered to encourage self-awareness in students regarding their emotions, traits, tendencies, relationships, and individual identity. The results of the test were discussed with the students by holding up the counseling sessions and it was also communicated with their respective teachers. Intervention counselling sessions were scheduled subsequently aimed at indicating 'hidden' or 'emerging personality' traits that students don't even know they have. It also helped them know their strengths so that they can nurture these traits and also their weaknesses that they need to improve upon.

### 2. Digitization of college records

Development and maintenance of institutional database is very important for enhancing the institutional quality and is also pre-requisite under assessment & accreditation of any HEI. To this end, the Internal Quality Assurance Cell (IQAC) has devised various e-links for the smooth collection of data of various activities/ programmes/ events. Concerned member of the faculty



are required to provide the data in the link after the completion of the event/activity. Thereafter, IQAC compile and finalize the data on 10th day of every month, therefore, the data must be submitted maximum within the two -three working days from the date of event/activity/programme.

File Description	Documents
Paste link for additional information	<a href="https://saccm.in/iqac-documentation/">https://saccm.in/iqac-documentation/</a>
Upload any additional information	<a href="#">View File</a>

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

The institution regularly reviews its teaching learning processes, structures & methodologies of operations and learning outcomes through the forum of IQAC and the incremental improvements suggested after due deliberations with the faculty in the form of Teaching Learning Reforms for current period comprised of:

1. Introduction of Comprehensive Online Platform Microsoft Team and other e-infrastructural aids

In the wake of challenges posed by widespread growth of Covid-19, when the world was in the middle of learning crisis that threatened the efforts to build human capital. But with the vision to provide a learning opportunity and not deprive any single student, IQAC took the initiative and to maintain effectiveness of teaching-learning process suggested shifting from offline to online mode through the software Microsoft Teams. Going a step ahead to improve the teaching-learning process, the college subscribed for it to have a unified communication and collaborative platform that combines persistent workplace chat, video meetings, file storage, and application integration. Microsoft Teams enabled teachers and students to connect over video-enabled remote classrooms, offering a host of interactive and collaborative tools on one platform. In addition to students' access to the recorded lectures delivered, the faculty is also given access to original and licensed applications like Office, Forms, OneNote, Planners, Stream, Polls etc which are different aspects of the Office 365 toolset.

Realizing the need for adequate digital infrastructure for effective curriculum delivery, individual laptops having latest trends and technology with i5 Processors, digitizers, mics with noise cancellation feature, and webcams were provided to the faculty. For ensuring effective conduct of classes, prerequisite was to enhance the internet leased line (ILL) bandwidth. To this, internet bandwidth has been increased from 20 mbps to 60 mbps.

## 2. Reforms in Examination/ Academic Evaluation to strengthen the TLP:

Laying down benchmarks and continually upgrading the examination and evaluation systems to ensure adequate academic standards for the ultimate beneficiaries i.e. the students-the SACCMites. Various academic activities like question paper setting, evaluation of answer sheets, etc. are regularly monitored by IQAC. The reforms carried out in this regard are:

During the Lockdown, the shifting of Teaching learning into Digital Class Mode through Microsoft Teams Software required restructuring the conduct of examination and other academic activities as well. As explained earlier, the college created virtual classrooms through Microsoft Teams, for live interaction with its students. Apart from delivery of live interactive lectures, a new online exam conduct system was devised after brainstorming sessions with the faculty. The college successfully conducted the 'Mid Semester Tests' and 'Intra College Academic Quiz' through this virtual platform. The entire examination process from setting up and circulation of question papers to the evaluation of the submitted answers was done using the Microsoft Teams platform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

**C. Any 2 of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://saccm.in/wp-content/uploads/2022/AOAR-2020-21-documents/Annual%20Report%2020-21.pdf">http://saccm.in/wp-content/uploads/2022/AOAR-2020-21-documents/Annual%20Report%2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

To sensitize students and society about the pains and pangs, twitches and twinges of the destitute, Women Development Cell in association with the NSS Unit of the College systematized following talks for the students:

1. Poster making Competition on Road Safety Theme on 05-02-2021.

2. Webinar on the topic of Road Safety on 16-02-2021.

3. A session on Fire Safety and Training in NSS Camp on 05-08-2021.

- For promoting psychological well-being and facilitate personal growth of students, SACCM has appointed a full-time psychologist.
- Separate common room for girls and medical room.

For ensuring safety and security of students, following initiatives had been taken:

- Appointment of security guards at entry point, to ensure that no outsider enters the premises without recording his

credentials in the log book maintained at college gate

- For monitoring student's movement, CCTV Surveillance system is in place.
- For timely Redressal of issues faced by students, SACCM has constituted several committees such as Internal Complaint Committee, Grievance Redressal Committee, Discipline Committee, and Anti Ragging Committee.

Fire extinguishers have been installed and a timely audit is conducted to ensure the safety on campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1%20photos.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1%20photos.pdf</a>

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**Waste management is set of activities and actions required to manage waste from its inception to final disposal. SACCM has well managed waste disposal system which is elaborated as follows:**

#### **1) Solid Waste Management**

College has lush green campus and therefore waste generated in the form of debris and dropping from trees is unavoidable. Waste collected from cleaning of academic buildings and campus lawns is disposed of. NSS unit conducts cleanliness drive annually whereby volunteers educate students on campus about benefits of keeping surroundings clean.

## 2) Liquid Waste Management

Safe disposal of liquid waste and proper reuse mechanism not only preserve the environment but also helps in reducing the usage of fresh water. With this objective in focus College has Sewage Treatment Plant of 50 KLD capacity wherein, all sewage water is treated, and thereafter reused for irrigation of college lawns and playground.

## 3) E-Waste Management

E-waste like discarded UPS, tubes and other materials is disposed under supervision of IT in charge and estate officer of college, which further sells the waste to the vendors. Some part of E-waste disposal management covers a buy back system where old systems are handed over to company from where they were purchased from.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.3.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.3.pdf</a>
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Inclusive environment is one whereby a person belonging to innumerable and varied cultural orientations, regional / linguistic / societal disparities feel part of the environment in terms of expression of views etc. SACCM thrives to build a sustainable inclusive environment for institutional and societal development.

Freedom of expression is cultivated through participation in copious public speaking activities such as paper reading (being made a part of curriculum), British parliamentary debate, independent thinking exercise, and MUNs.

SACCM helps the students coming from economically weaker sections of society as well as meritorious students coming from EWS of society by providing them financial assistance. SACCM offers reservation for SC/ST category for upliftment of underprivileged communities.

For the regional inclusion, SACCM rejoices the festival of Lohri

where members of faculty and students pay their offerings in bonfire and worship the blaze.

Recognizing the essentials of differently abled children, SACCM's NSS unit collaborates with various NGOs for enabling such students learn the ways of earning livelihood. Another event 'Samarpan' is organized every year for expressing gratitude to the sub staff for the tireless services offered by them throughout the year.

This is how institution pioneers in creating inclusive and conducive environment for all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

For ensuring sustainable future for humans, following initiatives are undertaken by SACCM:

- A person who learns about road discipline grows up to be law-abiding citizen. To this, SACCM has organized sessions on captioned theme wherein NSS volunteers investigate whether stakeholders are abiding traffic rules.
- For maintaining natural ecological balance, and preserving the planet, SACCM arranges for Plantation drive, Green India initiative, celebration of World Environment Day, campaigns for ensuring 'Clean Campus', 'Climate Change', and 'Plastic Free Campus' etc.
- SACCM has organized Orthopedic Camp at Gurudwara Sant Thakur Singh Ji, Jhande and Eye Check Up Camp, Phullanwal - both the villages have been adopted by SACCM.
- SACCM has well-placed policy on anti-ragging, stringent policy on 'Prevention of sexual Harassment of Women at Workplace' and also has an 'Internal Complaint Committee'.
- For addressing the patriarchal and rigid cultural gender issues, SACCM charts deliberations for empowering students to exercise their rights and discharge their duties passably.
- SACCM students take a pledge together to maintain this



legacy of United India and celebrate 'Independence Day'.

- For inculcating human values and ethics amongst the students, SACCM every year celebrates Sri Aurobindo Birth Anniversary on 15th August.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- To mark birth anniversary of Sri Aurobindo Acroyd Ghose - who was a yogi, mystic, poet, and divine soul - SACCM arranged for a webinar on the theme 'Sri Aurobindo on Integral Education' on 15.08.2021

- SACCM rejoices the festival of Lohri with gaiety and fervor, where members of faculty and students pay their offerings in bonfire and worship the blaze.
- 'Diversified yet United Nation is the beauty of our Motherland'. SACCM students take a pledge together to maintain this legacy of United India.
- For conservation of 'The Mother Planet', NSS volunteers celebrated 'World Environment Day' on June 5, 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice I

Title of the Practice - Public Speaking Skills Development Program

#### Objectives of the Practice

1. To overawestage fright and gain confidence for facing an audience.
2. To make a laddered progression starting with paper reading and gradually moving to declaiming, debating, and participating in independent thinking exercise and Model United Nations conference
3. To attain sublimity in various forms of public speaking

#### The Context

Possessing public speaking skills is an icing on the cake, as it enhances the ability to interact with professionals and fellow colleagues in a qualified and composed manner. It makes a person more worthy candidate to move up and succeed in personal and

professional life. Despite being academically meritorious, students at times feel hesitant, diffident and reticent in expressing themselves effectively and efficiently in public. For addressing the latent and embryonic issues faced by the student concerning 'Glassophobia' and communication skills, the College has a well-designed 'Public Speaking Skills Development Program', wherein students of B Com and BBA First Semester are subjected to assortment of public speaking sessions throughout the academic session.

#### The Practice

For assisting the students in shedding their diffident and reticent approach towards public speaking, the students of B Com and BBA First Semester are allotted one public speaking session per week in the timetable itself under the able guidance of faculty facilitator. Under this initiative, students are given an opportunity to opt for a theme of their choice for presentation. Faculty facilitator helps in correcting the subject matter and in improvising the delivery of the content, voice modulation, diction etc. To mark Sri Aurobindo Birth Anniversary, a 'Paper Reading Contest' is organized every year where students are supposed to speak on a topic either related to philosophy propounded by Sri Aurobindo or independence.

For preparing the students for variety of inter college competitions and Panjab University Youth Festival, the College has included the activity of 'Elocution' and 'Debate' in the 'Cultural Fest cum Talent Hunt Competition'. For enhancing the debating skills, a unique form of debating activity known as 'British Parliamentary Debate' is also carried out rigorously.

For making students comprehend the way international issues are resolved and the in and outs of diplomacy, international relations, and the United Nations, the College has initiated the practice of organizing 'Model United Nations' (MUN) conferences, which are educational simulation of the United Nations, involving researching, public speaking, debating and writing skills and above all critical thinking. Participants, known as delegates, are placed in committees and assigned countries, or occasionally other organizations or political figures, where they represent members of that body.

Another distinctive activity connected with the context is Independent Thinking Exercise wherein students are given agenda for discussion well in advance, so that they come prepared for

discussions and deliberations.

The basic purpose behind this exercise is to make students formulate their independent opinion and express the same with conviction. These college supported activities help students prepare themselves for today's competitive and dynamic environment.

#### Evidence of Success

Students of Sri Aurobindo College of Commerce and Management have proved their mettle at every pedestal. Public speaking is one of the hallmarks of SACCMites. Recognizing the significance of Soft Skills, we at SACCM train our students for the real battle that starts after the completion of their studies. Public speaking skills have helped SACCMites a lot in their personal as well as professional lives.

#### Problems Encountered and Resources Required

Being a self- financed institution; the college is currently constrained financially to provide for communication lab which can be resourceful for this exercise to be more effective.

#### Best Practice II

##### Title of the Practice - E-initiatives

##### Objectives of the Practice

1. To make unabridged campus Wi-Fi enabled with highest level security, so that all members of the faculty, staff and students have universal access to information and services.
2. To make technology seamlessly fit with SACCM's teaching, research and administrative operations
3. To bring efficiency, transparency, and accountability in the system.
4. To employ teaching methods tailored to numerous categories of students to provide experiential learning experience.
5. To provide speedier, transparent, and effortless way of maintaining records and utilize them for reference.
6. To create and sustain long term, successful relationships

with stakeholders through open communication and continuous assessment

## The Context

### Academic Blend:

ICT integration provides a strong support to the aged old methodology of teaching and complement the classical teaching techniques. For this, teachers need to be involved in the preparation of digital content and multimedia presentations. It was further aggravated by the ongoing Covid-19 pandemic which required the teachers to shift to complete online pedagogy. As ICT blend was already a part of teaching pedagogy, teachers were rather comfortable than resistant in adopting the change.

### Administrative Blend:

For addressing the following issues, it was desired to digitize the office operations:

- Systematized record keeping
- Efficient system as compared to manual
- Less time consuming
- Green initiative- save paper save trees
- Less chances of error
- Ensuring transparency

## The Practice

### Academic Blend:

For ICT integration with conventional teaching techniques, each classroom is equipped with LCD Projectors, each faculty member has been provided with laptop and digitizer with internet connectivity across the campus to enable them in preparation of digital and updated teaching content. The college has put in place high-speed internet connectivity through 1:1 leased internet connection with 60 MBPS bandwidth. During Covid-19 pandemic, the teaching-learning system was on a halt, as a result faculty was left with no other option than to restore to digital teaching through zoom and google meet. Subsequently, to streamline online teaching SACCM subscribed Microsoft-Teams during academic session 2020-21. MCQ module on MS Teams is used for conducting continuous assessment of students'

learning where scores are automatically generated. Students securing lower marks in MCQ are identified for remedial coaching through their mentors. SACCM has subscribed for e-resources with access to faculty members and students.

Through LMS iCloudEMS ERP, faculty members share digital content, assignments, and upload attendance which provide them with platform to interact with the students virtually. Students can access shared e-content for their program through iCloudEMS ERP student logins, submit the assignments online, and keep a track of their attendance.

#### Administrative Blend:

1. Admission process is fully digitized starting from registration by the prospective candidate to getting admitted to the college.
2. Alumni portal is available on website to provide details of pass out students.
3. Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online mode.
4. The college website mirrors details about the institution which is maintained by expert web developers. Web interfaces are provided for admissions and online transactions.
5. Full supervision of all service units in the office through the ERP software.
6. Official mail ID's with college domain to communicate with the teaching and non-teaching staff ensuring enhanced security and confidentiality
7. Biometric attendance for all teaching and non-teaching staff members.
8. Fully automated and wireless office with 24x7 internet facility.
9. Use of Google facilities like Google sheet: For data collection from Activity in charge.
10. For monitoring students' activities, CCTVs have been installed across the campus
11. Creation of class-specific WhatsApp Groups for sharing information with the students and members of the faculty pertaining to copious events organized by the College
12. SACCM's accounts are maintained via Tally and ERP software.

#### Evidence of Success

#### Academic Blend:

- Effective curriculum delivery even during ongoing pandemic as SACCM was able to have virtual classes well in time and plan for Mid Semester Tests
- Creation of online repository of sessions taken by the faculty members helped the students to revise the content whenever desired
- Enhanced internet bandwidth ensured uninterrupted virtual classes
- For holistic development of students, SACCM by using digital infrastructure arranged for numerous sessions virtually
- Timely and effective communication with students

#### Administrative Blend

- Better cash management because of realization of payments on a uniform date promptly and efficiently.
- Helps in reducing chances of loss / theft of instruments, likelihood of fraudulent encashment of paper instruments, etc.
- Efficient payment mode ensuring that the beneficiaries get credit on a designated date
- Helps in maintaining digital records of information pertaining to students, teaching and non-teaching staff.

#### Problems Encountered and Resources Required

Outburst of pandemic resulted in a new practice of work from home. Initially under ICT integration desktops were provided to the teaching staff. This resulted in difficulty in smooth conduct of virtual classes from home. To resolve this issue, laptops were provided to all the faculty members. Teachers teaching numerical papers faced a difficulty to find alternate to chalk and talk method. To resolve this, digitizers were provided for effective delivery of numeric and diagram-oriented content.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

It is incontrovertibly true that the enviable slot that SACCM has built for itself on the academic scape in the state of Punjab, is a matter of distinctive pride, particularly when placed against the short span of life of just sixteen years that it has lived. The five landmark points of the college are dedicated commitment, tireless diligence, devoted discipline, academia-industry interface and the consistent learning process of the faculty. As Vardhman Group of Industries is in the pilot's seat, it becomes easy to make students learn things in the real world scenario. Top executives from the group visit the campus off and on, and conduct interactive sessions with the teachers and taught as well. Industrial and field visits are a way of life with SACCM.

A distinctive feather to its cap is the performance based appraisal system. Every year the College makes comparative study of the performance of the teachers with those of other top colleges. This helps the faculty to evaluate the areas where the improvements could be made for improving the results of college.

Thus academia-industry interface, tech-enabled learning and 360 degree feedback system help the college to outwit other educational institutions.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As per the guidelines provided by the affiliating University, SACCM has formulated its provisions regarding curriculum development and feedback. Meticulous efforts are made to ensure that assiduous planning precedes the delivery of curriculum. Following initiatives are taken up in this regard:

- Annual academic calendar is prepared before the beginning of each semester, considering specific aspects such as devising number of teaching days, subject allocation, timetable finalization, library resources and other academic & physical resources.
- Orientation sessions are organized for newly appointed members of faculty to handle the curriculum and to apprise them of the rationale behind using ERP software of the college ie QualCampus.
- To bridge the knowledge gap, merit, remedial and bridge classes are organized for students.
- Lectures, interactive sessions and workshops by illustrious academicians, managers, and alumni are held regularly.
- Theme based industrial visits are organized periodically to offer an insight into the practical application of the curriculum studied in the classrooms.
- Members of faculty use innovative teaching-learning methods viz. Problem-solving assignments, role plays, group presentations, intra and inter section subject quizzes.
- Case study teaching pedagogy is used for enhancing critical thinking amongst students.
- ICT enabled classrooms; Wi-Fi/LAN access are provided for ensuring efficient delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Being an affiliated college, the teaching, learning and evaluation schedules at SACCM are planned and organized as per University Academic Calendar. SACCM meticulously tries to optimize the adoption of university academic calendar to fulfill the goal of providing quality education to students.

Academic session of the college begins with an Induction Program, wherein, students of newly inducted batch are sensitized towards the philosophy of holistic development. Meticulous planning with respect to teaching work-plans, timetables, assessment, continuous evaluation, and the academic calendar are ingrained in the work environment of SACCM. The details relating to dates of mid semester test, completion of curriculum, extra-curricular activities, college functions etc. are included in college academic calendar. The dates during which the assignments are to be given to students and dates by which the marks need to be submitted to the office are also decided well in advance.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/">https://saccm.in/academic-calendar-tentative-schedule-session-2020-21/</a>

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

00

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

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

00

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

00

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

### 1.3 - Curriculum Enrichment

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

Following initiatives have been undertaken by SACCM for sensitizing students about crosscutting issues:

**Gender Issues:** English and Punjabi subjects include literary works and essays on topics like gender equality, feminism, etc. Concerns and provisions relating to women's employment, safety and welfare, child labour, etc., are also part of B.Com Business Laws subject.

**Sustainability:** EVS (Environment, Road Safety Education) is an indispensable subject of B.Com and BBA curriculum. It aims at sensitizing students about issues regarding environment.

**Human Rights:** Subjects like Social Security & Labour Welfare, Industrial Relations and Labour Legislations, Human Resource Planning and Business Laws which deals with Human rights and ethics are part of BBA curriculum.

**Professional Ethics:** 'Social and Business Ethics and 'Social and Ethical Issues in Business' of B.com and BBA programmes respectively aims at educating students about relevance of business ethics in discouraging corporate wrong doings.

**Social Empowerment:** Courses offered under B.Com and BBA programmes include subjects like Social Security & Labour Welfare, Industrial Relations and Labour Legislations, Social and Ethical Issues in Business, etc. aiming at creating awareness regarding social empowerment.

**Environmental Education:** Environmental Education is a part of B.Com and BBA curriculum. It aims at sensitizing students about issues relating to environmental protection.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/1.4.2.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/1.4.2.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

326

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

At SACCM, significant efforts are made to cater to the distinct learning needs of all students.

Advanced Learners are always encouraged to go beyond the standard textbooks. Teachers continuously strive to enhance the mental faculties of such bright minds by involving them in challenging case studies, projects and presentations. To test and further develop their 'High Order Thinking Skills' analytical and application-based questions are set in Mid Semester Tests and Inter Section Subject Quizzes. Furthermore, the subject teachers constantly monitor the performance of such potential achievers. Further activities like independent thinking exercise, British Parliamentary Debate are a regular feature at SACCM to hone up the critical thinking and leadership skills of the students. For Career Counselling, the Career Guidance and Placement Cell of the College organized various programs virtually to guide and mentor the various career aspirants.

Slow learners are dealt with patience, perseverance and are provided with simplified notes and reference material. Special cases requiring psychological intervention are referred to the college Psychologist who helps in lifting their morale by injecting a 'will to do' in them. Besides mentoring session and remedial classes of small groups are also taken periodically to address the academic or non-academic issues, if any.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
883	27

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

At SACCM , the pedagogy followed is rich blend of conventional teacher centric methodology with various student centric learning methods for enhancing the learning experience of students.

**Experiential Learning-** For experiential learning, extension lectures are regularly held at college. Every year, eminent academicians and practicing managers are invited to share their experiences, expertise, and vision with the students Besides, internships, industrial visits and marketing fest are also organized (except 2020-21 due to Pandemic) every year to provide students with ample opportunities to learn about the actual business problems.

**Participative learning -** Group projects and presentations by the respective subject teachers are given. Further the students are encouraged to participate in Inter Section Subject Quiz



which helps in putting them in regular study mode, apply classroom concepts to practical problems and participate in group learning activity.

Problem-Solving - Case study method of teaching is often implemented in various subjects. Students are given small individual hypothetical case lets to supplement the theoretical concepts and also the real-life cases that help in developing an analytical approach to various business related problems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

SACCM has always acknowledged the indispensable use of ICT enabled tools for effective teaching learning process. Especially during Covid Pandemic, a number of initiatives were taken to strengthen the ICT infrastructure of the college.

- To overcome the crisis caused due to the ongoing pandemic, SACCM subscribed for Microsoft Teams, thus transformed live classrooms into virtual ones with utmost ease and precision.
- Various extension lectures, webinars, orientation sessions, Mid-Semester tests and Inter Section Subject Quiz (ISSQ) were also conducted online using Microsoft Teams.
- Further, the College had purchased laptops with the latest configuration and technology digitizers, mics and webcams for every member of the faculty.
- For ensuring effective conduct of virtual classes, the prerequisite was to enhance the internet leased line (ILL) bandwidth. To this, internet bandwidth has been increased from 20 mbps to 60 mbps.
- In addition, campus management software (iCloudEMSERP/QualCampus) has always facilitated the teaching learning process to a great extent via distinctive features like sharing of study material, assignments etc. The members of the faculty are required to prepare their session plan

for every lecture via iCloudEMSERP where they are supposed to clearly specify the subject to be discussed, teaching pedagogy, sources of reference etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://saccm.in/infrastructure/campus-digitization/">https://saccm.in/infrastructure/campus-digitization/</a>

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

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

09

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

8.74

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The college strictly adheres to the guidelines issued by the affiliating University regarding the assessment and evaluation process of performance of students. Students are made aware about the same through the prospectus and the college website. Besides orientation sessions are held at the beginning of session to familiarize the new entrants with the Institutional policies, Evaluation processes, practices, culture, and values.

The internal assessment is carried out in a systematic manner for both BCom and BBA Programme. Mid Semester Tests of the college were conducted through online mode for the session 2020-21, which was a major reform, introduced during Pandemic situation. The marks obtained were entered in the web portal of

the College within the stipulated time. Furthermore, to cope up with the challenges posed by the pandemic, SACCM adopted a comprehensive MCQ based evaluation system for conduct of MSTs. Re-appear tests were conducted for those who were authorized absentees and for those whose performance was not up to the mark in MSTs. Besides presentations and Assignments, one of the important components of Internal assessment were also allocated by the faculty teaching the subject and are uploaded on the college portal for internal assessment purpose.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

At SACCM each faculty member strives hard to do things at the first instance. If still there arises any grievance which is related to the internal examination system of the college, it is effectively dealt within a transparent, time bound and efficient manner. At the college level, an examination grievance redressal committee, comprising a senior teacher as coordinator and other teaching and non-teaching staff as members, is constituted to handle internal examination grievance. Owing to Covid-Pandemic Situation, the entire examination process from Question papers setting to the evaluation of the submitted answers was done using the Microsoft Teams platform - in MCQ format for each subject. The marks were posted on Microsoft Teams Platform on the spot, and iCloudEMSERP within a week after the conduct of internal examinations to take the grievances of the students in time-bound manner. The queries pertaining to internal examination was taken by examination committee and the same were resolved in time-bound manner using the official MST email ID.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Vision, Mission and SACCM Student Development Model of the college are clearly indicative of the Programme and Course specific Outcomes which are projected to be demonstrated by the students.

The college is running three programmes B Com (General), B Com (honors) and BBA for which it follows the curriculum and assessment policy prescribed by the Affiliating University.

- Course Specific Outcomes are prepared subject-wise and the same is uploaded on the website - to make the members of the faculty and students aware about the same. These course specific outcomes include the Course Outline, Course Outcome, Student Learning Outcomes, Course Contents/Syllabus, Required Texts, Suggested Texts, and Pedagogy for Course Delivery.
- Instruction Manuals, which includes the term-wise course outline for each subject, along with topic wise reference books - are prepared class-wise by the faculty members of the college in accordance with the university prescribed curriculum and uploaded on the website for the reference of the members of faculty and students.
- Besides this, orientation sessions are also organized to apprise the enrolled students with regard to POs, PSOs & Cos.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://saccm.in/courses/course-curriculum-of-b-com-b-com-hons-programme/">https://saccm.in/courses/course-curriculum-of-b-com-b-com-hons-programme/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

At SACCM evaluation of Programme Outcomes and Course Outcomes are carried out using both direct method and Indirect Method.

The direct methods are those which evaluates the student's

learning, knowledge and skills from their performance in the Mid Semester Test (MSTs), End Semester Examinations and supporting activities such as presentations, assignments etc. Besides Inter Section Subject Quiz (ISSQ) is also conducted to assess the course level learning outcome of students of different scholastic abilities.

Further, Intra and Inter college result analysis is a regular feature at SACCM, which helps in identifying the gap areas where there is a scope for improvement. Thus, identifying the potential toppers, distinction holders and slow learners where faculty need to focus.

The indirect method of evaluating the attainment of POs & COs comprises feedback taken from various stakeholders i.e. students, alumni, parents, and teachers to reflect their views on student's learning.

Also, students' participation in activities like independent thinking exercise, British parliamentary debate also reflects upon their learning levels.

Counselling sessions were conducted virtually by full time counsellor so that the college can provide support to the students to attain the program and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### **2.6.3 - Pass percentage of Students during the year**

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

278

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://saccm.in/wp-content/uploads/2022/04/annual_report_2020_21.pdf">https://saccm.in/wp-content/uploads/2022/04/annual_report_2020_21.pdf</a>

## 2.7 - Student Satisfaction Survey

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

<https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>



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

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

09

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

NSS unit of college carries out a variety of activities out of which some are organized in collaboration with the other organizations of community. During the period under consideration a number of activities like Orthopedic Camp, Eye Checkup Camp and Covid Vaccination Camp etc. have been conducted. The medical camps were organized to serve the natives of two villages adopted by the college and promote a healthy life where beneficiaries got free of cost service. Covid vaccination camp was organized to support the nation's fight against the deadly virus where hundreds of beneficiaries got vaccinated. College organized these camps in collaboration with organisations like Profile Hospital, SGHS Hospital, Sohana and Mission Clean, Green and safe society, Moga. For environment conservation plantation drives are also organized from time to time with an aim to develop a sense of belongingness to 'the mother earth' among the students. This year, it was conducted in collaboration with Punjab Pollution Control Department, Ludhiana. Several students volunteer in organizing such activities. Students are involved in the activities to instill altruism among them, motivate them to reach out to the needy and the marginalized and arousing their social conscience by exposing them to realities of life.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

With an area of 12.1 acres of land, SACCM has amplified its infrastructure, depending on requirements over the years. For effective and efficient curriculum delivery, the college has adequate infrastructural facilities.

Presently, there are 15 well ventilated and spacious classrooms and 6 tutorials rooms, which are fully equipped with LCD, Wi-Fi/LAN facilities. Moreover, a provision for 2 classrooms for M Com Course has already been made.

Recently the college has replaced its existing computer lab with the upgraded computer centre having the most advanced computing equipment.

All the Faculty Members and the Administrative Staff are also provided with the laptops. The college has also provided facility of shared printers, scanners, xerox facility to Faculty. All faculty rooms, computer lab, library and administrative office are connected with 60 Mbps bandwidth.

SACCM has an enriched Library which is fully automated with Integrated Library Management System (ILMS) and one library reading room for teachers and students.

There are two state of the art seminar halls, fully equipped with latest ICT facilities, with a capacity of around 100 persons each. Also, the construction of Mother Auditorium, with sophisticated ICT equipment and with a seating capacity of around 880 persons is near completion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college utilizes lot of its resources to encourage the students for sports and extra-curricular activities. The college has a sports ground with running track, a sports room and one student center for various sports activities. Also, the college has one badminton court with two cement Indoor courts, a Basketball Court and 2 Table Tennis Tables etc. The college has teams for different sports events where students participate in various inter college, intra college and university level competitions.

Every year, the college conducts a cultural fest cum talent hunt competition with active participation of students. To organize the fest, the college has adequate facilities like auditorium, seminar halls, creative forum room, atrium to facilitate many cultural, creative, and literary based activities. Further, the college has provided a dedicated NSS Room for execution of NSS and social service activities. To create the awareness for health and usefulness of meditation among the students a new meditation center is near the process of completion. Adding this, one lecture per week for every class in all the semesters is dedicated for the sports and it is known as sports class.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

19

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

28.10

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

Library is automated using Integrated Library Management System (ILMS)

**Response:**

Name of the ILMS Software Nature of Automation (Fully or Partially Version Year of Automation E-Granthalaya Fully 3.0 2014 iCloudEMS Fully 7.1.1 2019 QualCampus Fully 2020 v4 2021

**Additional Information:**

**E-Granthalaya:** In the year 2014, e-Granthalaya software was installed in the college library. E-Granthalaya is a Digital Platform developed by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India. Under the platform, NIC provides a complete ICT solution with integrated Library Management Software, Digital Library Module and a Library Portal (OPAC) with NICS empaneled Roll-out Services support. E-Granthalaya is useful to transform traditional libraries to e-Library with Digital Library Services which includes, automation of in-house activities of libraries, digital library integration, and to provide various online member services using Single Window Access System. Now, It is closed.

**iCloudEMS:** In the year 2019, iCloudems software was installed in the college library. It has modules like circulation, cataloging, serials, reports, OPAC, Transaction history, Bar-code generator etc. in the Library management. Library is fully automated and Bar-code Enabled. Now, It is closed.

**QualCampus:** In the year 2021, QualCampus software was installed in the college library. It has modules like Acquisition, Serial Management, cataloging, Stock Management, Circulation, Various Reports, Web-OPAC, Bar-code generator etc. Library is fully automated and Bar-code Enabled.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://saccm.qualcampus.com/">https://saccm.qualcampus.com/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

3.49

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College provides a range of IT facilities to help students and faculty with their studies. This includes extensive computer provision and Internet. The projectors are installed along with Audio System, in each classroom ensuring ICT enabled teaching and audio-visual learning, preparing the students at



the cutting edge to excel and face the challenges of today's world.

Whole campus is Wi-Fi enabled Campus. To maintain the Cyber-Security in the College Campus, Fortinet Firewall security and analyzer are installed. In addition to existing facilities like 95 desktops, computer lab, printers for faculty and students, dedicated desktop to access e-library, document scanner, for printing of question paper RISSO Master Printer etc., number of initiatives were taken during Covid Pandemic, to strengthen the ICT infrastructure. The college purchased 31 laptops, 28 digitizers, 31 headphones and webcams for faculty members for smooth conduct of classes on blended mode. To overcome the crisis caused due to the ongoing pandemic, SACCM subscribed for Microsoft Teams, thus transformed live classrooms into virtual ones with utmost ease and precision also internet bandwidth has been increased from 20 Mbps to 60 Mbps.

The College has a well-established ERP system iCloudEMS/QualCampus and college Accounting is implemented using package Tally ERP with GST.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

87

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

109.82

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

For efficient and effective functioning of the college, the institution has several standard operating practices with respect to Library, IT department, Procurement of Sports Material, Purchase of Stationery Material, College tours and trips and administrative printing work. Moreover, The Estate officer and his team are involved in the maintenance of infrastructure facilities, regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. Also the College outsources the various annual maintenance contracts like 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. In addition to the above, there are established standard operating

practices for utilizing physical and academic facilities in the form of student welfare activities fund, administrative support staff, operation of accounts and well-developed procedures for administrative duties.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4

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

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

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

24

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

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

**B. 3 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**852**

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

**852**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

15

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

4

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

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

SACCM Student Council was formed with the objective of creating effective management competencies in terms of developing administrative and leadership skills amongst students. It comprises of student coordinators who are selected by the faculty coordinators of various activities. The selection of student in the council is based upon following parameters:

- a. Student's aptitude in running a particular activity;
- b. Student's experience in coordinating various elements of the activity;
- c. A reasonable level of student's previous achievement in the activity;
- d. Student's potential in leading the administrative functions of the College.

As an endeavour to motivate the students excelling in academics in University results, from the session 2019-20, they are also a part of SACCM student council as a means of rewarding their exceptional achievements. There are 72 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. Periodic meetings are organized for the student council that help College management to finalize certain students' related decisions like implementation of the College Uniform, adding or changing any College event, celebration of any festival etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

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

SACCM Alumni Association was registered on 13th October, 2014. The association was formed with the objective for upholding and expanding the growth of the college. Following are the ways in which Alumni contribute:

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 college every year which proves 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.



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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

Aspiring to be one of country's leading institutions, SACCM envisages creating business leaders with dynamic competencies who can contribute to the society and nation. The Governing body, a perfect blend of industrialists and academicians, helps in identifying, creating, and adopting practices needed to translate the vision of the college into reality. A comparative analysis of the students' academic-performance is carried out semester-wise with other leading institutions to know the areas requiring improvement. To enable students imbibe Sri Aurobindo's philosophy of integral education and ensuring holistic development, wide-ranging extra-curricular activities are organized comprising 'Independent-Thinking' for developing critical-thinking, 'British-Parliamentary-Debate' -for oratory and leadership skills and organizing skills are instilled by engaging students in organizing fests, cultural-programs etc. Faculty development is considered imperative and ensured through a well thought 'Faculty- Development-Policy'. Periodic review of annual activities is done to strengthen existing and suggest new programs.

Faculty is entrusted with the independent responsibility of various committees like RFDC, Discipline, LAC to stimulate a sense of belongingness towards institutional mission and promote a participative management. Moreover, different policies and governance mechanism of the institution ensure its effective administration and certains the institutional progress towards its vision while underpinning 'Performance', 'Participation' and 'Pride' of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Believing strongly in the ethos of delegation and participation in its working, the college follows participative management in decision-making at three levels. At the top level, Governing body comprising erudite academicians and eminent industrialists, monitors college's performance and act as mentors and take all strategic decisions after due consultation. At second level, numerous committees like Discipline Committee, Budget-Committee, LAC, ICC, GRC, RFDC, WDC, comprising faculty and non-teaching staff entrusted with independent responsibility manage various affairs .

Lastly, students' participation is promoted through student council comprising of student representatives who are consulted and involved in relevant issues and participate through Event-Organizing-Committees. In addition, all the academic and extra-curricular activities are organized and coordinated by the faculty with support of student organizers.

Moreover, faculty is fully involved in administrative operations like Examinations, Faculty Development Programs, Admissions Committee, Budget finalization committee etc. Like members of Budget committee not only participate in the designing of prospective budget proposals but take active part in the discussions when the approval for the same is sought from the competent authority. On similar lines, the members of RFDC independently shortlist and finalize the themes and resource persons for FDP programs through mutual deliberations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In any organization, pursuit for excellence in any field is embedded in the planned execution of vision and Mission. SACCM has adopted perspective planning in all facets, be it the Teaching-Learning-Evaluation, infrastructural development or Faculty Development. As a partnered endeavor, IQAC and Principal in consultation with activity in charges, develop a road map for long term plans, followed by approval of Governing Body. The long term plans are then bifurcated into yearly plans. Though perspective plans have been successfully executed in all areas, but the most notable part in this period has been the upgradation and renovation done in physical as well as e-infrastructure. SACCM has successfully implemented plans pertaining to initializing setting up of new computer centre and Auditorium. Also installation of ACs in classrooms, shifting to 'Digital Classroom' through Microsoft-Teams -Platform, provision of individual laptops to faculty having latest trends and technology with i5 Processors, digitizers, mics with noise cancellation feature and webcams, upgrading of leased-line-internet bandwidth from 20 Mbps to 60 Mbps has led to strengthen the ICT infrastructure in college and make the institution future ready in the best possible way.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/Perspective%20Plan%20SACCM.pdf">http://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/Perspective%20Plan%20SACCM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

In reference to the organogram given in the weblink, the institution has six levels of hierarchy in its organization structure. At the top level, there is Governing Body performing the steering, mentoring and monitoring tasks and taking all strategic decisions. Principal comes at the second level of the hierarchy and is eventually responsible for overall functioning of the college. All functioning of the College is catalogued into six key functions placed at the third level viz. Registrar, Controller of examination, Dean Student Welfare and Alumni, and NAAC coordinator etc. under charge of different Faculty Members.

At fourth level, there is an administrative organizational structure. At the fifth level, various activities and functions are delegated to various committees as stated earlier. The committee members or designated in charges of the activity/function are empowered to steer the affairs of their committees. Under the guidance of designated in charges at fourth level, every function strives towards Vision and Mission of the College.

Lastly, A student council comprising of student representatives is constituted and involved to support activity in charges as coordinating committee members who are consulted on relevant issues from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://saccm.in/organizational-structure/">https://saccm.in/organizational-structure/</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The College has number of welfare schemes for the members of the faculty, non-teaching and sub staff, the details of the same are given as under:

#### For Teaching staff

- Sponsoring faculty members' participation in seminars, conferences and workshops.
- Sanctioning paid duty leaves to attend General Orientation Programmes and Subject Specific Refresher Courses organized by UGC-run Academic Staff Colleges.
- Granting paid study leave for Pre-Ph.D. coursework.
- Supporting transportation, meal and other allied expenses in an endeavour to extend industry-academia interface.
- The benefits of the paid maternity leave which are to be given to the regular staff, are also extended to the adhoc faculty.
- Provision of monthly short leave where the college grants two hours of paid time off every month in case of any emergency
- Sports facilities for recreation
- Provision of Duty Leave

#### For Non-teaching

- Accommodation in the campus on nominal rent.
- Free uniforms and shoes
- Recreational program for sub-staff and their families to motivate them intrinsically by recognizing them as an inextricable and vital part of SACCM family.

**For Teaching and Non-teaching both**

- **Group Mediclaim Insurance**
- **Free of cost bus facility**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

**13**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**The college has a comprehensive performance appraisal system in place under which the faculty is appraised on four parameters namely results, research and case study, student feedback and**

administrative duties.

Under the first parameter, scores of each class taught by the subject teacher is evaluated individually as well as in comparison to the best colleges of University. In the second parameter naming research and case study, faculty is assessed based on research papers published in UGC notified journals and quality of the case study written (evaluated by an independent expert in the year). Under the third parameter, quality of the teaching of the faculty is gauged from the students' feedback through a structured questionnaire covering questions pertaining to quality of content delivery, teaching innovations, nature of assignments, notes and other support etc. Lastly, faculty is judged on how effectively it has discharged the administrative duties assigned.

Similarly, non-teaching staff is appraised on parameters relevant to the administrative work they carry out like professional competence, performance, and personal characteristics required to effectively perform administrative assignments.

Overall, the appraisal system is designed to nudge, motivate, and inspire the appraise toward what is also the motto of the institution "Excellence".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

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 appointed by the Managing Trust of the College. Such periodical



audits facilitate system improvements and identifies gaps for initiating remedial measures. On completion of the audit, a report indicating the gaps found out is submitted to the Principal of the College for their comments and corrective measures. Internal and External financial audit is carried out regularly by an independent team of auditors. On the same lines, external statutory audit is carried out bi-annually for the accounting function.

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

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

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

00

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

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

Being a self-financed institution, funds required for any infrastructure development or day-to-day operations, are either generated through its own Corpus, or provided by the managing trust. However, for optimal utilization of these funds, appropriate systems and procedures are in place. A quarterly and an annual revenue and capital budgets are prepared in the beginning of every year after taking requirements from teaching and non-teaching staff by Budgeting committee comprising members of the faculty. Later, Chairman of the managing trust along with the budgeting committee reviews the budgets before

its finalization. Thereafter, capital budget thus approved is handed over to the purchase department for the procurement of the budget items at the best quality and with the lowest possible price.

Based on the approved revenue budget, funds are transferred to the college on monthly basis and the college is authorized to spend as per budget approved. On monthly basis, Accounts department compares the expenses incurred in the month vis-a-vis budget and the next month budget is prepared for the transfer of desired funds. Monthly review helps in curtailing any overspending against the budget and better planning for future. This ensures optimal utilization of the available funds.

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

## 6.5 - Internal Quality Assurance System

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

**IQAC regularly assesses the activities in curricular, co-curricular and extra-curricular domain or for infrastructural and faculty development where improvements are required. Two of the activities where IQAC contributed in this period are as follows:**

### 1. Psychological intervention

Personality assessment of the students by means of psychological personality test (The Big-Five) was administered to encourage self-awareness in students regarding their emotions, traits, tendencies, relationships, and individual identity. The results of the test were discussed with the students by holding up the counseling sessions and it was also communicated with their respective teachers. Intervention counselling sessions were scheduled subsequently aimed at indicating 'hidden' or 'emerging personality' traits that students don't even know they have. It also helped them know their strengths so that they can nurture these traits and also their weaknesses that they need to improve upon.

## 2. Digitization of college records

Development and maintenance of institutional database is very important for enhancing the institutional quality and is also pre-requisite under assessment & accreditation of any HEI. To this end, the Internal Quality Assurance Cell (IQAC) has devised various e-links for the smooth collection of data of various activities/ programmes/ events. Concerned member of the faculty are required to provide the data in the link after the completion of the event/activity. Thereafter, IQAC compile and finalize the data on 10th day of every month, therefore, the data must be submitted maximum within the two -three working days from the date of event/activity/programme.

File Description	Documents
Paste link for additional information	<a href="https://saccm.in/igac-documentation/">https://saccm.in/igac-documentation/</a>
Upload any additional information	<a href="#">View File</a>

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

The institution regularly reviews its teaching learning processes, structures & methodologies of operations and learning outcomes through the forum of IQAC and the incremental improvements suggested after due deliberations with the faculty in the form of Teaching Learning Reforms for current period comprised of:

1. Introduction of Comprehensive Online Platform Microsoft Team and other e-infrastructural aids

In the wake of challenges posed by widespread growth of Covid-19, when the world was in the middle of learning crisis that threatened the efforts to build human capital. But with the vision to provide a learning opportunity and not deprive any single student, IQAC took the initiative and to maintain effectiveness of teaching-learning process suggested shifting from offline to online mode through the software Microsoft Teams. Going a step ahead to improve the teaching-learning process, the college subscribed for it to have a unified

communication and collaborative platform that combines persistent workplace chat, video meetings, file storage, and application integration. Microsoft Teams enabled teachers and students to connect over video-enabled remote classrooms, offering a host of interactive and collaborative tools on one platform. In addition to students' access to the recorded lectures delivered, the faculty is also given access to original and licensed applications like Office, Forms, OneNote, Planners, Stream, Polls etc which are different aspects of the Office 365 toolset.

Realizing the need for adequate digital infrastructure for effective curriculum delivery, individual laptops having latest trends and technology with i5 Processors, digitizers, mics with noise cancellation feature, and webcams were provided to the faculty. For ensuring effective conduct of classes, prerequisite was to enhance the internet leased line (ILL) bandwidth. To this, internet bandwidth has been increased from 20 mbps to 60 mbps.

2. Reforms in Examination/ Academic Evaluation to strengthen the TLP:

Laying down benchmarks and continually upgrading the examination and evaluation systems to ensure adequate academic standards for the ultimate beneficiaries i.e. the students-the SACCMites. Various academic activities like question paper setting, evaluation of answer sheets, etc. are regularly monitored by IQAC. The reforms carried out in this regard are:

During the Lockdown, the shifting of Teaching learning into Digital Class Mode through Microsoft Teams Software required restructuring the conduct of examination and other academic activities as well. As explained earlier, the college created virtual classrooms through Microsoft Teams, for live interaction with its students. Apart from delivery of live interactive lectures, a new online exam conduct system was devised after brainstorming sessions with the faculty. The college successfully conducted the 'Mid Semester Tests' and 'Intra College Academic Quiz' through this virtual platform. The entire examination process from setting up and circulation of question papers to the evaluation of the submitted answers was done using the Microsoft Teams platform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/Annual%20Report%2020-21.pdf">http://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/Annual%20Report%2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

To sensitize students and society about the pains and pangs, twitches and twinges of the destitute, Women Development Cell in association with the NSS Unit of the College systematized following talks for the students:

1. Poster making Competition on Road Safety Theme on 05-02-2021.

2. Webinar on the topic of Road Safety on 16-02-2021.

3. A session on Fire Safety and Training in NSS Camp on 05-08-2021.

- For promoting psychological well-being and facilitate personal growth of students, SACCM has appointed a full-time psychologist.
- Separate common room for girls and medical room.

For ensuring safety and security of students, following initiatives had been taken:

- Appointment of security guards at entry point, to ensure that no outsider enters the premises without recording his credentials in the log book maintained at college gate
- For monitoring student's movement, CCTV Surveillance system is in place.
- For timely Redressal of issues faced by students, SACCM has constituted several committees such as Internal Complaint Committee, Grievance Redressal Committee, Discipline Committee, and Anti Ragging Committee.

Fire extinguishers have been installed and a timely audit is conducted to ensure the safety on campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1%20photos.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.1%20photos.pdf</a>

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Waste management is set of activities and actions required to manage waste from its inception to final disposal. SACCM has well managed waste disposal system which is elaborated as follows:

#### 1) Solid Waste Management

College has lush green campus and therefore waste generated in the form of debris and dropping from trees is unavoidable. Waste collected from cleaning of academic buildings and campus lawns is disposed of. NSS unit conducts cleanliness drive annually whereby volunteers educate students on campus about benefits of keeping surroundings clean.

#### 2) Liquid Waste Management

Safe disposal of liquid waste and proper reuse mechanism not only preserve the environment but also helps in reducing the usage of fresh water. With this objective in focus College has Sewage Treatment Plant of 50 KLD capacity wherein, all sewage water is treated, and thereafter reused for irrigation of college lawns and playground.

#### 3) E-Waste Management

E-waste like discarded UPS, tubes and other materials is disposed under supervision of IT in charge and estate officer of college, which further sells the waste to the vendors. Some part of E-waste disposal management covers a buy back system where old systems are handed over to company from where they were purchased from.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.3.pdf">https://saccm.in/wp-content/uploads/2022/AQAR-2020-21-documents/7.1.3.pdf</a>
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

C. Any 2 of the above

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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



<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Inclusive environment is one whereby a person belonging to innumerable and varied cultural orientations, regional / linguistic / societal disparities feel part of the environment in terms of expression of views etc. SACCM thrives to build a sustainable inclusive environment for institutional and societal development.

Freedom of expression is cultivated through participation in copious public speaking activities such as paper reading (being made a part of curriculum), British parliamentary debate, independent thinking exercise, and MUNs.

SACCM helps the students coming from economically weaker sections of society as well as meritorious students coming from EWS of society by providing them financial assistance. SACCM offers reservation for SC/ST category for upliftment of underprivileged communities.

For the regional inclusion, SACCM rejoices the festival of Lohri where members of faculty and students pay their offerings in bonfire and worship the blaze.

Recognizing the essentials of differently abled children, SACCM's NSS unit collaborates with various NGOs for enabling such students learn the ways of earning livelihood. Another event 'Samarpan' is organized every year for expressing gratitude to the sub staff for the tireless services offered by them throughout the year.

This is how institution pioneers in creating inclusive and conducive environment for all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

For ensuring sustainable future for humans, following initiatives are undertaken by SACCM:

- A person who learns about road discipline grows up to be law-abiding citizen. To this, SACCM has organized sessions on captioned theme wherein NSS volunteers investigate whether stakeholders are abiding traffic rules.
- For maintaining natural ecological balance, and preserving the planet, SACCM arranges for Plantation drive, Green India initiative, celebration of World Environment Day, campaigns for ensuring 'Clean Campus', 'Climate Change', and 'Plastic Free Campus' etc.
- SACCM has organized Orthopedic Camp at Gurudwara Sant Thakur Singh Ji, Jhande and Eye Check Up Camp, Phullanwal - both the villages have been adopted by SACCM.
- SACCM has well-placed policy on anti-ragging, stringent policy on 'Prevention of sexual Harassment of Women at Workplace' and also has an 'Internal Complaint Committee'.
- For addressing the patriarchal and rigid cultural gender issues, SACCM charts deliberations for empowering students to exercise their rights and discharge their duties passably.
- SACCM students take a pledge together to maintain this legacy of United India and celebrate 'Independence Day'.
- For inculcating human values and ethics amongst the students, SACCM every year celebrates Sri Aurobindo Birth Anniversary on 15th August.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to**

**B. Any 3 of the above**

**monitor adherence to the Code of Conduct**  
**Institution organizes professional ethics**  
**programmes for students,**  
**teachers, administrators and other staff**  
**4. Annual awareness programmes on Code**  
**of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

- To mark birth anniversary of Sri Aurobindo Acroyd Ghose - who was a yogi, mystic, poet, and divine soul - SACCM arranged for a webinar on the theme 'Sri Aurobindo on Integral Education' on 15.08.2021
- SACCM rejoices the festival of Lohri with gaiety and fervor, where members of faculty and students pay their offerings in bonfire and worship the blaze.
- 'Diversified yet United Nation is the beauty of our Motherland'. SACCM students take a pledge together to maintain this legacy of United India.
- For conservation of 'The Mother Planet', NSS volunteers celebrated 'World Environment Day' on June 5, 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice I

Title of the Practice - Public Speaking Skills Development Program

#### Objectives of the Practice

1. To overawestage fright and gain confidence for facing an audience.
2. To make a laddered progression starting with paper reading and gradually moving to declaiming, debating, and participating in independent thinking exercise and Model United Nations conference
3. To attain sublimity in various forms of public speaking

#### The Context

Possessing public speaking skills is an icing on the cake, as it enhances the ability to interact with professionals and fellow colleagues in a qualified and composed manner. It makes a person more worthy candidate to move up and succeed in personal and professional life. Despite being academically meritorious, students at times feel hesitant, diffident and reticent in expressing themselves effectively and efficiently in public. For addressing the latent and embryonic issues faced by the student concerning 'Glassophobia' and communication skills, the College has a well-designed 'Public Speaking Skills Development Program', wherein students of B Com and BBA First Semester are subjected to assortment of public speaking sessions throughout the academic session.

## The Practice

For assisting the students in shedding their diffident and reticent approach towards public speaking, the students of B Com and BBA First Semester are allotted one public speaking session per week in the timetable itself under the able guidance of faculty facilitator. Under this initiative, students are given an opportunity to opt for a theme of their choice for presentation. Faculty facilitator helps in correcting the subject matter and in improvising the delivery of the content, voice modulation, diction etc. To mark Sri Aurobindo Birth Anniversary, a 'Paper Reading Contest' is organized every year where students are supposed to speak on a topic either related to philosophy propounded by Sri Aurobindo or independence.

For preparing the students for variety of inter college competitions and Panjab University Youth Festival, the College has included the activity of 'Elocution' and 'Debate' in the 'Cultural Fest cum Talent Hunt Competition'. For enhancing the debating skills, a unique form of debating activity known as 'British Parliamentary Debate' is also carried out rigorously.

For making students comprehend the way international issues are resolved and the in and outs of diplomacy, international relations, and the United Nations, the College has initiated the practice of organizing 'Model United Nations' (MUN) conferences, which are educational simulation of the United Nations, involving researching, public speaking, debating and writing skills and above all critical thinking. Participants, known as delegates, are placed in committees and assigned countries, or occasionally other organizations or political figures, where they represent members of that body.

Another distinctive activity connected with the context is Independent Thinking Exercise wherein students are given agenda for discussion well in advance, so that they come prepared for discussions and deliberations.

The basic purpose behind this exercise is to make students formulate their independent opinion and express the same with conviction. These college supported activities help students prepare themselves for today's competitive and dynamic environment.

## Evidence of Success

Students of Sri Aurobindo College of Commerce and Management have proved their mettle at every pedestal. Public speaking is one of the hallmarks of SACCMites. Recognizing the significance of Soft Skills, we at SACCM train our students for the real battle that starts after the completion of their studies. Public speaking skills have helped SACCMites a lot in their personal as well as professional lives.

#### Problems Encountered and Resources Required

Being a self- financed institution; the college is currently constrained financially to provide for communication lab which can be resourceful for this exercise to be more effective.

#### Best Practice II

##### Title of the Practice - E-initiatives

##### Objectives of the Practice

1. To make unabridged campus Wi-Fi enabled with highest level security, so that all members of the faculty, staff and students have universal access to information and services.
2. To make technology seamlessly fit with SACCM's teaching, research and administrative operations
3. To bring efficiency, transparency, and accountability in the system.
4. To employ teaching methods tailored to numerous categories of students to provide experiential learning experience.
5. To provide speedier, transparent, and effortless way of maintaining records and utilize them for reference.
6. To create and sustain long term, successful relationships with stakeholders through open communication and continuous assessment

##### The Context

##### Academic Blend:

ICT integration provides a strong support to the aged old methodology of teaching and complement the classical teaching techniques. For this, teachers need to be involved in the preparation of digital content and multimedia presentations. It was further aggravated by the ongoing Covid-19 pandemic which required the teachers to shift to complete online pedagogy. As ICT blend was already a part of teaching pedagogy, teachers were rather comfortable than resistant in adopting the change.

#### Administrative Blend:

For addressing the following issues, it was desired to digitize the office operations:

- Systematized record keeping
- Efficient system as compared to manual
- Less time consuming
- Green initiative- save paper save trees
- Less chances of error
- Ensuring transparency

#### The Practice

#### Academic Blend:

For ICT integration with conventional teaching techniques, each classroom is equipped with LCD Projectors, each faculty member has been provided with laptop and digitizer with internet connectivity across the campus to enable them in preparation of digital and updated teaching content. The college has put in place high-speed internet connectivity through 1:1 leased internet connection with 60 MBPS bandwidth. During Covid-19 pandemic, the teaching-learning system was on a halt, as a result faculty was left with no other option than to restore to digital teaching through zoom and google meet. Subsequently, to streamline online teaching SACCM subscribed Microsoft-Teams during academic session 2020-21. MCQ module on MS Teams is used for conducting continuous assessment of students' learning where scores are automatically generated. Students securing lower marks in MCQ are identified for remedial coaching through their mentors. SACCM has subscribed for e-resources with access to faculty members and students.

Through LMS iCloudEMS ERP, faculty members share digital content, assignments, and upload attendance which provide them



with platform to interact with the students virtually. Students can access shared e-content for their program through iCloudEMS ERP student logins, submit the assignments online, and keep a track of their attendance.

#### Administrative Blend:

1. Admission process is fully digitized starting from registration by the prospective candidate to getting admitted to the college.
2. Alumni portal is available on website to provide details of pass out students.
3. Filling of examination forms, obtaining admit cards, uploading of marks etc. everything is done in online mode.
4. The college website mirrors details about the institution which is maintained by expert web developers. Web interfaces are provided for admissions and online transactions.
5. Full supervision of all service units in the office through the ERP software.
6. Official mail ID's with college domain to communicate with the teaching and non-teaching staff ensuring enhanced security and confidentiality
7. Biometric attendance for all teaching and non-teaching staff members.
8. Fully automated and wireless office with 24x7 internet facility.
9. Use of Google facilities like Google sheet: For data collection from Activity in charge.
10. For monitoring students' activities, CCTVs have been installed across the campus
11. Creation of class-specific WhatsApp Groups for sharing information with the students and members of the faculty pertaining to copious events organized by the College
12. SACCM's accounts are maintained via Tally and ERP software.

#### Evidence of Success

#### Academic Blend:

- Effective curriculum delivery even during ongoing pandemic as SACCM was able to have virtual classes well in time and plan for Mid Semester Tests
- Creation of online repository of sessions taken by the

faculty members helped the students to revise the content whenever desired

- Enhanced internet bandwidth ensured uninterrupted virtual classes
- For holistic development of students, SACCM by using digital infrastructure arranged for numerous sessions virtually
- Timely and effective communication with students

#### Administrative Blend

- Better cash management because of realization of payments on a uniform date promptly and efficiently.
- Helps in reducing chances of loss / theft of instruments, likelihood of fraudulent encashment of paper instruments, etc.
- Efficient payment mode ensuring that the beneficiaries get credit on a designated date
- Helps in maintaining digital records of information pertaining to students, teaching and non-teaching staff.

#### Problems Encountered and Resources Required

Outburst of pandemic resulted in a new practice of work from home. Initially under ICT integration desktops were provided to the teaching staff. This resulted in difficulty in smooth conduct of virtual classes from home. To resolve this issue, laptops were provided to all the faculty members. Teachers teaching numerical papers faced a difficulty to find alternate to chalk and talk method. To resolve this, digitizers were provided for effective delivery of numeric and diagram-oriented content.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

It is incontrovertibly true that the enviable slot that SACCM has built for itself on the academic scape in the state of Punjab, is a matter of distinctive pride, particularly when

placed against the short span of life of just sixteen years that it has lived. The five landmark points of the college are dedicated commitment, tireless diligence, devoted discipline, academia-industry interface and the consistent learning process of the faculty. As Vardhman Group of Industries is in the pilot's seat, it becomes easy to make students learn things in the real world scenario. Top executives from the group visit the campus off and on, and conduct interactive sessions with the teachers and taught as well. Industrial and field visits are a way of life with SACCM.

A distinctive feather to its cap is the performance based appraisal system. Every year the College makes comparative study of the performance of the teachers with those of other top colleges. This helps the faculty to evaluate the areas where the improvements could be made for improving the results of college.

Thus academia-industry interface, tech-enabled learning and 360 degree feedback system help the college to outwit other educational institutions.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Recognizing the relevance of blended learning, the college plans to convert the existing classrooms into smart classrooms in a phased manner, latest by 2023-24.
2. More number of activities will be planned for strengthening the bond between the alumni and alma mater such as social events, lecture series, networking opportunities and career advice, internships etc.
3. As the NEP suggests phasing out of all single-stream HEIs, by moving them towards becoming multi-disciplinary, SACCM will plan to graduate from single discipline college to multi-faculty college.
4. In addition, more focus would be given on enhancing & building the research aptitude of the faculty. To this end, more research Workshops and Faculty Development Programmes will be conducted on advanced learning tools for widening the knowledge horizon of the faculty.

5. Also, the college is planning to collaborate with reputed business houses and academic institutes for starting with more vocational/skill-oriented certificate courses in different fields.
6. Recognizing the benefits of Artificial Intelligence for educators and learners the college planned to introduce some short-term certificate courses in this regard.

NAAC