



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT**

VILLAGE JHANDE, POST OFFICE THREEEKE, LUDHIANA

142021

[www.saccm.in](http://www.saccm.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

SACCM, being set up in 2004 as a centre of specialized learning in the industrial town of Ludhiana, bears the name of Sri Aurobindo, a modern seer and vedic scholar, and as such institution's traditions are heavily borrowed from his philosophy of integral education. SACCM has crafted process of education, whereby thrust is not on creating individual crammed with information, rather individual consummate in character, personality, and values.

Padma Bhushan Sh. S.P Oswal - Chairman of one the leading textile conglomerates in India, the Vardhman Group – is the Managing trustee of trust named 'Sri Aurobindo Socio Economic and Management Research Institute', which has set up SACCM. SACCM Governing Body is perfect amalgamation of renowned erudite academicians, and consummate industrialists. SACCM is affiliated to Panjab University, Chandigarh, and offers co-educational B.Com, B.Com (Hons.) and BBA programme.

Spread over 12.1 acres of land, SACCM has 1,06,861 sq ft built up area, state-of-the-art Auditorium with seating capacity of 850 and equipped with latest acoustics, digitally equipped Academic and Administrative blocks, Computer Centre, ICT enabled Seminar Halls, well-stocked library with adequate e-resources, fully Wi-Fi campus, Indoor Badminton Courts, Open Gymnasium, Meditation Hall, Sports Centre, and lush green lawns.

SACCM has transformed live classrooms into virtual ones for blended learning with utmost precision, thereby overcoming the crisis caused due to COVID-19 pandemic. Hence not lagging in 'Silicon' Technology, SACCM has trodden well in advance on the path of Digital India.

Quality Teaching being embedded at base of SACCM, members of faculty continuously seek to enhance their teaching proficiency by widening their knowledge, bringing effectiveness in teaching methodologies, using innovative teaching aids, and promoting inquisitiveness amongst students. Meticulous efforts of faculty are reflected in the outstanding performance of students in numerous scholastic and non-scholastic activities.

In a very short span, SACCM has matured to become one of the most sought-after institutions in the region for education in commerce and management. As a responsible institution of society, it shall follow its motto 'Visant L' Excellence' and persevere in times to come to scale new milestones for the greater good of its students and community at large.

### **Vision**

Sri Aurobindo College of Commerce and Management aspires to be one of the best Commerce and Management Colleges in India, nurture talent and generate knowledge in global business context.

### **Mission**

Sri Aurobindo College of Commerce and Management aims at developing business leadership and effective management competencies that a business executive requires to respond effectively to today's challenging and

dynamic business environment.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. Based on Sri Aurobindo's philosophy of integral education, SACCM aims at developing not only intellectual dimensions of the students but also acing them up morally, ethically, socially and in the fraternal spirit of human brotherhood.
2. SACCM gets its vision and mission from Padma Bhushan Sh. S.P. Oswal, Chairman of one of leading Indian textile conglomerates, the Vardhman Group.
3. SACCM Governing Body, being perfect blend of industrialists and academicians, facilitate in ensuring experiential learning by strengthening industry-academia interface.
4. Experienced, meritorious, and dedicated faculty.
5. Consistent excellent results in University Examinations and extra-curricular activities.
6. Well defined organisational structure with excellent work culture reflected through transparent, participative, and decentralized management.
7. ERP Software to facilitate e-governance of activities.
8. Plenitude of activities such as Public Speaking, Marketing and Finance Fest, Cultural Fest, NSS, MUN etc. are held regularly to hone communication, analytical, organizing, social and leadership skills.
9. Well-stocked library with N-List (INFLIBNET) and EBSCO database.
10. Alumni getting recognized in contemporary corporate, academic, bureaucratic, and judicial world.
11. Comprehensive faculty development Policy to enrich teachers in teaching-learning and research.
12. Good number of teachers have completed or are pursuing PhD.
13. Situated in the outskirts, SACCM spread over 12.1 acres enjoys pollution free environment, as it has lush green lawns and shady trees making the campus very attractive and striking.
14. For physical fitness, facility of two covered badminton courts, open gymnasium, basketball court and student centre for indoor games is in place.
15. SACCM has amphitheater style classrooms, well equipped with audio-visual teaching aids, facilitate in accelerating the effectiveness of teaching-learning processes.
16. To keep pace with modern technology, SACCM has fully Wi-Fi campus.
17. SACCM has state-of-the-art Auditorium with seating capacity of 850, two ICT enabled Seminar Rooms and one conference room for organizing various curricular, co- curricular and extracurricular activities.
18. Transformation of live classrooms into virtual ones for blended learning meticulously has enabled SACCM to overcome the crisis caused due to COVID-19 pandemic.
19. Independent workstation and separate laptop to each member of the faculty facilitates unique and conducive work environment.

### Institutional Weakness

1. For enabling the higher educational institutions to bridge quality gaps in their functioning and to contribute to quality in higher education, UGC has evolved number of schemes for providing financial assistance. But, as SACCM is not covered u/s 2(f) and 12(b) of the UGC ACT 1956, the students and members of the faculty can't avail themselves of benefits of such schemes.
2. SACCM has always been as flexible as a willow as far as adopting new changes especially when the change is for the betterment of a learner. But, being an affiliated college, SACCM has to adhere to the

curriculum prescribed by the affiliating university. Thus, there is always a limitation to incorporate the desired changes in the curriculum.

3. Being an undergraduate college, placements and internships of the students always remain an area of concern because most of the students either opt for higher progression or join their family business.
4. Being an undergraduate college, there is a limited scope for research.
5. SACCM was instituted with a purpose of providing the residents of industrial town with quality education in hassle free and green environment. This strength turns into a limitation when parents sometimes become reluctant to send their ward to a college which is situated at the outskirts.

### **Institutional Opportunity**

1. Being a self-financed college with limited availability of funds, SACCM needs to get itself permanently affiliated to the university for availing itself of various UGC Grants/funds provided for enrichment of infrastructural, teaching-learning and research facilities for college.
2. SACCM, having a strong alumni base, can tap up fully the strong alumni base as they may provide the students with ample networking opportunities, career advice, and internships.
3. Being established under the aegis of Sri Aurobindo Socio-Economic and Management Research Institute, which is financed by Vardhman Group, one of the largest business conglomerates in the region, SACCM can make the best out of it by leveraging the benefits of industry- academia interface.
4. For transforming itself from single faculty to multifaculty and opening up with new opportunities of learning for students, the college intends to introduce new PG, UG and Vocational courses like M.Com, B.Voc. Logistic Management and BCA and MCA under the aegis of Panjab University, Chandigarh.
5. For catering to the needs of aspirants from distant places, SACCM can arrange for tie ups with outside agencies for providing residential facilities in the nearby locality.

### **Institutional Challenge**

1. SACCM being a single faculty self-financed college, in the light of the upcoming National Education Policy, needs to align itself with the requirements of the NEP with respect to courses offered, infrastructure and other allied aspects.
2. SACCM being situated in the industrial town of Ludhiana, majority of the students prefer to join their family business rather than going for external placements.
3. Provision of hostel facility is not viable as number of aspirants for hostel facility is quite less.
4. SACCM is confronting the challenge put forward by upcoming business schools in the State of Punjab and the rising trend of students migrating abroad for higher studies.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Curriculum serves as the foundation of Teaching-Learning processes. At SACCM, curriculum is planned and implemented assiduously, thereby ensuring that planning precedes curriculum delivery. The academic calendar is prepared, and preparations are completed well in time, specifically in terms of aspects such as subject allocation, time-table finalization, and academic & infrastructural resources. Orientation sessions are organized for newly appointed teachers to handle curriculum, use of multimedia devices and student information software

i.e. iCloudEMS/QualCampus.

Meticulous attempt is made for ensuring effective implementation of curriculum; therefore, faculty members use series of innovative teaching-learning methods viz. case studies, role plays, group presentations, subject quizzes, etc. for enhancing critical thinking skills. Further, for making curriculum more application-oriented, theme based industrial visits, lectures, interactive sessions and workshops by illustrious academicians, practicing managers, and alumni are organized periodically. Besides this, to cater to intellectually heterogeneous student base, Bridge classes are also organized for students. Implementation of curriculum is effectively carried out by formulating structured Timetable. Additionally, students are provided with state-of-the-art computer lab, library and other e-learning facilities.

The college incorporates academic flexibility in curriculum by implementing elective courses in both B.Com (Honours) and BBA programs. Furthermore, well-structured '*Skill Development Courses*' i.e., Business Ethics And Professionalism, IT Skills, Communication And Presentation Skills, Self-Management And Interpersonal Skills, Human Values And Ethics are the integral part of college Timetable.

In addition to this, stern efforts are made to enrich the curriculum by sensitizing students about crosscutting issues like Gender values, Human values, Environment and Sustainability while remaining within the framework of the academic curriculum. Also, the curriculum of BBA 6th semester includes Project Report and Viva Voce as a compulsory paper, that serves as a platform for experiential learning.

SACCM has well-structured student feedback system, whereby the feedback on curriculum is first collected from various stakeholders viz students, parents, teachers, and alumni. Further, the feedback is analysed and required action is taken in that regard. Additionally, an unstructured Feedback System is also in place, whereby the feedback is sought from various stakeholders through periodic PTMs, PPMs, and Alumni meets.

### **Teaching-learning and Evaluation**

SACCM has been raised on the three strong pillars of 'Quality Teaching', 'Student Centred Learning' and 'Comprehensive Evaluation Process'. 'Pursuit for Quality' which is the hallmark of the college, is visible right from the time of admissions, which are done purely on merit basis.

To cater to distinct learning needs of the students academically challenging merit Classes are held for accelerating the learning process of advanced learners and remedial Classes are organized for bridging the knowledge gap of slow learners.

Teaching Learning Process followed at SACCM is a fine amalgam of conventional chalk & talk method and various student centred learning methods. Emphasis is laid upon guided learning, participative learning, experiential and interactive learning methods. The pedagogy followed is a rich blend of group discussions, role plays, student presentations, subject quizzes, case studies, industrial visits, research projects, extension lectures, etc. Teachers efficiently utilize various ICT tools to make teaching learning more effective. Further, 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.

Quality teachers form the backbone of SACCM. The college appoints competent and well qualified teachers as per UGC and affiliating university norms. Further, a number of steps are taken to help them build resilient capacity to participate in research and development activities and thus the number of teachers pursuing Ph.D is

rising year by year.

At SACCM, the performance of students is continuously evaluated through MSTs, ISSQ, home assignments, presentations, etc. To ensure uniformity in evaluation process, an evaluation blueprint is prepared by the paper setter in consultation with the teachers sharing the same subject.

To conclude, it can be said that the whole teaching, learning and evaluation process of the college revolves around the well-defined programme outcomes, programme specific outcomes and course outcomes as desired to be acquired by the students. The college strives not only to impart quality education to students but also to build their right attitude, knowledge, and skills as deeply rooted in the vision, the mission, and the Student Development Model of the college.

### **Research, Innovations and Extension**

The key indicators of this criterion are Resource Mobilization for Research, Research Publications and Awards, Extension Activities, and Collaboration. Every year, funds are earmarked in the institutional budget for Development of Teachers. These funds can be utilized for sanctioning expenditure on FDP / Workshop / Seminar and similar research and developmental activities aimed at Capacity Building of faculty. The college organized FDP/Workshop on meta-analysis, Qualitative Research with Software Applications, Two week international online FDP on Panel Data Analytics with Software Applications, webinar on a Hands-on Approach for Developing e-Content, an International Seminar on Management Education and Research, Session on Plagiarism, 'Case Study Teaching and Writing' workshop etc. The institutional support's result is that teachers have got their research papers, case studies and books published with publishers of national and international repute. College has two units of NSS that carry out various extension activities in the neighbourhood community and the two adopted villages, sensitizing students to social issues, for their holistic development. Various activities like Blood Donation Camp, Tree Plantation Drives, Run for Humanity, World Clean Up Day/Cleanliness Drive, NSS Camps etc. have been conducted in the previous five years. The institution created linkages with some organisations for internships and field trips. Students of SACCM did their internships at Stock holding Corporation Ltd., Vardhman Group of companies, Kangaroo Industries Ltd., Octave Apparels Pvt. Ltd., Ralson India Ltd., Verka Milk Plant, Ludhiana. Students were also taken for field trips to organisations like Rail Coach Factory - Kapurthala, Kangaroo Industries Ltd., Octave Apparels Pvt. Ltd., Ralson India Ltd., Vardhman Special Steels, Bansal Spinning Mills, Dry port - Sahnewal etc. in order to help in supplementing their theoretical knowledge with practical industry exposure. During the period of previous five years, various MOUs have been signed with organisations of repute like IIT Ropar Technology Business Incubator Foundation, ICT academy, DSB Edutech Pvt. Ltd, TopXight Research Labs (India) Pvt. Ltd, Sri Ram College of Commerce, University of Delhi, Vardhman Textiles Ltd. Various extension lectures, webinars, field trips, certificate course on equity portfolio management etc. have been undertaken under these MOUs.

### **Infrastructure and Learning Resources**

SACCM has an area of 12.1 acres of land, with lush green lawns, and pollution free environment. The College has amplified its infrastructure, depending on requirements over the years. For effective and efficient curriculum delivery, the college has adequate infrastructural facilities like Classrooms, Computer Centre, computing equipment, Faculty rooms, Auditorium, Conference Room, Seminar halls, Library, Reading Room, Meditation Room, Career Guidance Room, Counselling Room etc.

Computerization and integration of the ICT process to teaching learning and administration of the College has been the thrust area of development in the last couple of years. Use of technology has been made to make the teaching learning process more interactive and interesting. All the Faculty Members and the Administration Staff are provided with the personal laptops and wi-fi facility. Also, for effective ICT enabled teaching learning, the college has provided printers, scanners and Xerox facility for Faculty and Students.

For effective teaching learning, the College provides a range of Information Technology facilities, with extensive ICT enabled Infrastructure. The college has Computer Centre with adequate number of computers with latest configurations. The college maintains adequate student computer ratio with 60 MBPS bandwidth for internet connection.

The college already has two ICT enabled seminar halls, conference room and the newly constructed Mother auditorium is operational, with the seating capacity of 850.

Sports facilities have been established for various indoor and outdoor games. The college has indoor badminton court, cemented basketball ground and a sports ground to hold athletics events.

The College has a well-established Enterprise Resource Planning (ERP) system 'iCloudEMS/Qual Campus'. This system helps the college to manage various activities which includes online admission, student management system, examination system and employee management.

The College Library is fully automated with Integrated Library Management System (ILMS). Learning Resources like e-Journals, e-books, N-list (INFLIBNET) are available for faculty and students and can be accessed remotely also.

Also, College is having Accounting Software Tally ERP with GST to maintain the accounting related activities.

Budget for infrastructure, library and other teaching learning resources is earmarked annually based on the recommendations of respective committees constituted for the purpose.

### **Student Support and Progression**

To be successful in the true sense, an institution is supposed to not only make conscious efforts to contribute to the all-round development of its students, but also to provide them a supportive and empowering atmosphere where they can bloom and grow. SACCM has well established mechanisms for Student support. Scholarships are being constantly provided by college management to the deserving and the needy students. Liberal fee concessions are also being provided by the college to the meritorious and outstanding students. Several capability enhancement and development schemes like Independent Thinking Exercise, Model United Nations, British Parliamentary Debate, Public speaking programme have been initiated to promote holistic development of the students. Similarly, to build up the mental strength yoga and meditation sessions are being conducted and eventually include these as part of College Timetable. Ethical support and guidance are provided to the students for competitive exams and career guidance. College has MOUs with leading institutes to provide for appropriate placements. To make education employable, value-added courses like Office Automation, Data Analytic etc. are offered. Actively working Grievances Redressal Cell, Anti Ragging Committee and Internal Complaint Committee ensure stress free, safe environment for students.

Student progression is tracked through official record and alumni database. Considerable number of students

crack the CAT/ MAT test and are able to get admission in some of the Institutions and B Schools of good repute. Due consideration is given to student participation in sports and cultural activities, as a result the students are excelling in the Panjab University Youth Fest, various Inter College and State Level competitions. Being a Commerce College, our students bagged few position in sports events as well. A number of cultural and extension activities are conducted in the College campus every year where massive number of students participate. Student Council - a body of selected student members assists the faculty in organizing and coordinating various college events. It is formed annually to instill management competencies, administrative and leadership skills. The active Alumni Association undertake various sessions and workshops to promote the entrepreneurial, managerial and personal skills.

### **Governance, Leadership and Management**

Vision is a statement describing as to what does an institution aspire to accomplish in the future. To achieve this, the vision needs to be well translated into action. And there comes the role of leadership and the leaders must communicate the stated vision to the people down the hierarchy level to motivate them and ensure that every individual in the institution is working for a common goal. Vision of the college reads like this – ‘SACCM aspires to be one of the best Commerce and Management Colleges in India, nurture talent and generate knowledge in global business context’. To operationalize this vision, the college leadership comprising of the Top Management (Governing body of the college which is a perfect blend of industrialists and academicians), Secretary, Governing Body and Principal keeps on designing, implementing, ensuring, and even improving the policies and plans for fulfilment of the vision and mission statements.

In the words of Tom Peters, “Leaders don’t create followers.... they create more leaders”. Accordingly, the college leadership provides several opportunities to its faculty and students to enthuse leadership abilities among them. Recognizing the need for a requisite support structure to groom leadership, the college delegates authority and provides operational autonomy to the activities-in-charge so that they work in a decentralized governance system. Furthermore, the college provides numerous opportunities to the faculty for their professional development.

Strategy development and deployment flow from leadership and allow the institution to build momentum for future. SACCM, through Internal Quality Assurance Cell (IQAC) body, persistently endeavors to adopt and implement quality improvement strategies in the areas of teaching and learning, research and development, faculty empowerment, etc. The Top Management encourages the involvement of staff in bringing about effectiveness and efficiency in the institutional processes.

A well laid down organizational structure, standard operating procedures, policies, and rules promote effective functioning of the college. The college has implemented e-governance in all areas of operations.

The College Vision, Mission and SACCM Student Development Model guide and inspire the college in planning and leading institution’s growth journey in the most effective way.

### **Institutional Values and Best Practices**

For inculcating human values amongst students, SACCM celebrates Sri Aurobindo Birth Anniversary on 15th



August and organizes 7-day camp at Van Niwas, Himalayan Centre, Sri Aurobindo Ashram, Nainital in the month of June.

For developing informed citizens, students are sensitized about constitutional obligations, repercussions of contravening laws of land, and rights and responsibilities of citizenship in constitutional democracy through assortment of activities.

For addressing the patriarchal and rigid cultural gender issues, SACCM charts varied lectures, wherein guileless deliberations are made. SACCM has well-placed policy on 'Anti-ragging' and 'Prevention of Sexual Harassment of Women at Workplace' about which newly admitted students are informed at the time of orientation.

For living the notion of holistic development, NSS unit helps students in growing up complete beings; one who is not only self-sufficient but also practices national integration and social harmony. For maintaining natural ecological balance in the environment, and preserving the planet and its natural systems, NSS unit arranges for Plantation drive, Cyclothon drive, Green India initiative, campaigns for ensuring 'Clean Campus', 'Fit India' etc. To this, NSS unit undertakes hodgepodes of initiatives such as **'Blood Donation Camps', Samarpan, visits to** old age home, orphanage, road safety week etc.

To expel stage fright and augment public speaking skills, SACCM follows ladder progression starting with paper reading and gradually moving to debating, participating in independent thinking exercise and MUN Conferences. Momentous ideas which help SACCM outwit other institutions include academia-industry interface, tech-enabled learning, 360-degree feedback system, and unswerving learning process of the faculty.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT
Address	Village Jhande, Post Office Threeke, Ludhiana
City	LUDHIANA
State	Punjab
Pin	142021
Website	<a href="http://www.saccm.in">www.saccm.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vishal Kumar	0161-2804226	9914023332	-	info@saccm.in
IQAC / CIQA coordinator	Meenu Gupta	-	9878544224	-	iqac@saccm.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	21-06-2004

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Chandigarh	Panjab University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1651204889.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village Jhande, Post Office Threeke, Ludhiana	Rural	12.1	9927.71

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce And Management	36	Passed Senior Secondary Examination	English	228	220
UG	BBA, Commerce And Management	36	Passed Senior Secondary Examination	English	98	97

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				32			
Recruited	1	0	0	1	0	1	0	1	6	20	0	26
Yet to Recruit	0				0				6			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				24
Recruited	23	1	0	24
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	5	0	7
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	4	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	1	8	0	9
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	461	0	0	0	461
	Female	422	0	0	0	422
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	443	445	471	458
	Female	414	422	402	445
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>858</b>	<b>867</b>	<b>873</b>	<b>903</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>SACCM being affiliated to Panjab university, has little power to exercise, in the formulation of its own courses. However, in our B Com Program, we teach some subjects like Psychology for Managers, Security Analysis and Portfolio Management, E-Commerce, and Issues in Indian Commerce, which are Inter disciplinary in nature. The subject EVS (Environment, Road Safety Education, Violence Against Women/ Children and Drug Abuse) is an indispensable subject of B Com and BBA curriculum. It aims at sensitizing students about environment and sustainability. Also, the courses 'Social and Business Ethics and 'Social and Ethical Issues in Business' are taught to the students of</p>
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	<p>B.com and BBA respectively for educating them about the relevance of business ethics in discouraging corporate wrong-doings and achieving corporate excellence. Further, the college intends to introduce new PG, UG and Vocational courses like MCom, B.Voc. Logistic Management and BCA and MCA under the aegis of Panjab University, Chandigarh. In addition, the college also plans to open a Research Centre in due course of time. The college shall facilitate B Com 3rd year students by providing them with many more elective subject options in B Com (Hons.) like Economics (Hons.) and some additional elective options to B Com Final year students will also be considered. The NEP 2020 aims at multiple entry and exit options. However, as SACCM is affiliated to PU, Chandigarh, and the university has not moved into this direction yet, hence we will have to wait for university guidelines in this regard. We, however, are of the opinion that this is quite a welcome step, and as and when, the PU, Chandigarh is on this launching pad, we shall make these privileges available to our students.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>University Grants Commission has constituted a committee to develop a detailed scheme along with the implementation strategy on ABC, which would facilitate students' mobility across the system. The draft UGC regulations regarding the said scheme is yet under consideration and open for suggestions. The college shall follow the same in letter and spirit depending upon the guidelines issued by PU in this regard.</p>
<p>3. Skill development:</p>	<p>SACCM was conceived in the concept and philosophy of Maharishi Aurobindo Ghosh who believed that integrated individuals could be the products only of integral education, and it is very much within our ken that along with theoretical growth the teaching of pragmatic skills in order to create and cultivate whole human beings is fundamental. The Governing Body of SACCM is very much of the view that the 21st century India needs integrated young men and women in order to make integrated India. The college since its very inception has been providing composite education to its students by investing them with moral, social, ethical and humanistic values. Recently the college has introduced various Skill Enhancement Programmes like Communication and presentation</p>

Skills, Self-Management and Interpersonal Dynamics, Human Values and Ethics, IT Skills and Business Etiquettes and Professionalism. Furthermore, SACCM aims at introducing BVOC Logistic Management course. Besides, for developing soft skills of the students, there is in BBA second semester a subject 'Personality Development and Professional Skills' which aims at sharpening the mental faculties of the students along with injecting in them confidence so that they may tackle the practical hardships of life with greater strength. No skills can be developed as long as young minds think and plan independently. Teachers at SACCM act as facilitators, and the students themselves manage and organise all events/functions. In order to infuse in the students, the sense of independent functioning, shouldering responsibility and manage life and things perspectively, the college every year constitutes a student council which works in consonance with the teachers who act for the students just as guides. This makes our students independent managers and organisers. For whetting the independent thinking skills of the students, we have a programme called 'Independent Thinking Exercise'. Public speaking for students is a spectacular feature of our college, and it aims at etherising away the stage fright and phobia, and this has certainly enabled our students to become better leaders of life. For the cultivation of this skill, we have Paper Reading Contest, British Parliamentary Debate, and Model United Nations. Our college, every year, organizes 'Mettle Fest' which acts as a good training ground for students in the field of marketing and entrepreneurship. We celebrate the birth anniversary of Maharishi Aurobindo in whose name our college was conceived and every year we take our students to Aurobindo Ashram at Nainital. This is done so that the students cultivate and develop the great humanistic culture which is an integral part of Sri Aurobindo's philosophy of life. The organization of NSS camps and various social and community activities aims at instilling in the students the deep sense of community service and develop them as social beings.

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

Sri Aurobindo College of Commerce and Management is rooted in the Indian way of life. It believes in the inculcation of Indian human values in the students and hence it strives hard to integrate

	<p>Indian culture, important Indian languages, the Indian fundamentals of life through various curricular and extra-curricular activities. SACCM makes use of the bilingual mode of delivery (English and Vernacular) so that the students may feel facilitated and receive the lectures in an easy manner. In BCOM and BBA, the teachers deliver their lectures not only in English but also make use of the vernacular Punjabi and the link language Hindi so that the subconscious of the students is aptly receptive. Our college has been organising trips and tours, visits, and meets, conferences and webinars, debates and discussions, and here every care is taken that Indian culture and its prime values and fundamentals form essential part of all these ventures and adventures. Panjab University Youth and Heritage Festival instils in the minds of the students not only the knowledge about the varied custom, ceremony and tradition-based heritage of India but it also covers the linguistic and cultural ecology of the country from one end to the other. The different classical dances, folk cultures covering dance and music, heritage events embracing the recent and the ancient past of Punjab make our students acquainted with the history, culture, philosophy, sociology and anthropology of not our own state but also different parts of India. Along with the Panjab university, our college makes every effort to incorporate into the curriculum, the basics of Co-curricular, extracurricular, and extra mural activities. SACCM organises cultural fest, wherein plenitude of competition/activities take place. In this fest, students showcase their talents of dancing, singing, public speaking, quizzing and drama. The college cultural fest acts as a platform for the students to learn the true Indian culture. The college also celebrates various Indian festivals like Lohri, Diwali, Baisakhi, Basant etc. which are bathed in the cultural history of India.</p>
5. Focus on Outcome based education (OBE):	<p>There is nothing haphazard in our teaching-learning process. SACCM practices complete systematization and methodicity. The members of the faculty take every initiative to transform the curriculum towards outcome-based education. The Program Outcome, Programme Specific Outcomes and Course Outcomes are displayed on the college website so that the prospective students seeking admission in a particular programme may view them and get informed about</p>

the programme being undertaken. At SACCM, the teaching approach is totally pragmatic and hence the learners are given the well programmed schedule quite in the beginning of the new semester. SACCM has the distinction of preparing separate instruction manuals for both BCOM and BBA. These instruction manuals contain syllabus of all the subjects, detailed instruction on the session plan, the lessons to be taught on particular days. The instruction manuals suggest the reference books; talks about teaching pedagogy to achieve specified course objectives. Analysis of results of the students in internal as well as End Semester Examination (ESE) is a regular practice at SACCM. Both Intra and inter college comparison of results is undertaken to evaluate the attainment of the stated course outcomes. Consequently, potential merit holders, slow learners and below average students are identified and are given required inputs to improve their performance. Recently, SACCM organised a workshop on outcome-based education. The workshop conducted by Dr. Tejinder Pal Singh was a highly involving and engaging one. In order to make the outcome based education more practical and meaningful, SACCM organises and arranges internship and industrial visits. This practice certainly goes a long way in supplementing the content.

6. Distance education/online education:

We are the denizens of the digital age. The pandemic Covid-19 brought metamorphic changes not only in social, economic and corporate ways of life, rather it turned the way of teaching all the world over topsy turvy. Earlier, the world of education was acquainted with the physical teaching. However, the tragic pandemic compelled both the teachers and the taught to remain inside their homes. Hence all the educational institutions took to virtual or online teaching. Taking care of the fact that the students don't lag in their studies, the college subscribed to Microsoft Teams and gave its full access to the college faculty. The college increased the bandwidth of the internet, so that the online lectures could be delivered smoothly and without any hindrance. The college must be credited for the fact that it took special pains to cater to the educational needs of the students, and hence equipped all the members of the faculty with latest configuration laptops and digitizers. SACCM never makes any compromise as

far as the excellence in education is concerned. The latest about the SACCM is that it is planning for E-content development (MOOCS) and collaboration with international platforms. The students and the members of the faculty of SACCM are fully well acquainted with the 21st century concept of smart class rooms fitted with the latest multimedia aids. The college pledges to establish complete chemistry between the smart classrooms and the digitally updated teachers and the taught. Establishment of media room for recording of lectures is already on the mind map of the college. The college has chalked out the blueprint to set up the avant garde digital library.

NAAC

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
92	92	92	92	92
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
883	858	867	873	903
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
65	65	65	65	65

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
278	281	280	289	293

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	34	31	33	34

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
34	38	36	37	37

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 19**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
239.30	183.52	241.26	203.06	260.78

**4.3**

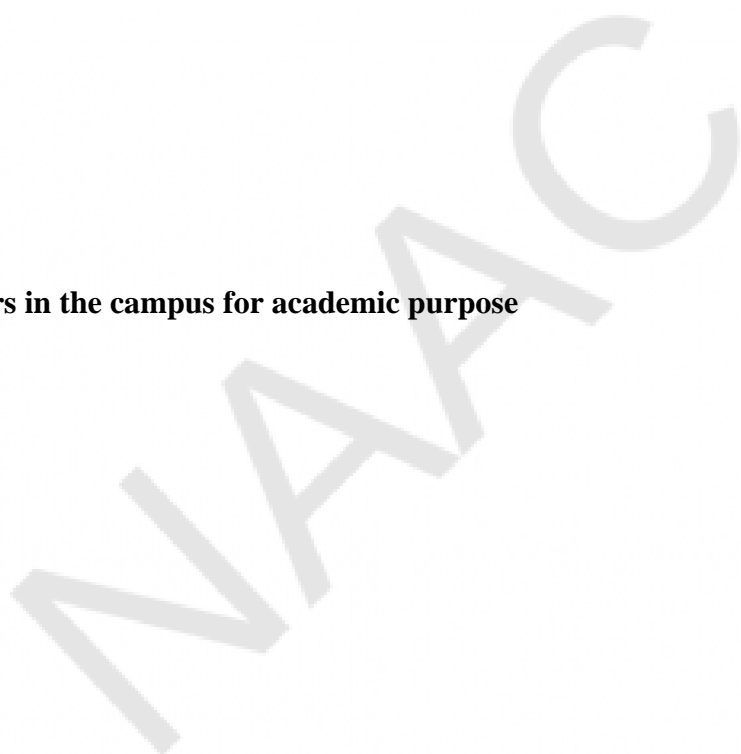
**Number of Computers**

**Response: 130**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 87**





## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The college is privileged to be affiliated to one of the prestigious universities of India which provides excellent education through effective curriculum delivery plans. 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:

1. Annual academic calendar is prepared much before the beginning of each semester. The preparations for next semester are completed well in time, specifically in terms of aspects such as devising number of teaching days, subject allocation, timetable finalization, recruitment and training of teachers, library resources and other academic & physical resources.
2. Orientation sessions are organized for the newly appointed members of the faculty to handle the curriculum, such as providing guidelines on formulation of teaching plans, term-wise division of the curriculum, question paper setting and evaluation parameters, training sessions for using the multimedia devices and apprising them of the rationale behind using internet-based ERP Software i.e. iCloudEMS/QualCampus so that they can adapt themselves to the curriculum delivery mechanism of SACCM.
3. Purposeful allocation of subjects is done in a manner that morning time slots are allotted for the numerical subjects due to perceived high concentration in the morning than in afternoon.
4. For catering intellectually heterogeneous student base, bridge classes are planned for the students who lag behind their peers due to diversity in their academic background or ability level.
5. Lectures, interactive sessions and workshops by illustrious academicians, practicing managers, and alumni are held regularly to make the curriculum delivery more application oriented.
6. Theme based industrial visits are organized periodically for the students to offer them an insight into the practical application of the curriculum studied in the classrooms.
7. In addition to developing teaching plans, members of faculty use innovative teaching-learning methods viz. problem solving case studies, role plays, Group presentations, intra and inter section subject quizzes.
8. Case study teaching pedagogy is used for enhancing the critical thinking amongst the students. Moreover, case study bank has also been created in the college library for the reference of the students and faculty members.
9. ICT enabled classrooms, Wi-Fi/LAN access and other e-learning facilities (such as N-List database of INFLIBNET) are provided for ensuring efficient delivery of the curriculum. Recently the college has also subscribed to EBSCO Business Source Elite database for the benefit of students as well as faculty.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

SACCM, being an affiliated college, various parameters relating to academic curriculum viz. curriculum design, allocation of time for teaching etc. are followed as per instructions of the affiliating University. Thus, the teaching, learning and evaluation schedules at SACCM are planned and organized as per University Academic Calendar only. SACCM meticulously tries to optimize the adoption of university academic calendar to fulfill the goal of providing quality education to the students.

Academic session of the college begins with an Induction Programme, wherein, students of newly inducted batch are sensitized towards the philosophy of holistic development followed at SACCM through various scholastics and non-scholastic activities. SACCM firmly believes in the philosophy that attributes discipline, hard work and intellectual curiosity in its pursuit for achieving academic excellence. Therefore, based on the preferences of the faculty members, the subjects are allotted and teaching work-plans are formulated well before the commencement of academic session. The workload is then provided to the timetable committee for formulating timetable, which is uploaded on both teacher and student portal via iCloudEMS/QualCampus well before beginning of each semester.

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 members of the faculty engaged in these exercises are fully cognizant of the importance of the timely completion of their tasks. 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. The attendance of students is uploaded on daily basis on student and teacher iCloudEMS/QualCampus(ERP).

The college adheres to the curricular requirements of Panjab University, but it does not restrict from responding to every opportunity to go beyond the curriculum by constantly improving, updating, and expanding academically. Therefore, SACCM faculty is constantly encouraged to participate in faculty development programmes and training sessions. Regular updation of the library takes place so that teachers and students are able to use and explore the latest resources from the constantly growing pool of knowledge.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 02

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

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 4

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	03	01	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 2.14

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	71	21	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

Being an affiliated college, SACCM has indirect role in curriculum design which is the privilege of the affiliating university. Understanding institutional responsibility for sensitizing students about crosscutting issues, following initiatives have been undertaken by SACCM.

**Gender Issues: Theoretical:** Subjects such as English and Punjabi, literary works and essays typically discuss topics such as gender equality, feminism, etc. Concerns and provisions relating to women's employment, safety and welfare, child labour, etc., are also part of B.Com's Business Laws subject.

**Practical:** To spread awareness about gender equality, women property rights, constitutional rights of women, sexual harassment issues faced by transgenders etc., extension lectures have been organized by Women Development Cell (WDC). Such issues focussing on sustainable development goal of gender equality have also been discussed upon in the MUN conference organized by the college.

**Sustainability: Theoretical:** The subject EVS (Environment, Road Safety Education, Violence Against Women/ Children And Drug Abuse) is an indispensable subject of B.Com and BBA curriculum. It aims at sensitizing students about environment and sustainability.

**Practical:** To promote sustainability, SACCM conducts activities like Best Out Of Waste Competitions, Green Diwali, Promoting Lesser Use Of Plastics, Cyclothon, Run For A Cause, etc.

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

**Practical:** To raise awareness about women property rights, constitutional rights of women and sexual harassment issues faced by transgenders, extension lectures are organized by Women Development Cell (WDC).

**Professional Ethics: Theoretical:** The courses 'Social and Business Ethics and 'Social and Ethical Issues in Business' are taught to the students of B.com and BBA respectively for educating them about the relevance of business ethics in discouraging corporate wrong-doings and achieving corporate excellence.

**Practical:** Students are taught ethical values by the teachers in their routine college life.

**Social Empowerment: Theoretical:** The 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, Psychology For Managers, etc. which aim at creating awareness regarding social empowerment.

**Practical:** Significant efforts and resources are allocated to sensitize the faculty members and students about social issues through activities like visits to NGOs, old age homes and orphanages, street plays for spreading social messages, etc.for achieving the goal of social empowerment.

**Environmental Education: Theoretical:** Environmental education is a part of both B.Com and BBA curriculum as an ability enhancement course. It aims at sensitizing students about issues relating to environmental protection for ensuring healthy future.

**Practical:** The NSS unit conducts visits to villages for cleanliness drives, performs nukkad natak, and organizes tree plantation drives, go-green campaigns, cycle rallies, etc, to make masses realize their obligations related to the preservation of Mother nature.

Besides these initiatives, recently the college has introduced various skill enhancement courses in the areas of Human Values and Ethics, Business Etiquettes and Professionalism, IT Skills, Communication and Presentation Skills and Self-Management and Interpersonal Dynamics.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.09

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 8.15

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 72

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

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 97.17

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
317	294	299	297	309

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
326	306	306	306	316

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 1.85

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
05	01	00	00	00

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)



## 2.2 Catering to Student Diversity

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

#### Response:

At SACCM, significant efforts are made to cater to the distinct learning needs of all students. On the basis of previous academic records, performance in class tests, mid semester tests, classroom interactions, personal observation of teachers and psychological intervention, students are categorized as advanced learners and slow learners.

**Advanced Learners-** Academically gifted students possessing intellectual ability significantly higher than the others are categorized as “Advanced Learners”. Fostering such bright minds in their quest for knowledge forms an essential part of SACCM’s ‘Student Development Model’. **Merit Classes-** which are academically more challenging and rigorous in nature are held towards the end of semester. In such classes, typical numerical problems, application based theoretical concepts, problems from reference books and contemporary issues are taken by the teachers for accelerating the learning process of advanced learners. Further, such students are encouraged to go beyond the standard textbooks and make use of vast library resources for the reference material. 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. Goals are set and arduous efforts are made to ensure that they meet their goals. In case any advanced learner is found deviating from his/her goal, the teachers and the psychologist ensure to bring back such student on the right track. Under the umbrella of Career Counselling and Guidance Cell, the advanced learners are also encouraged and guided for the preparation for various **competitive examinations**. Exemptions are given to appear in these examinations.

**Slow learners-** Slow learners are recognized as students having the ability to learn necessary academic skills but at a rate and depth which is below average as compared to their peers. Once they are identified, the college leaves no stone unturned to guide them and bring them at par with their peers. **Remedial Classes** are held towards the end of semester through which teachers help them in bridging their knowledge gap by providing them with extra coaching. Such students are dealt with patience, perseverance and are provided with simplified notes and reference material. **Special tests** are held to keep a close watch on their academic performance. Regular **Parent Teacher and Parent Principal Meets** are organized to apprise the parents of their performance and also to make collective efforts to help such students in bridging their knowledge gap. Special cases requiring psychological intervention are referred to the college Psychologist/Counsellor who helps in lifting their morale by injecting a ‘will to do’ in them. In addition to this, advance learners of the college are also motivated to help slow learners through the concept of peer tutoring. 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	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

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

**Response:** 36.79

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

**Response:**

SACCM is an outcome of a proactive response to augment capacities for the flowering of an individual into an accomplished human being. Keeping this in view, the students are exposed to advanced levels of learning through conceptual rigour and real-life applications. At SACCM, the conventional teacher centric methodology is well amalgamated with various student centric learning methods. The pedagogy followed is a rich blend of guided individual learning, participative learning and interaction with the experts.

- At SACCM, teachers are enthused to plan interactive lectures so as to generate students' interest by provoking inquisitiveness, providing opportunity to ask questions and discussing the practical aspects of the subject. Various pedagogical tools like **group discussions, role plays, student presentations, debates** on contemporary issues are incorporated in the regular lectures to make learning more *participative* and stimulating. 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.
- The college provides a rich *experiential learning* to its students through the frequent **industrial visits** organised at industries of repute in and around Ludhiana. The students are acquainted with dynamics of modern business environment through the industry academia interface. They are provided with ample opportunities to learn about the actual business problems from the luminaries of industry through the **summer internship programmes** and **extension lectures** regularly held at college. Every year, eminent academicians and practicing managers are invited to share their experiences, expertise and vision with the students. Besides, **Mettle** – the marketing and finance fest of the college provides a valuable learning platform to the students as they get to learn the nuances of the business by putting theory into practice. To further enrich the knowledge of the student and increase their scope for employability, the college organises **short term courses** in the fields like Digital Marketing, Data Analytics, Equity Portfolio Management, etc.
- To develop *problem solving approach* among students, **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. To further develop a scientific temper among management students, they are encouraged to take up **research projects**. They are motivated to form their own research problems, develop questionnaires, conduct surveys for collecting data, analyse and interpret results.

Thus, at SACCM, earnest efforts are made to keep progressing on the path of student centric method of learning in which the role of teacher is restricted to that of a facilitator who facilitates students in developing their critical, independent and High Order Thinking Skills.

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

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

SACCM acknowledges the significance of use of ICT for effective Teaching Learning Process. Taking all this into consideration, the college implemented digitization and made its campus fully Wi-Fi enabled. Projectors and speakers have also been installed in each classroom. Further, the IT infrastructure of the college is constantly upgraded with learner-centric and teacher-centric modules, which aids in providing support for the requirements of the stakeholders. Deployment of ERP Software iCloudEMS/Qual Campus in SACCM has facilitated the teaching learning process to a large extent.

- The members of the faculty are required to prepare and upload their session plan for every lecture via iCloudEMS/Qual Campus(ERP) , where they are supposed to clearly specify the subject to be discussed, teaching pedagogy, sources of reference. In addition to this, the ERP system has a distinctive feature via which study material for each topic may also be uploaded.
- Assignment and other relevant study material are also sent to the students through the ICT-based system via iCloudEMS/Qual Campus(ERP) and e-mail. This ease in access to the educational material has transformed the traditional brick and motor teaching environment to click and motor wherein learning is not confined to the four walls of the classroom.
- To overcome the crisis caused due to the ongoing pandemic, SACCM subscribed to Microsoft Teams, thus transformed live classrooms into virtual ones with utmost ease and precision. Besides various extension lectures, webinars and orientation sessions, Mid-Semester tests and Inter Section Subject Quiz (ISSQ) were also conducted online using Microsoft Teams.
- Recognizing the need of providing adequate digital infrastructure for effective delivery of the curriculum, the College had purchased laptops with the latest configuration and technology with i5 Processors, digitizers, mics with noise cancellation feature, 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.
- Blended learning is a well-established practice in SACCM as various E-learning modes like you-tube channels, zoom meetings, self-recorded videos, content sharing using e-learning websites etc

were used for teaching by the members of the faculty during lockdown.

- **Recognizing the fact that smart boards enhance students' learning experience, recently, SACCM has started the process of completely digitizing the classrooms by purchasing two smart boards.**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 37:1

#### 2.3.3.1 Number of mentors

Response: 24

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

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 85.45

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 23.24

**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
09	08	06	06	06

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

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**Response:** 9.83

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

Response: 236

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

## 2.5 Evaluation Process and Reforms

**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

**Response:**

The internal assessment mechanism is made transparent at SACCM. To this end following measures have been adopted:

- 1.The Institution ensures that all students are aware of the evaluation process through the college prospectus & website.
- 2.Besides, Orientation program held at the beginning of every academic year apprises students of the evaluation process and the schedule.
- 3.To evaluate traits such as the depth of knowledge, skills, application of principles to problem solving, creativity, ability to communicate and ability to face unknown situations etc., various instruments of evaluation such as Mid Semester Tests, Inter Section Subject Quiz (ISSQ), home assignments, presentations/seminars, project reports, etc are adopted at SACCM. Students are also

assessed by the teachers based on their participation in the class.

4. To overcome the crisis caused by Covid-19, both Mid Semester Tests and ISSQ were conducted through online mode for the session 2020-21, which was a major reform.
5. Also, date sheet of Mid Semester Test (MST) is displayed at least one month before the commencement of test to give sufficient time to students to prepare themselves for exams.
6. Students who miss the Mid Semester Test (MST) due to ill health or participation in extra-curricular activities of the college are given an opportunity to appear in the special test
7. For ensuring transparency in evaluation system, a uniform marking scheme is designed for each subject by the teachers teaching the same subject and the same is also discussed with the students at the time of distribution of answer sheet.
8. Further the institution has a robust, steady and effective system of communicating the marks to the Parents/guardians of students through College integrated education management system (iCloudEMS/QualCampus).
9. Also, Parent Teacher Meeting (PTM) is held within a week after the Mid Semester Test to share the feedback of low performers and those who performed well are lauded by the Principal in the Parent Principal Meeting (PPM) which in turn boosts their confidence

#### **Internal Assessment Criteria – Weightage of Marks (as prescribed by the affiliating University)**

1. Mid Semester Test (MST)= 10 Marks (50%)
2. Assignment = 06 Marks (30%)
3. Attendance = 04 Marks (20%)

**Total = 20 Marks**

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

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

##### **Response:**

SACCM has always been sticking to the mantra of zero defect for achieving quality and excellence in its evaluation process. Each faculty member strives hard to do things right 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. In case any student is not satisfied with the evaluation, he/she can contact the concerned subject teacher and get his/her paper re- evaluated. If still the student is not satisfied or feels that his/her grievance has not been properly dealt with by the concerned teacher, he/she can contact the Examination grievance redressal committee of

the college. In that case, the concerned committee looks into the matter and submits its report to the principal. During Covid Pandemic, examinations were conducted virtually through Microsoft Teams. Therefore, all the queries pertaining to online examination were taken and resolved in time-bound manner using the official email ID of the Examination Committee.

Besides, the college strictly follows the guidelines and rules issued by the affiliating university, while conducting internal examinations and deciding internal assessment thereof.

1. Rules for Internal Examination & Assessment are clearly specified in the prospectus and uploaded on the college website.
2. Date sheet of Mid Semester Test (MST) is made carefully keeping in mind the best interest of the students & is also displayed at least one month before the commencement of test to give sufficient time to students to prepare themselves for exams.
3. At the evaluation stage, SACCM ensures complete fairness, objectivity, and uniformity. The respective paper setter provides a marking scheme which is uniformly applicable to all the examiners. Marking schemes are jointly prepared by the teachers teaching the same subject.
4. At the time of distributing the answer sheets, the teacher concerned thoroughly discusses the question paper with the students and acquaint them with the marking scheme adopted for evaluation. Still if any student is doubtful regarding evaluation, the teacher concerned investigates the matter & clarifies the same. Students are also shown the answer sheets of brilliant students so that they can find gaps in their performance.
5. Further provision for special test is also provided to students who miss their examination because of medical emergency or any other unavoidable circumstances. Rules for availing exemption under the said reasons are very well elucidated in the prospectus.
6. The evaluation of answer sheets is carried out at the college level, in a time bound schedule. It is mandatory for the teachers to distribute the evaluated answer sheets with in two days after the end of examination.
7. Parents are also provided with an opportunity to voice their opinions about Examination related grievances related to their wards in Parent Teacher Meetings, duly attended not only by all faculty members but also by the Principal.

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

## 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.

#### Response:

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 two programmes B Com (General and honours) and BBA for which it follows the curriculum as prescribed by the Affiliating University.

- The Program Outcome, Programme Specific Outcomes and Course Outcomes are displayed on the college website so that the prospective students seeking admission in a particular programme may view them and get informed about the programme being undertaken. In the same way the students enrolled in different programmes also get benefitted from this information as they come to know about their programmes and their respective courses and their outcomes.
- The Course outcomes uploaded on the website include the Course Outline, Course Outcome, Student Learning Outcomes, Course Contents/Syllabus, Required Texts, Suggested Texts, Reading Material, Pedagogy for Course Delivery and Evaluation Criteria.
- Apart from being uploaded on the website, POs, PSOs and COs, the same is conveyed to the students by the teachers in classroom interactions as well.
- In addition, Instruction Manuals, specifying the course outline, term wise completion of syllabus for each subject, along with topic wise reference books, are prepared by the members of the faculty in accordance with the curriculum as prescribed by the affiliating University.
- Besides this, orientation sessions are also organized to apprise the enrolled students of POs, PSOs & COs.
- Further, a host of co-curricular and other skill development activities – like those focusing on employability skills, are also organized on regular basis to enlighten the students about the stated outcomes and their relevance in the speckled areas of dynamic business environment.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Assessment is the process, which is carried out by the institution, that identify, collect, and prepare data to evaluate the achievement of course outcomes and program outcomes. Attainment is the action or fact of achieving a standard result towards accomplishment of desired goals. Primarily attainment is the standard of academic attainment as observed by test and/or examination result.

At SACCM, assessment methods are categorized into direct method and indirect method to access CO's and PO's.

The direct methods are those which evaluate the students' learning, knowledge, and skills from their performance in the Mid Semester Tests, End Semester Examinations and supporting activities such as presentations, assignments, case study, group discussion, subject quiz, project etc., The questions of Mid Semester Tests and Assignments are framed in such a way that it should satisfy Bloom's Taxonomy.



Analysis of results of the students in internal as well as End Semester Examination (ESE) is a regular practice at SACCM. Both Intra and inter college comparison of results is undertaken to evaluate the attainment of the stated course outcomes. Consequently, potential merit holders, slow learners and below average students are identified and are given required inputs to improve their performance.

In BBA program, there is compulsory project work. It gives students the opportunity to synthesize and apply the knowledge and analytical skills learned in the different disciplines.

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.

PO and CO attainment is also linked to the teaching tools. Teaching in the college has progressed from chalk and talk to the Experiential learning events like workshops, guest lectures, seminars, conferences, marketing fests, independent thinking exercises, British parliamentary debate, model united nation and industrial visits which are recurrently organized to appraise varied skills of the students.

Further, to assist the students in resolving problems related with the academic, psychological, behavioral fragment of the students - the college has full-time professional counsellor to offer psycho-social guidance to students - who conducts counselling sessions so that the college is able to provide support to the students to attain the programmes and course outcomes.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 100

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
278	281	280	289	293

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
278	281	280	289	293

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.58</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response:** 34**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	14	04	02	01

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</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 last five years****Response:** 2.05**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
22	27	05	04	06

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years****Response:** 1.12**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in**

**national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
09	07	08	02	09

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years.****Response:**

A variety of extension and outreach activities provide the students with opportunities to become socially responsible citizens and instill altruism among students. These activities motivate them to reach out to their fellow beings particularly the needy and the marginalized. Some of them are organized in collaboration with the other organizations of community like NGOs involved in similar activities. Students are encouraged to participate in these activities and those who put their heart and soul for the same are felicitated at the College Annual Prize Distribution function. NSS unit of the college helps in arousing the social conscience of students by exposing them to realities of life to bring a change in their perception. It conducts a number of activities like blood donation camps, tree plantation drives, cleanliness drive, run for humanity, Orthopedic Camp, Eye Checkup Camp and Covid Vaccination Camp, visits to old age home and orphanage etc. It conducts these several society-oriented activities to create social consciousness in students and enthrust them to volunteer and serve the society members in order to improve their general well-being. Visits to old age home are organized to give the students an understanding of real-life situations and become socially responsible citizens. The students learn to respect their elders and family members. When residents share their life experiences with the students, they come across the harsh realities of life. Visit to orphanages helps students realize that they should feel blessed. Every year, NSS unit organizes seven-day camps in summer vacations. Objective of organizing seven - day camps is not only to serve the society but also to help the students explore and find a new improved version of their own selves. 'Samarpan' organized by NSS Unit is a fun filled get together with the sub-staff of the college. The event is organized to thank the sub staff for their hard work and dedication. It is a kind gesture by the NSS team to mark the presence of the members of sub-staff. Believing in the saying 'Each One Plant One', the students organize plantation drives from time to time. Plantation drives help in inculcating in the students quality of belongingness to society and Mother Earth among the students. Blood donation camps become instrumental in spreading among students awareness about importance of blood donation and also motivate students to donate blood. College organizes these camps in collaboration with organisations like Zindagi Live Foundation, Blood Sewa Social Welfare Society, Profile Hospital, SGHS Hospital, Sohana and Mission Clean, Green and safe society, Moga. The impact is that whenever camp is organized around hundred donors come up and donate the blood. NSS Unit of Sri Aurobindo College of Commerce and

Management adopted two villages i.e. Village Phullanwal and Village Jhande, inculcating social consciousness among the students along with imparting academic skills. Covid vaccination camp was organized to support the nation's fight against the deadly virus where hundreds of beneficiaries got vaccinated. The college constantly strives for improving the standards for serving the society.

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

### 3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 0**

#### 3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 29**

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
04	15	04	04	02

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 38.98

#### 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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	988	258	317	95

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.4 Collaboration

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

**Response:** 36

#### 3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	05	12	11	08

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>

### **3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response:** 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	07	00	01	01

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>



## Criterion 4 - 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.**

**Response:**

SACCM has an area of 12.1 acres of land, with lush green lawns, and pollution free environment which facilitate adequate modern state of art infrastructure for teaching learning process.

Since its inception, the College has been amplifying its infrastructure, depending on requirements over the years. For effective and efficient curriculum delivery, the college has adequate infrastructural facilities like classrooms, computer centre, computing equipment, faculty rooms, conference room, seminar halls, library, reading room, career guidance room, counselling room etc.

The College promotes learning through ICT enabled classrooms. Presently, there are 17 well ventilated and spacious classrooms and 6 tutorials rooms, which are fully equipped with LCD Projectors, Wi-Fi/LAN facilities. Considering the future requirement, a provision for 2 classrooms for MCom Course has already been made and same is included in the count of 17.

At present, the college has adequate number of computers for the students. The college has dedicated computer center catering to the needs of the students with sufficient number of computers of latest configurations. Apart from computer centre, for the ease of students two computer systems are available in the college library.

Moreover, all the Faculty Members and the Administrative Staff are also provided with the laptops. For effective ICT enabled teaching learning, the college has provided facility of shared printers, scanners, xerox facility to Faculty and Students. Furthermore, to enhance ICT enabled, teaching and learning, the entire campus, all faculty rooms, computer lab, library and administrative office are connected with 60 Mbps bandwidth. All these facilities enhance teaching learning process, make it more effective and interactive.

To supplement, Teaching Learning Process, SACCM has an enriched Library. The College Library 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. These seminar halls are used for various academic and co-curricular activities like, organizing workshops, seminars, conferences, guest lectures, literary events, ISSQ, Independent thinking activity etc. SACCM has a Mini-Auditorium cum Badminton Court which is used for conducting Convocation, Annual Prize Distribution Function, Cultural fest etc. Also, the construction of Mother auditorium, with sophisticated ICT equipment and with a seating capacity of around 850 persons is almost complete.

In total there are five Faculty Rooms in the college. In each faculty room, the personalized cabins are allotted to each member of faculty. This facility provides the quite conducive working environment for the

teachers and facilitates teaching learning process. Apart from this, it also enables the effective and efficient interaction between teachers and students. As an aid in teaching- learning process, there is a Conference Room, Career Guidance room and counselling room for the teachers and students. Also, the main building of college is housed with SASEMRI Trust Office, Principal Office, Administrative Office, and Estate Officer Office. Moreover, for surveillance purpose and for assisting in adequate teaching and learning system, the entire campus has number of CCTV cameras installed.

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

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

##### Response:

The institution optimally utilizes its resources to provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities. The college has a sports ground (200m) which is spacious enough to hold handball, football, Cricket and other athletics events. Besides there is a basketball court which is 94ft long and 50ft wide. The college has badminton court with two Full Size 44 feet by 20 feet cement Indoor courts. Synthetic matting was done on one court for Advance level playing. Furthermore, there is a provision to play indoor games like Table Tennis, Chess, Carrom in the students' sports centre. The college has teams for various sports events where students participate in inter college, intra college and university level competitions. At College level, various sports events are organised from time to time to encourage team spirit among students and keep them physically fit and healthy.

Apart from academics, SACCM students regularly take part in various co- curricular and extra-curricular activities like debates, elocution, fine arts, cultural and musical events etc.at various levels. Every year the college conducts a cultural fest cum talent hunt competition with active participation of students. The fest stands out as a program for bringing participants with diverse talents and interests from all levels. The college has adequate infrastructural facilities like mini auditorium, seminar halls, conference room, creative forum room, amphitheatre style classrooms, atrium for conducting various cultural activities/events like skit, drama, mimicry, classical and cultural dance, Nukkad-Natak, rangoli etc. and other competitions like AD-mad show, business plan presentations, Installation-model displays, quiz, best out of waste, on the spot painting, collage making, cartooning, mehndi, debate, declamation and poem recitation.

Recently the college has come up with state-of-the-art Auditorium with a seating capacity of 850 for organizing various curricular, co- curricular and extra- curricular activities.

To inculcate and encourage the habit of social service amongst the students, the college has provided a dedicated NSS Room, for execution of NSS activities. Further, to create the awareness for health and usefulness of meditation among the students, the college meditation cell keeps on organising various sessions on it. Also, a new meditation centre is near the process of completion.

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

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 12.8

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
28.10	5.38	55.45	20.24	42.76

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

**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, ERP software iCloudEMS 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	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

**4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**Response:** 2.05

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
3.49	1.61	1.61	1.54	2.02

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:** 0.33

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

Response: 03

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

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

**Response:**

For effective teaching learning, the College provides a range of Information Technology facilities, with extensive ICT enabled Infrastructure.

With the passage of time and as per the requirements of the institution, the college has been augmenting its hardware and software facilities.

Each classroom is ICT enabled and the whole campus is Wi-Fi facilitated with 60 Mbps bandwidth. Moreover, LAN Connectivity is also provided in the classrooms and workstations.

During the COVID-19 period, college initiated online teaching, and for smooth conduct of online teaching learning activities, in the initial stage, college made an agreement with Google and acquired the free licensing for educational institution but later, in view of security issues, in the month of August 2020, College bought 28 licenses of “Microsoft-365 A3” security enable platform from Microsoft, which offered

various feature and apps including Microsoft Teams for faculty and students.

Later, in October 2020, 2 more licenses were acquired, thus now college is having 30 licenses for faculty and 1200 licenses for students with same product.

Furthermore, for enhancement of online teaching learning, SACCM has procured 31 laptops with high configuration of i5 10th generation, windows 10 license, 30 webcam, 30 Headphone and 28 Digitizer for use by faculty.

For ease of faculty and students, college has also provided facility of shared printers, scanners, xerox facility.

In the year 2015, for effective and efficient, management of Employee Attendance, Fingerprint biometric attendance machine and software were installed but later in year 2020, considering the pandemic situation and prevention of covid, the already installed fingerprint-based attendance machine was replaced by card-based machines.

College Website was also redesigned in January 2020 adding some enhanced features like Facebook and YouTube auto feed plugins, mobile responsive, attractiveness, updated technology with Admin Panel etc. It was also improved for the storage of holding large amount of data.

Besides, the College has a well-established Enterprise Resource Planning (ERP) system iCloudEMS. This system helps the College to manage various activities which embraces online admission, student management system, examination system, employee management, payroll, Library management, communication with parent and students etc. But in September 2021, iCloudEMS was replaced by QualCampus.

Adding more to IT infrastructure, in 2021 four all in one HP Printers for faculty and One Scanner for the library has been acquired.

Also, in January 2022, License of 31 Trends Micro has been purchased for Laptops with a 3-year subscription.

Besides, College is having Accounting Software Tally ERP with GST to maintain the accounting related activities. SACCM maintains a high-tech computer centre and computer lab, with adequate number of high-end desktops of latest configuration, printer, LED.

College has acquired 80 licenses of Quick Heal antivirus with 3-year subscription since October-2019. To maintain the Cyber-Security in the College Campus, Fortinet Firewall security and analyser were installed. Moreover, for surveillance purpose, entire campus has number of CCTV Cameras installed.

For management of Alumni activities, MoU is signed between SACCM and Alma shine that provide a dedicated web-based platform for facilitating interaction with the alumni and students.

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

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 10:1

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

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

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 52.82

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

2020-21	2019-20	2018-19	2017-18	2016-17
109.82	119.16	111.1	119.99	125.49

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</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.**

##### **Response:**

##### **1. Standard operating practices for Library**

Book collection is a scientific and continuous process, wherein new books are added to the library stock and obsolete ones are written off throughout the year. For this purpose, the College has an extensive SOP (Standard Operating Procedure), as per which Library Committee comprising 3 faculty members and librarian is constituted for a term of three years. One faculty member acts as coordinator to call the meeting and oversee the proceedings. Issues such as weeding out of old titles, schedule of issue/return of books etc are chalked out by the library committee. As per SOP norms, the librarian is entrusted with the task of purchasing and processing of books (in consultation with members of faculty), maintaining a record of utilization pattern, informing all the stakeholders about new arrivals via notices and e-mail, annual physical verification of the library stock, write off of books which have become obsolete due to change in law or statistical data and subscription and renewal of various journals. The College library is fully automated. Besides two computers, connected with LAN, are open for the usage of students as per their convenience. In addition, photocopy facility for students has also been provided in the library.

##### **2. Standard operating practices for IT department**

To ensure that the College remains equipped with desirable technology supporting teaching processes and to undertake its purchase and maintenance smoothly, a comprehensive purchase and maintenance system is in place, which is reviewed every three years. IT committee, constituted by Principal and Administration in charge, comprising 2 faculty members and IT in charge is responsible for purchase, replacement, up-gradation and maintenance of equipments and softwares and related accessories such as UPS, laptops, projectors, portable classroom mics, speakers, internet facilities (dongles and leased line), websites, education management software and other licensed softwares such as antivirus, office suit and software for sending SMS etc. Audit of IT infrastructure is also undertaken every three years to assess, whether college is adequately equipped with latest IT infrastructure. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off. Free Wi-Fi facility is available in the college for students and staff .

##### **3. SOP for the Procurement of Sports Material**

Besides academic/scholastic activities the college also focuses on fitness and well-being of the students. To purchase the sports material, which meets the specifications for performance and quality, at the best possible price, competitive quotations are solicited from selected reputed and limited suppliers as per the laid down SOP. DPE is held responsible for preparation of sports calendar and sport budget in consultation with other faculty members. Efforts are made to use e-commerce to the extent possible. Leading websites like Amazon/flip cart etc are referred to verify rates etc.

##### **4. SOP for the Purchase of Stationery Material**

To ensure timely delivery of the required stationary items from the supplier, a committee (comprising Office Superintendent and One faculty member) constituted by Principal identifies the stationery items required for the college.



## **5. SOP for college tours and trips**

To augment students' learning beyond the classrooms, the College organizes various educational and adventure trips, excursion tours, training camps and industrial visits from time to time. This SOP describes the tasks to be undertaken by tour committee in the planning and preparation of tours and trips such as preparation of annual calendar for tours, inviting quotations and itinerary from tour operators, finalizing standard tour terms and conditions agreement and management of funds collected from students.

## **6. SOP for administrative printing work**

An independent committee constituted by the Principal, in consultation with activity In-charges, identifies the printing requirements for the college for Prospectus, in-house journals like Auro Campus, Arvind Magazine, Answer sheets, Question Papers, Instruction Manuals, Attendance registers and miscellaneous printing items. The computation of printing work includes assessment of requirement primarily based on the various college activities, student's strength for the current session and previous year.

7. Estate officer and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping.

8. The College outsources the following annual maintenance contracts:

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0.07

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
03	00	00	00	00

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.03

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
24	19	15	11	20

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 64.35

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
852	690	690	357	220

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

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0.34

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	01	00	00	04

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 282.37

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 785

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 91.08

**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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	40	12	13	06

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	42	13	14	08

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 124

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
02	40	32	25	25

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 )

#### Response:

SACCM Student Council was formed with the objective of creating effective management competencies in terms of developing administrative and leadership skills amongst their students. It comprises of student coordinators of various activities, who are selected by the faculty coordinators. The selected members of the council help the faculty coordinators in organizing and coordinating respective college activities or events comprising Public Speaking, NSS activities, College Magazines, Administrative events like Annual Prize Distribution and Convocation Function, Sports activities, Freshers' and Farewell parties, Cultural Fest, Youth Festival, Tours and Travel, Wall Magazine, Discipline, Anti ragging cell activities, Career Guidance and Placement related activities, Mettle fest, Independent thinking exercise and the like.

The details about selection, constitution, activities and funding are discussed below:

#### 1. Selection:

The selection of students in the council is done while keeping in mind certain factors. To elaborate further, the selection of student in the council is based upon following parameters:

- a. His/ her aptitude in running a particular activity.
- b. His/ Her experience in coordinating various elements of the activity.
- c. A reasonable level of his/ her previous achievement in the activity.
- d. His/ her potential in leading the administrative functions of the College.

As an endeavor 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 in academics.

#### 2. Constitution and Activities:

The total number of students in student council is not fixed. It may vary depending upon the requirement of each activity. A total of 59 students were selected for the below mentioned activities as members of student council for the session 2020-21. The number of Student Coordinator varies for each activity. The activities/events wherein the workload or student involvement is more, have a greater number of Student

Coordinators and vice versa.

### Activities undertaken by the Council:

Periodic meetings of student council are held to 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.

### 3. Funding:

The working of the Students Council does not involve any major finances. Still, whenever the demand for funds arises, the same is provided by the college itself.

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

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 32.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
06	34	42	41	40

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</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**

**Response:**

Alumni are the brand-ambassadors of the institution to the outside world. Their success and achievements represent concrete outcomes of efforts put in by the faculty and management of the institution. SACCM has a registered Alumni Association with the name of 'SACCM Alumni Association'. It was registered on 13th October, 2014. The association was formed with the objective for upholding and expanding the growth of the college. And the Alumni Association of the college is working diligently to achieve the said objective.

Executive Committee is responsible for the planning and implementation of various activities undertaken by the association. It consists of following members:

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Public Relation Officer
6. Members (Three)

A number of activities are carried out by the members of the association which include organizing the alumni meet, providing financial assistance to the Association, sharing their hands on experience with the students etc.

**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 the college every year which itself speaks in favour of the fact that the college alumni have been contributing a lot towards image building of the college.
2. It has been observed that majority of our students come from the business families. Therefore, they have been helping the college in organizing various activities such as industrial visits to their industrial organizations, guest lectures etc. for providing diverse practical business exposure to young SACCMites.
3. The college invites its University Gold Medalists and Top University Rank holders from pass out batches to share academic and personal tips to the potential achievers of the on-going batches in order to guide and motivate them and show them what path, means and ways they had followed for reaching the glorious title of becoming the University Gold Medalists.
4. Well placed alumni are invited by the college to address the students and share their industry experience and provide career guidance to the present students.



5. SACCM Alumni Association has been able to generate a brain bank of the professionals from amongst its members which helps the college in organizing various extension lectures related with different subjects.

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

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

As envisioned in the vision of the college, the College aspires to be the leading institution of the country. Further, to achieve this goal, it envisages creating business dynamically competent leaders who can contribute meaningfully to the society and the nation. Governing policies and governing body of the institution are constituted accordingly to meet these ends. Managing committee of the college is a perfect amalgamation of the renowned erudite academicians, and consummate industrialists. Committee is headed by Padma Bhushan Shri S.P Oswal, under whose patronage and guidance, the institution has carved up its place as a most sought-after Commerce and Management College in the region. Such a perfect blend of industrialist and academicians helps in identifying, creating, and adopting practices, needed to develop the desired managerial competencies among the students so that they could excel in the existing dynamic business environment. At the end of every semester, performance of the college in terms of first division and distinctions in university examination is measured and compared with the leading institutions of the affiliating university. The analysis helps determining the position of the college among the Panjab university's affiliated colleges. The subject wise positions of the College vis- a- vis other colleges are also reviewed during the appraisal of the concerned faculty. As a milestone, institution aims to be the leading college of the Panjab in its domain.

Furtherance of this mission is not possible without endeavors by the competent faculty. Therefore, the development of the faculty is ensured through a well thought comprehensive 'Faculty Development Policy'. Under its purview, faculty is encouraged and given the desired financial support for various developmental programs like pursuing Ph.D, attending faculty development programs, Refresher and General Orientation Courses etc.

Based on Sri Aurobindo's philosophy of integral education, the College ensures holistic development of its students through various activities like independent thinking- for developing critical thinking, British Parliamentary Debate and Paper reading contests--for oratory and leadership skills. Business organizing skills are instilled through business fest 'Mettle' or by delegating organizing responsibility of various fests and cultural programs to the students. To take the stock of all the activities carried out during the year and access their performance, Annual Report of the college is prepared and reviewed by management of the College. Thus, the college strives to develop knowledgeable, skilled, and responsible leaders, well equipped to take over their own business or begin their own venture.

Adherence and commitment of the faculty towards mission of the institution is through their participation in institution functioning and decision-making. Members of the faculty are entrusted with the responsibility of coordinators and members of various committees like Research and Faculty Development, Discipline, Library and Budget etc. Moreover, various policies are in place for guidance and effective administration of the functions. Overall, governance mechanism of the institution ensures the progress of the institution towards its vision while underpinning and underscoring Performance, Participation and Pride of the institution.

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

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

#### Response:

The College strongly believes and imbibes the ethos of delegation and participation in its working. Therefore, college has been following the principles of decentralization and participative management in its day-to-day functioning since long. SACCM follows participative management in decision-making. At the top level, there is Managing-Committee comprising erudite academicians and eminent industrialist with rich experience. Besides monitoring the performance of college and then mentoring as per observations made, all decisions of strategic importance like starting a new course, amending faculty-development-policy, and adopting new faculty appraisal system, etc. are taken in consultation and approval of Managing-Committee. Principal, next in the hierarchy, is eventually responsible for implementation of Management's policies and overall functioning of the college and further delegates responsibility to committees constituted for conducting different functions/activities:

1. Discipline Committee
2. Library Advisory Committee
3. Internal Complaint Committee
4. Grievance Redressal Cell
5. Research and Faculty Development Committee (RFDC)
6. Anti-Ragging Committee
7. Women Development Cell
8. Tours & Travel Committee
9. Budget Committee
10. Admissions Committee

The committee members are entrusted with the independent responsibility of respective committees and steer the functioning of these committees. They work towards enhancing efficiency and effectiveness of their domain keeping in mind the overall interest of the institution.

Lastly, the participation and delegation are done to the students. A student council comprising of bright and active student representatives is constituted at the beginning of every session. Suitable tasks and responsibilities are delegated to the council members. Moreover, from time to time they are consulted on relevant issues.

In addition, all the academic and extra-curricular activities are organized and coordinated by the faculty with support of organizing committee comprising of students selected by them. They are formally informed about the activities assigned to them at the beginning of the semester itself through 'Activity Calendar' of the academic session. The activities like Model United Nations (MUN), Business-Finance Fest- 'Mettle', Cultural-Fest-cum-Talent-Hunt Competition, and the like.

Moreover, faculty is fully involved in most of the administrative and other operations of the College like Examinations, Faculty Development Programs, Budgeting, Transportation Facility, Library etc. Like in the budget-finalization process, for various revenue and capital works, suggestions are sought from various activity coordinators. The members of the faculty having specialization in accounting procedures are involved in checking and signing of the financial instruments. They 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, RFDC members independently shortlist and finalize the resource persons/subject experts while organizing any workshops/ guest lectures etc. The Admissions Committee undertakes the task of inviting applications, scrutinizing them, preparing the Merit lists as per the rules and regulation framed by the affiliating university and the standard operating procedures of the college. Admission counselling, verification of documents and other admissions related formalities are undertaken by Admission committee members as per delegated roles, after consultation with authorities. Similar decentralization could be seen in other activities as well.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

In any organization, pursuit for excellence in any field is embedded in the planned execution of its 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 endeavour, IQAC and Principal in consultation with the activity in charges, develop a road map for long term planning, 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.

The detailed account of the physical and e-infrastructure upgradation is as follows:

- SACCM has always striven to provide state-of-the-art infrastructure to its students and teachers. Continuing in this endeavour, it has built a new ultra-modern Computer Centre. The new Computer Centre is equipped with 82 internet-enabled desktops, a multifunction printer, and two LEDs. The Computer Centre is available to the students for academic work and value-added courses and it has 60 Mbps Leased Line internet connection to ensure accessibility to each student.
- Also, the work installation of ACs has been completed in all classrooms in a phased manner. These Classrooms are ICT enabled as they are fully equipped with LCD, Wi-Fi/LAN facilities, audio-visual facility as per the perspective plans. Moreover, a provision for 2 classrooms for M Com Course has already been made.
- SACCM has an enriched Library which is fully automated with Integrated Library Management

System (ILMS) and one library reading room for teachers and students.

- In addition to two existing state-of-the-art seminar halls, fully equipped with latest ICT facilities, with a capacity of around 100 persons each, the construction of Auditorium, with sophisticated ICT equipment and with a seating capacity of around 850 persons has recently been completed.
- In the wake of Pandemic, college smoothly shifted its working into Digital mode through the Paid version of comprehensive Microsoft-Teams Platform that transformed live classrooms into virtual ones with utmost ease and precision. Further, 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 led to strengthen the ICT infrastructure in college and made the institution future ready in the best possible way to manage any crisis or challenge effectively.
- Besides individual laptops, the facility of shared printers, scanners, xerox facility is available to the Faculty. All faculty rooms, computer centre, library and administrative office are connected with 60 Mbps bandwidth.
- Functioning of Library is automated and Bar-code Enabled and uses the Integrated Library Management System (QualCampus currently) besides software like E-Granthalaya and N-LIST programme from INFLIBNET
- As whole campus is Wi-Fi enabled Campus, to maintain the Cyber-Security in the College Campus, Fortinet Firewall security and analyzer are installed.
- The College has a well-established ERP system iCloudEMS (earlier)/QualCampus (currently) and college Accounting is implemented using package Tally ERP with GST.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### **Response:**

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 Managing Committee comprising erudite academicians and eminent people from industry with rich experience. In addition to steering, mentoring and monitoring the College functioning, all strategic decisions are taken at this level. At the second level of hierarchy, College Principal is eventually responsible for overall functioning of the college.

At third level, the whole functioning of the College has been catalogued into six key functions placed at the third level of the hierarchy. These key functions are managed by functionaries named as Registrar, Controller of examination, Dean Student Welfare and Alumni, and NAAC coordinator etc. Members of the faculty are designated as respective In-charges of these functions.

At fourth level, there is an administrative organizational structure (<https://sacm.in/organizational-structure/>). At this level, various activities and functions are delegated to an individual faculty member, supported by some more members or delegated to the constituted committees comprising members of the faculty and staff from the concerned department/function as its members. The list of committees and functions is given hereunder: -

1. Library Advisory Committee
2. Academic Council
3. Alumni
4. Research and Faculty Development Committee (RFDC)
5. Anti-Ragging Committee
6. Discipline Committee
7. Women Development Cell
8. Tours & Travel Committee
9. Budget Committee
10. Admissions Committee

The committee members or designated in-charges of the activity/function are authorized to steer the affairs of their committees. Under the guidance of designated in-charges at fourth level, every function/activity strives towards Vision and Mission of the College.

Lastly, A student council comprising of bright and active student representatives is constituted at the beginning of every session. Suitable tasks and responsibilities are delegated to the council members, and they are involved to support the activity in-charges as coordinating committee members. In addition, from time to time they are consulted on relevant issues.

File Description	Document
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

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

#### Sponsoring Faculty Career Advancements:

- 1.Sponsoring the members of faculty to participate in seminars, conferences and workshops hosted by other institutes.
- 2.Sanctioning paid duty leaves to attend General Orientation Programmes and Subject Specific Refresher Courses organized by UGC-run Academic Staff Colleges.
- 3.Granted paid study leave for a period of six months to pursue Pre-Ph.D. coursework.
- 4.Supporting transportation, meal and other allied expenses in an endeavour to extend industry-academia interface.

#### Other Benefits:

- 1.The benefits of the paid maternity leave which are to be given to the regular staff, are also extended to the adhoc faculty.
- 2.Provision of short leave for all the staff members where, the College grants two hours of paid time off every month in case of any emergency.
- 3.Range of sports facilities available to the staff for recreation

#### Provision of Duty Leave

Granting paid duty leaves for meeting the PhD supervisor for thesis, on being deputed as Centre Superintendent, Assistant Superintendent, member of flying squad or examiner for viva-voce in any other college examinations, evaluation of answer booklets for Panjab University Examinations etc.

#### For Non-teaching

1. The members of the sub staff, who are involved in discharge of essential duties such as sanitation and Estate Management etc. are given the accommodation in the campus on nominal rent.
2. Every year, NSS unit organizes fun-filled get-together for the College's sub-staff and their families to motivate them intrinsically by recognizing them as an inextricable and vital part of SACCM family. Herein, the children of the sub staff are also invited on the stage to sing songs and play games. This immensely boosts their confidence and help them overcome the stage fear.
3. Free Uniform and shoes.

### For Teaching and Non-teaching both

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

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

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

**Response:** 22.79

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
07	10	08	02	08

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 4.6



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

2020-21	2019-20	2018-19	2017-18	2016-17
03	14	04	02	00

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 35.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	20	11	03	06

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:**

The college has a comprehensive performance appraisal system in place. Faculty is appraised on four parameters namely university results of the students, contribution in research and case studies, student

feedback and discharge of administrative duties.

Under the first parameter, with massive data mining of the results, scores of each class taught by the subject teacher are evaluated individually as well as in comparison to the other best colleges of Panjab University. As a benchmark, college aspires to be number one in all subjects in terms of first divisions and distinctions.

It is mandatory for each member of the faculty to write one case study every year. Faculty is also encouraged and supported to write research papers in distinguished journals. Accordingly, in the second parameter naming research and case study, faculty is assessed on research papers published in UGC notified journals and quality of the case study written in the year. Every year, an independent expert of the field is engaged to evaluate and grade the case studies written by the members of the faculty.

Subsequently, under the third parameter, quality of the teaching of the faculty is gauged from the feedback of the students taken through a structured and inclusive questionnaire. It includes 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 to them in the year being appraised.

On the similar lines, appraisal of non-teaching staff is carried out. They are evaluated on parameters relevant to the administrative work they carry out. They are assessed on the parameters of professional competence, parameters gauging performance, and on the personal characteristics required to effectively perform administrative assignments. Under the professional competence: knowledge, learning ability, capacity to innovate, and abilities to delegate, organize, and supervise are judged. And, under the parameter naming Performance, accuracy, speed, and scrupulousness is measured. Under the category Personal characteristics, appraise is supposed to work on punctuality, discipline and integrity. 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	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

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	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The college is a self-financed institution, therefore the funds desired for any infrastructure development or day-to-day operations, are either generated through its own Corpus, or provided by the managing trust of the institution. However, for optimal utilization of these funds, appropriate systems and procedures are in place. At the beginning of every year, administration department of the college prepares its annual revenue and capital budget. All the Activity In-charges are asked to give their requirements, if any, to the office. Then, Budget committee comprising members of the faculty is involved in the budget preparation. After its preparation, Chairman of the managing trust reviews the budgets after due consultation with the Principal and Governing Body. Any item found inappropriate or not desirable immediately are postponed or removed from the budget. Thereafter, the capital budget thus approved is forwarded to the Managing trust for the procurement of the budget items. Efforts are done to obtain items with the best quality from the best suitable source of supply at the lowest possible price.

On the revenue budget side, once the budget is approved, funds are transferred to the college on monthly basis and the college is authorized to spend it as per budget approved. After the completion of every month, Accounts department compares the expenses incurred in the month vis-a-vis budget. Also, next month budget is prepared for the transfer of the desired funds. In this manner expenses are reviewed every

month to curtail any overspending against the budget and better planning for the coming month. This ensures optimal utilization of the available funds.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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

#### Response:

IQAC was instituted in the year 2014 with the objective to assess the activities/functionalities and Infrastructural and Faculty Development, , suggest reforms/ enhancements to be undertaken and its successful implementation. through continuous endeavours, IQAC contributed to institutionalize many quality assurance strategies and processes. Two of them are explained below:

#### 1. Case Study Writing and Case Teaching

The IQAC, after thorough deliberations, recommended that in order to hone up the research skills, the faculty be engaged in writing one case study every year in their areas of interest. To accomplish this, during the session 2017-18, a maiden attempt was made and faculty undertook case study on specialized areas such as production, operations, administrative, managerial, financial, legal and marketing aspects of diverse industries situated. Later, the written case-studies were got evaluated from experts/external evaluators and based on quality of the case study undertaken and grades assigned, pecuniary incentives were granted. Consequently, a 'Case-Study-Bank' has been added to the College library, which is accessible to the students as well as other readers. This academic endeavor has enhanced not only the subject-knowledge of the teachers through the practical exposure to selected industry/corporate but empowered them with an additional teaching tool as well. On one hand, it has augmented the research circumference of faculty and on the other, the industry-academia-interface strengthened their theoretical inputs through practical. Further, considering that the very powerful student-centric teaching pedagogy of case study has extensive application both in research and real business world, case study workshops were organized. The training in case study teaching and writing equipped the teachers with a tool to hone the critical thinking ability and analytical skills of the students as well.

#### 2. Continuous ERP Upgradation

To overcome the difficulties faced in the earlier ERP software and to embrace all facets of college functioning into College-Management-Software, IQAC suggested its replacement with a better version. Consequently, the College deployed web/internet-based education-management-software named iCloudEMS for the better management of students' assignments, grades, attendance, leave management, faculty profile etc. The students and their parents could easily access it from anywhere through mobile App/desktop and monitor attendance and performance of their ward. Many new features like uploading Lecture notes/reference material for easy access, assignments task, examination schedule, and performance

evaluation could be conducted effectively. Now students could check attendance, apply leaves with more convenience, make all kinds of payments viz. course fee, trip charges, fines etc., view the marks secured in house exams, see time-table, holidays etc. Following the principles of 'Transparency, Efficiency, and Convenience, even the whole process of Students' admission, Staff Leave Management, Payroll Administration was also automated with the help of iCloudEMS. Recently a new ERP named 'Qualcampus' has been adopted by college considering the added utility/ features available in it viz. upgraded HR Module, visitor's management, mentor-mentee module and many more facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

Teaching Learning Processes (TLP) constitute a key that unlocks successful outcomes of a course for its key recipients-the students. Deploying innovative teaching-pedagogies to bring effectiveness has been a way of life at SACCM since its inception. Through the forum of IQAC, regular review is carried out for teaching-learning processes, structures & methodologies, learning outcomes for incremental improvements namely :

1. Upgrading of ICT infrastructure
2. Examination/evaluation reforms
3. Value added courses to enhance the employability skills and bridge industry-academia gap.
5. Reforms pertaining to industry/academia interaction/collaboration
  - i. Widening the sphere of industrial visits including diverse industrial segments and organizing theme-based visits
  - ii. Internship at local industry for interested students
  - iii. Industry/corporate based Case study research by Faculty
  - iv. Inviting practicing-managers from industry /professionals through the forums of 'Shape the Mind Programme' and 'Extension Lecture Series'

## 6. Initiatives towards shifting to Virtual Teaching during pandemic namely,

- Self-recorded video lectures prepared by Faculty shared through Social media platforms like College YouTube Channel and Official Class WhatsApp Groups
- Sharing of e-content and e-resources through Google Classroom/WhatsApp
- Live teaching sessions through Online/Video conferencing Platforms.
- Case studies/Assignments/Projects through College ERP system
- Problem solving related to contents taught via virtual teaching platforms
- Mentoring System through Online Mode

## **TWO EXAMPLES OF INSTITUTIONAL REVIEWS AND IMPLEMENTATION OF TEACHING LEARNING REFORMS FACILITATED BY THE IQAC**

**1. Upgrading of ICT infrastructure for enhanced involvement of ICT thereby facilitating and promoting effective TLP:** Realizing the significance of technology in today's contemporary set-up, SACCM took an initiative to introduce use of technology in the classrooms by equipping all the classes with LCD/ Projector along with audio and making available the facility of wi-fi to the members of the faculty and the students. To make learning long lasting and experiential for the students, teachers extensively use audio – visual aids and LCD projectors installed in each class. Live exercises are taken up in the classrooms to give a first-hand experience to the students and understand the concepts in depth. For instance, online stock trading exercise is taken up in the subjects of Investment Management and Security Analysis and Portfolio Management and students have been exposed to trading in futures and options through classroom exercises. Also, in subjects like Company Law, online videos describing popular real life court cases are occasionally shown during lecture, important legal documents of real companies like Certificate of Incorporation, Memorandum of Association and Articles of Association are shown and discussed to supplement basic legal provisions with practical insights. Carrying out such activities helped building up deep interest of the students in the subject matter. Additionally, the transition into a new improved Education Management System (iCloudEMS), that replaced the earlier management system as per the suggestions of IQAC, also contributed in upgrading TLP besides other benefits (Details explained under 6.5.1) as it provided a platform to both the faculty and students to share subject related e-contents/notes, see lesson plans and subject assignments. During the lockdown period, besides the use of other platforms available in Online mode, extensive benefits could be derived from iCloudEMS as classroom / face to face transmission was not feasible. In the wake of challenges posed by the lockdown due to COVID-19 pandemic and looking at requirements of the New Education Policy 2020, the college felt the earnest need to opt for an effective Digital Learning and Online Teaching System. To completely shift to the 'Digital Classroom' system, the paid version of Microsoft Teams Platform was acquired and the entire system of classroom teaching, conduct of examination and sharing of e-content got shifted to a comprehensive and secured Digital Mode. Also, to facilitate the faculty effectively conduct Online Classes, individual Laptops were provided to them. For effective conduct of Online classes, the capacity of Leased Line internet connection was upgraded to 60 Mbps.

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

Laying down benchmarks and continually upgrading the examination and evaluation systems to ensure an adequate level of academic standards for the ultimate beneficiaries, the students...the SACCMites has been an ongoing practice. 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:

- a) **Question Papers of MSTs based on higher levels of Blooms Taxonomy:** College is deeply inclined towards building High Order Thinking Skills amongst its students. Therefore, rather than testing their knowledge acquired through rote method, the questions papers for MSTs are designed in such a manner so as to review their evaluation and problem-solving skills.
- b) **Uniform Evaluation system:** To ensure fairness and uniformity in the evaluation of answer sheets, uniform evaluation scheme is jointly prepared by the teachers sharing the same subject. An evaluation blueprint is prepared beforehand in this regard. This practice ensured objectivity in evaluation of answer sheets and helped in solving student grievances as regard to subjectivity in evaluation.
- c) **Result Analysis:** Mapping the performance of students in university examinations viz- a viz students of other top colleges affiliated to Panjab University, a comprehensive intra college and inter college result analysis is carried out every year. The exercise is undertaken with objectives of finding out the deficient areas like identifying the subjects in which the college is lagging behind or to identify the areas or subjects requiring improvement, taking corrective measures and further improving the future results of the students.
- d) **Digital Examination Conduct Platform:** During Lockdown and shifting of Teaching learning into Digital Classroom through Microsoft Teams Software, for mid semester tests conduct, a new online exam conduct system was devised after due deliberations wherein MCQ based system was opted. Also, Inter Section Subject Quiz, which is an important innovative academic evaluation pedagogy, was also conducted through MS Teams platform with great success.

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

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC



## Criterion 7 - 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 last five years.

##### Response:

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

1. Drive on Traffic and Road Safety -September 14-19,2015
2. Nukkad Natak on 'Female Foeticide' -07.06.2017
3. Entrepreneurial Journey -Sonika Ghai - 7.11.2017
4. Run for Humanity -Khalsa Aid - 25.03.2018
5. Development of Holistic Personality -Dr. R.L. Behl - 19.04.2018
6. Fire Safety for both the genders -Fire Brigade Station, Ludhiana - 04.06.2018
7. Achieving Sustainable Development Goal of Gender Equality -Intra College MUN Conference - September 10-11, 2018
8. Hormonal Imbalance and Other Issues -Dr. Neelam Sondhi - 20.09.2018
9. Gynecology and Skin related issues -Dr. Venus Bansal,Dr. Harkiran Kalsi,Dr. Jastinder Gill - 25.09.2018
10. Nukkad Natak on 'Child Trafficking'-05.02.2019
11. Nutrition and Healthy Diet -Dr. Gopika Puri - 07.03.2019
12. Run 4 Nine - Shoulder to shoulder walk to create awareness about Menstrual Hygiene - JCI India -08.03.2019
13. Fire Safety for both the genders -Fire Brigade Station, Ludhiana -01.06.2019
14. 'Myths and Facts about Food' -Nidhi -04.06.2019
15. Recognition and Protection of Rights of LGBTQ+ Community -Intra College MUN Conference -September 8-9,2019
16. Entrepreneurial Journey -Simrath Kathuria, Jyoti Sahdev - 12.09.2019
17. Self Defence -Mr. Ram,Karate Teacher - 12.09.2019
18. Gynecology and Skin related issues -Dr. Venus Bansal,Dr. Pooja,Dr. Jastinder Gill- 17.09.2019
19. 'Women Property Rights vis-à-vis Hindu Law' -Dr. Aman Amrit Cheema - 24.01.2020
20. Road Safety -ACP Rajan Sharma - 27.01.2020
21. Entrepreneurial Journey -Parul Verma - 28.01.2020
22. Road Safety -Bhavyadev NGO - 31.01.2020
23. 'Legal Dimension of Gender Equity in Reference with Transgender as Third Gender: Critical Analysis -Dr. Ashish Virk - 05.02.2020
24. 'Women Rights in India: Constitutional and Legal Framework -Dr. Shweta Dhand- 25.02.2020
25. Women's Day Celebration -06.03.2020
26. Diet and Nutrition -Dr. Nancy Sahni -07.09.2020
27. Road Safety -Himanshi -14.09.2020
28. Health Issues and Healthy Lifestyle -Dr. Vandana Mittal Singla - 06.11.2020
29. I Am Enough -Dr. Param Saini - 13.10.2020
30. Poster Making Competition on the theme 'Road Safety' - 05.02.2021
31. Webinar on the topic of 'Road Safety' -Dr. Ajay Sharma - 16.02.2021

32. A session on 'Fire Safety and Training' in NSS Camp - In collaboration with Fire safety Team of Vardhman Textiles Ltd. - 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 with a proper first aid kit for meeting any exigency has been maintained.

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

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

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

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

#### Response:

Waste management is a set of activities and actions required to manage waste from its inception to final disposal. This includes the collection, transportation, treatment and disposal of waste together with monitoring and regulation of waste management process. The College has also a well-managed waste disposal system which is elaborated as follows:

#### 1) Solid Waste Management:

In order to manage the waste disposal system in the campus, four pits were constructed. These pits were used to put dry leaves and other biodegradable waste from canteen and staff quarters. These pits were functional till 2018. In May 2018, College devised a better and more efficient mechanism to manage the solid waste generated in day-to-day activities. The College entered a contract with A2Z a certified organisation for collection and disposal of all types of waste generated in the college. Bins have been installed at different places. Waste collected in the bins is collected by A2Z on weekly basis for proper disposal.

College has a lush green campus and therefore waste generated in the form of debris and dropping from trees is unavoidable. The housekeeping staff of college works on toes to keep the campus clean. The waste collected from dusting and cleaning of academic buildings and campus lawns are also disposed with A2Z.

NSS unit conducts a cleanliness drive annually whereby the volunteers educate the students on campus about the benefits of keeping the surroundings clean.

For proper disposal of recyclable waste like glass and paper waste, set procedure for disposal is followed.

#### 2) Liquid Waste Management:

Water is an indispensable part of day-to-day activities. Therefore, liquid waste management arises the genuine concerns from environmental as well as social point of view. Safe disposal of liquid waste and proper reuse mechanism will not only preserve the environment but also helps in reducing the usage of fresh water. With this objective in focus College has installed a Sewage Treatment Plant of 50 KLD

capacity in August 2018 wherein, all sewage water is treated, and thereafter reused for irrigation of college lawns and playground.

### 3) E-Waste Management

All types of e-waste like discarded UPS, tubes and other materials are disposed under the supervision of IT in charge and estate officer of the 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 the company from where they were purchased from.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>

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

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for 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**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**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 500 words).**

**Response:**

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, point of opinions etc. SACCM thrives to build a sustainable inclusive environment for institutional and societal development.

For cultivating freedom of expression of views, SACCM since its inception has encouraged the students to participate in copious public speaking activities such as paper reading (being made a part of curriculum), debates and declamations, British Parliamentary Debate, Independent Thinking Exercise, and MUNs to enable them to vocalize their thoughts without any cynicism. To further expedite the achievement of objective Open Mic was held in the year 2019-20 whereby any student can recite or read his original piece of work in any language. To this, for acquainting the students with Punjabi culture, webinar/seminars are

regularly organized.

Being a socially responsive institution, 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. To improve social and educational position of the students from socially underprivileged communities of SC/ST category and to enable them in attaining equitable place in society, SACCM offers reservation. In addition to this, 'Samarpan' is organized every year for expressing gratitude to the sub staff for the tireless services offered by them throughout the year. In addition to this, NSS unit celebrates 'Joy of Giving Week', wherein students bequeath articles of daily use to NSS Volunteers which are distributed in the slum areas and other deprived sections of society.

For the regional inclusion, SACCM rejoices the festival of Lohri and Teej with gaiety and fervor, where members of faculty and students pay their offerings in bonfire and worship the blaze, and sing and dance to express their joy and joviality respectively. On the occasion of 550th Parkash Utsav of Sri Guru Nanak Dev Ji, the holy paths of Japji Sahib and Sukhmani Sahib were recited and holy gathering brimmed with transcendental happiness. SACCM campus remained bathed in sanctity, and the congregation felt a heavenly bliss.

Mettle is one of the most awaited events at SACCM showcasing a typical sample of ingraining management competencies amongst students. During the academic session 2019-20, the theme was 'One India – Conglomeration of Diversities', thereby offering a tint of regional and cultural diversities to the students.

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. NSS volunteers help them prepare handicraft items and sell them by setting up of stalls near the festival of Diwali in the campus.

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

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

Recognizing the relevance of the latin phrase '*Ignorantia juris non excusat*' and for developing informed citizens, students - in addition to curriculum delivery - are sensitized about constitutional obligations, penal provisions, repercussions of contravening the laws of land, and rights and responsibilities of citizenship in constitutional democracy through an assortment of activities.

For ensuring social wellbeing and a sustainable future for humans, following assortments of initiatives are

recurrently undertaken by the NSS unit:

1. A person who learns about traffic rules and road discipline grows up to be a law-abiding citizen as it teaches him sense of responsibility, empathy for others and respecting other person's rights. To this, SACCM organizes road safety week every year.
2. For maintaining natural ecological balance, and preserving the planet and its natural systems, SACCM arranges for Plantation drive, Cyclothon drive, Green India initiative, celebration of Green Diwali, campaigns for ensuring 'Clean Campus', 'Fit India' and 'Plastic Free Campus' etc.
3. 'Your blood is replaceable, your life is not'. This message is being spread through 'Blood Donation Camps' being organized by SACCM every year.
4. When grace is joined with wrinkles, it's adorable. There is an unspeakable dawn in happy old age. Such a divine value students carry with them on their visits to old age home, orphanage, Bal Bhawan etc.
5. Students put in their sincere endeavours in educating the society about issues of women empowerment and gender equity via 'Nukkad Natak'.

For complying with directions of the Honorable Supreme Court with regard to ragging, SACCM has a well-placed policy on anti-ragging - as a preventive measure - about which newly admitted students are informed at the time of orientation. Besides this, signage is put up in every nook and corner of campus urging students to refrain ragging. SACCM also has anti-ragging committee which conducts meetings recurrently on issues pertaining to ragging.

As SACCM has zero tolerance towards sexual harassment, SACCM has well-informed stringent policy on 'Prevention of sexual Harassment of Women at Workplace' and also has an 'Internal Complaint Committee' to address any issue coming its way.

For addressing patriarchal and rigid cultural gender issues, SACCM charts forthright and guileless discussions and deliberations are made for empowering students to exercise their rights and discharge their duties passably.

'Diversified yet United Nation is the beauty of our Motherland'. SACCM students take a pledge together to maintain this legacy of United India. They exhibit message of brotherhood by celebrating the 'Independence Day'.

For inculcating human values and ethics amongst the students, SACCM every year celebrates Sri Aurobindo Birth Anniversary on 15th August and organizes a 7-day camp at Van Niwas, Himalayan Centre of Sri Aurobindo Ashram, Nainital in the month of June.

For sensitizing public about appropriate Covid-19 behaviour, various webinars/ competitions were organized. These toddler steps will surely transform into giant leaps in days to come to sensitize students with regard to their constitutional rights and duties.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

1. SACCM in collaboration with NGOs organizes two-day Exhibition-Cum-Sale of Diwali handicrafts like Candles, Diya's, Floating Candles, Greeting Cards, 'Best out of Waste Material' made by the children from NGOs.
2. On the occasion of 550th Parkash Utsav of Sri Guru Nanak Dev Ji, the holy paths of Japji Sahib and Sukhmani Sahib were recited, and holy gathering brimmed with transcendental happiness. SACCM campus remained bathed in sanctity, and the congregation felt a heavenly bliss.
3. To mark birth anniversary of Sri Aurobindo Acroyd Ghose – who was a yogi, mystic, poet, and divine soul – SACCM every year on 15th August organizes an Intra College Paper Reading Contest for students of B Com and BBA First Semester. Topics for the contest always pertain to philosophy propounded by Sri Aurobindo and Independence day such as 'Sri Aurobindo's Philosophy on Integral Education', 'Education is not filling of a pail but lighting of fire', 'Contemporary values are not in consonance with Indian culture', and so on.
4. Recognizing the need to inculcate discipline, explore inner self, strengthen body and mind, surmount negative emotions, and enhance concentration, SACCM organizes 7day adventure Camp to Van Niwas, Himalayan Centre of Sri Aurobindo Ashram, Nainital where students undergo frenzied activities such as rock climbing, river crossing, rappelling, knot tying and trekking, a night trek under the guidance of experts.
5. For commemorating Jallianwala Bagh Massacre, students assemble for memorizing the sacrifices



of innocent people who were subjected to ruthless carnage on the order of Col Reginald Dyer. For sensitizing the students about the excruciating pain sensed by public, videos and clips were showcased.

6. For promoting and nurturing culture and inculcating values amongst students, SACCM commemorated the Martyrs' Day of Shaheed-e-Azam Bhagat Singh, Shaheed Raj guru and Shaheed Sukhdev Thapar. To mark this, publicly known descendant-relation from the families of martyrs like Shahid Sukhdev was invited for interaction with the students.
7. 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.
8. For celebrating the bliss of beginning of monsoon, SACCM rejoices the festival of teej.
9. 'Diversified yet United Nation is the beauty of our Motherland'. SACCM students take a pledge together to maintain this legacy of United India.
10. For expressing gratitude to the taught, 'Teachers' Day' is celebrated every year.
11. For conservation of 'The Mother Planet', NSS volunteers celebrated 2018 and 'World Clean Up Day' on 15.09.2018. 'Earth Day' and 'Environment Day' by sharing a video on April 22, 2020 & June 5, 2020 respectively.
12. For commemorating 70th Death Anniversary of Sri Aurobindo, SACCM organized poster making and slogan writing competition on the theme 'Sri Aurobindo's Philosophy on Integral Education' on 05.12.2020.

In addition to this, for connecting inner-self with the almighty, Sri Harmandir Sahib Amritsar, Nadda Sahib Gurudwara Panchkula, Naina Devi, Mansa Devi, Sri Anandpur Sahib and so on.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</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.**

**Response:**

**Best Practice I**

**Title of the Practice - Public Speaking Skills Development Program**

**Objectives of the Practice**

1. To overawe stage fright and gain confidence for facing an audience.
2. To make a ladder 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 time table 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**

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. SACCM

students have exhibited their talent in various inter college competitions organized by institutions of repute, where they have proved their mettle by grabbing positions during last five years. (For details, please refer to the annexed document)

### **Problems Encountered and Resources Required**

Though till date no such problem has been countered in planning and execution of various public speaking activities, yet recognizing the relevance of public speaking skills in contemporary world, SACCM aims to scale up and strengthen above-mentioned activities

### **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 E-initiatives:**

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 E-initiatives:**

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

- Systematised 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 E-initiatives:

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 ERP system iCloudEMS/QualCampus, 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/QualCampus student logins, submit the assignments online, and keep a track of their attendance.

### Administrative E-initiatives:

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

## Evidence of Success

### Academic E-initiatives:

- 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 E-initiatives

- 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	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

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. The institution can certainly hold its head high on the fact that it came into being under the flagship of none other than the ace industrialist Padma Bhushan Sh. S.P. Oswal, Chairman, Vardhman Group of Industries. Five landmark points of SACCM are dedicated commitment, tireless diligence, 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.

Apart from having a well-organized and active academia-industry interface, the college has well established ERP System iCloudEMS/QualCampus, where the faculty can upload any content plan related to the topics to be discussed, and students have an easy accessibility through mobile app as well as desktop version. Using the same portal, students can also be tasked with assignments.

For the continuous improvement in the system and to increase its efficiency, SACCM focuses on rigorous feedback system. SACCM has developed a structured feedback system wherein students give online feedback of their teachers. Further, result of this feedback is shared with the teachers so that they can further improve upon their weaknesses.

Apart from this, SACCM has unique practice of conducting PTM (Parent-Teacher Meet) for under performers and PPM (Parent Principal Meet) for outstanding performers, whereby the parents of desired students are supposed to meet the principal. At the time of meeting, parents provide feedback regarding college and its practices.

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

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

To keep pace with the modern technology, SACCM implemented digitization, and made its campus fully Wi-Fi. SACCM has achieved another benchmark by transforming live classrooms into virtual ones with utmost ease and precision, overcoming the crisis caused due to the ongoing pandemic. Hence not lagging in 'Silicon' Technology, SACCM has trodden well in advance on path of Digital India.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

In order to abridge the education gap created during the lockdown period, SACCM initiated with a series of steps including purchasing laptops with latest configuration, digitizers, mics with noise cancellation feature, webcams and headphones separately for each member of the faculty, increasing internet bandwidth from 20 mbps to 60 mbps, and subscribing for licensed version of Microsoft Teams, a renowned Learning Management System for smooth and efficient conduct of virtual classes.

In addition, the process of installing smart boards in the teaching theatres has begun so that the learners could make the best use of the most updated technology in the arena of teaching.

Also, to facilitate collaborative teaching learning, SACCM has entered good number of MoUs with institutes of repute.

The Whole Campus is under CCTV Surveillance. For environmental conservation, alternate Source of energy-LED lights have been fitted across the campus while the work of installing solar panels is in progress. For ensuring mensural hygiene sanitary napkin vending machines have been installed in the girls' washrooms.

Furthermore, for examining the psychological constructs of personality, academic self- concept and perfectionism using latent profile analysis, the college offers the services of psychologist/Counsellor to the students, thereby contributing to the society.

### **Concluding Remarks :**

The journey of a thousand miles always begins with a single step, and that single step was taken in the year 2004 by none other than the magnanimous and multi-dimensional, Padma Bhushan Sh. S.P. Oswal. SACCM was a dream that Sh. Oswal envisioned and then shaped it into form. Adeptly adapting itself to the fast-changing scenario, the college moved from fold to fold and in a measured span, it started leaving footprints on the educational map of the state.

In no time, SACCM became the cynosure for the seekers of education of commerce and management. This temple of learning started spreading its fragrance of knowledge all around. It bore the torch not only in the murals but also in the extra murals and thus its walls became the haunt for the young aspirants who had an itch to be a part of SACCM.

From a single block, SACCM rose to be a bunch of blocks. We pride ourselves on the fact that it has diligent, dynamic, and devoted faculty who are singularly known for their love for learning and imparting the same to the learners. Its fully Wi-Fi campus, the digitized library and multimedia smart classrooms enthrall the students. The journey is on. With its state-of-the-art facilities, it is bound to capture a big slot on the educational map of North India.

Making a humble start with only B Com course now we have BBA also and are shortly starting M.Com. In its very first cycle of NAAC inspection, we bagged A grade which is a testimony to the excellence that we have all along striven for. Certainly, in the times to come, we shall keep spreading knowledge so that we may give the

nation the kens equipped with curiosity and talent.

NAAC



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b><i>1) Students</i></b></p> <p><b><i>2)Teachers</i></b></p> <p><b><i>3)Employers</i></b></p> <p><b><i>4)Alumni</i></b></p> <p>Answer before DVV Verification : B. Any 3 of the above            Answer After DVV Verification: C. Any 2 of the above            Remark : DVV has select C. Any 2 of the above as per shared report bY HEI.</p>																				
4.3.3	<p><b>Bandwidth of internet connection in the Institution</b></p> <p>Answer before DVV Verification : A. 750 MBPS            Answer After DVV Verification: B. 30 MBPS – 50 MBPS            Remark : DVV has select B. 30 MBPS – 50 MBPS as per shared report by HEI.</p>																				
5.3.1	<p><b>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.</b></p> <p><b>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) year-wise during the last five years.</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>44</td> <td>43</td> <td>35</td> <td>37</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>40</td> <td>32</td> <td>25</td> <td>25</td> </tr> </tbody> </table> <p>Remark : DVV has not consider shared appreciation / participation certificates.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	04	44	43	35	37	2020-21	2019-20	2018-19	2017-18	2016-17	02	40	32	25	25
2020-21	2019-20	2018-19	2017-18	2016-17																	
04	44	43	35	37																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
02	40	32	25	25																	

### 2.Extended Profile Deviations

ID	Extended Questions
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1.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	34	31	33	34

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
24	34	31	33	34

NAAAC