



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

1. Name of the Institution	SWAMI PREMANAND MAHAVIDYALAYA
Name of the head of the Institution	Prof. Arun Kumar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01883244070
Mobile no.	8968993372
Registered Email	principalspn.mex@gmail.com
Alternate Email	spniqac@gmail.com
Address	Railway Road, Mukerian, Dist. Hoshiarpur
City/Town	Mukerian
State/UT	Punjab
Pincode	144211

<b>2. Institutional Status</b>																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Rural																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			Dr. Sameer																						
Phone no/Alternate Phone no.			01883244070																						
Mobile no.			7888654739																						
Registered Email			principalspn.mex@gmail.com																						
Alternate Email			spniqac@gmail.com																						
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)			<a href="https://spncollegemukerian.com/aqar-201718/">https://spncollegemukerian.com/aqar-201718/</a>																						
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="https://spncollegemukerian.com/academic-calendar-17-18/">https://spncollegemukerian.com/academic-calendar-17-18/</a>																						
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>7.5</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.45</td> <td>2015</td> <td>15-Nov-2015</td> <td>14-Nov-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	7.5	2004	16-Sep-2004	15-Sep-2009	2	B	2.45	2015	15-Nov-2015	14-Nov-2020
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<b>6. Date of Establishment of IQAC</b>			16-Sep-2015																						
<b>7. Internal Quality Assurance System</b>																									
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IQAC		
International Conference: Vishvikaran de prasang vich Sahit, Bhasha ate Sabhyachar nu darpesh smasseyavan	15-Mar-2019 01	100
National Seminar: Issues and Challenges in e-commerce	09-Feb-2019 01	70
National Seminar: Jallianwala Bagh Massacre Was an Error of judgement or a Premeditated Plan	11-Apr-2019 01	160
National Semianar : Samkaleen Hindi Sahitya Mein Bhartiye Naitik Mulyon Ka Atikraman.	03-Apr-2019 01	42
Extension Lecture on Importance of Physical Education in Human Life	04-Sep-2018 01	150
Extension Lecture on Stress and Depression	19-Nov-2018 01	94
Extension Lecture on Career Counselling	14-Sep-2018 01	77
Extension Lecture on Impulsive Differential Equations & its Applications	03-Nov-2018 01	125
Extension Lecture on Participation of Women in Indian Freedom Struggle	26-Sep-2018 01	115
Extension Lecture on Importance of Sanskrit in Modern Era	28-Aug-2018 01	50
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Commerce	CDC Sponsored Seminar	DCDC, P.U. Chandigarh	2019 01	40000
History	Research Development	ICHR	2019 01	75000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<p>• During the current year, IQAC has functioned as a nodal agency, coordinating and facilitating all academic, co curricular and extracurricular activities, encouraging departments, various cells and committees, library, office and support staff to set performance benchmarks and make all out and timely attempt to attain those benchmarks. • The IQAC of the college has guided the Teaching Learning Process by helping departments in chalking out departmental plan of action at the beginning of Academic Year and extending all co operation to them in imparting those plans. Departments were encouraged to set academic benchmarks and were provided with suggestions about how to attain them. Besides, IQAC encouraged students to participate in cocurricular and extracurricular activities to fulfil the objectives of imparting holistic education. • Promotion of research by faculty and students facilitated by the research committee under the aegis of the IQAC. The college IQAC encouraged faculty members to get involved in research pursuits. Faculty members have been encouraged to avail various faculty development programmes of the state as well as the UGC. The IQAC also encouraged the faculty members to obtain approval of Minor and Major Research Projects. Organization of seminars and special Lectures by the departments has been encouraged and supported by the IQAC. The faculty members were encouraged to write research papers and undertake such other ventures which will be of value, particularly for those who want to avail of career Advancement Scheme. The IQAC organized workshops/seminars and conferences for faculty members and non teaching staff. • The IQAC contributed to the enhancement of students' welfare and related support services. Regular monitoring of the classes, continuous internal evaluation and timely publication of results have been ensured by IQAC. Students' welfare schemes like financial support for the needy students, canteen and recreational facilities that have all been overseen by IQAC. Advice on future career and job option for the students through the CAC was also offered. Conducting faculty evaluation and campus evaluation by outgoing students enabled the IQAC to receive valuable feedback from students regarding their demands and satisfaction level which, in turn, was useful for undertaking corrective measures. The IQAC promoted Environmental consciousness through the adoption of the green calendar observance of no fuel day or no vehicle day. With support and encouragement from the IQAC, the activities of the Eco Club have widened.</p>	

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

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• IQAC will organize workshop on 3rd Cycle NAAC Visit.</li> <li>• To conduct regular ICT based classes, departments will make optimum use of their ICT resources. Construction of more Smart Class rooms will be completed</li> <li>• Initiative will be taken to conduct Environmental Audit.</li> <li>• Two browsing centres will be set up in the college - (i) In the library - 4 desktop computers with internet facilities. (ii) In the Teachers' Lounge 2 computers with internet facilities.</li> <li>• The new format of mentoring will be introduced and mentoring will be compulsory for all UG PG students.</li> <li>• The college Library Hall will be renovated.</li> <li>• Installation of solar panels as alternative source of energy.</li> <li>• Renovation of toilet blocks and college canteen.</li> <li>• In addition to Students' feedback, Teachers' feedback, Parents' feedback, Alumni feedback will be collected and analysed for appropriate action.</li> <li>• The Principal and IQAC members will take initiative to meet the members of the Alumni association and will request them to be more involved in the • development of the college</li> <li>• The college website will be redesigned and updated regularly.</li> <li>• Regular ParentTeacher meetings will be conducted.</li> <li>• To promote research culture among faculty members and students, Research Cell will organize workshops and the proposal will be submitted to the Governing Body for granting around Rs.2 Lac from the college fund.</li> <li>• Health checkup camps will be organized.</li> <li>• Careeroriented/Addon courses will be started from this academic session.</li> <li>• Placement Cell will conduct training camps/workshops of students for various jobs. The Centre will also organize Coaching Classes.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC has organized regular meetings with the stakeholders for their orientation about 3rd Cycle NAAC Visit and two workshops with external experts on 3rd Cycle NAAC Visit have been conducted by IQAC.</li> <li>• ICT based classes have been made compulsory for each department. All academic departments are equipped with technologies such as projectors, laptops etc. for this purpose.</li> <li>• Proposal for Environmental Audit has been submitted.</li> <li>• Two browsing centres have been set up in the college - i) In the library - 4 desktop computers with internet facilities. ii) In the Teachers' Lounge 2 computers with internet facilities.</li> <li>• New format of Mentoring has been introduced.</li> <li>• For renovation of college Library Hall, Rs.40000/ has been initially granted from the college fund.</li> <li>• Proposal has been submitted.</li> <li>• Renovation work of toilet blocks for students teaching staff has been completed.</li> <li>• Students feedback, Teachers' feedback, Parents' feedback, Alumni feedback have been collected and analysed for appropriate action.</li> <li>• There was a meeting of the IQAC with the members of the Alumni Association on 09.02.2019 and they have assured to be more involved in the development of the college.</li> <li>• The college website has been redesigned with more space during the year.</li> <li>• ParentTeacher Association has been formed earlier and ParentTeacher meetings have been conducted. We have also obtained feedback from parents.</li> <li>• The Research Cell of the college very actively took initiative to promote research culture among the faculty members as well as students .The cell has organized four seminars for this purpose. Following the proposal of IQAC and Research Cell, institutional grant of Rs.2 Lac has been sanctioned to faculty members for research projects which involve students of various departments as well. Apart from that, six departments</li> </ul>

undertook Field Works/Surveys involving faculty as well as students. • Students' Welfare Committee and NSS organized Thalassemia Test Camp on 20.03.2019 in the college campus. During NSS Annual Programme health checkup camp was organized for the villagers. • Four Careeroriented/Add-on courses such as Knitting Cutting, Modern Handicrafts and Computer Training have been started from 2018-19 academic session. • 4 such career awareness /counselling and 1 training programme for various jobs have been organized by the Placement Cell.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

College Management Committee

23-Jul-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

SPN College has developed the mechanism for well planned curriculum delivery and documentation. The institution follows the curriculum designed and developed by Panjab University, Chandigarh. Planning: ? A functional IQAC for quality assurance was established. ? At the beginning of every academic semester, a meeting of IQAC is organized. In this meeting all the aspects of smooth & effective running of academic & Co-curricular activities are discussed and findings are communicated to the heads of the departments. ? All the departments chalk out the academic calendar that includes lecture hours, total working days, total teaching days, total holidays & vacations and other co-curricular activities that are to be conducted during that semester and session. ? The heads of each department distribute the syllabus among the faculty members of their department. The faculty members prepare their Teaching Plan for the semester so that they can complete the syllabus within time. ?

Teacher's diaries are maintained for the execution of course plan. ? Time tables are also prepared by the departments. Implementation & Execution; ? Before the beginning of the session, the orientation session is organized by the principal for new aspirants of the college. Then the regular classes are organized. The regular classes are followed by tutorial classes by every department. ? Continuous evaluation through Formative & Summative evaluation is followed. The weak students are identified on the basis of their understanding and abilities of comprehension and performance in oral/written tests, assignments and seminars. After each test, answer sheet is shown to every student to address grievances, if any, regarding evaluation / result. The assessment and evaluation outcomes in unit tests and internal assessment are communicated in personal and then remedial sessions are organized to remove the weaknesses and failures in concerned subjects. The teaching methodology and other classroom activities are modified accordingly to cater the identified problems and needs of students. Additional help to these students is rendered through easier assignments, and problem solving sessions, revisions and interactive discussions & through personal mentoring by the teachers concerned. Scholarships and financial assistance are offered for quality sustenance by recognizing and rewarding students for achieving their academic excellence. ? Clubs are formed to build confidence. Managerial skills and team spirit is created to generate leadership qualities. ? Alumni Association- to involve the old students in the development activities of the institution. ? Women cell- privilege for gender sensitization and empowerment. ? Weekly assembly- for direct sharing of information. ? Placement cell -to establish link with corporate sector and provide jobs for the deserving students through campus recruitment. ? NSS- to cater to the needs of the community at large. ? NCC-to serve the nation. ? Eco-club-to evince interest in nature. ? Sports- for the sports persons. Outcomes; The results of all the curricular and co curricular activities are analysed by the concerned departments and finally discussed in the meeting of the IQAC, and finally the improvements/ suggestions/ feedback are given to the heads of the department for further implementation during new semester.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Fundamentals of Computers	Nil	08/08/2018	30	Focus of the course is on development of basic skills in computer handling and enabling students with functional computer literacy.	Functional computer literacy and handling of basic software.
Web Application Development using HTML	Nil	08/08/2018	30	Focus of the course is on development of basic skills in developing static	Development of Basic skills in developing static website.

Knitting Cutting (Preliminary Advanced)	Nil	08/08/2018	60	website. Focus of the course is on development of basic skills in Knitting and cutting for allowing self employment of students	Development of basic skills in Knitting and cutting.
EBanking Retailing	Nil	09/08/2018	120	To enable the students to be employable in banking and retailing sector.	To develop banking and retailing skills

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	40	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Training Certificate Course in Collaboration with PATANJALI YOGA CENTRE	18/08/2018	23
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Role and functioning of Panchayats in the surrounding areas of	20



	Mukerian	
MCom	Summer Training Reports	30
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The IQAC of the college has constituted Curriculum Review Reform Committee. CRRC receives feedback on teachers and curriculum in written formats from the students and their parents and from Alumni, is discussed in the meetings of Curriculum Review and Reform Committee and findings/suggestions are communicated to the University through letters through our faculty members who are the members of board of studies. Although the university conducts meetings to discuss the matter relating to the curriculum development and designing that are attended by the faculty members. Through these meetings the faculty is able to convey the suggestions. Student's feedback on curriculum is obtained from each student after the completion of the course, in a format every year by the college.</p> <ul style="list-style-type: none"> <li>• Alumni: we take the feedback from alumni.</li> <li>• Parents: feedback is also obtained on the curriculum from the parents from time to time.</li> <li>• Other stakeholders: Carrier and counselling cell organizes seminars and counselling programs with different joboriented companies who provide feedback to them.</li> <li>• Peer Groups, Resource persons and the intellectual persons who visited college to provide their valuable knowledge from time to time are frequently asked about the curriculum and scope of its enrichment. Their valuable guidance is written and conveyed in the meetings held by Panjab University, Chandigarh. The institution has introduced evaluation of teachers by students and external peers. The feedback from the students is obtained in written format. The format is prepared in coordination with the model question paper issued by NAAC. IQAC analyses this feedback along with the heads of the department and gives the evaluative report teacher wise to the Principal/ Management. The outcomes of the evaluation are intimated to the individual teachers to acquaint them of their strength and weaknesses. The evaluation from the external peers is done in the form of visiting professors and experts coming in the college at the time of seminars/conferences/workshops etc.</li> </ul> <ol style="list-style-type: none"> <li>1. Prior intimation regarding the evaluation process is given to students and faculty.</li> <li>2. We educate the students about the evaluation parameters, so that they evaluate teachers properly.</li> <li>3. Faculty members are informed about the feedback process and the parameters used, and its importance.</li> <li>4. All the faculty members are informed to take feedback positively, as it is meant for their improvement</li> </ol>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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MA	Punjabi	60	19	19
MA	English	60	31	31
MA	Hindi	60	22	22
MA	History	60	24	24
MA	Political Science	60	14	14
MSc	Chemistry	44	36	36
MSc	Physics	44	43	43
MSc	Mathematics	44	26	26
MCom		44	31	31
BCom		60	75	75
BCA		44	43	43
BA		350	167	167
BSc		200	108	108
PGDCA		30	7	7

[View File](#)

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	941	472	27	1	47

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	45	8	8	1	8

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students mentoring system is introduced recently in SPN college. The institution has also taken to initiative mentormentee relationship from its feeding classes i.e. UG and PG. The departmental teachers equally share the responsibility as the mentors of the students. The mentormentee relationship develops its own pattern but as a general rule a mentor is asked to spend two or three hours in a month with their assignments. The ongoing relationship is nurtured through phone calls and email contacts. The mentors are also taking initiative to contact the parents to inform them about the academic performance of the students and ask them to attend the guardians meeting. Thus the mentormentee relation is offering a homely guidance and encouragement. It helps to develop a mutual bond. The process of the mentoring system is summarized: The mentor: ? Meets the group/individual assigned students once in a month. ? Continuously monitors, counsels, guides and motivates the students. ? Advice students regarding choice of electives, projects etc. ? Contact parents/ guardians if situation demands e.g. academic irregularities, negative behavioural changes etc. ? Preserves the records of attendance and marks of each mentee and discusses with the students about their result for future improvement. ? Advises students regarding career development and future study. ? Keeps records of the students' admission

for future course and /or posting in mentoring registrar. ? Keeps contact with the students even after their completion of the course in the college. ? Intimates HOD and Principal and suggests if any administrative action is called for. ? Maintains detailed progressive records and keep reports of all discussion with students. There is for every 20 students, a teacher is nominated as a mentor. He/she counsels these students on onetoone basis to understand their problems (including psychological or emotional) in learning. The mentors will give a report to the grievance cell if any additional counselling is necessary. Professional counselling is offered to students when they are in the midst of melancholy by professional counsellors who are invited by the institution to mentor and to provide academic advice. Remedial classes are organized to clarify doubts, reexplain critical topics to help and to improve performance of such slow learners. Poor performance due to frequent absenteeism is dealt with by consulting parents of the student concerned. Appropriate counselling with additional teaching, eventually helps to make him/her to attend regularly. Soft skill and personality development classes are conducted at frequent intervals to improve their attitude. The institution identifies special education learning needs of advanced learners through direct interaction with advanced learners. The college also responds to their special education needs by adopting following measures: ? Assigning them seminar topics and taking their assistance for coaching slow learners. ? Devising challenging assignments commensurate with their skills. ? Assigning them mini projects which involves field surveys and industrial visits to inculcate research orientation. ? Special training is imparted to motivate students to present papers in seminars / conferences ? Insisting them to participate in classroom seminars, group discussions, technical quizzes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
640	75	1 : 20

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
49	41	8	41	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	Punjabi	2nd sem	10/04/2019	06/08/2019
MA	Punjabi	4th sem	10/04/2019	08/08/2019
MA	History	2nd sem	10/04/2019	09/08/2019
MA	History	4th sem	10/04/2019	14/08/2019
MA	English	2nd sem	10/04/2019	14/08/2019
MA	English	4th sem	10/04/2019	04/08/2019
MA	Hindi	2nd sem	10/04/2019	01/08/2019

MA	Hindi	4th sem	10/04/2019	02/08/2019
MA	Political Science	2nd sem	10/04/2019	09/08/2019
MA	Political Science	4th sem	10/04/2019	08/08/2019
MSc	Mathematics	2nd sem	10/04/2019	05/08/2019
MSc	Mathematics	4th sem	10/04/2019	06/08/2019
MSc	Physics	2nd sem	10/04/2019	26/08/2019
MSc	Physics	4th sem	10/04/2019	13/08/2019
MSc	Chemistry	2nd sem	10/04/2019	06/08/2019
MSc	Chemistry	4th sem	10/04/2019	02/08/2019
BA	Humanities	2nd sem	01/04/2019	30/07/2019
BA	Humanities	4th sem	01/04/2019	20/07/2019
BA	Humanities	6th sem	01/04/2019	30/06/2019
BSc	Science	2nd sem	01/04/2019	29/07/2019
BSc	Science	4th sem	01/04/2019	18/07/2019
BSc	Science	6th sem	01/04/2019	28/06/2019
BCA	Computer Applications	2nd sem	01/04/2019	10/07/2019
BCA	Computer Applications	4th sem	01/04/2019	06/07/2019
BCA	Computer Applications	6th sem	01/04/2019	03/06/2019
BCom	Commerce	2nd sem	01/04/2019	12/07/2019
BCom	Commerce	4th sem	01/04/2019	17/07/2019
BCom	Commerce	6th sem	01/04/2019	17/06/2019
MCom	Commerce	2nd sem	10/04/2019	06/09/2019
MCom	Commerce	4th sem	10/04/2019	01/08/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous assessment is a form of examination that evaluates a student's advancement throughout the semester. Proponents of continuous assessment exhibit that this approach allows tracking of progress of students and has a chance of offering more attention and guidance as well as supports to improve.

In our college an effort has been taken to evaluate the students' academic development continuously with their learning. The teachers after completing a chapter (or portion of the syllabus) take unit tests or make questionnaires with the students regarding the studied chapter(s). The tests are arranged by the teachers within the class routines. This particularly helps to assess the students' weakness that will be given more emphasis later by the teachers and mentors and will help the students to overcome their weakness. In each semester college arranges a schedule of assignments to be given to all students in all courses. The topics or questions offered in these assignments are made in a way that these become suggestions for final end semester examinations. Moreover within the curriculum of Panjab University (to which SPN College belongs) under semester system the college has to arrange internal assessment which covers

10/20 marks in each paper. The marks here are given on the basis of internal examination, percentage of attendance in the classes. The questions here again become suggestive to the final examination and the marks obtained in this assessment are forwarded to the University portal to be added in the final result. Weak students, whose performance is not satisfactory in Internal Assignments, are given additional chances to resubmit their Internal Assignments. Thus the college has taken a continuous arrangement to engage the students towards their curriculum to provide them with a constant stream of opportunity to prove their mastery and sends a message that everyone can succeed if given enough time and practice. This reduces the anxiety around testing and heightens the emphasis on learning. In this system the college also can help the advanced students in their progress through emphasis at their own pace by pursuing more challenging work.

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

The College functions in accordance with the University following all regulations and guidelines provided. For this purpose an academic calendar mentioning holidays, teaching days, admission timeline, seminar/workshop slots, etc. in a semester is prepared at the beginning of the session and it is followed strictly except for unavoidable circumstances. The framework of this calendar has provisions for tentative schedules for internal and end semester examinations and study leaves provided to students for the same. According to the schedule of the university we give notice of students' enrolment, class notice, internal assessment and internal assignments, registration, students' form fill up etc. SPN College is affiliated to Panjab University and follows the concerned academic calendar and holiday list regarding the notice of students enrolment, class notice, student enrolment forms and the end semester examinations. The only difference occurs in local holiday list and within the internal activities of the college. Academic Calendar includes the tentative schedule of following important matters: • Admission • Commencement of classes • Month wise regular classes • Unit Tests • Seminars/Workshops • Students' Council Election • Academic Excursion/Survey/Field Works • Annual Sports • Cultural Activity • Internal Assignments • Internal Assessment • Study Leave • End Semester Examinations • Holidays and Vacations. This Academic Calendar is Provisional as the college has to follow University and Government guidelines regarding End Semester examinations, Admission, Study Leave, submission of Internal Assessment, etc.. For other matters which can be handled solely by the college authorities, the Academic Calendar is followed. So the Academic Calendar is prepared very carefully.

### 2.6 – Student Performance and Learning Outcomes

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

<https://spncollegemukerian.com/programmes-outcomes/>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc		114	108	94.73
UG	BA		115	80	69.56
UG	BCA		12	12	100

UG	BCom		33	32	96.96
PG	MCom		18	18	100
PG	MA	Punjabi	10	9	90
PG	MA	History	17	16	94.11
PG	MA	English	17	11	64.7
PG	MA	Hindi	22	19	86.36
PG	MA	Political science	19	19	100
PG	MSc	Mathematics	39	19	48.71
PG	MSc	Physics	37	37	100
PG	MSc	Chemistry	32	30	93.75
PG	PGDCA		5	5	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://spncollegemukerian.com/analysis-of-student-satisfaction-survey/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Issues and challenges in E Commerce	Commerce	09/02/2019
InterNational Seminar on Vishvikaran de prasang vich Sahit, Bhasha ate Sabhyachar nu darpesh smasseyavan	Punjabi	15/03/2019
National Seminar on Jallianwala Bagh Massacre Was an Error of judgment or a Premeditated Plan	History	03/04/2019
National Seminar on SAMKALIN HINDI SAHITYA MEIN BHARTIYA NAITIK MULYAON KA ATIKRAMAN	Hindi	11/04/2019

Workshop on Job Prospects in Cosmetology	Home Science	15/11/2018
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### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Physics	1	0.38
International	Hindi	5	2.0
International	Biology	1	1.65
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year	
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Department	Number of Publication
Sanskrit	1
Social Science	1
Punjabi	2
Commerce	1
Mathematics	1
<a href="#">View File</a>	

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

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



No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	10	1	0
Presented papers	12	50	0	0
Resource persons	0	2	0	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
7 Days special camp	NSS	2	110
Blood donation Camp	NSS, NCC and Civil Hospital Mukerian/HDFC Bank	10	80
Medical Checkup Camp	NSS/ S.P.N. Charitable Hospital	2	110
Seminar on the property Right for women	NSS, Red cross society and Women Development cell	8	120
Anti drugs Campaign	NSS, Red Ribbon Club/ Civil Hospital And community	8	120
Swachta Abhiyan	12 Pb Battalion Hoshiarpur	3	105
National Vigilance Week	12 Pb Battalion Hoshiarpur	3	105
Parali Pollution	NCC, Red Ribbon Club and Physical education Department	5	90
Yoga Day	12 Pb Battalion Hoshiarpur Khalsa school Mukerian	2	25



To overcome the problem of Stress	IVY Hospital, Hoshiarpur	7	87
Nutrition week celebration in Anganwadi	HomeScience	6	35
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	12 Pb Battalion Hoshiarpur (NCC)	Swachta Abhiyan	3	105
Aids Awareness Programme	Red Ribbon Club and NSS	Aids Awareness Rally	3	100
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Personality and soft skills development	52	College self finance	07
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic / Professional	Summer Training	Punjab National Bank Mukerian Indian Sucrose Ltd. Mukerian Capital Local Area	01/06/2019	15/07/2019	30

		Bank Ltd. Mukerian Cooperative Bank Hazipur, Datarpur, District Cooperative Bank Hoshiarpur.			
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Patanjali Yoga Centre	20/08/2018	Yoga Activities	23
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5000000	5023619

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	18.11	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32470	4274199	186	44921	32656	4319120
e-Books	80000	5900	3300000	19470	3380000	25370

Journals	14	27180	12	34200	26	61380
e-Journals	6000	5900	5000	19470	11000	25370
Others (specify)	15	12750	9	3960	24	16710

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	94	3	8	1	1	7	15	19	12
Added	0	0	1	0	0	0	0	0	0
Total	94	3	9	1	1	7	15	19	12

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

15 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3800000	3817397	1200000	1206222

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

Swami Premanand Mahavidyalaya tries its best to allocate and utilize the available financial grants for maintenance and upkeep of different facilities by organizing regular meetings of different subcommittees constituted for this purpose. Laboratory: • Instruments purchased at different times are recorded in a Stock Register which is maintained by the Heads of the department. • To cope with the any kind of change in syllabus, new instruments are purchased from time to time. • Repairing of the instruments is done by self or technician if

and when required. • Instruction manual for performing the practical experiments are provided to the students. • Microscopes are cleaned annually. • The college also has a 'Central Instrumentation Facility' with a number of modern and scientific instruments. One of the faculty members is in charge of the same. Library: • Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis. • Suggestion box is kept inside the reading room for taking feedback. • To ensure easy return, nodues certificate is issued to the students before filling the form for Final exam. • Library committee meetings are held at regular intervals to implement new rules and regulations. • Journal/Magazine, DailyNewspapers, Employment oriented Newspapers are subscribed on a regular basis. • Students are given awareness about digital database like NLIST and NDL. • Library books are well stacked in accordance with Dewey Decimal Classification System. • Binding of old books are done from time to time. • Before a long vacation, pest control chemicals are applied in the library along with other Departments and laboratories. Sports: • Head of the Department of Physical Education is in charge of Sports and Game. • He coaches the students before any type of tournament or competition. • Sports equipments are purchased when required. • Players are provided with different essential playing kits from the sports fund of the college and they are given nutritious food during practice hours. • The college has a big play ground. Computers: • Utilizing the college fund two computer labs has been established. Where computers are interconnected. via LAN and have internet connections. Second lab is in commerce Department. Another computer lab which is central computer lab is for computer sc. and other Departments. Beside this Departmental computers are well upgraded and protected by antivirus. Classrooms: Building subcommittee of the college plays active role to maintain the infrastructure. After getting requisition from different Departments, Principal forwards the plan of action to the building committee for execution. Major works are done by Public Works Department, W.B. Minor repair and renovation work is done with the help of college fund. (i) There is a full time sweeper and casual sweeper for cleaning of campus. (ii) A full time electrician is engaged for maintaining and servicing different electrical connection and operating generators when there is power cut off. (iii) A full time casual Gardener is appointed for weeding, planting, pruning and watering as well as the general maintenance of the garden and greenery.

<https://spncollegemukerian.com/infrastructure/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee concession Scheme	315	1600251
Financial Support from Other Sources			
a) National	• Post Matric Scholarship • Red Cross Scholarship • KC Mahindra Education Trust Scholarship	380	6344078
b)International	• Shri Joshi Scholarship (USA)	38	391885

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Certificate course on Yoga and Meditation	18/08/2018	23	Patanjali Yoga Centre, Gurdaspur
Remedial Coaching	15/09/2018	193	Remedial Coaching Cell, SPN College
Mentoring	16/07/2018	640	Academic Department of SPN College
Computer Training	12/04/2019	27	Placement Cell, SPN College

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling Placement Cell	156	156	3	12

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	<ul style="list-style-type: none"> <li>Rayat Bahra College Hoshiarpur</li> <li>S.S.M. College Dinanagar</li> </ul>	38	12

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	72	Swami Premanand Ma havidyalaya, Mukerian	Punjabi, History, Hindi, Pol. Science, Mathematics, Chemistry, Computer App lications, Home science, Commerce, Bio, English	Swami Premanand Ma havidyalaya, Mukerian / Panjab University Chandigarh, LPU.	PG Programmes
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	3
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Cricket	College Level	30
Volleyball	College Level	16
Recitation	College Level	10
Elocution	College Level	10
Song	College Level	14
Poster Making	College Level	9
Rangoli	College Level	4
Debate	College Level	5
Quiz	College Level	15
Essay	College Level	25
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold medal in Shooting	Internatio nal	1	0	1852769	Gurpreet Singh
2019	Gold Medal In 200	National	1	0	1811088	Manpreet

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

The SPN college has an elected/nominated Students' Council to officially represent all the students in the college. Major objectives of the students' Council are: • To identify and help solve problems encountered by students in the college. • To communicate the opinion of the students to the college authority on any subject that concerns students and on which the Council wishes to be consulted. • To promote and encourage the involvement of students in organizing various college activities. The college also provides a platform for the active participation of the students in the various academic administrative bodies/committees. This enables the students in gaining leadership qualities, execution of skills and understanding rules and regulations. We list below various subcommittees having student representation. • Discipline Committee • Library Committee • Cocurricular Committee • Sports Committee • Students Grievances Redress Committee • Anti Ragging Committee • Internal Quality Assurance Cell They give important student centric inputs when the college academic council meet to take important administrative decisions. The following were the activities of the Students' Council during the Session 201819: • The Council had an active participation during a seminar conducted on Anti Ragging. It sensitized and guided the students about the negative effects of Ragging. • The Council also played a vital role in guiding the students during the admissions for the session 201920. • The NCC Cadets, who were also the members of the Council, helped in conducting the NCC activities throughout the academic session. • The students helped in maintaining the discipline during the celebration of the Teej Festival and also motivated the students to participate in such cultural activities. • The Students' Council was very active celebrating important events like Teacher's Day, Gandhi Jayanti, National Science Day and International Women's Day with full Zeal and enthusiasm. • The members of Students' Council also helped in organising the seminars conducted by Departments of History, Hindi, Punjabi and Commerce. • Students' Council particularly the cultural secretary motivated the students to participate in the Zonal Youth and Heritage Festival. The council also helped in finding the students for participation in various events. • The Students' Council rendered its valuable services in organizing the NSS Camp in the College. • The Council also participated in organising the Sports Day in the College. • The members of the Council helped in raising awareness among the students about the cleanliness and encouraged those to participate in the 'Swachh Bharat Abhiyan' organised in the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

165

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Greetings to Alumni on New Year 2. Participation of Alumni in various



seminar and conferences held by the college 3. Visit of Alumni at different intervals in college 4. Meeting of Alumni to chalk out future action plan 5. Telephonic conversation with selected Alumni to take suggestion from them.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The college has a mechanism for delegating authority and providing operational autonomy to various functionaries to work towards a decentralized governance system. 1. The Governing Body delegates all the academic and operational decisions based on government and UGC policy to the Advisory committee headed by the Principal and to other academic and administrative subcommittees in order to fulfil the vision and mission of the institute. Academic Council and various subcommittees formulate common working procedures and entrusts the implementation with the faculty members and the Nonteaching staff. In all important matters pertaining of day to day functioning as well as longrun development of the institute, the Teachers' Council, Nonteaching Staff Council and the Students' Council are always taken into confidence. To make it effective and fruitful, full autonomy is given to the departments. Each and every department enjoys autonomy with respect to drafting of class routine and undertaking cocurricular activities keeping in mind the syllabus and needs of the students. Complete freedom is allowed to the departments to arrange assignment and internal assessment as a part of the syllabus. Departments also make arrangements for student seminars, outreach programmes, exhibitions, excursions etc. 3. Students' participation is allowed in the Governing Body, IQAC and Academic subcommittee of the College. In IQAC meeting, the students are given opportunity to place their views. The institute promotes a culture of participative management by involving the staff and students in various activities. The principal, staff members and students are involved in defining the policies, framing guidelines and rules regulations pertaining to admission, placement, discipline, grievance, counselling, training development, and library services etc. For the proper functioning of the college and promotion of participative management, the college runs on a decentralized management operative process, wherein different committees have been formed so as to help the college authority in the governance of the college. Administrative Academic Body/Committee/Cell Participation Governing Body, Teacher, Non teaching Staff, Student Representatives, Govt. Nominee, University Nominee, Local Industrialist, Administrative Officers, Member from Management, Alumni Representative, Nominee from Local Society, Academic Council Teacher, Admission Committee Teacher, Examination Committee Teacher, Research Committee Teacher, Library Committee Teacher, Career Counselling Placement Cell Teacher, NSS Teacher, Building Funds and Construction Committee Teacher, Purchase Committee Teacher, Co curricular Activities Teacher, Sports Committee Teacher, Women Cell Teacher, Students Grievance Redress Committee Teacher, Anti Ragging Committee Teacher, Students' Welfare and Fee Concession Committee Teacher.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Design and development of Curriculum is within the purview of the concerned



Boards of Studies of the affiliating University. However, teachers from every department have been given the opportunity by the university to attend seminar, workshop, etc. and provide suggestions for designing curriculum at UG and PG levels. A good number of teachers of our college, as members of the UG and PG Boards of Studies in different subjects, play decisive roles in the formulation and implementation of the syllabi. As per the course design, we, at the college level arrange plan for classes, assignments and internal assessment.

#### Teaching and Learning

- Along with the conventional method of teaching, Information and Communication Technology (ICT) is used in the classroom to make the teaching process more understandable and effective.
- Group Discussion and Quiz contest organised by the college for each and every Academic Session.
- Students' seminars are organised by each and every department as per their convenience.
- Outreach (academic) programmes by the department of Zoology, Botany, Physics, Chemistry, Mathematics, Computer Science, Punjabi, organized to enhance the skill of our students. Mentoring to the students has been arranged by every department. Special Lectures by Visiting Faculty conducted.

#### Examination and Evaluation

All year round continuous internal evaluation is carried out through regular class tests, student seminars/presentations, quizzes etc. Assignment and Internal Assessment have been conducted as per curriculum and guidelines of the University. Class tests are conducted at regular intervals to know the problems and difficulties of the students. Constant communication with the students has been maintained to solve the problems faced by them. Suggestions and advices are given for the betterment of the students. Spot assessment conducted by the university to expedite the publication of results. As a part of this system, teachers of the college participate actively in the evaluation process as examiners, scrutinizers, chairpersons etc.

#### Research and Development

Despite the fact that the college is not a research institute, research has

been considered as an integral part of the academic endeavours in our college. Provisions for financial support from the College Fund have been made to encourage the faculty members to undertake research work at the departmental level involving students. Three teachers of our college have been selected to serve as Ph. D Supervisors. Teachers have published 14 papers and presented 72 papers in International, National, State level Seminars, Workshops, and Conferences etc. during the period. A research journal is published from our college.

Library, ICT and Physical Infrastructure / Instrumentation

The central library is a WiFi enabled digitized one with CCTV installed therein. Central library uses Barcode technology and subscribes NLIST edatabase and NDLI databases. Central Library provides Online OPAC(Open Access Catalogue). A number of reputed journals (National and International) are regularly subscribed by the institution. Apart from the central library, departmental library facilities are available in each and every department.

Human Resource Management

The college sincerely strives to develop the professional skills of both the teaching and nonteaching staff of the college. The faculty members are encouraged to enhance their academic and administrative knowledge by attending seminars, conferences, workshops, and refresher and orientation courses, different short term courses. NonTeaching staff are trained for efilng of office, administrative and admission data, epension, website development and online admission skill. Different committees and subcommittees are recommended by Teachers' Council for necessary approval from Governing Body for Academic as well as Administrative activities. Staff and students have organised a number of social awareness programmes (such as Thalassemia awareness Programme, Legal Awareness Programmes, AntiSexual Harassment Programmes) for building consciousness among the students and other members of the society.

Industry Interaction / Collaboration

The college gives due emphasis on practical aspects of education and undertakes such measures as would

buttress employability of the students. The Placement Cell in collaboration with various agencies, working in the field of skill development and organizations belonging particularly to tertiary sector conduct awareness campaigns and workshops in the college.

#### Admission of Students

Admissions of the student are conducted totally as per University guidelines and as per Government directives. The entire process of receiving and short listing application. Reservation policy of the State Government is strictly followed. List of Students selected in the Reserved Category is attached separately to ensure chances for them in higher education. Information from application forms for admission was used for the filling up of University Registration and Examination Forms.

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

E-governance area	Details
Planning and Development	The IQAC meets and formulates the plan of action to be taken for the enhancement of quality of the institution for an academic session. This is done after collecting and analysing feedback from different stakeholders. Departmental profiles and information sheets are collected through official emails and analysed. The plan of action is submitted to the Governing Body of the College as a form of proposal for its necessary approval. Governing Body approves the proposal of IQAC on those factors after considering the possibility of its execution. Thereafter, these are uploaded to our college website, so that the every stakeholder can access to these.
Administration	The exchange of information within the college is conveyed through Email accounts the college regulates admission related information through its website <a href="http://spncollegemukerian.com">spncollegemukerian.com</a> . The college prefers to record data related to the college activities in electronic formats i.e. office records, account records, teachers and nonteachers attendance records and classroom activity records. The students can access the college computer lab with four installed systems. The college provides the facility of eLibrary to the teachers and the students.

Finance and Accounts	Reputed software is used in Finance and Accounts Section. All financial transactions are recorded through software. For all financial transactions, softcopies as well as hardcopies are available and preserved through software. Claims for grants from the Government are placed by online. Online PF through IFMS, EPension module have been introduced. The salary payments to the staff and to the Government offices are made by online banking.
Student Admission and Support	The staff is dedicated to help the students throughout the admission process. The teachers have been nominated as a mentor to a group of students, who resolves their admission related queries individually. The admission related information is provided to the students through emails and whatsapp groups. The students can consult their mentors regarding study, career and further opportunities. Remedial classes are provided to academically weak students to ensure learning.
Examination	As soon as a student takes admission in the College his/her data is automatically updated by the office which is used for the university enrolment of such student. At the time of filling up forms for examination, all required information is supplied to the university as per their requisition. All examination related documents such as admit cards, registration certificate etc. are prepared and used from the database of the students.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2018	InterInstitutional Workshop on Parameters for Various Academic and Administrative Measures for Third Cycle NAAC Assessment	InterInstitutional Workshop on Parameters for Various Academic and Administrative Measures for Third Cycle NAAC Assessment	15/09/2018	15/09/2018	70	25
2019	Workshop on Third Cycle NAAC Assessment	Workshop on Third Cycle NAAC Assessment	02/03/2019	02/03/2019	67	21
2019	Training for website development	Training for website development	18/04/2019	18/04/2019	1	7
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
34	41	13	43

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>SPN College Teacher's Welfare fund for full time permanent teachers. An exgratia bonus is given to guest teachers individually from the college fund. • Loan facility, PF, Group Insurance.</li> </ul>	<ul style="list-style-type: none"> <li>An exgratia bonus is given to temporary nonteaching staff individually from the college fund. • Loan facility, PF, Group Insurance.</li> </ul>	<ul style="list-style-type: none"> <li>Free studentship and onetime payment from student aid fund of the college fund. • Group Insurance.</li> </ul>

## 6.4 – Financial Management and Resource Mobilization

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

**Internal Audit:** While the External Audit is conducted by the Finance Department, Govt. of Punjab, Internal audit is conducted by a reputed CA firm appointed by the college. Internal Audit is completed before External Audit and the college gets the opportunity to identify areas where necessary modifications should be made. Internal Audit helps the college to function a more healthy and transparent way. **External Audit:** The institution conducts external audit on regular basis. After the expiry of a financial year, the accounts are got to be prepared to face audit externally. The auditors are suggested and appointed by the State Government through the department of Higher Education. The college has no opportunity to choose auditor in these regard. After conducting the audit work, initiatives have been taken to rectify the errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
• Red Cross Scholarship • KC Mahindra Education Trust Scholarship • Shri Joshi Scholarship (USA)	1226885	Economically Weaker and Meritorious Students
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6.4.3 – Total corpus fund generated

2781037

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	DPI, Chandigarh.	Yes	Private CA.

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

1. Participation in Plantation Programme 2. Providing valuable suggestions for future course of action 3. Participation in Parent -Teacher meeting and providing feedback

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

1. Training for E Pension 2. Training for Website Development 3. Training for NAAC Assessment (3rd Cycle)

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

1. Introduction of PG Courses 2. Installation of CC TV 3. Construction /up gradation of Technologically enabled classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	International Conference: Vishvikaran de prasang vich Sahit, Bhasha ate Sabhyachar nu darpesh smasseyavan	15/03/2019	15/03/2019	15/03/2019	100
2019	National Seminar: Issues and Challenges in ecommerce	09/02/2019	09/02/2019	09/02/2019	70
2019	National Seminar: Jallianwala Bagh Massacre Was an Error of judgement or a Premeditated Plan	11/04/2019	11/04/2019	11/04/2019	160
2019	National Semianar : Samkaleen Hindi Sahitya Mein Bhartiye Naitik Mulyon Ka Atikraman	03/04/2019	03/04/2019	03/04/2019	42
2018	Extension Lecture on Importance of Physical Education in Human Life	04/09/2018	04/09/2018	04/09/2018	150
2018	Extension Lecture on Stress and Depression	19/11/2018	19/11/2018	19/03/2019	94
2018	Extension	14/09/2018	14/09/2018	18/09/2018	77

	Lecture on Career Counselling				
2018	Extension Lecture on Impulsive Differential Equations its Applications	03/11/2018	03/11/2018	03/11/2018	125
2018	Extension Lecture on Participation of Women in Indian Freedom Struggle	26/09/2018	26/09/2018	26/09/2018	115
2018	Extension Lecture on Importance of Sanskrit in Modern Era	28/08/2018	28/08/2018	28/08/2018	50
2018	Extension Lecture on Hindi ka Rashtriya Evam AntarRashtriya Swaroop	28/09/2018	28/09/2018	28/09/2018	125
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Vayapari Jagat Mien Mehilaon ki Bhoomika	11/03/2019	11/03/2019	47	5
Lecture on Legal Rights of the women	15/11/2018	15/11/2018	57	19
Extension lecture: Participation of the women in National Movement	26/09/2018	26/09/2018	80	33



Women Day's Celebration: Role of women in Modern Society	07/03/2019	07/03/2019	77	23
Celebration Teej Festival	13/08/2018	13/08/2018	155	0

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

Percentage of power requirement of the University met by the renewable energy sources
1. Rain water harvesting system 2. No fuel day is conducted on the last Saturday of every month 3. Awareness about misuse of water 4. Organized and awareness programme about the importance of tree plantation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	06/09/2018	01	Celebration of National Nutrition Week	Anaemia	45
2018	1	1	31/10/2018	01	Observation of national Unity Day	National Integration	245
2018	1	1	10/09/2018	01	Lecture on Anganwadi Poshan Maah	Healthy food , food hygiene and breast feeding	41
2018	4	2	18/09/2018	15	Organized Camps and Rallies on Swachh Bharat	Swachh Bharat	367

					Abhiyan		
2018	1	1	19/11/2018	01	Lecture on Stress and depression	Stress and depression	94
2018	1	1	01/12/2019	01	Organized an awareness rally on AIDS Day	Awareness of AIDS	189
2018	3	2	09/11/2018	02	Lecture on environment Awareness	Environmental Problems, Van Mahotsava and Parali Pollution	129
2019	1	1	11/01/2019	01	Lecture on Health Awareness and Medical Check up Camp	Health Issues	116
2019	1	1	12/01/2019	01	Anti Drug Camp	Awareness of Drugs	128
2019	1	1	16/04/2019	01	Seminar on gender sensitization	Gender issues	123
2019	1	1	18/04/2019	01	Lecture on Yuvaon Mein Nashe ko Rokna	Awareness of Drugs	63

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

Title	Date of publication	Follow up(max 100 words)
Students hand book	01/01/2018	Student hand book has been published at college website. It is also the part of prospectus so that the new aspirants become aware of the values and ethics of SPN college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Women's day	08/03/2019	08/03/2019	94

Lecture on Legal rights of women	16/11/2018	16/11/2018	85
Camps on Swachh Bharat Abhiyan	20/09/2018	20/09/2018	108
Vigilance Awareness Week	25/10/2018	25/10/2018	108
Special seven days camp on Anti Drug	18/04/2019	18/04/2019	128
National Seminar on the topic Naitik Mulya	03/04/2019	03/04/2019	42
Blood donation camp	20/11/2018	20/11/2018	90
Lecture on Naitik Shiksha ki Tayari	09/11/2018	09/11/2018	57
Lecture on Environment Awareness	09/11/2018	09/11/2018	129
Lecture on Vayapari Jagat Mien Mehilaon ki Bhoomika	11/03/2019	11/03/2019	52

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college Campus declared as No Smoking Zone
2. Tree Plantation
3. Regular seminar/workshop on environment
4. Harvesting of rain water
5. Campus cleaning
6. No, single use plastic zone
7. Observation of No Fuel Day once in every month

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

**Best Practice I**

- Title:** STUDENT SUPPORT THROUGH MENTOR-MENTEE SYSTEM
- Goal:**
  - To provide intellectual and emotional support to students throughout their critical, formative college years by being their empathetic, caring and nurturing mentors so that they emerge as dynamic citizens from the portals of the institution.
- The Context:**
  - Ever since its inception of the Swami Premanand Mahavidyalaya has been deeply committed to emancipation and empowerment of students by providing them holistic education. The institution is fully aware of the fact that education is the most important means of liberating women since it is through education that women can overcome psychosocial pressures and societal prejudices that adversely affect their well being. It is also important that education should not mean mere progression to higher classes and obtaining a degree. It should be a process by which the personality of the student is developed to an extent where the student acquires high level of intellectual, emotional and spiritual quotient with greater degree of employ ability, skill quotient and holistic personality.
- The Practice:**
  - The student mentoring process has been a time-tested practice in the institution which has met with enduring success and has proven to be beneficial to the students from the point of view of their all round development.
  - Under this system every faculty member is assigned a group of students, usually

between 1525 in number. The teacher becomes the mentor for this group throughout their stay in the college. The teachermentor takes the responsibility of guiding these students through their academic life by caring for their intellectual, emotional and physical well being. • The faculty receives training for this purpose. They are trained in mentoring skills by eminent academicians, psychologists and behavioral therapists through a three day working organized by the College. • The trained mentors of the college then work under the guidance of the coordinator of the mentoring system. Suggestions and advice are also sought from the professional inhouse counsellor in these matters • Periodic meetings are conducted and the instruments are regularly refined. • The mentoring booklet contains all the details of students including counselling issues, academic performance etc. Semester wise results are also recorded to monitor the progress of the students. All details of the student recorded by the mentor throughout the mentorship are kept strictly confidential. Any reference to the student during mentors meeting is made without naming the student. • The mentor calls his/her students for an initial meeting where he/she will introduce themselves as mentors, brief the students about the mentoring process. From then on, the mentor has the responsibility of establishing a relationship with the students where there is mutual trust, respect, sensitivity and an empathetic understanding. The mentor provides a support system to the student which is conducive to academic growth of the student as well as his/her holistic development. • The mentor tracks the student's progress or lack of it through the record of his/her attendance, performance in tests/exams and participation in cocurricular as well as extracurricular activities. Any shortcoming noticed is immediately attended to by the mentor who may try to solve the issue in a number of ways. • If the student has problems related to learning, then mentor helps his/her by dealing with the specific issue. Counselling issues involve learning issues, memory issues, emotional issues, financial hardships, family related anxiety, absenteeism, etc. Students are appropriately provided help through counselling and facilitation. • The mentor tries to motivate slow learners to perform better, inspire bright students to excel and steer those interested in sports and other extracurricular activities in the right direction. She/he may help students to discover their latent talents, encourage them, learn their aptitudes for various subjects, offer career guidance and also save those about to dropoff by timely action.

5. Evidence of Success: • The mentoring process has stood the test of time and has evolved in to a successful system of student support. It has become a classical way of making students to learn better, dealing with obstacles to their progress and achieving overall excellence. • Mentors have been able to deal with student absenteeism very well with this system. There are many incidences where the students have started attending classes regularly. • Students with emotional problems have been identified and successfully treated by this system. Such students have gone on to develop a positive selfimage, overcome their anxieties, handle their feelings better and improve their academic performance. • Students who face psychosocial problems like eve teasing, sexual harassment, etc have been immensely helped by mentoring system. The student became a confident, bold youngster who not only overcame her problem but also graduated with high marks.

6. Problems Encountered and Resources Required: • Mentoring requires a high level of commitment to the cause of student support. It makes a demand on the time and energy of the mentor, which sometimes the mentor may not be in the position to fulfill. Semester system also has imposed certain limitations. • Certain family issues seem beyond Redressal through counselling. • The question of financial resources does not apply at all for mentoring as it is a completely lowcost, highbenefit system which only demands the time and involvement of the mentor.

7. Notes (Optional): • Mentoring system is time tested in the institution. The College tries to continuously improvise format, feedback system and interaction procedures to make the practice work effectively and efficiently.

8. Contact

Details: Name of the Principal Sh. Arun Kumar Name of the Institute: Swami Premanand Mahavidyalaya Address: Station Road, Mukerian District: Hoshiarpur State: Punjab Pin Code 144211 Accredited Status B Work Phone 01883248307 Fax 01883248307 Website [www.spncollegemukerian.com](http://www.spncollegemukerian.com) email [principalspn.mex@gmail.com](mailto:principalspn.mex@gmail.com) Contact 8968993372

Best Practice II

1. Title: REMEDIAL CLASSES FOR SLOW LEARNERS

2. Goal: • To provide intellectual and emotional support to students by helping them to improve their overall performance so that they emerge as dynamic empowered citizens.

3. The Context: • Ever since its inception of the Swami Premanand Mahavidyalaya has been deeply committed to empowerment of students by providing them holistic education. The institution is fully aware of the fact that education is the most important means of liberating students since it is through education that student can overcome psychosocial pressures and societal prejudices.

4. The Practice: • Under this system every faculty member is assigned duty to find out weaker students according to their performances in academics and other activities. • The teacher takes the responsibility of guiding these students through their academic life by caring for their intellectual, emotional and physical well being. • All the details of the students are recorded by the teacher and are kept strictly confidential. • In the remedial classes, the teacher tracks the students' progress or lack of it through the record of their attendance, performance in tests, exams and participation in cocurricular activities. • Any short coming noticed is immediately attended by the teacher who may try to solve the issue in a number of ways. • The teacher tries to motivate the slow learners to perform better and steer those interested in sports and other cocurricular activities in right direction.

5. Evidence of Success: • The remedial classes have stood the test of time and has evolved into successful of student support. • The teacher has been able to deal with student absentees very well with this system • Students with emotional problems have been identified and successfully treated by this system.

6. Problems Encountered and Resources Required: •

7. Notes (Optional): •

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Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://spncollegemukerian.com/best-practices-1/>

### 7.3 – Institutional Distinctiveness

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

A salient feature of Swami Premanand Mahavidyalaya has to cater for a large number of students coming from rural area. Mukerian is a Small town and Swami Premanand Mahavidyalaya, being the oldest college of this Sub Division has to perform the hard task of satisfying the educational aspiration of more than 60 Gram Panchayats in this sub division. Most of the people coming from these rural regions represent the poor or lower middle class families with weak economic base and considerable number of them are first generation learners. As against this background of the students the college is strongly equipped with a good number of highly qualified, responsible and cooperative teaching and office staff. Teachers are keen to give their best to explore the quality and capabilities of the students for the sake of generating a continuous stream of efficient human resources which can combat the socio economic backwardness and ensure sustainable development for the region. The administrative staff offers their full cooperation in this respect. The integrated plan of action for addressing the socio economic and socio cultural backwardness includes the

following steps. 1. Considering the poor economic base of the majority of the students, the fee structure has been kept at a very moderate level and total exemption of tuition fee is made for poorer students through free ships. 2. Students are made aware of different types of merit scholarships provided by the central and state governments by the office staff and cooperation from all fronts is ensured to avail them of these opportunities. 3. Teachers of all departments give special attention and effort to sort out problems of slow learners in the class. Individual coaching during free periods, spending time beyond college hours, providing model answers and personal books to them, individual counseling and provision of financial support if required are some of the strategies in this respect. 4. For advancement of computer literacy among the students, the Institution provides for a computer training certificate course which is free of cost and accessible to all students.

Provide the weblink of the institution

<https://spncollegemukerian.com/institutional-distinctiveness/>

## 8.Future Plans of Actions for Next Academic Year

- Fillingup of vacant posts for better teachinglearning deliveries. • Preparation of a "Road map" for development of the college. • Make IQAC more vibrant. • Library needs to be upgraded with more number of latest books • Open more addon courses focusing on skill development as well as PG programmes in some popular subjects. • Resources need to be mobilized through various funding agencies like UGC, DBT, ICSSR, RUSA, State Government etc. • More facilities for cultural activities as well as games and sports, with professional coaching, need to be provided. • More activities/competitions, seminars/conferences to be organized together with deputation of students and teachers to participate in such activities. • Strengthening of coaching facility for competitive examinations.