



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE, OPP TV TOWER, PITAM

PURA

110034

sggscc.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sri Guru Gobind Singh College of Commerce is a Premier institution of University of Delhi, established in 1984, as a constituent college. The college offers the following under-graduate courses:

- B.Com. (Honours)
- B.Com.
- B. A. (Honours) Punjabi
- B. A. (Honours) Economics
- B. A. (Honours) Business Economics
- Bachelors in Management Studies
- B. Sc. (Honours) Computer Science

As per NIRF ranking 2020, the college is ranked in the top 80 colleges of India, and was also accredited with a grade A by NAAC in the first cycle. The college is named after the tenth Sikh Guru, Sri Guru Gobind Singh ji, and believes in the motto, **“Behold all Human Race as One”**. It strives to offer a nurturing environment conducive to excellent teaching, learning process and growth.

The institution has the advantage of boasting of a committed faculty leading to excellent results with university toppers in many courses every year. The faculty members are actively engaged in research and innovation projects offered by various agencies, including ICSSR and University of Delhi. The college has established two specialised centres for achieving excellence and encourages personality development of its students. The BSE-SGGSCC-Centre of Excellence has been formed to provide training and to incentivize faculty members to undertake research of high repute. It organizes Faculty Development Programmes (FDPs) and workshops for teaching and support staff to hone their skills in the respective areas. To give a positive direction to students, we have established a Centre of Professional Development (CPD), which offers a plethora of short-term, contemporary, add-on courses so as to fill gaps in the curriculum. The Centre is very popular among students as it seeks to offer value-added courses to meet professional requirements. The courses offered include learning of specialised software packages like Python, R, MS Access, Excel, and other relevant courses viz., GST, Cyber Law, Legal Awareness, Financial Modelling, Investing in Stock Markets etc.

Our faculty members regularly publish research articles in national and international journals of repute. Every year, a number of books are also published by them along with numerous MOOCs developed for online courses under schemes of PMMMNMTT, UGC e-PG Pathshala, and Institute of Life Long Learning, University of Delhi. Further, the college has subscribed to the CMIE-Prowess database to facilitate research. In order to inculcate moral and spiritual values among the young students, we offer a number of seminars and courses through Sikh Study Centre.

We have a state-of-the-art, multi storied, air-conditioned library, having several thousand books, e-books, journals and equipped with disabled-friendly software packages. Computers and photocopy facilities are also available in the library. Recently, RFID system has been installed to make it more user-friendly and reduce processing time thereby improving efficiency. The students and faculty members can access the library resources online too.

Our students have been bringing laurels in the field of sports and extra-curricular activities as well.

Vision

Our vision is to stimulate and embolden the intellectual, emotional, and holistic potential of our students and practice our motto - "**Behold All Human Race as One**". The strategy to achieve this vision is

(1) **Intellectual**- give quality education through an open and liberal class room and external environment. The College exposes them to world class leaders, takes initiatives to inculcate entrepreneurial and innovative spirit in them, and encourages debates and discussions.

(2) **Emotional Character**- the students are taught to be courteous, polite, caring and hardworking. The College stresses on human dignity and advises students to be austere and simple.

(3) **Holistic** - The College enables students to take up responsibilities, own it and execute to instil their character building. The college has also established a Training & Placement Cell to polish their soft and social skills. The students are made aware of their roles, duties and responsibilities.

Mission

Sri Guru Gobind Singh College of Commerce, guided by our motto "**Behold All Human Race as One**", promotes excellence in education, co-curricular activities and sports to not only enable our students to earn their livelihood along with becoming better and aware citizens. The College promotes the universal brotherhood message across all aspects of college life to nurture the young minds and foster purposeful pursuits amongst the students. As per the mission of the College, we continuously strive to offer an open environment for the teaching-learning process. There is no discrimination on the basis of caste, creed, language or gender and it is an equal opportunity institution. We seek to train our students in imbibing the values of our rich culture and heritage. We have consistently enhanced students' competencies to confront new domains of knowledge in an increasingly globalised world. We have evolved effective mentorship for guiding students for leadership, for generating new ideas and becoming emotionally strong.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The College has state-of-the-art Infrastructure, consisting of teaching blocks, computer labs, library, hostel, and sports facilities like, sprawling grounds, cricket ground, tennis court, volleyball court, a shooting range and gym.
- Cut-Offs for Admissions to merit-based courses are quite high (>97%).
- Campus Placements are very impressive every year.
- There is an emphasis on diversity amongst students both geographic and ethnicity-based.
- The College has a wide variety of Clubs and Societies for all round personality development of students.
- The College has a Centre of Excellence and Research and a Centre for Professional Development for facilitating professional training of students for better employability.
- The overall environment is student centric.

- We strive to inculcate a spirit of business school environment through applied learning techniques, like role playing, presentations, projects, and case study method.
- We have a strict adherence to discipline with a proper code of conduct in the campus, and no indiscipline or harassment of any type is tolerated.
- The College motto is encouraging balanced gender ratio in both faculty and students.

Institutional Weakness

- One of the problems faced in the constituent College is university linked rigidities.
- Since the College relies on cut-offs for admissions, it often results in over admissions constraining our resources.
- The University does not allot PG Courses to colleges.
- Another weakness is lack of space for a boy's hostel and faculty residences at the College Campus.
- Due to the Indian business environment, there is inadequate industry participation through consultancy and projects in colleges. the culture of live projects availability to students and institutions are limited.

Institutional Opportunity

- An important opportunity is to emerge as the top Commerce College of India.
- The institution can partner with leading industry chambers for curriculum development and sponsoring of research so as to offer professional expertise to our students.
- As the placement offers are increasing, we are in a better position to bargain for an improved CTC for campus placements of students.
- The College has been persistently encouraging a research oriented attitude amongst the faculty and encourages them to journals of high repute.
- We can foster cluster learning with other Colleges and departments to create linkages.
- We can apply for more sponsorships for research from external agencies.

Institutional Challenge

- There is a greater need of upgradation of curriculum as per need of industry and market demand.
- The College is restrained to recruit more permanent faculty as UGC has frozen the faculty strength since 1996. No appointments can be made without approval of UGC.
- We need to dissuade current students from simultaneously pursuing CA, Actuarial and other such courses.
- Another challenge before Indian institutions is inviting international/national faculty and students for one/two semesters under student exchange programmes as international students do not find India as an attractive destination.
- Major problem faced by the Colleges is to mobilise research funding from industry and governmental organisations.
- There is paucity of permanent staff and majority of non-teaching vacancies are not filled or filled on a contractual basis. The teachers are hired on an ad-hoc basis for a maximum period of four months, which creates a problem of consistency.
- The *Alumni* base needs to be strengthened and activated for an increased participation for the growth of the College. The college should track student progression to higher education in order to understand

their career advancement paths and their feedback for improvement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

SGGSCC is a constituent College of Delhi University and strictly adheres to University Academic Calendar. For each programme, the College offers various courses based on CBCS, giving students the opportunity to choose from a variety of subjects as part of the GEC, SEC and AECC to naturalize students with issues like gender equality, human values, environment etc. Courses are taught according to the predesigned syllabi provided by UGC/University of Delhi. The learning process is further strengthened through a well-supported tutorial and mentorship system.

For smooth and timely conduct of the session, the workload allocation, timetable preparation, and detailed academic calendar specifying the schedule for orientation programmes, internal assessments, mid semester examinations, and various academic, cultural & other events to be conducted by myriad College Societies/Clubs is prepared well in advance by the IQAC of the College. The College effectively manages attendance, internal assessment, and communication in college through the mobile application, 'SmartProf'. State-of-the-art infrastructure with ICT-enabled classrooms, spacious auditorium, seminar & conference rooms, a well-stocked library facilitate a holistic development of students. The faculty members have continued to be an integral part of the refresher courses, FDPs, designing and development of the curriculum, setting of university question papers, and evaluation process. During the unprecedented times of COVID-19 pandemic, the faculty upgraded technologically and conducted online lectures and assessments through Google Classrooms and Google Meet efficiently.

To fulfil career aspirations of students beyond curriculum and give them opportunity for experiential learning, the College provides platform through summer internship programmes, field/live/academic/innovation projects; conducts training/mentoring sessions, workshops, special lectures, and offers Certificate Courses in French/German/Japanese and other Add-on Courses throughout the year. In the duration of five years, the College offered courses such as Data Science using Python/R and Machine Learning, Mastering Stock Market, Financial Modelling, Basic & Advance Excel, TallyAce, GST, Legal Awareness, Digital Marketing, and also became a member of Coursera for Campus Programme.

To ensure meaningful collaborative pedagogical-learning experience, the College collects feedback from various stakeholders inter alia students, employers, faculty, and alumni to abridge the gaps and carry out necessary corrective actions.

Teaching-learning and Evaluation

The college strives to provide students with an enabling learning environment, conducive to acquiring knowledge, advanced skills as well as empowering them to realize their aspirations. University of Delhi guidelines and procedures are followed in the admission process. We are a minority institution and follow admission policy for such status. Complete transparency is ensured in the admission process and it is strictly on merit basis. All relevant information is made available on the College Website and is also updated on the DU admission portal on a real time basis.

A salubrious dynamic educational realm helps create opportunities for academic, intellectual, social, emotional and spiritual nourishment of diverse young minds. Teaching-learning practices adopted are student-centric. Remedial and extra-classes along with tutorials in smaller groups aid slow learners. Mentors are allocated for each student and help address specific issues faced by them. Hands-on-workshops, case-study based problem-solving techniques and add-on courses help engage advanced learners. Project-based learning, academic paper-presentations, seminars, conferences, educational field-trips and assortment of student-societies add to the learning experience. Advanced learners are also given special recognition on annual day by way of certificates and trophies. Subject toppers are given special recognition by awarding them stars of the college award and merit scholarships.

The college has 45 ICT-enabled classrooms and four computer labs. Access to free licenses of Google Suite has helped adopt blended learning through use of Google Classrooms. The components and computation of internal assessment are repeatedly explained to the students beginning from the Orientation Programme itself. A customised app- SmartProf is used to feed and display real time internal assessment and attendance records ensuring transparency. Students are offered multiple opportunities to improve their scores in internal assessment. Grievances are handled both pre and post examination through rechecking, reevaluating and moderation by the Monitoring/Moderation Committee. Attainment of outcomes and quality assurance are ensured by implementing a robust student feedback mechanism.

Research, Innovations and Extension

As a premier Institution of the University of Delhi, the College has continuously strived in the path of research and extension activities. Apart from the Prof. Jaswant Singh Phull Centre for Religious Studies (an interfaith Study Centre) with an objective to encourage research/ enlighten the young minds with the rich Indian heritage and philosophy, the College has also set up the 'Centre for Excellence (COE)' to promote/facilitate research and 'Centre for Professional Development (CPD)' for organising professional training workshops throughout the academic year to enhance the knowledge and build their research and employability quotients. The CPD has undertaken collaboration with Bombay Stock Exchange, Institute of Chartered Accountants of India (ICAI), BRICS Institute, Meghnath Desai Academy, etc. to impart training and encourage policy-oriented studies and research.

Understanding that applied research is gaining importance in the present world especially in the field of economics, finance, management and commerce, the COE organises training sessions /FDPs/workshops on relevant areas such as advanced statistical techniques and sophisticated software for both faculty and the students. Faculty members whose manuscripts are published in any Scopus listed journal are rewarded with Rs. 10,000 per article, up to a maximum of two articles, per academic session (April-March). Further, it has been decided that teachers teaming with college students may apply for research grants from the college, for any Innovation Project, by submitting an application, consisting of the objective, research methodology and policy implication of the project. The faculty have been part of several other Research projects –the Innovation projects, ICSSR project and also have publications in reputed national and international journals. They have been supervising M. Phil. and Ph. D. students.

The College undertook collaborations/MOUs with local, national and international institutions to aid the process of learning and development. Several National and International seminars, conferences are organised every year involving collaboration, graced by academia, policy experts, media experts etc. on the relevant topics.

The students and faculty continually strive towards their goals of community outreach through the various societies –Rotaract, NSS, Enactus, Enabling Unit – Jagriti, NCC by organising workshops, seminars, training the under privileged in the society, setting up Employment generation schemes, Blood donation camps, health camps, and so on. The college has adopted five villages Khera Khurd, Naharpur, Haiderpur, Karala and Pooth Khurd under Unnat Bharat Scheme of Govt. of India, in association with I.I.T., Delhi. Enactus- Social Entrepreneurship club has reached the final of Enactus World Cup 2019-2021 for their social initiatives and won a financial grant from KPMG for the same.

Infrastructure and Learning Resources

SGGSCC is equipped with advanced infrastructure that creates a positive and conducive atmosphere for teaching-learning activities. It is spread over eleven acres and has excellent buildings along with other support facilities.

During the past five years, the college has augmented its physical and organizational structures and facilities required for the sustained growth of an educational institution. This includes the newly constructed Girls Hostel, fourth Computer Lab, a Shooting Range, and Solar power panels on roof top, water heaters in hostel, renovated parking lot, installation of RFID system in library and renovated Principal office. All class-rooms are being air-conditioned. In respect of teaching and learning resources, additional floors have been constructed on one of the teaching blocks. The newly constructed floor has class-rooms, Discussion/lecture Hall, two students' Activity Halls, and offices of two centres- Centre of Excellence and Centre for Professional Development.

The existing Conference Room, Seminar Room and Mini-Auditorium have been modernized with multimedia facilities. The canteen has also been refurbished.

Our collection of books, journals, periodicals, and e-books are automated through NETLIB library software. The College also has four fully-equipped centrally air-conditioned Computer Labs with latest computers running on Intel i3 and i7 processors and with Windows/Linux based operating systems. Recently, there has been an addition of 100 advanced systems which are maintained by professionally approved vendors.

For overall housekeeping, proper AMCs have been entered in with approved agencies that ensure a clean and welcoming campus. Procedures followed for maintenance of physical, academic and sports facilities are in accordance with Delhi University's Governance norms.

Student Support and Progression

Students are considered as key stakeholders in every educational institution. All organizational efforts revolve around upliftment of its key stakeholders. There have been constant efforts to create a support system for financially weak students. All the students are encouraged to participate in all the activities. The college provides a number of scholarships and financial assistance for excellent performance in academics and to support the economically weaker students. In the last 5 years more than 500 students have been awarded scholarships by the Students' Aid Committee of the college.

The placement cell facilitates employment by building a bridge between corporates and students. The activities include workshops, training, counselling sessions, pre-placement talks and other activities to guide and equip the students for better placements. The placement team puts best efforts and invites all big companies on the

campus, such as, Deloitte, E & Y, KPMG, Bain, Wipro, AdVista, BYJU's and 20 other organizations. Internship Fair is held every year for students of first and second year. Also, the college encourages and counsels other students to pursue higher education including Master's programs, CA and MBA degrees.

At Sri Guru Gobind Singh College of Commerce, we have more than 40 clubs in different domains and the students can join according to their interest and hone their skill by participating in organization of various events at college, university and international level. We have sports infrastructure of state level, like cricket ground, badminton court, basket-ball court, shooting range and other facilities for indoor and outdoor games. All the teams bring laurels to the college with their participation in different competitions.

The college faculty's compassion and dedication encourage the students to share their problems freely with their teachers and mentors. It helps in having very less grievances. Students have been given the opportunity to discuss their views freely with the authorities. The college has subscribed to a software ALMASHINE in order to manage a huge database of its Alumni. They guide us in improving our practices in the teaching and evaluation process.

Governance, Leadership and Management

The college management is highly committed and dedicated to fulfil the contemporary requirements of higher education, at the same time giving sufficient freedom to the Principal to function in order to fulfil the vision and mission of the college. The action plans for operations are prepared under the supervision of the Principal and Heads of the Departments along with various committees as constituted by the staff council. It is a statutory body which devises and implements measures to improve various aspects of the institution. The College has enshrined a vision document for its all-round growth and development that lays down the path to become an Institution of global choice by 2026.

The College has envisioned in total 41 clubs/societies to boost developmental initiatives in the areas of prime importance. Considering research as a major activity towards the holistic development of students and faculty, the college has initiated two centers; Centre for Excellence of Professional Training and BSE-SGGSCC Centre of Excellence, encouraging good quality research work by rewarding the quality publications and sponsoring innovation projects. Various welfare measures are taken for teaching and non-teaching staff of the college.

College Management (Governing Body) ensures that the job responsibilities, requirements and performance expectations are understood and interpreted in the right manner. The Performance Evaluation and Appraisal System is done in a systematic manner for all the Teaching and Non-Teaching Staff of the College at the beginning of every academic year usually in the month of July. College conducts internal and external audits on a regular basis as per the requirements of University of Delhi and UGC. Internal audit is done on a monthly basis and External audit is done once a year by an external auditor appointed by the university. The external auditor scrutinizes important aspects like funds related with student societies, building, general maintenance and hostel funds. IQAC drafts and implements ongoing quality improvement strategies through internal evaluation initiatives and action steps for enhancing the quality of teaching, learning, and research at the college and departmental level, based on stakeholders' feedback.

IQAC encourages students to get involved in administration, curriculum, and co-curriculum implementation. Students Union Elections are democratically held and elected office bearers guide other students/societies and organize many cultural and academic functions. Elected students are also part of the Internal Complaint Committee (ICC). They help in the admission process and represent college at university level.

Institutional Values and Best Practices

Fostering commitment towards seeding environmental sensibility, the institution regards Environmental Stewardship and Green Initiatives, and Digitization as its best practices. Different stakeholders are engaged in holistic development by organizing regular awareness programmes on social and environmental issues, plantation drives, cleanliness drives, drives for motivating masses on efficient waste management and discouraging use of Single-Use Plastic, sensitizing society on sustainable menstruation and menstrual hygiene, involving community for entrepreneurial aspirations, promoting digital literacy, commemorating days of national and international importance, and varied other aspects. Green Cover and Air-purifying Belts provide for improving the air quality in and around the campus. Architecture of the teaching blocks allowing ample daylight and ventilation, installation of Solar Lights, Solar Water Heaters, and a completely Water-based Cooling Plant for auditorium and library ensure energy conservation. The Rainwater Harvesting System ensures water conservation and ground water restoration. Organic Waste Converter ensures proper handling of waste and produces compost. E-Waste Collection Bins have been installed for collection of E-waste.

As part of the digital integration initiative of the teaching learning process, we focus on use of ICT tools making the learning process easy. The college has thrived on a holistic digitisation process in teaching, evaluation, administration and management process. The college has digitized admission, fee collection, lecture delivery and feedback, and software updation. The college is largely digitised including use of digital currency for canteen, photocopying and fines etc. The SMRTPROF application is deployed as an interface between the college and students. It is used for instructions, internal assessment, results, google classrooms, time table, notices, and other information. The college has JIO and AIRTEL fibre for better wifi connectivity. The entire campus is fully wifi enabled. The library also is fully digitized with RFID and online e-resources accessed through INFLIBNET and DUelibrary. The college also has its own servers and domain space for storage of data.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
Address	Sri Guru Gobind Singh College of Commerce, Opp TV Tower, Pitam Pura
City	Delhi
State	Delhi
Pin	110034
Website	sggsc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jatinder Bir Singh	011-27321109	9873241108	-	principaloffice@sggsc.du.ac.in
IQAC / CIQA coordinator	Sangeeta Dodrajka	011-27321528	9811616232	011-	sangeetad@sggsc.ac.in

Status of the Institution	
Institution Status	Grant-in-aid , Self Financing and Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Copy of GOI Certificate by National Commission for Minority Educational Institutions.pdf
If Yes, Specify minority status	
Religious	Yes
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	18-05-1984			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Delhi	University of Delhi	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	02-07-1984	View Document		
12B of UGC	02-07-1984	View Document		
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?	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	Sri Guru Gobind Singh College of Commerce, Opp TV Tower, Pitam Pura	Urban	41983	16883

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,Department Of Commerce	36	Senior Secondary	English	200	200
UG	BCom,Department Of Commerce	36	Senior Secondary	English	135	135
UG	BA,Department Of Economics	36	Senior Secondary	English	80	80
UG	BSc,Department Of Computer Science	36	Senior Secondary	English	40	40
UG	BA,Department Of Punjabi	36	Senior Secondary	English	40	40
UG	BA,Department	36	Senior	English,Punj	46	46

	ent Of Business Economics		Secondary	abi		
UG	BMS, Department Of Management Studies	36	Senior Secondary	English	46	46
PG	MCom, Department Of Commerce	24	Graduation	English	10	10
PG Diploma recognised by statutory authority including university	PG Diploma, Department Of Dbjcc	12	Graduation	English	40	40
PG Diploma recognised by statutory authority including university	PG Diploma, Department Of Pgdin	12	Graduation	English	40	40

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	5				35				36			
Recruited	0	5	0	5	8	27	0	35	0	1	0	1
Yet to Recruit	0				0				35			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				45
Recruited	22	4	0	26
Yet to Recruit				19
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	5	0	6	15	0	0	0	0	26
M.Phil.	0	0	0	2	6	0	0	0	0	8
PG	0	0	0	1	5	0	0	1	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	11	0	11
M.Phil.	0	0	0	0	0	0	3	14	0	17
PG	0	0	0	0	0	0	1	9	0	10

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		13	19	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	649	245	0	17	911
	Female	637	203	0	4	844
	Others	0	0	0	0	0
PG	Male	2	0	0	1	3
	Female	8	1	0	0	9
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	33	4	0	0	37
	Female	35	6	0	0	41
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	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	127	137	143	117
	Female	109	127	135	112
	Others	0	0	0	0
Others	Male	138	161	124	98
	Female	138	162	132	110
	Others	0	0	0	0
Total		512	587	534	437

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The college has different departments like, Computer Science, Hindi, English, Mathematics, Management, Economics, Commerce and Business, Punjabi, and Political Science, etc. They work in interdisciplinary way as General Elective courses are floated by one department and they are chosen by students from other departments. In addition, the faculty recruited teaches in other departments too for their relevant subjects. The college offers many optional interdisciplinary papers in the CBCS syllabus viz. Investing in stock market, Insurance , Banking, Marketing, Project work and research Methodology, Gandhian Philosophy, Environmental Studies, etc in different programs. The college also runs many add-</p>
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	<p>on certificate courses that are being studied by students from across disciplines. The research cell of college has also funded many innovation projects that have faculty and students from different departments and promotes integration and linkage between departments.</p>
2. Academic bank of credits (ABC):	<p>As per Delhi University Guidelines, the college is fully digitized and working with University of Delhi for Academic bank of credits. The college has record of results of previous years in digitized mode that can easily be transformed when Academic Bank of Credit is implemented.</p>
3. Skill development:	<p>The college offers many skill enhancement and development courses to our under-graduate students. The institution focuses on imparting add-on knowledge to our students during their stay in college. The Centre for Professional Development has been created to accomplish this task by offering and planning short term courses for them so that they become more employable. The Entrepreneurship Cell trains them to become self employed by developing leadership and managerial skills among them. Some of the soft skills development is done during the teaching of the courses, like English speaking, Analytical thinking through case study method and projects. We are offering foreign languages like French, German, Japanese too. We do train our graduate students for placements in reputed companies. The college organizes Internship offers for the students too.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The college motto is "Universal Brotherhood". We focus on moral and ethical training of our students. The cultural value system is ingrained in our co-curricular and extra curricular activities too. We have many clubs and societies which offer them a glimpse of foreign as well as our own cultural heritage. We teach students Hindi and Punjabi as core subjects and literature is also taught during the course work. We organize competitions on relevant topics, like debates, Essay writing, Poster making, Photography along with Guest lecture series to impart the cultural knowledge. The college publishes an annual college magazine, AMRIT, which included articles, short stories, poems and paintings of students and faculty in three languages, English, Hindi and Punjabi. The students can express their opinions on all</p>

	<p>contemporary and burning topics. The Mathematics department has been organizing many webinars on Indian Vedic system and Punjabi department does it on Gurbani, etc. The college encourages its students to enroll for MOOCs on SWAYAM portal for Indian languages and culture.</p>
5. Focus on Outcome based education (OBE):	<p>The curriculum taught by the college is as per the University of Delhi guidelines. All the programmes offered are based on outcome based education. The courses have specific methodology, analogy, evaluation system and lesson plans that are followed by the faculty . The main focus is on achievement of outcomes of each course. The applied side of every course is highlighted in the teaching and evaluation of the same through assignments, viva-voce exam, project work and power point presentations in the class by students. The outcome is appraised through the exams performance, the employment and higher studies status of students. The institution also collects feedback from students for knowing about the success of outcome based education.</p>
6. Distance education/online education:	<p>Due to the pandemic, regular online classes are held for each course by the college. However, the college plans to offer distance learning programmes also if Delhi University and UGC gives permission for the same. The college is well equipped to handle distance mode instructions.</p>

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
223	204	181	178	138
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	8	8

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1755	1698	1644	1656	1650
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
268	268	268	212	102

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
745	680	763	774	575

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
78	76	75	77	68

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
76	76	76	76	76

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 59

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1085.65	841.62	963.08	769.70	636.89

4.3

Number of Computers

Response: 720

NAAC

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:

SGGSCC being the constituent college of University of Delhi strictly adheres to the curriculum developed by the University. For effective curriculum delivery and creating a holistic experience for the students, the College identifies resources, develops plans & processes under the aegis of IQAC, instituted Staff Council Committees & Students' Societies.

For incoming students, all the information is shared through **prospectus** and uploaded on the college website indicating detailed curriculum and also conveyed during the Orientation Programme.

Before the commencement of the session, the **College Academic Calendar** is prepared indicating a tentative schedule of curricular & extra-curricular activities in sync with University Academic Calendar. At the departmental level, decisions are taken with respect to workload and optional papers to be offered. Timetables indicating lectures, tutorials, and mentoring sessions are prepared and shared with teachers as well as students well in advance. The class timetables are also displayed outside every classroom for transparency and adherence.

Regular meetings are conducted by the teachers-in-charge to review coverage of the syllabus, internal assessment and plan for other activities by forming Students' Academic Societies.

To ensure effective communication, the information and notices regarding timetable, attendance records, internal assessment, college events, placement updates, etc. is shared through real time mobile app "**SmartProf**".

To keep abreast with the latest knowledge, teachers are encouraged to participate in various FDPs, workshops, conferences, seminars & undertake projects. The College through its **Centre of Excellence** promotes and supports this culture by granting financial incentives, duty leave, etc. Participation in curriculum designing, course guidelines meetings, question paper setting and evaluation at the university level further enhances their capabilities.

In May 2017, all the faculty members were provided with I-pad devices to create pedagogically engaging and disciplinary relevant learning experiences. Regular tutorials, case studies, and field trips are conducted and students are also encouraged to undertake projects, hands on skill & training sessions and internships for experiential learning.

Beyond the curriculum, the College, through its **Centre for Professional Development**, introduces various Add-on Courses in the field of Data Science, Stock Market, Taxation, Legal Awareness, Financial Modelling, GST, etc. and also offers Certificate Courses in French, German, and Japanese.

The College continuously upgrades its infrastructure and currently, has a fully wifi-enabled campus with state-of-the-art Amphitheatre, Seminar Rooms, Conference Rooms, Computer Labs, ICT enabled Classrooms. It also provides special infrastructural support to students with special needs. Fully digitized and well-stocked College Library provides various web-based facilities and other teaching-learning resources to students & teachers.

The curriculum delivery remained uninterrupted even during lockdown under COVID-19 pandemic as the College successfully shifted to "Online Mode " of teaching and assessment by using Google Workspace & other supporting applications.

The feedback mechanism is put in place for all the stakeholders to review issues related to curriculum and to identify the ensuing improvement areas. The resultant takeaways for the forthcoming semester are then discussed with the Principal and teachers in-charge to resolve any adaptations or improvements. To refine the documentation policies, most of the communication is now channelized digitally.

File Description	Document
Upload Additional information	View Document

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

Response:

The College strictly follows the academic calendar issued by University of Delhi for scheduling commencement & dispersal of classes, mid-semester break, preparatory leave, theory & practical examination dates.

To effectively integrate the continuous curriculum delivery with co-curricular activities, the IQAC of the College issues and uploads its own detailed academic calendar including schedule of internal exams, assignment submission & evaluation, and other co-curricular activities on the website. This helps the students and teachers to plan the activities in an undisrupted manner.

Tutorials are taken in smaller groups for imparting personal attention and guidance to students. Regular departmental meetings are held to review syllabus coverage, revisions, submission & evaluation of internal assessment.

SGGSCC strictly complies with the university guidelines for the conduct of CIE. As per the guidelines, CIE has a weightage of 25% of maximum marks in each subject. It includes 5% marks based on attendance record and 20% based on performance in the internal assessment. This weightage is communicated to the students right from the day of admission, specifically being the part of Prospectus and Orientation Programme. Internal assessment rules are also uploaded on the website and repeatedly informed in the classes as well shared through SmartProf notifications.

Teachers record attendance through the mobile app and students can access updated records instantly as

per their convenience. It not only lends transparency to the system as well as plugs the information gap, if any, between teachers & students. Periodic notices are also sent to the students as well as parents in case of short attendance. At the end of each semester, the IA committee issues admit cards to only those students who fulfil the minimum attendance criteria. These actions ensure regularity as well as discipline in the conduct of classes.

Believing in continuous assessment, the internal assessment at the College comprises performance in the Internal Exams and in-Class Assessment. To ensure the effective conduct of CIE, the dates of Internal Exams are announced well-in advance by the IQAC and Examination Committee.

For in-Class Assessment, the teachers opt either assignment/project/class test/ presentation/ viva voce or any other mode of evaluation as per the need of the subject. Students are given the opportunity to reappear and improve their performance in class tests / assignments to make learning a continuous process.

Students can check their IA marks as these are uploaded by their teachers through SmartProf App. They can also fill up a grievance form in case of any discrepancy which is effectively resolved by the IA Committee.

The IA, Monitoring and Moderation committees also review the IA marks, before submitting the same to the University to avoid any error or mismatch of information.

Even during an unprecedented situation under COVID-19 pandemic, the college successfully complied with revised university calendar and CIE guidelines. Students submitted their internal assessment through online mode using Google Workspace. To make this process smooth and quick, the grievances with respect to the internal assessment were invited through ia@sggsc.ac.in and also supported by helpdesk@sggsc.ac.in.

File Description	Document
Upload Additional information	View Document

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: A. All of the above

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

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
Response: 80	
1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.	
Response: 8	
File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years											
Response: 36											
1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.											
<table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>8</td> <td>5</td> <td>3</td> <td>5</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	15	8	5	3	5
2019-20	2018-19	2017-18	2016-17	2015-16							
15	8	5	3	5							
File Description	Document										
List of Add on /Certificate programs	View Document										
Brochure or any other document relating to Add on /Certificate programs	View Document										

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:** 29.5**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1702	306	162	70	304

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

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:**

Realising the importance of the cross-cutting issues relevant to Professional Ethics, Gender Equality, Human Values, Environment and Sustainability in today's dynamic work environment, the College continuously integrates these through curricular and co-curricular activities and also, by following certain good practices.

As a part of the curriculum, many Core Courses, AECC, SEC, DSE Courses in various programmes instil these values. Further, the College also undertakes many initiatives through the activities of its Students' Societies, Clubs, Cells and Committees.

Workshops, Seminars, Projects, Street Plays, Debates, Awareness Drives, Blood Donation Camps, Plantation Drives, Campaigns, Add-on Courses and many Outreach Programmes are conducted to develop professional competencies and instil human values, sensitise gender issues resulting in the holistic development of the future professionals with sustainable future.

Professional Ethics

Appreciating the fact that ethical standards & professional values are an integral part of professional life, the teachers use Projects and Case Studies to help the students understand how they should act towards

other people and institutions in a business environment. The Training & Placement Cell of the College specifically organizes various workshops on professional ethics.

Following Courses help to inculcate the professional ethics:

E-Commerce	AECC- English
Ethics & CSR	Marketing Management
Governance:Issues and Challenges	Organisational Behaviour
International Business	Management Principles & its Applications
Auditing	Learning Skill of Media & Mass Communication

Human Values and Gender Equality

Counselling Services, Awareness Initiatives and Workshops, Add-on Course on Legal Awareness are conducted on the regular basis to address the issues related to Gender Equality, Women Safety & Rights, Prevention of Sexual Harassment, Inclusion & Diversity.*

Following Courses promote human values and sensitise students towards gender issues:

Organisational Business	India's Diversity and Business
Economic Growth and Development	Understanding Ambedkar
Human Resource Management	Gandhi & the Contemporary World
Reading on Indian Diversities & Literary Movements	Contemporary India: Women & Empowerment
Media & Communication Skills	Women, Power & Politics

Environment and Sustainability

The Compulsory Course on Environmental Studies and various other Courses along with the activities of the Environmental Club, Ecosperity, orient the students towards the problem of sustainable future in the right perspective. Use of Case studies, Class Presentations, Field Trips, Workshops, Film Documentaries, Special Lectures help to develop critical thinking with respect to practices and policy solutions to be adopted to achieve a sustainable environment.*

Following Courses address the Environment and Sustainability issues:

Contemporary Political Economy	Global Business Environment
Environmental Studies	Indian Economics
India's Diversity and Business	Environmental Economics
Language, Literature and Culture	Auditing and Corporate Governance
Development Economics	Comparative Economic Developmen
Governance: Issues and Challenge	Gandhi and the Contemporary World

*Please refer the supporting document for additional and detailed information

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 22.41

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

2019-20	2018-19	2017-18	2016-17	2015-16
54	45	38	41	30

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

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

Response: 75.84

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

Response: 1331

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

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: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 121.32

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

2019-20	2018-19	2017-18	2016-17	2015-16
558	627	576	469	568

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
507	507	507	400	400

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: 96.96

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

2019-20	2018-19	2017-18	2016-17	2015-16
276	323	256	208	69

File Description	Document
Average percentage of seats filled against seats reserved	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:

The College lays critical emphasis on assessing learning levels of students as this in turn helps provide constructive feedback regarding success in terms of meeting the course learning objectives. Summative as well as formative techniques of assessment are employed which are then used to design specific teaching-learning pedagogies oriented towards managing needs of diverse students.

The College motivates advanced learners. Their efforts and exceptional performance at the College and University level are acknowledged and commended at important forums like the Annual Day and they are facilitated through provision of scholarships, certificates and awards. They also get elevated to different academic societies to lead and demonstrate their skills so as to motivate others. Advanced learners are also encouraged to go beyond the curriculum and undertake research and innovation projects either in collaboration with their peers or under the guidance of the faculty. Peer learning through group discussions and paper presentations along with participation in other extra-curricular activities and intra- and inter-college competitions are also encouraged in this context.

Conferences, Seminars, Workshops, Interactive Sessions and Webinars are organized on a regular basis with distinguished people from academia as well as industry to expose the students to issues beyond the curriculum. Hands on workshops, case-study based problem-solving techniques and add-on courses also help engage advanced learners along with facilitating upgradation of their knowledge and skills.

All subject teachers take extra tutorials for slow learners as well as remedial classes at the end of the semesters post suspension of official classes. These sessions focus specifically on the difficulties faced by the relatively slow learners and the goal is to encourage, support and orient these students on how to effectively handle subject specific problem areas. These sessions play an important role in building the confidence of the students by giving them ample opportunities to practice and polish subject specific skills.

Supplementary resources including simple references, online links and videos are often shared to complement prescribed readings. Bilingual discussions on technical topics are also undertaken in Class so as to ensure that the medium of instruction does not hinder the understanding of students not comfortable with the language. The Placement and Training Cell also organizes special instructional sessions imparting guidance and preparing students for Group Discussions. These sessions play a crucial role in not only the process of selection for higher studies but are also decisive from the perspective of placements.

To address difficulties faced by the students in the Ability Enhancement Compulsory Course-Punjabi, special remedial classes are organized by the Punjabi Department on a regular basis. These classes help equip the students with basic nuances of the language further familiarizing them with the Gurmukhi script.

File Description	Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
Response: 23:1	
File Description	Document
Any additional information	View Document

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
<p>Response:</p> <p>The College has always ensured excellence in its teaching-learning process by adopting innovative ways to enhance the learning process keeping in mind the dynamic environment.</p> <p><i>Project-based learning</i> has been incessantly adopted with students independently or in collaboration with the faculty undertaking research projects both in the realm of understanding of important social issues as well as for gaining greater academic, conceptual and practical acumen. The Centre of Excellence (CoE) of the College also sponsors joint faculty-student research projects.</p> <p><i>Academic papers as well as class presentations</i> are also important experiential learning techniques employed to encourage collaborative peer-learning. A number of college societies and departments <i>publish newsletters</i> and <i>annual magazines</i> featuring relevant current topics. These provide a forum to the students for expressing their creativity, erudition and talent in line with holistic development of their personalities.</p> <p>The College also organizes <i>conferences and seminars/webinars</i> on a regular basis. These provide the students with opportunities for presenting their ideas in the form of formal papers, interacting with experts from various fields as well as for honing their organizational skills. <i>Interactive sessions</i> with alumni-mentors and renowned dignitaries from various fields are also periodically held.</p> <p><i>Hands-on-Workshops</i> on practical aspects required to apply academic knowledge such as orientation towards various econometric softwares, open data resources etc. are also arranged on a frequent basis. The Centre for Professional Development (CPD) of the College holds short duration <i>add-on courses</i> like Advanced MS Excel, Python, Learning R, Stock Markets, and Financial Modelling to fill gaps and give our students a competitive edge.</p> <p><i>Case study-based problem-solving techniques</i> are also integral practices employed on a regular basis. In fact, a case study bank has been created and is accessible to the students through the SmartProf application of the College.</p>

Internships are encouraged by the College to provide practical exposure. The Training and Placement and Finance and Investment Cells of the College are important in this regard. They regularly arrange for training and personal mentorship sessions led by industry experts. Further, the former organizes an “Internship Fair” on an annual basis.

Educational field-trips are also arranged to provide experiences that help supplement theoretical classroom learning with first-hand information in practical application and create social, political and environmental awareness.

Extension and outreach activities organized by a number of student societies (NSS, Rotaract Club, Enactus etc.) are encouraged so as to help build amongst the young minds a sense of empathy, a desire to make a difference in the community and encouraging a sense of self-efficacy along with social entrepreneurship. The college is registered under **Unnat Bharat Abhiyan** (UBA) Scheme for adoption of five villages in NCT of Delhi.

Extra-curricular activities - participation in different intra and inter college competitions, academic and other activities, are important ingredients in the interactive and participative learning process of our budding corporates and entrepreneurs. Participation in business plan competitions, quizzes, mock-stock and case-study competitions, debates, group discussions besides dramatics and role-playing provide a platform for students to explore and gain knowledge independently beyond the sphere of academics.

File Description	Document
Upload any additional information	View Document

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

Response:

The College promotes a student centric environment through blended learning for quality education. We have a technologically well-equipped and Wi-Fi enabled campus. The college has 45 ICT enabled classrooms with laptops and projectors to facilitate the e-learning process. Further, we have 4 well equipped computer labs with Projectors and Printers which are used by the faculty for taking practical classes for various subjects. The College also has a well-equipped, newly renovated Seminar Room and Conference Room, a 500-seater, fully air-conditioned Auditorium and a new Amphitheatre equipped with the state-of-art AV system and projectors incorporating latest technology, enabling smooth conduct of workshops, competitions, group discussions and presentations.

The existing physical base has created an enabling environment, ensuring more effective classroom delivery through the use of presentations, video lectures, demonstrations, hands-on-workshops and simulation exercises. Use of these tools by the students leads to greater learner engagement and motivates independent learning. Collaborative learning practices like presentations, projects, case studies, still and video photography, documentary making and designing of newsletters are encouraged by way of the availability of essential technical equipment and infrastructure.

Several Softwares utilized by students and faculty include Tally, R, Python, SPSS, STATA, Microsoft

Office, TORA, Capital Line amongst others. Teachers also use open courseware like MIT, Coursera and MOOCS. Students are guided and encouraged to access e-lectures prepared by ILL, E-PG Paathshala as well as those available through the Swayam platform.

The College library is also connected to the Central Library of University through intranet. All e-resources subscribed by University of Delhi are available to our college. The college also has access to e-resources via INFLIBNET. E-resources provided by NLIST-UGC Infonet include around 97,000 e-books and 600 e-sources. These are accessible through Wi-Fi accessed in the library and computer lab.

The College also has access to Google Suite which helped in the teaching-learning process through use of Google Classrooms and Google Meet in the pandemic situation. Presentations, time-bound assignments and class tests were facilitated through this platform. Teachers also share a number of e-books, videos and podcasts to enhance the quality of delivering lectures. Webinars and FDPs are also being conducted online using Zoom and Cisco-Webex. The College has also adopted a customized application SmartProf, developed by Mobiquel to disseminate learning and information amongst the students and this was another mode used for transmission of resources during the COVID-19 pandemic.

Workshops and FDPs are regularly organized to help faculty upskill themselves and to enable them to adopt innovative teaching-learning processes. An FDP on 'ICT Tools for online Teaching' was conducted in June, 2020, to equip the teachers with various online teaching platforms like Moodle, conduct of quizzes and various forms of assessments on Google Classroom, how to create YouTube Channels etc. A large proportion of the faculty members have helped develop e-content available on various platforms including ILL, E-PG Paathshala and Swayam. A case study bank has also been created in order to enhance the problem-solving ability of students which is accessible through the website of the college.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 23:1

2.3.3.1 Number of mentors

Response: 78

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 98.42

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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: 43.05

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

2019-20	2018-19	2017-18	2016-17	2015-16
38	33	31	29	30

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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: 17.19

2.4.3.1 Total experience of full-time teachers

Response: 1340.47

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

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

Response:

Internal assessment is considered a very important and integral part of the evaluation process. As per University of Delhi norms every paper carries a component of internal assessment. Most of the papers having weightage of 100 marks carry internal assessment of 25 marks out of which 5 marks are allocated to attendance wherein different slabs have been assigned- for example if a student attends more than 85% of the lectures she would be awarded 5 marks and if a student's attendance is less than 67% of the lectures then no marks will be awarded.

For the 20 marks assigned to the internal assessment, a student's comprehension level is tested by conducting Assignments, Class Tests, Presentations, Multiple Choice Questions based Tests, Group Discussions, Projects etc. at least thrice in a semester. The college also conducts a compulsory mid-semester examination with a proper pre-announced schedule, a pre-assigned seating plan and a common question paper for all the sections of different courses to ensure that the students are given the similar experience as that of the final university exam.

Students are offered multiple opportunities to improve their scores in internal assessment as retests are conducted for the different subjects by the faculty. They are also at times, depending on specific situations, allowed to resubmit their assignments and presentations.

The Internal Assessment Committee is constituted by the college to smoothly process and execute all the rules of assessment. The Committee takes all the decisions required for creation and management of overall internal assessment as per University of Delhi norms in formal meetings with the members of all heads of different departments. They effectively manage attendance requirements and communicate with students and parents by issuing necessary notices. They are also responsible for Scheduling Internal Exams in coordination with all the departments and conducting the same with the help of the Examination Committee. They also reschedule the exams in case of absenteeism as per the University norms after examining the medical certificates. The Committee also helps effectively resolve grievances related to attendance and internal assessment.

Before 2017, all the necessary information related to internal assessment was displayed through elaborate

physical displays within the College premises. The College has now adopted a customized application called SmartProf developed by Mobiquel which is used to feed and present real time internal assessment records. The application has been installed for all faculty members with their timetables and student lists. The students and faculty can access the application through their college domain based email ids and personal passwords. All the necessary requirements of internal assessment like everyday attendance, mid-semester exam datesheet, internal marks of students in various subjects, notices for clearance and admit cards etc. besides being displayed on the College Notice boards/ Website are also communicated online through SmartProf. The internal assessment report is also uploaded on SmartProf which students can view and download. The application ensures prompt communication and redressal of issues faced, if any.

File Description	Document
Any additional information	View Document

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

Response:

There is an Internal Assessment Committee that resolves grievances related to internal assessment. Before 2017, the Internal Assessment marks were displayed physically on the College notice board and college website which gave students an opportunity to report any grievances. The college adopted the SmartProf application after that, developed by Mobiquel which is a custom application used to feed and display real time internal assessment records. The application has been installed for all faculty members with their timetables and student lists. It is being used by students and faculty through their college domain-based email ids. All the necessary requirements of internal assessment like everyday attendance, mid-semester exam datesheet, internal marks of students in various subjects, notices for clearance and admit cards etc. have all been made online through SmartProf.

Answer sheets of the Internal Class Test and Assignments are returned to the students after evaluation. Students can approach their concerned teacher and report their grievances. Every assignment and answer script is discussed with students after grading, and grievances are addressed suitably. The internal marks for every subject are also uploaded on SmartProf by the faculty which students can view and resolve their queries. The students can immediately see their internal assessment marks as soon as the faculty uploads the same on the SmartProf app. Any grievance in this regard can then be discussed by them with their respective faculty providing space for dialogic interaction. Students can also download their internal assessment report from the app.

If any grievances are still pending then they can be entertained in the second stage wherein the internal assessment committee takes care of the problems in detail. Students can also mail their grievances on the following email ids - ia@sggsc.ac.in or helpdesk@sggsc.ac.in for which time to time instructions and notifications are sent through the SmartProf App and their queries are resolved within 48 hours. There is also Moderation/Monitoring committee consisting of teacher-in-charge as well as the senior most teacher to look into moderation issues.

Before uploading the final marks on the university portal, each student signs his/her Internal Assessment

report and only then the marks are sent to the University. Any grievance related to attendance is also resolved very efficiently and quickly as the students can see their attendance marked in the SmartProf application on a daily basis and can easily get their report of lectures attended for each subject.

The Internal Assessment committee also takes care of issuing admit cards to the students by efficiently resolving all the grievances at the end of every semester before the examinations, notifications of which with detailed need-to-do list is shared on time on the SmartProf app.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Our college is a constituent of the University of Delhi and follows the syllabus prescribed for different courses by their respective departments.

From 2015-16 Choice Based Credit System (CBCS) has been followed which offers students numerous opportunities for experiential learning of various core subjects and also explore additional avenues of acquiring knowledge by pursuing skill enhancement and general elective interdisciplinary subjects.

From the 2019-20 batches the new Learning Outcomes-based Curriculum Framework (LOCF) under CBCS is being followed. The focus of LOCF mode is to accelerate the student's thinking process, skill development, and ability to play an effective role in nation building.

At the beginning of the semester, during the Orientation program, detailed syllabus and approved recommended readings are provided to the students.

Program and course outcomes are shared with students for the purposes of transparency and expectation setting. Doing so makes the benchmarks for learning explicit and helps students make connections across different elements within the course.

Professors refer to course outcomes at various times during the course; like, before introducing new concepts or when asking students to complete course activities and assignments. Course Outcomes of various courses focus on developing competent graduates who can meet the present and future requirements of industry and economy.

Our andragogy aims at also enriching the personality of students, helping them build requisite social and ethical values for their holistic development.

The B. Com. Hons. & Prog. Courses outcomes are designed keeping in view the employability, research,

and innovation in the field of Commerce and Business especially in Accounting, Management, Finance, Marketing, Human Resource, Economics, Computer Applications in Business, Taxation, Business Laws, and Entrepreneurship.

B.A. (Honours) Economics course provides students with the basic ingredients of economic theory and the opportunity to learn how to process and analyse economic data for decision making based on sound statistical principles.

B.Sc.(Honours) Computer Science course imparts theoretical and computer programming skills and equips students to adapt to the ever-evolving domain of technology.

B.A.(Honours) Punjabi focuses on the study of literature, linguistics and philosophy of the Punjabi language and makes students eligible for pursuing higher studies and advanced research in the discipline.

B.A. (Honours) Business Economics (BBE) course equips students with tools and principles relating to subjects such as Statistics, Finance, Marketing, Economics, and Econometrics with relevant softwares to keep abreast with the changing economic scenario and globalization of business enterprises.

Bachelor in Management Studies (BMS) imparts practical knowledge of management and its various dimensions related to business organisations and provides industry exposure to students through internship and training programmes.

PGDIM course provides students with knowledge, skills and acumen to understand the complexities of international business and cope up with cross-cultural and cross-market challenges

DBJCC course equips students with skills in Corporate Communication, Public Relations, Advertising and Business Journalism to meet the manpower requirements of the media industry and the corporate sector.

M.Com. course serves the needs of higher education in business studies and also prepares students for research.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document

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

Response:

We have adopted a “learner-centric approach” and evaluate students’ knowledge acquisition, skill development and employment readiness.

Being a constituent part of University of Delhi, student’s academic performance is evaluated through 75% of total marks in semester end University Examinations and 25% marks at college level internal assessment. Practical examinations are conducted and external experts hold Viva-Voce and assess projects.

The faculty maintains a record of student's individual progress throughout the session on their SmartProf App by evaluating home assignments, quizzes, unit tests and internal exams to ensure that there is value addition to course outcomes.

Regular meetings between faculty and students help in monitoring the learning and teaching process. Remedial classes are also conducted so that slow learners can meet the rigours of curriculum with ease. Information collected by way of Feedback forms from students and parents provides insight into how systems can be improved.

During the pandemic, to ensure that program and course outcomes are not compromised, the faculty has shown utmost zeal and dedication while making a transition to complete online mode by using the SmartProf app, Google classroom, and webinars. In the online mode, regular interactions with students through video conferencing, online assignments, quizzes, and group presentations on Google Classroom have helped to measure their progress.

Academic results at the University level show that our students have excelled in getting ranked as University toppers, achieving CGPAs of perfect 10, attaining merit admissions in Foreign and Indian Universities for higher education, and acquiring highest degrees like PhDs.

The student's skill enhancement is assessed by their results in college conducted Add-on courses in the field of taxation, tally, capital market and data analysis, and certificate courses in Advanced Excel, Data Science using R and Python.

Research aptitude of students is evaluated through their participation in innovative projects, prizes attained in paper presentations like RBI, and publication of research papers. The Student Progression Tab on the SmartProf App allows the college to keep track of alumni and final year student's achievements and future plans.

Our students have been able to acquire Internships in many established companies and government organizations, indicating that there is acquisition of basic skills at college which is allowing them to enhance their practical experience in chosen specializations.

Our students have found lucrative placements in the fields of finance, accounting, marketing, sales, audit, research, programming, and data analysis showing employability readiness for large corporations. The data of students getting campus placements and internships in reputed corporations is highly encouraging. A proactive feedback system from the industry enables the institution to engage in collaborations and introduce new skills and courses for future batches.

There is a growing section of students who are also entering into entrepreneurial activities with setting up their own Startups.

Our students have scaled new heights by being selected in Civil Services, Defence Services, and becoming Chartered Accountants, Company Secretaries, Actuaries, University Professors and Data Analysts. The emphasis on academic excellence and holistic development has made our students successful global citizens.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 96.88

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

2019-20	2018-19	2017-18	2016-17	2015-16
725	659	736	751	556

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

2019-20	2018-19	2017-18	2016-17	2015-16
745	680	763	774	575

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 46.08

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

2019-20	2018-19	2017-18	2016-17	2015-16
29.58	0	0	0	16.50

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 10.26

3.1.2.1 Number of teachers recognized as research guides

Response: 8

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 36

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	0	0	4

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

- Prof. Jaswant Singh Phull Centre for Religious Studies (An interfaith Study Centre), a part of Sri Guru Gobind Singh College of Commerce's library was established in the year 2005 with an objective to enlighten the young minds with the rich Sikh heritage and unique Sikh philosophy and instill in them the sense of pride. (<https://www.sggsc.ac.in/facilities/geotagged/Library>)
- To make research a continuous process, the College has been continuously organising faculty development programmes, workshops, training sessions and hands-on training programmes for students and faculty with competent resource persons from both within and outside the country. (<https://sggsc.ac.in/societies/centres/bsesggsccentreforexcellence>).
- Journal of Business Thought is an annual publication of Sri Guru Gobind Singh College of Commerce, University of Delhi (<https://sggsc.ac.in/research/journalbusinessthought>). It provides a platform that encourages research scholars and academicians to share contemporary thoughts in related fields of business and economics. The Journal focuses on quality research work and publishes original research papers, review articles, case studies, abstracts of doctoral thesis, technical notes, book reviews and recent updates on policy changes at national and global levels. The Journal is peer-reviewed and fully refereed. It is co-published with Informatics Publishing Limited and is indexed in I-Scholar, J-Gate and ICI databases. The Journal is available in print as well as online at www.informaticsjournals.com.

- The College also has the ‘**Centre for Excellence**’ (COE) to aid the research and ‘**Centre for Professional Development**’(CPD) for organising professional training workshops throughout the academic year to enhance the knowledge and employability quotients and build research orientation. Understanding that applied research is gaining importance in the present world especially- in the field of economics, finance, management and commerce, it organises sessions on advanced statistical techniques and sophisticated software to analyse data and further use it for policy making. The COE aims to promote and facilitate research in different areas and also to bring together faculty members and students from different disciplines to undertake innovative projects. The CPD has undertaken collaboration with Bombay Stock Exchange, ICAI, BRICS Institute and many more to do policy-oriented studies and also organise joint conferences. (<https://www.sggsc.ac.in/societies/centres/bsesggsccentreforexcellence> , <https://www.sggsc.ac.in/societies/centres/sggsccentreforprofessionalstudies>)
- To encourage good quality research work, faculty members whose manuscripts are published in any Scopus listed journal, are awarded with Rs. 10,000 per article, up to a maximum of two articles, per academic session (April-March).
- Further, it has been decided that teachers teaming with college students may apply for research grants from the college, for any Innovation Project, by submitting an application, consisting of the objective, research methodology and policy implication of the project. The final decision regarding the amount of grant and the team/s selected for the grant will be taken by a panel constituting of competent authorities (from the University of Delhi or other Universities) in the specified research domain, appointed by the principal. (<https://sggsc.ac.in/research/achievements>)

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 127

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	30	7	10

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 2.6	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
Response: 13	
3.3.1.2 Number of teachers recognized as guides during the last five years	
Response: 5	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years											
Response: 2.19											
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.											
<table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>34</td> <td>38</td> <td>27</td> <td>23</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	42	34	38	27	23
2019-20	2018-19	2017-18	2016-17	2015-16							
42	34	38	27	23							
File Description	Document										
List of research papers by title, author, department, name and year of publication	View Document										

3.3.3 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: 2.7**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
45	44	60	27	26

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities**3.4.1 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:**

SGGSCC recognises its responsibility and contributes to the development/upliftment of society at large. The **Rotaract Club**, SGGSCC organises blood donation camps, regular plantation drives, and visits old age **homes in the neighborhood community**. It set up an Adult Literacy Centre and Sewing & Stitching Centre, “Sankalp 2.0” for youth and women of marginalized sections with the target of educating and providing employment opportunities.

The environmental club **Ecosperity** organised “Paraspar”- a plantation drive to commemorate the 550th birth anniversary of Sri Guru Nanak Dev Ji in 2019 by planting 550 saplings.

Team Project **Shuchita** by Enactus, in collaboration with Sulabh Sanitation Works, August 2015, worked towards solving problems of sanitation, cleanliness, and menstrual hygiene in the **suburbs of Delhi**. In 2015, the “Book A Plant ” initiative saw sales of 1200 potted plants throughout Delhi NCR. In association with NGO Ekta Shiksha Sansthan and Deep Welfare Association, Enactus trained women in the **adjoining areas** to make bags /pouches from old/ discarded denim.

Project **Kashti** by **Enactus** aimed to convert underdeveloped and backward villages into smart villages and generate entrepreneurial opportunities for the masses. The project’s goal – improving the life of villagers of Kakrola, a village near Delhi, in four stages. In October 2018, the project hit the implementation stage – in the first phase, a sewing and stitching workshop was set up and training was given to 50 villagers. 30% of revenue was invested in the second phase of setting up 2 Community Reverse Osmosis Water Treatment Plants in January 2019. The plants’ functioning is looked after by 4 workers. Under this, purified water was provided to the 235 houses in the village by 2 delivery men. The profit from this segment was invested in phase 3 focusing on waste segregation /waste treatment. The waste was collected and either converted into manure or sold/recycled. The revenue collected was invested in the fourth phase, wherein, ‘Tabeer’ liquid hand wash manufacturing unit was set up. 15 women were given entrepreneurship opportunities

and requisite training.

For creating awareness on gender-sensitive issues, the **NSS** Unit of the college organised a workshop, “Ab Samjhauta Nahin” sponsored by ITC Vivel in collaboration with Josh Talks.

The NCC wings actively participated in national camps etc. The Republic /Women development cell, organises events pertaining to health issues and women empowerment.

The **Enabling unit-Jaagriti** organises annual intercollege events/seminars/workshops for the differently-abled students.

The Entrepreneurial Development Cell 'SOCH' organises inter-college annual events where entrepreneurs are invited to address students.

In 2019, an anti-plastic drive, “Empathisers” was organised to reduce single-use plastic in society. The drive impacted 500 students and sensitized them about the need to invest in more environment friendly materials.

In 2020, the institution adopted five villages in the NCT of Delhi under the **Unnat Bharat Abhiyan**, a program under the aegis of MHRD and I.I.T.Delhi. **The villages so adopted are; Khera Khurd, Naharpur, Haiderpur, Karala, and Pooth Khurd.** The institution, after a detailed analysis of the persistent issues in these areas, will look into their holistic development.

File Description	Document
Upload any additional information	View Document

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

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	11	4	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

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

Response: 121

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	30	25	19	15

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 126.32

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2149	2069	2084	2138	2169

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 130

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
14	10	13	18	75

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	2	5	8

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

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:

Effective infrastructure planning for educational institutions creates a positive and conducive atmosphere for students' learning. Classrooms, auditoriums, labs, and campus areas are crucial elements of a healthy learning environment. SGGSCC is equipped with ample state-of-the-art infrastructure for teaching-learning activities.

- The teaching-learning area is broadly classified into five interconnected blocks.
 - **Block A:** has four floors, each floor has 7 class-rooms and two small rooms, totaling 28 classrooms and eight small rooms. Here, classes of B. Com (Hons), B. Com and B.A.(Hons) Economics are held. Each floor has two tutorial rooms for students' personal problems.
 - **Block B** is four-floored, comprising three rooms and three office spaces on each floor. Ground floor has a staff room and a computer lab for B. Com students. The first floor has three classrooms and a computer lab for B.Sc. students. The classrooms on the second floor are for B.Sc. (Hons) and Punjabi (Hons) students. The second and third floors also have offices for Non-collegiate and IGNOU students respectively.
 - **Block C** has an administrative and accounts office on the ground floor. The two computer labs and offices of Centre of Excellence and Centre for Professional Development are on the first floor. These centres keep records of FDPs/workshops/training sessions and add-on courses organised for the students, teachers, and non-teaching members. The second floor has three halls, **Activity Hall 1 and 2**, are used by the students for practicing academic and cultural activities and the third hall, **Lecture/ Discussion Hall** is designated for organising discussions/special lecture-series.
 - **Block D** is a three-floored building with 3 big rooms and one small room on each floor. On the ground floor, PGDIM and DBJCC classes are held and the third room is an administrative office for PG students and the smaller room is a placement office. The big rooms on the first and second floors are used for BBE and BMS classes, the smaller rooms have BBE/BMS and NCC offices respectively.
 - **Block E** has a principal office, sports room, and canteen on the ground floor. On the first floor, there are three fully air-conditioned and Wi-Fi enabled halls; Conference Room, Seminar Room and Mini-Auditorium. These are used for organizing FDPs, workshops, training sessions, hands-on training programs, discussions, small functions and students' activities for the overall growth of students and teachers.
- All class-rooms are fully ventilated and fixed with a black board, white board and projector.
- Four fully equipped and wi-fi enabled **computer labs**, each with a seating capacity of 35-40 students cater to the course requirements of students across all courses.
- **A multi-floored and fully air-conditioned library** is our college's prized possession, where one floor is especially designated for self-study of students and teachers. An area has been earmarked for Sikh studies where many historic books on Sikh history are stacked. Few computers are installed on the ground floor for teachers to do their research and college work.
- The college has a **photocopy shop** to cater to the needs of students and faculty.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

SGGSCC is equipped with modern infrastructure to hold cultural, sports, games and training events. Special care is taken to maintain and optimally utilise these facilities and the achievements of our students at college and university level are a testimony to the same.

- We have a **splendid cricket ground** with a circumference of 600m, equipped with national standards flood-lights and scoreboard, that holds cricket tournaments at various levels throughout the year and a prized 'Sahibzada Ajit Singh Cricket Tournament' annually. About 20 clubs from all across India participate in this tournament. It also enhances the visual beauty of the campus with its lush green and well-manicured grass. A **basketball court**, with standard dimensions of 28.65m×15.24m, at par with national standards, was added in the year 2002. Additionally, the college has two **lawn tennis** clay courts of international standards (23.77m×8.23m, for single and 23.77m×10.97m for double matches), a **volleyball court** (dimensions 18m×9m), a **football ground** (dimensions 40m×42m) and facilities for two indoor sports, two **table-tennis tables** (in a room of dimensions 30m×30m) and **chess**.
- **Shooting** is a sport which encourages excellent hand-eye coordination and motor skills. Our indoor shooting range of international standards (with 8 manual lanes and dimensions of 10m×15m) is one of the best in the Delhi University. It also has a 10-meter Air Rifle and Pistol Range.
- Special care is taken to provide facilities for holding cultural activities. **Two Activity Halls** (each with dimension, 38feet×25 feet) on the second floor of administrative block are allocated for students' practice sessions and for keeping instruments. The **open green lawns** in front of Gurudwara Sahib and nearby basket-ball court are also used for early morning and after classes practice sessions by dance, drama and gatka societies.
- A fully air-conditioned well-equipped **auditorium** is the nerve centre for all cultural activities of our college. It has a well-lit and spacious stage, two green rooms, carpeting, air-conditioners, wash-rooms and a comfortable seating capacity of 500. The advanced sound and lighting systems uplift the ambience of the auditorium.
- Recently, an **Open Amphitheatre** has been added for practice and organising street plays, displaying art exhibitions and other talents of students.
- The college has a well-equipped ultra-modern **Gymnasium** named after Sahibzada Jujhar Singh. We have qualified trainers separately for the students and staff to use the equipment for a healthier lifestyle.
- The college has a beautiful and tastefully designed **Gurudwara Sahib** where exhausted minds find a respite in a calm, serene and spiritual place of worship. The Divinity society practices in the

gurdwara sahib with divine blessings of the Almighty.

- The college also has a **Yoga and Meditation room**, separately for boys and girls with dimensions of 10 by 10sq feet.
- **Students' union room** is used for conducting meetings of union members.
- **Girls common room** is provided as a private space for female students. It has special provision for sanitary pads machine. It also fulfils the requirement of changing room for girl students during cultural events.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 59

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 77.35

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

2019-20	2018-19	2017-18	2016-17	2015-16
639.50	593.62	847.07	661.62	531.26

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The College Library came into existence along with the foundation of the college in the year 1984. The library is well-stocked, well-equipped, centrally air-conditioned and equipped with user-friendly system software **NETLIB** for providing efficient services. NETLIB, installed in the year 2001, is fully automated library system. It uses .NET and SQL Server. The current version of NETLIB is 3.03.

The college aims to provide timely and right documents/information on a variety of subjects in the library. The Collection of the Library at present consists of more than 49919 books, 490 bound volumes (back volumes) of important journals and about 850 CD's on various subjects. The Library regularly subscribes to about 27 newspapers, 35 journals and magazines (Indian as well as foreign) on a variety of subjects. The library has a rich collection of books especially on Commerce, Economics, Mathematics, Computer Science, Management, Sports, General Studies and Sikhism. The library provides the facility with open access system, spacious reading room and reference section.

The entire library collection can also be searched through web **OPAC**. The link for the search is <http://sggscclibrary.saraswatilib.com>. The OPAC link can be accessed from the college website also - www.sggsc.com/library. The documents/books can be searched by author, title, subject etc. Access to this facility is through authenticated user ID and password. It facilitates a user to browse the entire library's collection with ease and promptness. Books in Hindi, Punjabi can also be searched. The users can search books using cell phones, laptops, desktop computers etc. The students can also reserve a book using this facility. Faculty can recommend the books through the link provided.

Our Library has recently installed **RFID (Radio Frequency Identification) based Library Management System**. It is the best library automation system used across the world. It is a very effective way of managing library resources. It allows the identification of a large number of tagged objects like books, using radio waves thus enabling self-check-in/out of books. This not only increases efficiency but also helps in theft detection. **KOHA** software, installed in 2018, is currently being used for RFID Library Management System. Version of KOHA is 19.05.03.000(5.02.2001).

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

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: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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: 6.67

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)

2019-20	2018-19	2017-18	2016-17	2015-16
7.02	6.83	7.08	5.38	7.02

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

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

Response: 23.02

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

Response: 422

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Presently, the College connects to the **National Knowledge Network** of the University of Delhi via a dedicated 100 Mbps optical fiber link for access to the university's Wide Area Network (WAN), College Local Area Network (LAN), Local Resource Sharing Services, Library System and Internet Services. The network is maintained by M/s RailTel Corporation of India. The college also has a parallel installed internet facility provided by Jio Fibre, MTNL & Exitel as well as Mobile Jio Dongle.

The College regularly maintains its website which is interactive and user-friendly. The college has integrated the web version of **SmartProf** (Teacher and Student Management System) into the website. Notices pertaining to College activities, seminars, and events, tender calls are frequently posted. The website also provides extended links to e-Library management services, payment gateway for events, and student document requests.

The College adopted SmartProf in 2017 as a Teacher and Student Management System (TSMS) to provide a one-stop solution for paper-less attendance and assessment process. Today, in its current state, it has become functionally more than that. SmartProf is a login-based system available both in web and app-based versions on iOS and Android-based devices. The application is capable of generating timetables, recording and compiling real-time records of daily attendance and internal assessment, student profile, faculty profile, faculty-student-staff ID Cards, fee payment gateways, file sharing platform, and real-time notice delivery system. The system is updated regularly with features and updates along with active grievance management by the vendor.

The College had envisioned taking teacher-student interaction to virtual platforms. In March 2017, the College pursued the **Google-Suite** for Education for providing institutional emails and access to educational tools powered by Google. The College annually issues institutional email ids to all newly admitted students. The Google Workspace services including Google Classroom, Google Meet, Google Docs proved instrumental for supporting smooth conduct of online classes during this ongoing pandemic COVID-19.

The College library uses "**NETLIB**" software and **JAWS** software for differently-abled students. Biometric machines for attendance are installed for non-teaching staff. The College has purchased **EIMS** software developed by Redox Technologies for admission, internal assessment and payroll. The College has purchased **Computax** software from Perfect Solutions for TDS calculation and online submission. The College has various licensed software such as MATLAB, STATA, Tally along with open source software

such as Python, Java, C++, MSSQL, Linux (Ubuntu), Masm, CPUSim, Android, and Tora for easy understanding of students. The college accounts department has purchased **TALLY 9.0 Software** for book-keeping and regularly updates it through subscription. The college also protects its PCs and Laptops by installing **Anti-Virus Software QUICK-HEAL**.

The College has four fully equipped Computer Labs with the latest computers running on Intel i3 and i7 processors and with **Windows/Linux-based** operating systems.

In March 2020, the College installed the latest **RFID-based** Library Management System. The automated system facilitates easy issues and the return of books. Integrated with KOHA software, the RFID-based system covers more than 51000 books.

File Description	Document
Upload any additional information	View Document

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

Response: 2:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

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: 18.47

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)

2019-20	2018-19	2017-18	2016-17	2015-16
247.91	228.29	116.02	106.01	105.63

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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:**

Sri Guru Gobind Singh College of Commerce, spread over eleven acres of area, is planned tastefully green with colourful floral landscaping and architecturally excellent buildings. To support facilities for successful accomplishment of maintenance and optimal utilization of physical, academic and support facilities, the college has devised appropriate systems and procedures, strictly in accordance with Delhi University's **Governance norms**.

- **General Policy:** The college has dedicated teams/committees, duly constituted in the Staff Council, an official body with Principal as Chairperson and an elected faculty member as Secretary. The individual committees for purchase, building maintenance, hostel, sports, gym, and gardening are there, with members from teaching and administrative staff. To ensure uninterrupted and quality usage of assets, each committee communicates the requirement for maintenance and new purchases to the authorities for timely action.
- The college follows a fool proof system for new purchases, adhering stringent purchase norms in consonance with **General Financial Rules (GFR)** laid down by GOI. For purchases involving substantial expenditure, the orders are placed through **Government e-Marketplace (GEM)**. For others, tenders are invited from listed and approved vendors, which are opened by the **Purchase Committee convenor** in the presence of all its members. The comparative statements are made on the spot. The **two-bid system** is adopted wherein both quality and cost are considered and then rational decisions are taken.
- For maintaining the **equipment, electronics, computers and machinery**; AMCs are entered into with approved vendors and periodic inspection is carried out so that any damage is controlled at initial level only. All valued machineries are insured against damages. For example, AMC for water coolers and air conditioners is with Eureka Forbes and Daikin respectively. All gymnasium and sports equipment are also maintained by professionally competent agencies.
- **Building and Infrastructure:** Two duly appointed caretakers ensure that the building is well-maintained, repair work is undertaken regularly and any necessary replacements done with the approval of the authorities. The Maintenance Committee holds regular meetings with them to enlist

the problems and redress them in an appropriate framework. Teams of electricians, carpenters and plumbers work regularly to maintain the structure. The power and water supply are continuously monitored and backups used whenever necessary. For major/specialized repairs, authorised outsource agencies are contacted.

- The contract for **overall housekeeping** is given to approved agencies that work round the clock to ensure a clean and welcoming campus. Presently, the college is in contract with NEXGEN for its day-to-day maintenance. Special care is taken for cleaning of class rooms, staff room and restrooms.
- **Library:** The Library Committee works unflinchingly to maintain and optimally use the resources. Currently, NETLIB library software for automation of all records and processes is used, which is being maintained by Saraswati Enterprises. From time-to-time, books are bound freshly and obsolete books are written off. The old newspapers and magazines are disposed off under the supervision of the librarian and his team. Students and staff have easy access to the library and can methodically issue and return books through a sufficiently large number of library tickets issued to the bonafide students.
- **Computer Labs:** The maintenance of four ultra-modern, centrally air-conditioned computer labs and two servers for Windows-NT and Linux multi-user operating systems, is entrusted to professionally approved vendors of high quality, who are readily available. The PPT projectors are regularly supervised by computer assistants for smooth functioning of class-room teaching.

There is an internal system for using the labs in the best possible manner. Computer classes are timed in a manner that all the labs are occupied simultaneously, making room for usage other than formal classes. Students need to seek permission from the person in-charge to use computers for assignments and project work.

- **Sports Infrastructure:** The Director of Physical Education takes care of sports equipment. Although the sporting facilities are maintained as part of the overall infrastructure, the Sports Committee periodically supervises the playgrounds, shooting range, tennis and volleyball courts. Purchases of new equipment, repairs and servicing are done whenever and wherever required.

For optimum utilisation of these facilities, time slots are allotted to the teams/individual students to use and enjoy them. Teams are allowed to practice not only for competitions, but also for recreation. Sports goods are issued for stipulated time and on their return, care is taken against any damages. An official register is maintained which records all issuance and returns.

- **Auditorium:** Maintenance of the fully air-conditioned auditorium is looked after by the housekeeping team. The high-quality audio-visual aids and lighting arrangements are looked after jointly by electrician and caretaker. To avail this facility, a prior permission from the principal is required. A diary/calendar is maintained by his office to permit the usage of the auditorium for students' programmes. Procedurally, student teams can communicate the need to use the auditorium only through teacher-convenors.
- **Girls Hostel:** The operationalisation of multi-storeyed, fully air-conditioned *Mata Sahib Kaur* girls' hostel is run on a self-sustained basis. The warden supervises the food preparation and ensures the code-of-conduct is adhered to by all its members. Its maintenance is entrusted with an approved agency.
- **Gymnasium:** There is a duly constituted committee to look after the maintenance and functioning of the gym. The care of the equipment is in the hands of agencies in the AMC contract with the college. A regular and thorough inspection is done to check the fitness of the equipment. The

students are required to register with the in-charge for allotment of a time slot to use the gym.

- The decision regarding **disposal of obsolete/outdated equipment** is taken by the Auction Committee, duly approved by the Governing Body of our college. The bids are invited by vendors and decisions are taken with due consideration.
- The **Gardening Committee** along with a team of gardeners is responsible for maintaining and beautifying the landscape. The two on-campus facilities - Canteen and Photocopy Centre are looked after by assigned committees.

File Description	Document
Paste link for additional information	View Document

NAAC

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: 1.7

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)

2019-20	2018-19	2017-18	2016-17	2015-16
46	38	30	17	13

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

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: 9.34

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)

2019-20	2018-19	2017-18	2016-17	2015-16
168	161	151	167	138

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

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
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

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: 111.64

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

2019-20	2018-19	2017-18	2016-17	2015-16
2007	1910	1920	1635	1911

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

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	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 22.28

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

2019-20	2018-19	2017-18	2016-17	2015-16
216	223	127	111	107

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 89.53

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 667

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 45.48

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
79	58	47	14	49

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

2019-20	2018-19	2017-18	2016-17	2015-16
139	128	107	44	99

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

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: 329

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.

2019-20	2018-19	2017-18	2016-17	2015-16
81	71	75	67	35

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

Sri Guru Gobind Singh College of Commerce is an institute which provides ample opportunities to students for their holistic development. The students not only participate in co-curricular activities but also become an integral part of management and administration by constituting organising teams which are responsible for managing various events and competitions conducted throughout the year.

First and foremost is the election of the **Students' Council** which is done by a transparent and defined process. This student body represents the interest of all the students in College. The members of the Students' Council participate in the **admission process** and in guiding and helping new students. They also assist in other **administrative activities** like conducting seminars, workshops, webinars etc. In June 2018, a B.Sc(H) Computer Science student named Davender Gupta was appointed as a **paid intern for Data Entry** (Proof enclosed in Additional Information). Such **hands-on training** prepares them better for the industry.

Eminence – The Annual cultural festival attracts students from colleges across Delhi University and from other universities and institutions. Another representation is by **students' IQAC team** which indulges in management, decision making and designing new systems for students and the institution.

Other important student bodies include **placement cell and alumni cell**. These two cells strive towards **career development and growth** opportunities for all GGS students' fraternity.

The system is categorised in **academic and non-academic societies** with stated objectives where a particular society is going to focus upon. Each department has its representation by elected members in the form of student body, for example **Commerce department society URJA** strives towards academic events and extra-curricular activities with a complete focus in their respective domains and similarly **Arthashastra Society represents Economics department, ASBEMS represents BBE and BMS departments, ACE represents Computer Science department** and so on. All these societies organise and conduct several trainings, conferences, meets, festivals, development programs, industry visits and Guest Lectures, etc. The college provides infrastructure, financial support and guidance to the students in these club events.

The societies are run under the **mentorship of assigned society convenors**. The students bring in new ideas, innovative ways of doing things and, to improve upon their skills by joining the societies of their own choice. The students are given the opportunity to organise the events which help them to develop organising and management skills. **More than 40 societies, cells** exist with a defined structure and processes. All the areas for **holistic development** are covered by these clubs, be it social quotient, entrepreneurship, dramatics, cultural, art, literature, international exposure, debating, sports, etc. To name a few, Enactus, Entrepreneurship Development Cell, Infinity, Ecosperity (Environment Club), Manchanta, Virtuoso - The Fine Arts Society, Misba- The Western Dance Society, Invictus (Photography Club) etc. cater to the varied interests of students. All these societies work towards organisation and participation in competitions at different levels.

All the students are an integral part of the college and their participation in different activities helps them in the physical, mental and spiritual development.

File Description	Document
Upload any additional information	View Document

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: 134

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

2019-20	2018-19	2017-18	2016-17	2015-16
311	156	66	69	68

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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:

The Alumni Association aims to promote a unanimous feeling of connection and camaraderie among college students and GGSites scattered in all walks of life. The association has been in its place since 2008 and boasts of more than 4000 members. It has also been registered in 2019. The association consistently supports the college in various activities throughout the year. Some of the key contributions of our Alumni are as follows:

- The Alumni of the College are spread in diverse fields and many are in leadership positions in their respective areas. They regularly help the college students with placements and internships. Royal Bank of Scotland, Ernst & Young, HDFC Bank, Deloitte are a few names of the institutes where our students have been able to secure positions with the help of ALUMNI.
- The Alumni association supports the college by sponsoring the fees of financially weak students. Various Alumni have also constituted scholarships for meritorious students of the college that are disbursed on the college Annual Day. Some of these include Shankdhar Scholarship, Mata Raj Kaur Scholarship, S.S. Gulshan Scholarship etc.
- Our regular association with the Alumni is strengthened not only through the annual Alumni meet but through regular lectures and visits of our Alumni at Department level and College level events. Distinguished alumni act as key resource persons for college seminars, conferences and other important events. They constantly support our students and guide them, be it for further studies or career counselling.
- An annual feature of Alumni activities is the cricket tournament, where college teachers, students and the alumni participate with zeal and fervor. The highly anticipated event is aimed at strengthening ties amongst the ongoing batches and the alumni.
- Feedback from alumni is a valuable source of suggestions for making improvements to the institution's infrastructure and services.
- Alumni Association aids the college in successfully organizing various events. Some of the events which have been organized and aided by the association include cleanliness drive awareness program for college students under Swachh Bharat Mission (2019), talk with Dr Shikha Sharma, a celebrity nutritionist (2016), national level symposium 'Quality in Higher Education: Road to Employability' (2018) etc.
- In order to strengthen the Alumni network, the College has purchased new software to create a

larger database of Alumni and engage them more in college activities. The Alumni registration link form is available through **Almashine**.

- The college boasts of Alumni connect where alumni can create their profile and connect with their batchmates and the Institute. The link to the same is <https://alumni.sggsc.ac.in/> . It also has an Alumni directory.
- In order to appreciate the concerted efforts of our Alumni, the College has also constituted the “**Alumni of the Year**” award which is presented to an Alumni on the college annual day.

File Description	Document
Upload any additional information	View Document

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

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document

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:

Vision of the institution is to provide a humanistic, holistic and liberal learning environment. The objective of the institution is to stimulate and embolden the intellectual, emotional, and social potential of its students. The institution, named after the tenth Guru of the Sikhs, follows the teachings of Sikhism and is guided by the motto "**Behold All Human Race as One**". It supports gender equality and promotes universal brotherhood across all aspects of college life. It encourages the culture of diversity in the college by giving admissions to students from different backgrounds irrespective of their caste, gender, religion or country. The institution promotes excellence in academia, co-curricular activities and sports to make students earn their livelihood and become better citizens.

The management of the institution is highly committed to the service of catering to the contemporary requirements of higher education by giving sufficient autonomy to the Principal for smooth functioning of the institution. It fully supports any new plans for the benefits of the stakeholders. Students, being the main stakeholders, are treated as the centre of all activities and many curricular and co-curricular activities are conducted for the overall development of their personality. To help needy, economically weaker and differently abled students, the college provides them fees-concessions and issues laptops. The college also provides financial assistance by offering different kinds of scholarships to deserving and meritorious students.

The institution creates a liberal and friendly environment amongst faculty and students and gives administrative, financial and infrastructure support through timely decisions and planning. It ensures the development of world-class quality and value based education, promotes research based learning, removes barriers to interdisciplinary education and uses technology creatively to establish a multilevel support system to boost and nurture industry-academia conglomeration. Over the years the college has strengthened its infrastructure and has made education more student centric.

The college campus has earned a considerable reputation for its performance in education, sports and socio cultural activities with dedicated team of teachers and ever enthusiastic students. It facilitates an internal support system to broaden the knowledge base of the students through numerous academic and cultural forums, clubs and societies. The college not only aims to pursue academic excellence but fully recognises the fact that young minds are the assets of the nation who should be nourished with good cultural experiences, emotional strength, physically enriching environment with opportunities to intelligently demonstrate their knowledge and skills. We constantly strive to attain new milestones in this direction.

The college feels duty bound to society and renders its service to fight against social evils such as poverty, illiteracy and gender discrimination. Recently, the college has adopted five villages, under the Government of India **Unnat Bharat Abhiyan Scheme**. The college addresses the human resource development needs of the nation by maintaining high quality teaching and learning processes and research. The faculty members of the college are well qualified and have national and international recognitions in their area of specialization. They work with their full dedication to develop professional competencies in the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

- Various policies and action plans are designed under the leadership of both the Principal and the college Governing Body.
- The college attributes its vital functions through various administrative and academic bodies. Different committees are constituted by the staff council of the college that devise and implement measures to improve various aspects of the institution.
- The institution leadership promotes a culture of decentralised management. Decisions are taken in consultation with the various committees, department heads and student representatives.
- Case Study of 'EMINENCE' the Annual Cultural Festival
 - The festival is organized by following democratic and decentralised management practices by Students' Union under the guidance of faculty student Advisor and committee.
 - The major focus in the cultural event is to create a professional experience for the students, by providing them opportunities to participate in the decision making process and develop event management skills.
 - The date of 'Eminence' is decided by the Staff Council in consultation with the Student Union President and his team is entrusted with the holding of the event. The Student Union, non-teaching staff and Faculty Advisors work together in the management of this inter-college event. The Principal holds meetings with the Students' Union and Faculty committee for discussing various themes, arrangements, and events during the festival, etc.
 - Various committees are formed to take care of the sponsorships, finance, programmes, food stalls, security, publicity and other logistics. Each committee comprises teaching and non-teaching staff along with student coordinators.
 - The core committee and the Principal share a duty chart in a Staff council meeting. The organisation of 'Eminence' offers a free hand to Students' Union members to learn decision making skills, judicious use of resources, team work, financial management, and execution of strategies for successful completion of the mega event. This democratic environment allows them to be more responsible, sensitive and pro-active to exercise discretion and a disciplined attitude.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College undertakes multidimensional perspective planning that is reflected in its teaching, learning, infrastructure development plans, students and administrative development. A detailed Strategic Plan providing the roadmap to the College on its path to being a globally preferred institution has been articulated. The manifold development in the last few years has included

- Infrastructure enhancement like Girls Hostel, Rain Water Harvesting, Solar Plant System and a three-storey library to provide an enriching environment for intellectual growth and stimulation. Well-equipped support systems, viz. library, labs, classrooms, administrative section, teacher/ staff rooms, Wi-Fi etc.
- Modernization and expansion of professional courses on account of affirmative action, changes in pedagogy leading to large scale integration of ICT tools including SmartProf, EMIS and Google suite with 'sggsc' domain, introduction of add-on courses of contemporary value interdisciplinary and collaborative research thrust.

Considering research as a major activity nowadays towards the holistic development of students and teachers, the college has initiated two major centres as a long-term strategic plan.

1. Centre for Professional Development: The Centre aims to impart competence and fulfil career aspirations of students through structured learning pathways i.e. offering add-on courses (short term certificate/diploma courses), conducting training sessions/workshops, holding special lectures, etc. It promotes networking with national & international institutions of repute, and collaborates with industry and academia for developing the curriculum and delivery of relevant skills for students so that they become professionally more qualified and industry ready. The Centre has collaborated with various premiere institutes and bodies like ICAI, Weekender-the Skill School to equip the students with tools to ideate the solutions for meeting the challenges of the disruptive world.

2. BSE- Centre of Excellence: Applied research is gaining importance and it requires knowledge of advanced statistical techniques and sophisticated software to analyse data and further use it for policy making. Bearing this in mind, the centre aims to promote research and to bring together faculty members and students from different disciplines to undertake innovative projects. Collaboration of the college with Bombay Stock Exchange aims to help the Centre use BSE data to do policy-oriented studies and also organise joint conferences. The Centre has been continuously organizing faculty development programs, workshops, training sessions, and hands-on training programs for students and faculty with competent resource persons from both within and outside the country. The recent Initiatives involved under this centre involve:

- Awarding faculty members whose manuscripts are published in any Scopus listed/web of Sciences journal, with Rs. 10,000 per article, up to a maximum of two articles, per academic session (April-March).
- Encouraging the College faculty to take up innovation projects sponsored by the college. The faculty along with dedicated students' teams have well endeavoured into the novel, contemporary, and socially pertinent subjects. In this regard, one of the project's undertaken under the aegis of the College and the Centre- 'Segregation of Municipal Solid Waste' has attracted media attention and has been acknowledged twice in prominent national newspapers- The Hindustan Times and Times

of India.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The internal organization structure of the College is defined as per the XVIII ordinance of the University of Delhi. It does incorporate cohesive functionaries with defined roles to make institution functioning effective and efficient.

The **Governing Body** takes decisions related to administration, accounts/finance, faculty, and infrastructure. It comprises 15 members out of which 10 members are nominated by the Parent Body, two members are University representatives and two members are from teaching staff who are selected on rotation, based on seniority. The Governing Body is chaired by a chairperson. The Principal is the Member Secretary of the Governing body. The Governing Body takes policy decisions regarding the administration and finance and approves all relevant decisions. Governing body also has representation from University of Delhi, Teaching and Non-Teaching staff. Important issues handled by GB are admission fee, recruitment, disciplinary matters, appointments, promotions, leave, resource mobilization and building/ construction. In the recent past five years the GB has expanded infrastructure, instituted new departments, promoted faculty from AL7 to AL8, AL9 to AL10, AL10 to AL11, AL11 to AL12, AL12 to AL13A, AL13A to AL14.

The decision-making of various academic and non-academic committees is taken through the Staff Council. The various functions of college pertaining to administration, student council, admissions, work load, time-table, discipline, library, building, sports etc. are handled by convenors selected by staff council. The policy decisions taken by the Governing Body are implemented by Staff council committees.

The Internal Quality Assurance Cell (IQAC) acts as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. It takes out an academic calendar for proper implementation of curricular and co-curricular aspects.

The Internal Complaints & Gender Sensitisation Committee and Liaison have been created to address the grievances of the students if any.

The Administrative Department (Administration and establishment) preceded by an administrative officer (under the supervision of the Principal) looks after granting roll numbers, awarding of degrees, filling of examination form, issue of the identity cards to students, and other administrative work.

The Accounts Department works under the supervision of the AO. The department's day-to-day operation

is taken care of by the Accounts Officer who is responsible for the collection of fees, preparation of Vouchers, verification of bills, scrutiny of the expenditures, conduct of an internal audit and also to ensure all expenditure are incurred in accordance with GFR rules, GEM and Open Tendering process.

The recruitment has been done by the college by following a well laid policy of advertising, approval of roster by University of Delhi, scrutiny of candidates as per DU guidelines, and expert committee as nominated by VC and GB chairperson. The college follows the service rules passed by statutory bodies of DU and grants study leave, increments and other financial and welfare benefits.

The organizational structure and the involvement of all stakeholders in the decision-making process support the participative management of the institution.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

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	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The College provides various welfare measures like leave benefits, retirement benefits as per University of Delhi guidelines. Also the college provides well-equipped ICT-enabled labs, library etc for better research

and teaching along with other recreational and supporting benefits.

Leave benefits are granted as per rules of University of Delhi:

- Both teaching and non-teaching staff are provided with 8 days of casual leave plus 2 RH.
- After completing one year of service, 20 half-pay leave can be availed by the permanent teaching staff. Non-teaching staff are allotted 10 half-pay leave in the month of January and 10 half-pay leave in July.
- Duty leaves of maximum 30 days to the teaching staff are provided for attending orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules. Non-Teaching staff are also given duty leave.
- Maternity Leave of 180 days can be availed by female teaching and non-teaching staff as per Government rules.
- Male teaching and non-teaching staff can avail Paternity Leave of 15 days.
- Study leave of up to 3 years is provided to both teaching and non-teaching staff.
- A Sabbatical Leave of 2 years may also be availed by the teaching staff subject to certain conditions.

Retirement benefits are granted as per rules of University of Delhi:

- General Provident Fund allows Pension to employees after superannuation.
- As per university guidelines Contributory Provident Scheme is provided whereby the Management contributes equal share to the share of the employee every month.
- Gratuity.
- The National Pension Scheme is provided for employees who joined services after January 1st 2004.
- Encashment of Earned Leave.

ICT Facilities

- The college has a technologically well-equipped and Wi-Fi-enabled campus.
- The download and upload speed of wireless internet is 100 Mbps.
- There are 45 ICT-enabled classrooms with laptops and projectors to facilitate the e-learning process.
- Four well-equipped computer labs with projectors and printers are used by the teachers for taking practical classes for various subjects.
- Software's: SmartProf, G Suite, braille and 'Jaws' , Tally, R, Python, SPSS, Microsoft Office, TORA and others.
- Digital I-Cards.

Support and Recreational Facilities:

- Subsidised canteen and Café Coffee Day outlet.
- Well-maintained and sanitized rest rooms.
- Gymnasium facility for staff.
- Annual picnic and excursions are organized for faculty.

Other Benefits:

- Travel/Research grant is given for paper presentations, Conferences as per UGC guidelines.
- Funding for membership of Professional Bodies.
- Medical reimbursement is done upon submission of Bills.
- Group Insurance Scheme is implemented.
- Children education Allowance is given as per norms.
- Leave Travel Concession grant is given along with earned leave encashment.
- Gratuity and Pension is provided as per central government rules.
- A branch of Punjab and Sind Bank with ATM facility for the convenience of staff is available in college premises.
- Free Health check-up camps are organized regularly for staff. Doctor-on-demand facility is also available.

File Description	Document
Upload any additional information	View Document

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: 185.47

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

2019-20	2018-19	2017-18	2016-17	2015-16
89	145	153	98	198

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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:** 11.2**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**

2019-20	2018-19	2017-18	2016-17	2015-16
23	11	12	7	3

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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:** 98.43**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**

2019-20	2018-19	2017-18	2016-17	2015-16
77	74	74	75	68

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

In order to ensure an effective **Performance Appraisal** System in place, the College and the employee ensure that the job responsibilities and requirements as well as the performance expectations are understood and interpreted properly. The Performance Evaluation and Appraisal System is done systematically for all the Teaching and Non-Teaching Staff of the College at the beginning of every academic year. The performance evaluation of the Teaching Staff and Teaching Support Staff is done as per the **Performance Based Appraisal System (PBAS) of UGC and Delhi University Norms**.

The college strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Measures for the Maintenance of Standards in Higher Education, together with all amendments made therein. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The features of the performance appraisal system of **Teaching Staff** are as follows:

- a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) 2018 and CAS 2010.
- c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- d) The faculty members Fill Annual Performance Appraisal Report (APAR) as per CAS 2018.
- e) The PBAS proforma filled by the Faculty is checked and verified by the Heads of the Departments, followed by the Principal, Admin Officer, and the IQAC Director.
- f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and Annual Performance Assessment Report (APAR) as per Delhi University Norms.

The various parameters for staff members are assessed under different categories- Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Principal by the forwarding officer. The ACR and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, motivating them, analysing their strengths and weaknesses and ensuring better performance.

Further, at the end of each semester, **feedback forms** are issued to the students for each of the courses

attended by them. It collects information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College conducts internal and external audits on a regular basis as per the requirements of University of Delhi and UGC. Internal audit is done on a monthly basis after considering all the requisite transactions like incomes and expenditures using bank reconciliation statements, advance settlement, income tax deduction, GST return, TDS return, etc. In case of any objections or suggestions pointed out, immediate action is taken.

External audit is done once a year by an external auditor appointed by the university/governing body. External auditor's report is then sent to the UGC. The external auditor scrutinizes some key aspects like funds related with student societies, building, general maintenance and hostel funds.

Proper records are maintained of both internal and external audit conducted, and all norms duly complied with while carrying out the audit work.

S.No	Year of Audit	Date of Audit	External Auditor	Internal Auditor
1	2015-16	11th Dec 2017	G.Deep & Co.	S.C. Kwatra & Co.
2	2016-17	10th Oct 2018	G.Deep & Co.	S.C. Kwatra & Co.
3	2017-18	17th Dec 2019	G.Deep & Co.	S.C. Kwatra & Co.
4	2018-19	10th Dec 2020	SKDS & Associates	G.S.Kohli & Co.
5	2019-20	27th August 2021	G.Deep & Co.	G.S.Kohli & Co.

File Description	Document
Upload any additional information	View Document

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

Response: 466.49

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

2019-20	2018-19	2017-18	2016-17	2015-16
123.69883	108.94832	76.83723	82.56502	74.44443

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

- 1.The college provides various sports facilities, which include both indoor and outdoor games. College has a splendid cricket ground where day matches as well as day and night matches are played. Every year the college organises Sahibzada Ajit Singh Cricket Tournament in the months of December and January. About twenty clubs participate in this tournament.The college has a contract with ‘Turf Sports Academy’ for optimum utilization of resources, a number of matches including corporate cricket tournaments are conducted here. The college rents the excellently maintained ground from time to time for mobilizing resources.
- 2.Considering the needs of a large number of girl students from outside Delhi, the college provides Mata Sahib Kaur Girls hostel, which has 42 rooms and can accommodate 126 students. The hostel is located within the college premises and students have to pay for their lodging and boarding expenses.
- 3.A Branch of Punjab and Sind Bank is a part of the campus area along with ATM and locker facility. The bank pays monthly rent for the premises and helps utilize infrastructure.
- 4.The college provides a clean, comfortable and well stocked café for students within the college premises. The infrastructure has been utilised keeping the best interest of all stakeholders in mind. An outlet of Cafe Coffee Day right opposite the canteen offers an additional variety of beverages,

sandwiches and desserts at moderated prices. The college also has a contract with Moon Beverages for supplying Coca-Cola in the cafeteria.

5. For convenience of staff and students, the College has also outsourced a photocopier outlet to provide photocopy, printing, compiling and binding facilities to its students and staff, which pays maintenance charges to the college.
6. The international cell of the college in collaboration with Ball State university, Indiana, USA hosted the Afghan Faculty Forum for Enrichment Program (AFFECT). It was a ten-week professional development program conducted in the college. The program provided the delegates with a unique opportunity to enhance their skills and be innovative. The program provided a forum for open interaction and development by providing theoretical and practical exposure to the participants. It was a win-win situation, as both the parties gained new experiences and exchanged their current sets of knowledge to develop new ones. The college was able to generate 22,000 USD in the entire process by employing its current set of resources.
7. The college works arduously to enter into more such MOU's and connect with international organizations to promote valuable exchange of knowledge.
8. College runs a number of contemporary and meticulously designed add-on courses in collaboration with industry and other institutions like Weekendr, Bombay Stock Exchange Institute Ltd, The Institute of Cost Accountants of India etc. . In addition to upskilling students, it is a means of generating some additional income for the institution by utilizing the current set of infrastructure.

File Description	Document
Upload any additional information	View Document

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 drafts and implements ongoing quality improvement strategies through internal evaluation initiatives and action steps for enhancing the quality of teaching, learning, and research at the college and department level. Described below are two practices institutionalized as a result of IQAC initiatives.

Promoting Research and Technology Based Teaching in College

- To foster and enhance quality research by faculty members, the Research Committee has been constituted with an aim to escalate research projects and supplement the faculty with necessary skills and research adeptness. Furthermore, the Centre for Excellence constituted in the college conducts Faculty Development Programmes from time to time in emerging areas to help faculty upskill themselves.
- As a result of the research incentive scheme, more faculty members are doing credible research. Many faculty members have received a research incentive for good quality publications.
- iPads procured for faculty for creating a tech friendly environment in the college.
- To facilitate research and faculty-student collaboration, four innovation projects were approved by

the Centre of Excellence, with a research grant of Rs. 1 Lakh each on September 16, 2019.

- To encourage digitization, an information centre has been created for collection and dissemination of the information. The internal assessment, class attendance and issue of clearance and admit cards have all been made online through development of a mobile application - 'SmartProf'.
- The faculty conducts internal assessment through presentations, open book tests, case studies, practical examinations or written tests as per the demand of the curriculum, all of which have been enabled virtually too. A case study bank and questions' bank, which are collated forms of several case studies and assignment questions have been maintained by the faculty members.
- The college library also maintains a 'book bank' which lends prescribed books to the students who cannot afford to buy them.
- Free of cost license of the Google Suite for teaching-learning purposes was also procured for the college. G-Suite services include unlimited email domain based email accounts and unlimited drive space and more than 43 applications free for the college. This has enabled the college to be better prepared to conduct online teaching in light of the recent pandemic.

Empowering Students Beyond the Curriculum

- Centre of Professional Development floats various add-on courses in collaboration with Delhi Legal Services Authority, BRICS Chamber of Commerce and Industry, Tally Education Pvt Ltd., Bombay Stock Exchange Institute Limited (BIL), and Weekendr to enhance the skills of students thereby focusing on increasing their employability.
- Certificate courses in foreign languages (German, French and Japanese) are also provided by the Foreign Language Course Committee.
- To aid the emotional quotient and physical wellbeing of staff and students, various steps are taken like- webinars and online sessions for mental health, IQAC mentorship program and appointment of counsellor for students.

File Description	Document
Upload any additional information	View Document

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:

1. Meeting Multitudinal Infrastructural Requirements: Digital, Campus-Based and Research-Oriented

After thorough reviews and feedback collected by the IQAC, it was observed that an infrastructure upgrade

in three key areas namely the ‘campus building’, ‘digital’ and ‘research’ respectively would enhance teaching-learning processes, encourage student participation, and help create a conducive environment for the growth of the college community. The following points are, therefore, noteworthy in the aforementioned aspects:

- Consistent with the importance of Information and Communication Technology (ICT) based teaching and learning, the college established a state-of-the-art Computer Laboratory in 2018 and revamped the college website too. These efforts have also assisted in taking the entire admission processes online starting from filling up of admission forms to the allocation of a valid roll number to the student after admission.
- The college has adopted the **SmartProf** application developed by Mobiquel. A custom application, second to none, is used to feed and display real-time internal assessment records of all the students in the college. It offers an easy way to manage attendance, internal assessment, e-notices, placements, timetables, etc.
- The college has now constructed cubicles for faculty members to allow them to undertake focused research activities thereby enhancing their productivity in research and academics.
- An **Information Centre** to collect details of all college events/societies was further improved. Domain-based Email IDs were created for each Society/Club/Department.
- **Development of ERP (Enterprise Resource Planning)** for student and teacher details encapsulating institute-related processes entailed the following. This involves the creation of an information center, an online faculty profile module on the college website, and the creation of a student progression tab for student profiles on the website through the SmartProf app.
- The **Conference room** and **Seminar room** have been renovated with modern facilities. The staffroom has been refurbished with different cubicles and teachers’ reading rooms thereby enhancing teachers’ productivity.
- An ultra-modern **girls hostel** has been constructed and made operational.
- **Solar Panels** are being installed on the rooftops of the college. Further, the speed of the Internet on campus has been improved by installing new routers on campus.
- IQAC helped to constitute a **research committee** and thereafter conducted several workshops and training sessions for faculty members to impart research and technical skills.
- The College initiated a funding scheme to encourage research by faculty.

2. Enhancing Student Engagement in Key Areas: Local and Global

IQAC identified the need to enhance student engagement in two key areas- one, with the alumni network and industries under the local aspect, and two, with the international institutions under the global aspect. The following points describe these achievements in detail:

- The college has purchased new software to create a larger database of college alumni for further engagement of exstudents with the college. Alumni registration link form is available through the ‘Almashine’ software on the website.
- For establishing industry partnerships along with providing add-on courses, the college has collaborated with various reputed institutions like the BRICS Chamber of Commerce and Industry, Bombay Stock Exchange Institute Ltd., Delhi Legal Services Authority, and Tally Services Pvt. Ltd.
- The college has entered into alliances with international institutions. For instance, the college

hosted a ten-week professional development program titled 'Afghan Faculty Forum For Enrichment Program', in collaboration with Ball State University, Indiana, USA.

- Over the academic session, the college also entered into various fruitful collaborations by signing a memorandum of Understanding i.e. MOU(s) with the University of Melbourne and Ball State University, USA respectively.
- To foster global engagement, the college has started three foreign language certificate courses in German, French, and Japanese. They are provided by the foreign language course committee of the college.

File Description	Document
Upload any additional information	View Document

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: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

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:

The college firmly believes in the equal enjoyment of educational opportunities, resources, and rewards by its students irrespective of their gender.

Safety and Security

Freedom of fear is one of the first steps towards fairness and, thus, college is committed to providing a safe and healthy campus. Infrastructure has been engineered to include **security cameras** in all the nooks of campus with direct viewership in the principal's office and administration office. **Students' I-Cards are checked daily** to forestall attempts at infiltration or impersonation. Entry into the college is strictly restricted to authorized personnel. Regular patrolling and interaction with area police personnel also help the institute to keep perceived external threats at bay. **Girls' hostel** provides a safe in-house facility for outstation students. They are well-cared for by a female warden, attendants, and guards. The institute also has a robust complaint redressal mechanism and a critical response team of faculty members and students to address sexual harassment complaints. **Complaint boxes** have been placed for the students to register their complaints. Our solemn resolve to abide by anti-ragging regulations has helped us to make the campus **ragging-free**. Equality being an abiding value of Sikhism, gender equity is one of the founding principles of the college. **Gatka** is a holistic martial system that uses mental, physical, and spiritual skills to be fully competent in defending oneself and others. In addition, regular **self-defence** classes are conducted to instill street awareness, train mind, and body, and embolden females. NCC Girls cadets have set the benchmarks high with arduous training that requires sharpness, precision, and steely willpower.

Counselling

Constant communication and collaboration help to ease students' reservations about socially conditioned gender roles. A **designated counsellor** addresses the emotional, mental, social, and psychological needs of those who question gender. The college has also arranged a **faculty-mentorship programme** wherein teachers guide the students to unlearn patriarchal and misogynistic attitudes and make them comfortable with a gender-equitable environment. Additionally, **interactive sessions on women's health** are routinely held.

Common Rooms

Girls' Common Room provides girls personal space to sit, read, rest and discuss with their fellow female students.

Other Efforts

Women Development Cell of the college creatively engages with issues of oppressive relationships, everyday sexism, and discriminatory attitudes by organizing gender-sensitization workshops, talks, film

screenings, etc. The college seeks to develop female students into confident individuals capable of independent thinking. They take on **leadership roles in the Student's Union** and various academic and cultural societies. The college encourages female athletes by reserving seats for admission in the sports category. Girls participate in various sports including shooting, basketball, chess, etc. **Female faculty members have also held significant administrative positions as Vice Principal, Bursar, etc.** The college, in accordance with the University norms, follows a strict Equal Work Equal Pay policy. Two generic courses on **'Women, Power, and Politics'** and **'Contemporary India: Women and Empowerment'** are offered by departments of Political Science and English respectively. College hosts NCWEB and SOL classes for women on weekends.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for 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	View Document

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: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

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:

The college has adopted a sustainable waste management policy. After due evaluation of institutional waste generation, classification, collection, and segregation, the waste is suitably disposed off. Faculty members, students, and the administration are routinely oriented to follow effective waste management strategies. In addition, economic and environmental assessments of existing waste disposal processes are done regularly to identify the scope of waste minimization, recycling, and reuse.

Solid Waste Management

The college strives to motivate students and staff for solid waste management within the campus. Student members of Ecosperity developed a soothing Vertical Garden of air-purifying plants, making use of discarded plastic bottles in the college canteen. As a part of the 'Waste to Wonder' initiative, the students are developing a Tyre Garden, appropriately using waste tyres. Students also creatively utilize waste papers, single-use plastic disposables, etc. for decoration at various college events.

Liquid Waste Management

The college has operationalized rain harvesting and the use of wastewater. There are soak pits on campus that discharge treated water to the ground and help keep water levels high.

Biomedical Waste Management

Students' Union has been proactive in setting up a Sanitary Napkin Incinerator in the college to ensure the safe disposal of used sanitary napkins, especially in Girls' washroom.

E-Waste Management

New technological developments in IT and communication sectors usually render our old electronic equipment obsolete, resulting in an exponential growth of E-waste produced. Presence of toxic constituents makes E-waste management challenging. Students, faculty, and staff at the college are motivated to pool the electronic waste, generated at individual and institutional levels in the E-Waste Collection Bins. E-Waste Collection Bins have been placed outside the two computer labs, in collaboration with E-Waste Recyclers India. Regular waste collection drives are also organized within the campus and in the nearby localities for ensuring community-level participation and awareness. E-waste is then auctioned to Authorized E-Waste Disposal vendor.

Waste Recycling System

Organic Waste Converter with a capacity of 50 Kg/per day has been installed that decomposes the segregated organic waste generated within the campus and the hostel. The compost, thus produced, is used to enrich the lawn soil. Ecosperity, the Environment Club of the college trains students and other stakeholders in composting and management of domestic waste through workshops.

Green Crusaders

Asserting waste avoidance, the institution is firm in its commitment to ban the use of plastic bags. 'Green Good Deeds' initiative, undertaken by young environment enthusiasts of the college, inspires students to follow simple yet practical environment-friendly actions in daily life. Students are encouraged towards 'Bring Your Own Bottle', 'Bring Your Own Bag', and 'Bring Your Own Lunch-Box During Langar' to minimize the use of single-use plastic on campus. ASBEMS 'Empathisers' further have taken the message emphatically to the community to avoid single-use plastic through massive drives. Burning of dried leaves and waste paper is prohibited, at the same time ensuring their scientific decomposition or recycling.

Hazardous Chemicals and Radioactive Waste Management

Since there is no scientific laboratory, hazardous or radioactive waste management is not a concern.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

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: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy 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: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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:

SGGSCC is a microcosm of India's harmonious existence of multicultural diversity as inclusivity is intrinsic to its core values. Practising an unfettered acceptance of diverse perspectives, the college truly lives up to its motto, "**Behold All Human Race As One**", in spirit and action.

The **ethnic demographic profile** is a proof of the institution's diversity as students from different backgrounds enrich the harmonious milieu of the college.

- Access to admission in the college is based on merit, irrespective of gender, caste or religion.
- The number of female students is at par with that of the male students, the current ratio being approximately 0.9 : 1
- The number of outstation students (from 25 states) has increased more than 2.5 times in the last four years.
- The prestigious academic reputation of SGGSCC attracts foreign students from Tibet, Nepal, Afghanistan, Nigeria, Gambia, Dubai and Bangladesh.

In addition to the languages taught in the academic curriculum, special **Gurmukhi classes** are conducted for students desirous of learning the script.

The plurality of Indian languages is celebrated beyond the classrooms, as students teach each other to converse in Hindi, Punjabi, Ladakhi, Bengali, Urdu, etc. The foreign students join to teach Nepalese and Tibetan, forging strong peer relationships.

The **college magazine, Amrit**, is a repository of the creative endeavors of the staff and students in English, Hindi and Punjabi.

To enhance the global outlook and inculcate values of international community spirit, **certificate courses in French, German and Japanese languages**, affiliated to the respective departments of University of Delhi, are offered to the students.

Celebration of a host of **multicultural events** strengthens the solidarity among the staff and students from diverse backgrounds.

- **Gurupurab** celebrations are organized on the Founder's Day, with langar offered to one and all, where everyone eats together as equal children of God. School and college students from various communities participate in the competitions held on the occasion.
- The staff and students pool their efforts to celebrate **Diwali, Valmiki Jayanti and Lohri**, fortifying the unique camaraderie among the GGS family.
- **Performances of regional dances** showcase the vibrancy of the multicultural fabric of India, during the annual cultural festival.
- Film screenings, folk dances and art workshops, organized by the foreign students, offer a glimpse into their rich cultures.
- **International students' integral roles** in the college societies, create a robust ambience of kinship and harmony.

Inculcating the spirit of patriotism, irrespective of regional affiliations, **National Days** are celebrated with gusto.

Affirmative actions are taken to ensure **gender equality** (discussed in 7.1.1) and provide **disabled friendly infrastructure**.

Financial Aid is provided to the students from disadvantaged backgrounds, offering equalizing opportunities.

Classroom discussions and lectures on inclusivity ensure that the students are cognizant of the **virtues of heterogeneous perceptions**. Concerted efforts aim to instill these values in our students to groom them as **responsible citizens and empathetic human beings**.

File Description	Document
Link for any other relevant information	View Document

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:

Holistic development and facilitating the integration of the educational goals with the broader goals of good living have always been among the thrust areas of the institution. In order to sensitize students and the employees towards the constitutional rights and responsibilities, numerous events and activities are organized on a regular basis and the entire gamut of these issues is shared with students on Orientation Day.

Department of Political Science holds both inter and intra-college events. **Debates, group discussions, class projects** centering on important themes related to **both national and international political events** help students develop critical analytical skills.

Celebration of national days along with the solemn **oath-taking ceremony** on Independence day, Republic day, voters day, yoga day, and others keep the patriotic fervour high among the students and the employees. **Seminars/talks/lectures on contemporary and relevant themes are organized for disseminating updated information and development in key areas of socio-political importance.**

Apart from the in-house activities, students are also taken for **field trips** to places of national heritage status. The **trip to the Parliament** helped the students learn about the working of the Parliament, the supreme legislative body of the Republic of India. The keen interest and the enthusiasm shown by the students of the institution has been key factor behind the **inception of the society Republic**. Under the aegis of society, awareness and sensitization drives are organized to encourage community participation in programmes of national importance.

Voter ID campaign organized by the society was one such event that witnessed an enormous response besides the **opinion poll survey** conducted by the students prior to the Delhi Assembly Election 2019. Manifestoes of the contesting political parties were also posted on the social media platforms along with the process to be followed at the time of voting. **Politique**, an online bi-monthly newsletter has been launched by the society that features major national and international developments and also provides a forum for students to pen their thoughts on various issues and develop creative and critical aptitude. In addition to **Politique**, **Samvaad**, an annual journal is an endeavor by the society that enables students of the institution to express their opinions on a plethora of issues like , human rights, good governance, constitutional amendments, rights, and obligations etc. **Manifesto writing competition, know our heroes (soldiers), inter-college online quiz, photography competition**, and many others have been effectively conducted by the political science wing of Republic till date. The society uses the platform to educate students and others towards political obligations through enriching, informative seminars and webinars like **Satark Bharat Samridh Bharat** to sensitize on the issue of curbing corruption. In the age of virtual connectivity, various social media forums too are effectively used to spread awareness on pertinent issues for everyone's effective democratic participation. A simulation of the various councils of the United Nations (**MUN**) has been an activity enthusiastically initiated by the debating society. For the realization of rights and entitlements, the Legal awareness workshop organized is worthy of mention.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

Rejoicing **National and International events and festivals** not only brings delight to an individual but also unites mankind. National festivals are pride of the nation, cultural festivals bring pleasure and international days promulgate people's action on universal issues. The college observes Birth and Death Anniversaries of great personalities with enthusiasm, breaking boundaries of caste and religion. We, at the institution, solemnize these days with zeal and zest to educate the students about culture, history, and courtesy.

Republic Day and Independence Day were commemorated with flag hoisting and oath-taking ceremony by the students, teachers, and non-teaching staff to maintain complete faith in democracy. Recitation of the national anthem and speaking 'Jai Hind' in unison filled the ambience with pride and belongingness. Principal and the Chief Guests motivated the students to work towards fulfilment of their duties as concerned citizens.

Popular festivals, **Vaisakhi, Lohri, Holi, Diwali, Valmiki Jayanti, etc.** were celebrated with fervour. The college pays tribute to the Sikh Gurus for their significant contribution to the nation's unity and development. **Birth Anniversary of Sri Guru Gobind Singh Ji**, Founder's Day of the College was celebrated as three-day festival. The celebration extended to school students of different age groups. On the **550th Birth Anniversary of Sri Guru Nanak Dev Ji**, a plantation drive was conducted and 550 air-purifying plants were planted, witnessing participation from each stakeholder.

Teachers' Day, Dr. Radhakrishnan's Birth Anniversary, was observed to honor teachers for their selfless service. Numerous programmes were organized by NSS Team, wherein the teachers were honored with awards for their contributions. **Gandhi Jayanti, Rashtriya Swachhta Diwas**, was commemorated with cleaning initiatives, led by the NSS Team. The event involved each one at the institution and pledged for making the nation, cleaner and greener.

The institution focuses on students' wellness, both physical and mental. **International Day of Yoga** was commemorated, ensuring a milieu of fitness and well-being. The students and staff members practiced yoga asanas, depicting the importance of yoga in our daily routine. Observation of **International Women's Day** was led by the Women's Development Cell. Handmade packs of bookmarks, chocolates, brooches, etc. were crafted and gifted to the females. A board was put up for women stakeholders in the campus to express their opinion on different themes.

Key Environmental Days, observed worldwide, were celebrated to sensitize the learners on their responsibilities towards the environment. **World Wetlands' Day, World Sparrow Day, World Environment Day, International Day for the Preservation of the Ozone Layer, World Animal Day, etc.** were the notable ones. **Green Good Deeds**, the societal movement launched by the then Union Minister for Environment, Forest & Climate Change to protect the environment and promote good living, was also observed.

Finance and Investment Cell commemorated **World Finance Planning Day** with great exuberance by organizing a Financial Mentorship Programme. On the juncture of **Entrepreneur's Day**, the Entrepreneurship Development Cell invited a renowned entrepreneur to share his experience on a self-initiated company.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document

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 1: Digitisation

- **Title of the Practice : DIGITISATION**
- **Objectives of the Practice**
 - In the present times, digitisation holds the key for an efficient and productive arena to work and learn culture. The college has thrived for a holistic digitisation process benefiting not only the students but also college administration, teaching and non-teaching staff and work-culture at large. With special focus on the ever-changing workplace dynamics and virtual platforms, the college has been successful in integrating fast-changing technology, automation, and other innovations with expertise to deliver world class pedagogical inputs. Under the digital integration initiative of the teaching-learning process, the college focuses on use of ICT making the learning process student/ learner centric.
- **The Context**
 - With the digitisation of the education industry, the college has made taken best efforts to

keep pace with the dynamic times.

- The college launched an integrated "SmartProf" mobile app for the college official practices.
- It is highly efficient as students are able to verify the attendance records and marks, which has facilitated speedy rectification if needed.
- Salary slips and PF details for all employees are also available on the app.
- The students have been giving feedback to the teachers through SmartProf. Placement Cell is also using SmartProf Application for placements related tasks.
- The College has given personal Apple iPad to all its faculty for installation of the "SmartProf" app. The entire college campus is Wi-Fi enabled.
- The entire admission process is done on online mode now, starting from filling up of admission forms, payment of fee and allocation of a valid roll number to the student after admission.

• Practice

- Our college has been one of the pioneer colleges of University of Delhi to transit comprehensively to digitisation mode, thus simplifying and streamlining various tedious and time-consuming activities for the administrative, teaching staff and students.
 - During the pandemic, the college could comfortably adapt to online mode of teaching because of its proactive and intensive training to teachers via FDPs in MOOC.
 - The college has an Information Centre for systematized data collection from various student societies since August 2018. It has streamlined the process of collecting and maintaining a repository of information of all societies. A unique domain-based email address has been provided to all the societies.
 - G Suite email IDs (@sggsc.ac.in) for all teachers, students, societies, cells have helped them in using an integrated platform and facilitates in using all Google Apps.
 - Examination form is created automatically for each student as per the subjects in which his attendance is marked. The student thus verifies the form and submits it. This helps remove the examination code error. Also, it reduces the errors related to selection of elective subjects.
 - All queries catered to on our online helpdesk@sggsc.ac.in are resolved within 24-36 hours. During the admission process, departmental helpdesk email IDs were created for speedier redressal of queries and grievances.
 - The College has well-equipped Computer Labs with updated software and hardware. Furthermore, the College has a number of computers installed in the postgraduate block, administration block, office and library for smooth functioning of the college. The entire college campus is Wi-Fi enabled. The download and upload speed of wireless internet is 100 mbps, with WiFi connection to all students and staff. Each classroom in the college is equipped with LCD projectors for enabling multimodal forms of interactive teaching and learning.
 - The College has various licensed softwares like MATLAB, STATA, Tally ERP9, SPSS, Borland C++ etc for easy understanding of students.
 - College Library has taken the initiative of giving an online platform for searching and recommending books to all the faculty. Library has "NETLIB" software for the OPAC facility.
 - The College maintains and regularly updates its own website to provide necessary information to students and staff.

- **Constraints/limitations:**

- Some students, especially those belonging to humble backgrounds are not well versed with technical know-how.
- Some students do not even have access to personal computers or even smartphones.

- **Evidence of Success**

- The college endeavored on the path to digitisation to transform and upgrade the teaching-learning process.
 - **SmartProf:** The shift to SmartProf has extremely benefited the students and teachers as it has helped streamline the process of attendance, internal assessment feeding, sending notifications, class notes, organizing extra classes. Additionally, the salary statements and PF are maintained in the software for easy and permanent access. It also includes the Faculty Development Report which includes the educational records, information on research, projects, FDPs, seminars/conferences and work-shops attended, extra-curricular activities, and any other academic/non-academic achievements for the teachers. It has helped reduce wastage of paper.
 - **G-suite:** G-suite has helped the college bring the entire fraternity under a single technical domain and identity (@sggsc.ac.in). With its benefits of unlimited space in the IDs and efficient use of Google based Apps, it provides the college an opportunity to function and connect optimally in the technical world.
 - **Online examination form:** The errors have reduced drastically in student examination form due to its automation.
 - **Online Internal Assessment:** Since the time viewing Internal assessment marks and redressal of errors is done online, uploading on DU portal is done in time and IA grievances have reduced tremendously.

- **Problems Encountered and Resources Required**

- The digitisation process has provided immense flexibility and convenience in the work process but it comes with its own set of problems and limitations.
 - Managing the GSuite administrative services including account activations for new students, creation of society email accounts, Google groups on an annual basis is a very time-consuming task.
 - Every precaution has to be taken, that no two IDs should be the same in Gsuite, as it leads to error.
 - In SmartProf, designing interclass groups takes a lot of time and effort.
 - SmartProf server's security from viruses has to be well and frequently taken care of.
 - Internet connectivity is the basis of digitisation. Given the connection error and slow speed of the internet, no online mechanism including SmartProf or GSuite can work.
 - Whenever a new batch starts, students take time to get used to SmartProf and GSuite apps which require small training sessions.

- **Notes (Optional)**

- A lot of training sessions are organized for teaching and non-teaching staff separately to help them guide and apprise them about the usage of SmartProf and features of GSuite.
- Sessions are frequently organized for students too, especially the ones from humble backgrounds who do not have the requisite technical expertise.
- The college also issues laptops for those who cannot afford it. During the pandemic, many of the students benefited due to this provision.

- The SmartProf also updates parents automatically in case their children are having insufficient attendance through SMS from the App.
- There is automatic creation of examination form. It picks up the subjects in which students' attendance has been marked, thus avoiding any error.
- Small notices with steps guiding the students about usage/ videos are shared with students.
- Regular provision of e-books for students and faculty as per requirement especially during pandemic.

Best Practice 2: Green Initiatives

- **Title of the Practice: Green Initiatives**

- **Objectives of the Practice:**

- Our college is a premier co-educational institution named after the tenth Sikh Guru, Sri Guru Gobind Singh Ji. Drawing inspiration from the Sikh Gurus, the college inspires its students to imbibe moral and spiritual values in having universal acceptance. Upholding its motto "**Behold All Human Race As One**", college extends the precept of universal equality in upholding the entire race of life on the Earth as One, which implies a harmonious co-existence of all species under one umbrella of the planetary space. We are a forerunner in promoting a campus-wide culture of environmental stewardship and establishing a Green Campus.

- **The Context:**

- Holistic development rather than mere academic success contributes to creating socially sensitive and responsible individuals, which is a prominent obligation of an educational institution. We emphasize *going green* not only to ensure environmental protection but also to educate the youth about the importance of maintaining ecological balance and realize their stewardship roles towards the environment. The focus behind greening our campus has been to reduce certain avoidable inefficiencies and operational costs. Seeking judicious use of energy and water resources made it imperative to rethink our conservation strategies. Realizing the need for mobilizing collective action by all stakeholders on campus, seeding environmental sensibility, and a collaborative learning atmosphere is given much regard by the institution. The key challenge of engaging all stakeholders in implementing green initiatives on campus was met by organizing regular awareness programmes on different facets of environmental sustainability and enhancing each one's involvement in different projects.

- **The Practice:**

- Our college has always believed in the ideology of "lead by example". We seek novel ways of understanding, acting in, and caring for the ecosystem we live in. To showcase the possibility of adapting to an environmentally sustainable existence, the college has adopted various innovative practices. The college has followed a two-pronged approach to make the campus green and inculcate environmental sensibility.
- **Infrastructural Initiatives**
 - The college campus boasts of a GRIHA compliant building complex and is surrounded by a beautiful landscape. The architecture of the teaching blocks is

designed with huge windows and corridors to allow for ample daylight and ventilation. Installation of solar lights around the campus has been effective in meeting the need for light at night. For its auditorium and library, we have a completely water-based cooling plant. The extensive green cover, manicured lawns, air-purifying belts, and ground provide for improving the quality of air in and around the campus. A rainwater harvesting system has been developed for restoring the groundwater levels and preventing issues related to the stagnation of water. Solar water heaters have also been installed in the Girls' hostel to optimize the use of alternative energy resources. Efficient waste management and Organic Waste Converter on campus ensure proper handling of waste and produces compost for the garden. E-Waste Collection Bins have been installed for collection and recycling of E-waste. The college has also set up a greenhouse and a nursery to maintain a repository of plants.

- ***Environmental Stewardship Initiatives***

- Ability Enhancement Compulsory Course on Environmental Studies is taught with great zeal to the learners of all streams, as a part of the undergraduate curriculum. Besides imparting theoretical understanding of environmental issues, we ensure imparting practical knowledge through activity-based learning. Ecosperity, Environment Club of the college is dedicated to sensitizing each one towards adopting sustainable practices. Enactus runs a project 'Book a Plant' to assist the marginalized gardener community in increasing the sale of plants. Manchtantra, the dramatics society has been actively involved in performing street plays highlighting environmental issues at various platforms. The college library promotes digital learning and has made provisions for E-content dissemination. All societies and faculty use E-mails for effective communication, reducing use of paper. Regular tree plantation drives are conducted in and out of campus for upkeep of green cover. Use of plastic bags is banned on campus. Burning of dried leaves and smoking is strictly prohibited in the college premises.

- **Evidence of Success:**

- Regular field trips and key environmental dates are observed as a part of Environmental Studies Curriculum to sensitize learners towards environment. The green cover on campus has been enhanced. Use of alternate sources of energy and power-efficient equipment have been promoted. Soak pits, developed on campus, have helped deal with the earlier observed problem of rainwater logging. The college adopted the prominent road connecting College, TV Tower, Dilli Haat, and NSP Metro Station for a year, to clean and green it, showcasing it as a 'model road' for other localities to follow. The initiative witnessed the support of Commissioner and Deputy Commissioner, North Delhi Municipal Corporation, Councillor, and Green Ambassador, Mr. Daler Mehndi. A 'Say No to Single-Use Plastic' Drive was conducted to ensure a plastic-free campus. Learners now carry their own tiffin boxes, cloth bags, and use water refilling stations under the 'Green Good Deeds' initiative to reduce the use of plastic. Project Dariya has been started under the guidance of Namami Gange Programme, Safe (NGO), and KPMG, aiming to halt the plastic menace prevalent in the oceans. Project Kashti encourages adoption of innovative techniques for water purification, waste management, sanitation, and health, in the village Kukrola, near Delhi.

- **Problems Encountered and Resources Required:**

- Integrating green initiatives in institutional planning and budgeting is challenged by the

availability of funds. The technology available for the installation of equipment for water treatment, waste disposal, rainwater harvesting, and energy generation is limited and cost-intensive. In absence of cheaper alternatives, either the proposals remain shelved or raising funds becomes a time-consuming process. In absence of adequate assistance from the government, the college has witnessed slow progress in its plans to become a model green campus. Student-initiated environmental projects are also hindered as most projects are outside the scope of academic pursuits, may be time-consuming, and incentivizing them is not feasible. The present course structure does not allow students to actively engage in extensive research studies thereby limiting the scope of making the projects viable. Although there exists a pro-environmental attitude towards environmental conservation, disjuncture observed in *Concept-Practice (Knowing-Doing)* at the campus still needs to be mended.

- **Notes**

- Realizing current sustainability challenges, inculcating *biosphere stewardship* in the learners is at the forefront of our vision, both as a practice and as a value inculcation drive. We strongly believe that knowledge of approaches to achieve environmental protection and sustainability should be transcended across the curriculum. Keeping abreast with the environmental issues, our students have well-adopted their curriculum-mandated transdisciplinary subject, Environmental Studies in letter and spirit. In addition to the environment-focused knowledge imparted on the campus, the institutions need to encourage the setting up of clubs or fora, empowering learners to take up meaningful environmental activities and projects, with the support of mentors and other stakeholders in the society. Being compliant towards striving for a Green Campus will motivate them to think globally but act locally. In our experience of taking up meaningful environment-centric projects, a collaborative approach with government organizations, corporates pursuing their CSR norms, and NGOs yielded effective results.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

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:

SGGSCC envisions an **egalitarian** and **just** society where genuine equality of opportunities is enjoyed by all the citizens. An inclusive society, based on respect for human rights and fundamental freedoms of all,

progresses towards prosperity. *The college endeavours to create an inclusive space for learning and encourages the students to actively engage with the community for understanding the special needs of the vulnerable groups of society.* The students extend their classroom knowledge of business principles and social innovation to entrepreneurial projects to make life better for disadvantaged people.

Financial Assistance

The college strives to help the deserving students to reach their best potential in both academics and other co-curricular activities. Necessary financial aid is provided to the students who need hand-holding. Both at the time of admission and for uninterrupted continuance of their studies, students are provided financial support. In addition, 18 different scholarships are provided for the meritorious students from economically weaker sections of society. Book bank of the college further aids the access of textbooks and reference material for these students. (<https://sggsc.ac.in/admission/financialassistance>)

Let's Sail Together

Students carry forward institutional efforts for social inclusion and reach out to the community with innovative ideas. *Enactus* is a unique endeavour towards experiential learning as students plan social entrepreneurial projects to make a meaningful impact on society. On the basis of community's need assessment, students explore potential solutions to complex problems and implement community impact projects.

Project Kashti is an on-going project targeting the holistic development of selected rural areas in Delhi-NCR region. Enactus team began by identifying core issues of unemployment, water turbidity and waste accumulation in **Kukrola village**. A systematic business plan was worked out to collaborate with local governing bodies for fulfilling the social, financial and psychological needs of the local population. Apart from purposive moves towards planning effective waste management and installing water treatment plant, skill development towards hand wash manufacturing was successfully done among the youth of Kukrola village. It has generated **46 entrepreneurs** with **7** successful local businesses, raising their income by almost **400 percent**. The project has received grants of about **2.5 Lakhs** from **Max India Foundation** and **Kangaroo**.

Bridging the Digital Divide

Project Book A Plant was undertaken by Enactus after a survey, conducted by them, revealed that almost **65 per cent** of plant vendors lived below the poverty line. Local businesses of these plant vendors have further suffered because of the sharp digital divide. Team Enactus saw an opportunity for facilitating a collaboration between vendors and potters across **5 states**. Enactus' business plan included setting up an **e-commerce website**, registering the plant vendors and listing the plants for sale, marketing, and engineering a volunteer program. The project Book A Plant has witnessed a tremendous sale of over **5 lakh plants** from around **50 plant vendors increasing** the income of vendors by up to 500 per cent.

New Jobs, New Dreams

Students working on community projects often come to realize that in order to narrow down social differences, the economic gap needs to be bridged. **Project Tabeer** aims at eradicating the detrimental impact of unhygienic lifestyle on urban slum dwellers. In doing so, they generate entrepreneurs working on complete sanitary solutions-constructing toilets, toilet complex caretakers and soap manufacturers. It has been successful in creating around **350 local entrepreneurs**, constructing **39 community toilets** and selling more than 1 lakh bottles of innovative low-cost handwash across urban and rural markets. It has increased the income of the benefitting youth by about **Rs 7000**.

Learn Together

The Rotaract Club of SGGSCC has also been working tirelessly to reach out to the community with planning, action and service.

Project Sankalp 2.0 is an ongoing project aiming to impart digital literacy to the underprivileged. It aims at exposing people to various digital tools and their application in day to day lives. In collaboration with **Navjyoti India Foundation**, the project also endeavours to provide vocational skills especially to women at 4 centres across Delhi.

In association with '**Teach India Mission**', the Rotaract Club has been working consistently for educating the adults who couldn't attend school in their early life. **Project Siyahi** has now six adult literacy centres equipped for digital learning. The project has seen hearty participation of working women who have benefited from newly acquired literacy skills.

We Serve

The National Service Scheme (NSS) aims to inculcate social welfare in students and to provide service to society without bias. The NSS team has a long association with Bal Sahyog; team members regularly visit the orphan and abandoned children and conduct drives for collecting clothes, books and funds for them. As part of the **Delhi Government SMC Project- Saanjha**, NSS volunteers take remedial classes with the government school students on Saturdays.

Mentoring All

Our enterprising faculty members are also consistently engaged in mentoring students from underprivileged sections. Dr Satvinder Kaur has taken career guidance sessions with more than 1000 students in association with different charitable trusts and non-profit organizations. As convener of Finance and Investment Cell, Dr. Kawal Gill has been instrumental in spreading financial literacy among workers for enabling them to use digital transactions.

One India

The college is confident of the transformative power of technological interventions for improving living conditions in villages. Recently, the college has adopted five villages namely, Khera Khurd, Naharpur, Haiderpur, Karala and Pooth Khurd, under the **Government of India Unnat Bharat Abhiyan scheme**. The college plans to identify developmental issues in these villages, customise innovative solutions and devise ways of smooth implementation of these measures.

Socio-economic placement of an individual is determined at birth but in a democratic society, it can't be allowed to prove detrimental to individual liberty and growth. As a higher education institute, SGGSCC is duty-bound to ensure that no dreams of its students fade out due to socio-economic compulsions. Moreover, students as main architects of an inclusive India are encouraged to take their knowledge and services to the community to generate employment opportunities for empowering the youth towards financial freedom and personal fulfilment.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

The college seeks to enable youth to face the challenges posed by the changing environment by offering a well rounded development. Through the training, they excel not only in academics but in co-curricular and other activities too. The college has trained many state level sports persons, theatre personalities, models and actors. The students are placed in various positions across a wide range of corporations or they have been selected in higher educational institutes.

The college has multi faceted faculty which are moulding our youth into a disciplined and smart samaritan. The faculty is involved in their upgradation of knowledge too. The faculty is enthusiastic about participation in seminars, conferences, FDPs organized by various agencies and other Universities. Internally, different departments organize many workshops for students and faculty from time to time. During the pandemic, webinars are being organized for the benefit of both on a wide range of topics, like mental stress, how to keep productive during Pandemic, etc. Online teaching was successful during the lockdown, with online delivery of lectures, mentoring sessions, coaching, practical sessions, class tests, powerpoint presentations and projects.

The college being COMMERCE college, is striving to give complete ecospace to students for such education encompassing business, economics. management, business economics, and computer science disciplines. It is building on gaps in curriculum that are being bridged through certain value added courses like cyber crimes, cloud computing, artificial intelligence, data analytics, financial modelling and advanced excel etc. The college collaborates with industry and other academic institutes for useful practical training that is missing in the course curriculum.

The college has sprawling grounds, Cricket Ground, Volleyball court, Badminton court, Gymnasium, a Shooting Range, and a Lawn Tennis academy to provide training to young children. It has an eco-friendly girl's hostel, offering solar boilers, lights, etc. Over all, we strive to imbibe environment friendly practices, such as rain water harvesting, solar panels on roof tops, no 'single-use' plastic on campus, tree plantation drives, cleanliness drives, e-waste management, composting machine, etc. The infrastructure is disabled-friendly with elevated pathways, wheel chairs, ramps and earmarked computers for hearing and visually impaired students. All the software and other assistance is provided to the differently abled in the college.

We have more than forty clubs and societies for student activities, co-curricular and extra-curricular. Recently, the college has registered for Unnat Bharat Abhiyan as well. The students actively and enthusiastically organize these clubs and society events throughout the year.

Concluding Remarks :

The college being accredited 'A' by NAAC, is constantly endeavouring to become a better academic institute by imbibing all good practices. It is regularly updating its curriculum, and involves students, alumni, parents and employers for arriving at the road to progress and taking many initiatives. The college boasts of excellent infrastructure and strengthening gaps that exist. The Governing Council is very sympathetic to the cause of education and extends full support to the Principal, staff and students. The IQAC of the college has taken many initiatives for improving life on campus, such as recommending renovation of wash rooms, staff room, and amphi-theatre. This Cell has involved students in improving the teaching environment, by floating many

feedback forms to stakeholders, distribution of I-Pads to the faculty, digitization of records, creation of grievance cell etc. The Training and Placement Cell organises professional personality improvement training sessions for students, Internship fairs, and placement of students in highly creditable corporates with high CTC. Last but not the least, we try to imbibe cultural and moral values through divinity society, which holds Gurbani competitions, community langars, seminars and short-term courses on universal values. We are trying to create a world class institution in South-East Asia with unparalleled infrastructure and a learning environment.

NAAC