



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	Shree Atam Vallabh Jain College
• Name of the Head of the institution	Dr. Sandeep Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	161-2801924
• Mobile no	8146545664
• Registered e-mail	savjcollegeldh@gmail.com
• Alternate e-mail	sandeepkumarg@yahoo.com
• Address	Ludhiana-Jalandhar G.T. Road, Village Hussainpura, Distt. Ludhiana
• City/Town	Ludhiana
• State/UT	Punjab
• Pin Code	141008
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Panjab University, Chandigarh				
• Name of the IQAC Coordinator	Dr. Rishi Kesh				
• Phone No.	9779075779				
• Alternate phone No.	0161-2801924				
• Mobile	9779075779				
• IQAC e-mail address	iqacsavjc@gmail.com				
• Alternate Email address	savjcollegeldh@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	www.savjc.com				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://savjc.com/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.03	2022	19/07/2022	18/07/2027
6.Date of Establishment of IQAC			19/07/2020		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Digital Library Access: We digitized our library, using advanced technology to shift from traditional cataloging to a digital repository. This provides students and faculty seamless access to a wealth of academic resources, aligning with our goal of creating a dynamic learning environment.</p>		
<p>Faculty Workshop for Effective Teaching: In our pursuit of academic excellence, we organized a focused 5-day teaching workshop. This aimed to enhance the skills of our faculty, equipping them with innovative teaching methods for more effective and engaging student interactions.</p>		
<p>Fortnightly Research Seminars: To foster a culture of research excellence, we introduced fortnightly seminars. These sessions encourage and support quality research within our academic community, featuring insights from renowned scholars and experts to stimulate groundbreaking research.</p>		
<p>Finishing School for Industry Readiness: Addressing the gap between academia and industry, we launched a Finishing School Programme for final-year students. Through specialized training, mentorship, and industry exposure, our goal is to empower graduates with the skills and knowledge needed for a smooth transition into the professional world.</p>		
<p>Classroom Upgrade with LCD Projectors: Embracing modern education technology, we upgraded classrooms with state-of-the-art LCD projectors. This initiative transforms traditional teaching into</p>		

dynamic, multimedia-rich experiences, enhancing overall learning environments for better understanding and retention of academic content.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Initiative: Execute a 5-day teaching pedagogy workshop to elevate faculty skills.	Outcome: Enhanced teaching methodologies and pedagogical approaches among faculty.
Initiative: Organize fortnightly seminars to foster and support quality research.	Outcome: Increased research engagement among faculty, contributing valuable knowledge to the academic community.
Initiative: Roll out a Finishing School Programme for final-year students to Enhance Students' Employability Skills.	Outcome: Empowered students with vital employability skills, heightening their readiness for successful integration into the job market.
Initiative: Partner with the District Bureau of Employment and Enterprises to host a Mega Job Fair.	Outcome: Facilitated numerous job opportunities for students, effectively bridging the gap between academic training and industry needs.
Initiative: Execute a strategic plan with phased installation of LCD projectors in classrooms.	Outcome: Improved teaching and learning experiences through advanced audio-visual aids, creating a more interactive and engaging classroom atmosphere.
Initiative: Digitize the library to optimize accessibility and resource management.	Outcome: Streamlined library services, improved resource access, and a more efficient learning environment for students and faculty alike.

13. Whether the AQAR was placed before statutory body?	Yes
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<ul style="list-style-type: none"> Name of the statutory body 	
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Name	Date of meeting(s)
IQAC	17/11/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	14/01/2023

15. Multidisciplinary / interdisciplinary

Shree Atam Vallabh Jain College is a specialized institution dedicated to providing post-graduate education in a single faculty. Currently, it offers a range of programs, including B.Com, BBA, and M.Com, which are designed to foster interdisciplinary learning. From the session 2023-24, the college is set to introduce a Bachelor of Computer Applications (BCA) program. Additionally, the institution is committed to adhering to the guidelines and regulations outlined in the National Education Policy (NEP) once it is implemented by Panjab University for all its affiliated colleges.

16. Academic bank of credits (ABC):

The college is affiliated with Panjab University, Chandigarh, which has not yet implemented the Academic Bank of Credits system. However, the institution is fully prepared to adopt this system as soon as the university incorporates it into their policies. Once Panjab University becomes a part of the Academic Bank of Credits, our institution will seamlessly integrate and comply with the new framework, ensuring a smooth transition for our students and faculty.

17. Skill development:

Shree Atam Vallabh Jain College places a strong emphasis on skill development, as highlighted in the Annual Quality Assurance Report (AQAR), showcasing the college's proactive approach to align education with real-world demands.

The college has pioneered various skill development initiatives by organising specialized workshops, guest lectures, industrial visits, training programs and other skill building activities tailored to provide students with practical skills essential to excel in the professional sphere. These initiatives not only augment students' employability but also offer them a competitive advantage in the dynamic job market.

The AQAR emphasizes how the college has seamlessly integrated skill development into its curriculum, offering value added courses like 'Digital Marketing' covering areas such as communication skills, digital literacy, entrepreneurship, and critical thinking, nurturing a comprehensive skill set among the students.

Internship and industry attachment programs further underline the college's dedication to hands-on skill development, bridging the gap between academia and industry. College graduates exhibit improved employability, with industry placement rates on the rise, showcasing the practical skills and professional attitudes of the college's alumni. These efforts signify the college's commitment to provide holistic education, empowering graduates to make meaningful contributions to the workforce and society.

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

The institution is located in Punjab and affiliated to Panjab University, Chandigarh. The affiliating university has made Punjabi as a compulsory paper (course) in the first and second semester of the graduation programmes (B.Com and BBA). In addition, the university also allows English, Punjabi and Hindi as the medium of instructions in all the degree programmes offered by the college (B.Com, BBA and M.Com). The institution is also a source of inspiration to motivate the students to enroll themselves in different online courses offered by Swayam (An initiative of Government of India).

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institute, realising the importance of outcome based education, upskills the students to be employable fulfilling the requirements of local industry through short-term value added courses such as Digital Marketing

20.Distance education/online education:

The institute, as per the provisions of Panjab University Chandigarh, is not authorised to offer the distance education programmes. However, the institute offers online education to the students at intervals containing offline education too, concerning the guidelines of government pertained to the pandemic.

Extended Profile

1.Programme

1.1	143
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Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		824
File Description		Documents
Institutional Data in Prescribed Format	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		37
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		258
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		28
File Description		Documents
Data Template	View File	
3.2 Number of sanctioned posts during the year		28

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	167.89171
4.3 Total number of computers on campus for academic purposes	35

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Shree Atam Vallabh Jain College, affiliated with Panjab University Chandigarh, is dedicated to aligning closely with the university's approved curriculum. Our faculty actively engages in curriculum planning, material development and assessments. We utilize advanced ICT tools, Wi-Fi, and projectors to ensure efficient curriculum delivery. At the beginning of each session, we conduct Principal-Staff Meetings to allocate subjects and establish schedules.

We prioritize faculty professional development and mentorship to enhance teaching quality. Our well-equipped college library encourages students to explore beyond their prescribed curriculum. Additionally, we offer practical experiences through value-added courses, industry visits, guest lectures, seminars and competitions. We focus on nurturing entrepreneurial skills, addressing contemporary issues and instilling professional ethics and values within our curriculum.

Our institution places great importance on enhancing students' employability through dedicated efforts from our placement cell. We are committed to continuous adaptation and innovation, with the ultimate goal of providing a holistic and enriching educational experience to our students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://savjc.com/naac-details/agr-documents/111/11/161

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

The institution meticulously adheres to the university-approved academic calendar, intricately aligning it with our institutional vision. Our admission process strictly adheres to university standards and we offer concessions and scholarships to support students in their educational journey.

Our comprehensive academic calendar carefully outlines essential dates, including session start and end, admission deadlines, faculty meetings and orientation programs. This ensures a fair and equitable assessment process for all our students.

We foster cultural values through various celebrations, such as Teej and Lohri, where students showcase their talents in youth festivals and competitions. Our commitment to responsible citizenship is evident through initiatives like the Tree Plantation Drive, "Run for Health," International Yoga Day and International Drug Abuse Day activities.

Youth Leadership Cells designed to develop leadership skills, while NSS camps empower our students to make a positive impact on society. Practical knowledge is gained through industrial visits, guest lectures and participation in national seminars. Our Skill Development unit hosts business plan competitions to encourage innovation and entrepreneurship. Annual "Placement Drives" create job opportunities for graduates and our Faculty Development Programs enhance the professional growth of our teaching staff, furthering our commitment to providing a well-rounded and enriching educational experience.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://puchd.ac.in/includes/documents/2022/academic-calendar-teaching-regional-22-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

B. Any 3 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

48

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

1.3 - Curriculum Enrichment

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

Our college, affiliated with Panjab University, adheres to a curriculum shaped in collaboration with faculty and the Board of Studies. It emphasizes gender sensitization, environmental conservation, sustainability, and professional ethics.

In our commerce programs (B.Com, BBA, M.Com), cross-cutting issues are integrated. Compulsory subjects, English and Punjabi, include essays on societal and environmental concerns. Graduates also study Environment, Road Safety, Violence Against Women and Children and Drug Abuse, fostering responsible citizenship.

Courses like Commercial Laws, Business Ethics, and Human Resource Management promote professional ethics and human values. Entrepreneurship and Small Business courses address women entrepreneurs' challenges.

We reinforce these principles through activities, guest lectures, workshops, and seminars. Blood donation camps combat drug abuse; visits to care homes encourage civic responsibility. Competitions, industrial visits, guest lectures, and NSS camps enable the students to understand the needs and problems of community and environment. We celebrate Teej and International Women's Day to promote gender sensitization. Our college enthusiastically joins in the Labour Day celebrations, honoring the dedication and contributions of all workers within our community.

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

49

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://savjc.com/naac-details/agr-documents/141-142/11/162
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://savjc.com/naac-details/agr-documents/141-142/11/162

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

37

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college's student-centric approach includes separate programs for advanced and slow learners, assessing their learning levels. Students receive personalized attention and support throughout their academic journey. Orientation sessions inform newcomers about college policies and tailored plans for different learners. Teachers use following tools to identify diverse learning levels during the semester. 1. Previous Class Scores: Past academic performance is considered to distinguish slow and advanced learners. 2. House Examinations: Course teachers evaluate students based on their performance in house exams. 3. Class Tests: Regular tests gauge the performance of students at different levels. 4. Mentor Observations: Each mentor works closely with a group of 17-18 students, aiming to understand their academic and personal needs for tailored support.

Based on the afore-mentioned observations, the examination committee collaborates with course teachers to compile lists of advanced and slow learners. Tailored classes are then arranged for each category of students. Special classes for Slow Learners involve reviewing key exam questions, promoting peer learning, counselling, assigning special tasks and tests, and maintaining parental engagement. In contrast, Special classes for Advanced Learners focus on advanced topic discussions, case studies, higher-order thinking skills (HOTS)

questions, and encouraging enrichment through online reference materials.

File Description	Documents
Paste link for additional information	https://savjaincollege.wordpress.com/
Upload any additional information	View File

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

Number of Students	Number of Teachers
824	28

File Description	Documents
Any additional information	View File

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

Shree Atam Vallabh Jain College prioritizes experiential learning, participative approaches, and problem-solving techniques to enhance students' grasp of theoretical concepts, preparing them for their careers. The college employs various methods: 1. Case Studies: Emphasizing Commerce and Management, case studies nurture analytical and critical thinking skills for practical problem-solving. 2. Business Plan Competitions: Annual competitions foster innovation and teamwork, rewarding creative ideas with certificates, prizes, and further opportunities. 3. PowerPoint Presentation Competition: Teams present assigned topics, honing communication skills, with winners earning certificates and prizes. 4. Summer Internships: Students gain practical experience and prepare project reports. 5. Vestibule Learning: Industrial visits and account auditing during short visits expose students to practical industry scenarios, encouraging participative learning and direct interaction with industry professionals 6. Capacity Building and Value-added programs: Short-term courses in areas like digital marketing, Filing of Returns etc. provide practical exposure and skill development opportunities. 7. Market Fest Competition: This platform allows students to showcase their entrepreneurial and marketing talents, gaining valuable experience and highlighting their innovative capabilities. 8. Social Responsibility: Visits sensitize students to

societal issues and nurture a sense of responsibility. These diverse methods ensure students are well-rounded, ready for their professions, and engaged in community service.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://savjc.com/annual-report-detail/8

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

The college has impressive two broadband connections of 100 Mbps bandwidth each, ensuring seamless internet access throughout the campus, including classrooms, conference halls, seminar rooms, the library, and the administrative block via Wi-Fi. Furthermore, the computer lab is fully equipped with internet-enabled computers, and many classrooms, as well as the conference and seminar spaces, are furnished with LCD projectors, which serve as invaluable teaching aids. Teachers use personal 'sites.google.com' websites with sections like Profile, Courses Taught, Research Work, and Study Material, containing resources like presentations, case studies, and videos. Google Classroom is utilized for managing study materials and assignments. The college's Examination Committee has effectively customized Google Sheets to automate result compilation for every student. The college maintains a WordPress blog with question papers and online newspaper links, while the library offers e-books and educational resources like Shodhganga. Social media platforms like WhatsApp, Facebook, and Instagram are used for publicity and information sharing, visible on the college website's homepage. WhatsApp groups aid in circulars and material sharing with students. Faculty is encouraged to attend ICT-focused training programs and conferences, enriching the teaching-learning environment. This comprehensive integration of technology aligns with the college's modern educational approach.

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

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

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

234

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college's examination committee conducts in-house examinations every semester to assess student performance. These examinations are evaluated by the respective course teachers, and students receive individual feedback in the classrooms to help them improve. This process ensures fairness and transparency in evaluation. To keep students informed about their attendance status, their course teachers regularly provide updates, and parents are also notified via telephone by the class incharges. In addition to regular exams, course teachers assign written assignments and projects to students. These assignments are assessed by the respective teachers, and the students' performance is discussed in class. Moreover, teachers and students engage in discussions on a wide range of topics, including society, the economy, and politics. This helps mentors in shaping thoughts and ideas of students. Active participation and performance in these discussions are considered when determining internal assessments. The results of internal assessments are posted on the college notice board and shared with students by their course teachers. Any questions or concerns related to internal assessments are promptly addressed by the course teachers. This entire process is carried out transparently, ensuring that students receive a fair evaluation of their performance.

File Description	Documents
Any additional information	View File
Link for additional information	https://savjc.com/downloads

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

The college conducts two types of examinations each semester: in-house exams and end-semester exams by Panjab University, with clear grievance resolution procedures at both levels. For in-house exams, the college's examination committee, in consultation with the Principal, schedules exams while considering students' participation in events. If students can't appear due to valid reasons, they can report to the Principal and may take special exams later. The college follows standardized practices for invigilators' appointments. Cases of unfair means (UMC) are reported to the Principal. A committee, after careful consideration, makes recommendations for fair resolution. In-house answer sheets are evaluated by course teachers within three days and shown to students in class. Any grievances are typically resolved at the class level. Panjab University conducts end-semester exams in December and May. Students can report scheduling conflicts to the Controller of Examination. The office adjusts dates or arranges special exams. Discrepancies in question papers are resolved by University committees of experts. Dissatisfied students can request online re-evaluation or personal verification through RTI. The University aims for timely result declarations. This comprehensive examination system ensures transparency, timeliness and efficient grievance resolution at both college and University levels, including UMC cases.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.exams.puchd.ac.in/datesheet.php

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.

Panjab University meticulously defines and communicates its educational objectives through the articulation of Programme Outcomes (POs) and Course Outcomes (COs) within the syllabi of each offered course. Faculty members at the institution have thoughtfully expanded upon and documented these POs and COs, aligning with the overarching framework provided by Panjab University.

To ensure transparency and accessibility, these Program and Course Outcomes are prominently featured on the college website

'www.savjc.com' under the 'Academics/Program and Course Outcome' tab, as well as in the 'Downloads' section. Furthermore, a repository of these outcomes is maintained in the college library, providing easy access for both students and teachers. During the induction program, students are comprehensively briefed on the expected outcomes of their chosen programs, fostering a clear understanding from the outset.

In addition to online resources, course instructors play a pivotal role in elucidating the specific outcomes associated with their respective courses at the commencement of each semester. The college is dedicated to pursuing these outcomes with a zealous commitment, ensuring a high standard of educational excellence.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://savjc.com/program-and-course-outcomes
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Shree Atam Vallabh Jain College prioritizes the holistic development of its students, as outlined in its mission statement. The college proactively works towards achieving desired outcomes by emphasizing program and course results. At the commencement of each academic session, the principal addresses new students, providing insights into their academic journey through induction programs, expert lectures, and interactive classrooms. To ensure focus on outcomes, students are categorized as slow and advanced learners. Course and program outcomes are made accessible on the college website and in the library. The institution offers short-term value-added courses, conducts extension lectures on competitive exams, career counseling, and skill development, all contributing to desired outcomes. Evaluation involves both academic and non-academic aspects, including internal and external exams, assignments, and participation in various activities. The examination committee scrutinizes student performance, comparing it with university standards and past results, devising strategies for improvement. The success stories of alumni in prominent positions and entrepreneurial ventures substantiate the effectiveness of the college's outcomes, evident in placement records.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://savjc.com/achievements-results/achievements-results/29

2.6.3 - Pass percentage of Students during the year

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

257

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://savjc.com/annual-report-detail/8

2.7 - Student Satisfaction Survey

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

<https://savjc.com/feedback-report-detail/11>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.227

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://dcdc.puchd.ac.in/

3.2 - Innovation Ecosystem

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

The college maintains a very good environment as an innovative ecosystem for exploring innovative potential in the students as well

as the faculty. Teachers are using modern tools of teaching such as PPT presentations, videos, case studies analysis along with maintenance of their websites to provide the relevant study material to the students. There is a library in the college enriched with books including text, reference and journals of varied nature for exploring bunch of knowledge. College has well equipped computer lab and Commerce lab with all the facilities including Wi-Fi.

Skill development cell and Research and Development Cell in the college organised various activities such as Power Point Presentation Competition, Marketing Fest, extension lectures and FDP on Advanced Research Methodology Tools and Techniques for inculcating the idea of nurturing innovative potential for creation and transfer of knowledge among the students and faculty. Industry-Institute Interface and Placement Cell of the college organised industrial visits of the students to the reputed firms. Short-term value-added course on digital marketing has also been organised to provide practical knowledge to students. Teachers have also guided the students to apply various data analysis tools for effective project writing for the graduate and postgraduate courses.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/naac-details/agr-documents/321/11/138

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

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

17

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://savjc.com/our-faculty
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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 year

41

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

College organized various extension activities through special bodies like NSS, Eco Club, Women Development cell and Youth Club in the college to sensitise and aware the students about their social responsibility. NSS unit of the college organized several community-based activities related to health, education of poor children in villages, addressing environmental issues, visit to orphanage and old age homes, traffic awareness, cleanliness and tree plantation in the nearby village.

Youth Club organized various activities like Run for Health, Blood Donation camp, Road safety awareness and environmental issues to develop a sense of social and civic responsibility among the students. To sensitize the students about some social, health, gender, cultural and environmental issues, some days like, International Women's Day, Earth Day, International Day of Yoga, Vana Mahotsav, Librarian Day, Green Diwali, World Environment Day, International Day of Peace, Birthday of Shri Guru Gobind Singh ji and Basant Panchmai have also been celebrated by the different cells in the college. These activities proved to be very helpful in bringing social consciousness among the college students for their holistic development, which will really develop them to ethically and socially responsible citizens, who contribute to society and nation.

File Description	Documents
Paste link for additional information	https://savjc.com/naac-details/agr-documents/341-343-344/11/141
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1516

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

13

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Shree Atam Vallabh Jain College, a premier Co-educational Commerce and Management college affiliated to Punjab university was established in 2010 by Shri Atma Nand Jain School Committee (Regd.), Ludhiana. Detail of infrastructure of the college is as follow

- The College has 17 spacious, well furnished and air-

conditioned classrooms to accommodate its present strength. All the rooms are equipped with internet and Wi-Fi connectivity.

- 8 LCD projectors are being used in the classrooms to make students enthusiastic towards learning the subject.
- There is 01 conference hall with audio-visual aids, LCD projector and 01 seminar hall with portable LCD projector.
- The college has 01 IT enabled computer lab equipped with 16 computer.
- The college campus is Wi-Fi enabled with 6 access points.
- The college has 01 fully equipped air conditioned library in the area of 1932 sq. meter.
- Xerox facility is available inside the library at nominal cost.
- The college provides Ramp facility for differently abled students.
- The college has one Medical Room for providing First Aid and Rest facility in case of emergency.
- To facilitate our female students, the college has one Girls' Common Room equipped with some indoor games.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/infrastructure/infrastructure-classrooms/15

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

Shree Atam Vallbh Jain College is student centered college, which is focused on the overall growth of the students. The college believes in creating physically fit, mentally robust and professionally competent individuals which will help in creating a healthy society.

1. Facilities for sports and games activities

The college offers adequate facilities to aspire sports persons. College has :-

- one sports ground having an athletic track for 200 meters.
- The college also has 1 Badminton Court, 1 Basket Ball Court and 1 Volley Ball Court for outdoor games.

- The college has one sports room equipped with the facility of indoor games such as Chess and Carrom etc.
- There is a Yoga and Meditation Centre to provide mental fitness, peace and serenity to students as well as faculty.
- The college has N.S.S Unit which organizes the N.S.S Camp every year and conducts various social activities

2. Facilities for cultural activities

College has one open stage for cultural items and 3 cultural activity rooms and 1 seminar hall for the preparation of various cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/beyond-academics/sports/20

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/naac-details/agr-documents/413/11/143
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.67210

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has the library area of 1932 sq. meter with the sufficient seating capacity for students and faculty. The library is fully air conditioned, Wi-Fi enabled and digitalized under the module of Koha library management software (version 21.05.08.000). The complete automation to achieve integrated library Management System was initiated in 2019-2020.

Name of the ILMS Software : - Koha

Nature & year of Automation : - Fully Automated & 2019-2020

Version : - Apache 2.4.41

Year of up gradation to koha :- 2021-2022

Koha is used for the issue and return of books

The Library has a collection of 6381 books, 11 newspapers, 14 Journals/Magazines and various e books contained in CDs. The college also provides the book bank facility for the needy students under which the students can get the books for the entire semester. The college library is also connected with Extension Library of the Panjab University, Chandigarh located in Ludhiana. With the permission of the Principal, students as well as faculty members can get themselves registered with P.U. Extension Library to access and utilize the physical and e-resources provided by the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://savjc.com/infrastructure/infrastructure-library/17

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.31

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

29

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

4.3 - IT Infrastructure

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

The college ensures that its students and faculty are facilitated with latest computer technology and software. The primary objective of the same is to provide facility and networking support for securely maintaining the College Academics, Administration, Examinations and activities pertaining to research. To attain this purpose college has

- 35 desktops with internet facility
- 01 Scanner
- 07 Printers
- 01 Photostat Machine
- 06 Wi-Fi Devices
- 01 fax machine
- 43 CCTV Cameras
- 9 LCD Projectors
- 100 MBPS internet connection.

The campus is fully Wi-Fi enabled. All the class rooms of the college are ICT enabled. Computer Lab of the college is well furnished and equipped with 16 computer systems, Wi-Fi and Printing Facility. There are only two courses in BBA and one course in M.Com that require computer systems as per the requirements of syllabus of Panjab University, Chandigarh. Therefore, the college computer lab is equipped with sufficient number of computer systems. College possesses its website, Instagram and, Facebook page. Website of the college also has a 'Blog' for the reference of the students regarding syllabus, important questions, old university question papers etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/infrastructure/infrastructure-computer/18

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

8769139

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The physical, academic and support facilities like classrooms, seminar halls, computer Lab, conference room etc., are well maintained and utilized as per the requirement. Various committees have been constituted for the maintenance & upkeep of college

infrastructure. Purchase procedure -

- concerned staff fills the requisition slip
- approval from the Principal
- a comparative statement is prepared by the estate officer of at least three quotations
- final purchase

Physical Facilities

Adequate in-house staff is employed to maintain meticulous on-campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment.. Adequate number of dustbins is placed in the campus. A proper stock register is maintained.

Academic Facilities

Classrooms, Seminar Hall, Conference Room, Computer Room, Library and, Examination Room etc. are properly cleaned by daily maintenance staff on regular basis.

Utilization and Maintenance of Sports Equipments

The Director Physical Education (DPE) heads over to utilize, repair and maintain the sports equipments and courts. Proper stock register of sports equipment (procured and in use) is maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/committees

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://savjc.com/naac-details/agr-documents/5-1-3/11/170
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

397

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

397

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

34

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

39

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The level of involvement and engagement of students at Shree Atam Vallabh Jain College in various academic, administrative, and extracurricular activities is indeed remarkable. Their proactive

participation in different committees and events highlights the institution's dedication in promoting student welfare and holistic development.

Students' Council is constituted every year. It is the duty of the members of students' Council to actively participate in organizing activities within and outside the college campus for student welfare.

Students have participation in IQAC, Youth Club, Fresher's & farewell Committee, Industry Institute interface and Placement Cell, Skill Development Cell and some other cells of the institution.

Run For Health: The students take initiative in securing permissions and sponsorships for organising and executing Run for Health.

Mega Job Fair: The college organised Mega Job Fair in collaboration with District Bureau of Employment & Enterprises, Ludhiana in which the students play very active role in organising Mega Job Fair.

Blood Donation Camp: The college organised Blood Donation Camp in which students participate in the camp with great devotion and spirit of service towards humanity.

The mentioned activities and committees demonstrate the institution's commitment in facilitating students' representation and active engagement in a wide array of activities.

File Description	Documents
Paste link for additional information	https://savjc.com/
Upload any additional information	View File

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

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

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

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

The college has a registered Alumni Association. The Alumni Association despite being relatively young during the college's formative years, has made significant contributions that have greatly benefited the institution.

- The Alumni Association's involvement as active members of the Institutional Quality Assurance Cell (IQAC) underscore their commitment to the college's continuous improvement. Their insights and contributions have played a vital role in maintaining and enhancing the institution's academic standards.
- The Alumni Association has successfully organized alumni meet-ups, providing a platform for former students to reconnect and share their experiences.
- Alumni have generously volunteered as mentors in the college's finishing school programs, imparting valuable knowledge and skills to the current students of institution.
- The Alumni Association played a pivotal role in ensuring the success of the college's convocation function. They not only actively participated in organizing the events but also generously sponsored a sumptuous lunch for approximately 400 alumni.
- The alumni appreciated the college's efforts towards teaching the students through ICT-enabled techniques. Recognizing the importance of modern educational tools, the Alumni Association generously donated projectors for the college's classrooms. This contribution has significantly enhanced the quality of education and the learning experience for current students.

File Description	Documents
Paste link for additional information	https://savjc.com/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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

The college was established by Shri Atma Nand Jain School Committee, Ludhiana in 2010. The college is led by a dynamic team of visionaries who work continuously to achieve the 'Vision and Mission'. The management of the college is democratic in its functioning and thus works for the welfare of students and staff. It always takes keen interest in each and every activity of the college and supports and guides the faculty in best possible manner.

The Governing Body of the college is taking enormous steps towards institutional governance. Principal is the head of institution, who is assisted by IQAC and Bursar of the college. Conveners of different committees constituted at the Institute level support them. Along with university syllabi specific programmes i. e., B.Com, B.B.A and M.Com, the college also offers some self-designed short-term value-added courses to the students for providing them varied learning experiences. A number of activities/competitions are also organized to give practical exposure to the students and to increase their employability abilities. For their holistic development, they are also motivated to participate in various co-curricular activities like Sports, Youth & Heritage Festivals, NSS activities, youth club activities and various other social awareness activities.

File Description	Documents
Paste link for additional information	https://savjc.com/vision-mission
Upload any additional information	View File

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

The college's effective leadership is evident through its well-defined organizational structure. The IQAC through the Principal guides and ensures the participation of various committees like Examination, Research, Library, and Anti-Ragging etc. in planning and executing the college's functioning. Students' councils assist these committees. Recurring requirements are identified by committee conveners, and decisions are obtained with mutual consent. Faculty members participate in course teaching methodology, academic standards, and student welfare, promoting transparency and teamwork.

Case Study: Run for Health

"Run for Health" is an annual event organized by the youth club of the college, from its initial approval to successful execution, reflects effective leadership through decentralization and participative management.

Convener Mr. Amit Goyal, along with Co-Conveners Ms. Rishu Jain and Dr. Nirmaljit Singh, with the cooperation of all the staff members, initiated all event arrangements; including permissions, route planning, sponsors, and safety measures. The organizing team, including faculty members, meticulously planned the event by forming various committees, this included venue set-up, registration, certificates, prize distribution, and more.

The event's success is attributed to extensive coordination and teamwork. The event's yearly recurrence has established a strong tradition promoting fitness and community among students and the public, inspiring healthier lifestyles.

File Description	Documents
Paste link for additional information	https://savjc.com/naac-details/agr-documents/612/11/164
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has both short term and long-term plans. Before the commencement of each session, the academic calendar is created in order to define short-term goals. Additionally, long-term strategies are outlined in the form of a strategic plan

Case study: Expansion of Academic Programs

Shree Atam Vallabh Jain College, Ludhiana, is a distinguished institution affiliated with Panjab University. Over the years, the college has garnered a reputation for its commitment to providing quality education in commerce and related fields. In response to the evolving educational landscape and the demands of students, the college embarked on an ambitious journey to diversify its academic offerings, which led to the deployment of some more academic programmes at undergraduate level during the session 2022-23. As part of its strategic initiative, the college decided to apply for a Bachelor of Computer Applications (BCA) programme and the introduction of B. Com (Honours) programme in the subject of Management Studies. The college analysed the preferences and demands of prospective students in order to determine which subjects to introduce as honours programme. The students showed significant interest for the management studies. Thus, the college took initiative to start the said programme.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://savjc.com/annual-report-detail/8
Upload any additional information	View File

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.

The institutional bodies are playing a tremendous role in the functioning of the college in very effective and efficient manner. The Governing Body is an administrative authority which exercises general supervision and control of the college affairs. At the next level, Principal conducts meetings with all faculty members periodically to review academic activities and motivates them for their continued good performance and contributions. Major policy decisions are taken in such meetings. Principal is assisted by IQAC to ensure efficient and effective functioning of the college. The next level is the various committees comprises of faculty members and students constituted for smooth functioning of the college. Apart from this, non-teaching staff is also an important part of the organizational structure who give their contribution to make the functioning of the college effective.

As far as appointment and service rules, procedures are concerned, the UGC regulations are followed in this regard and implemented via affiliating university. All permanent posts are filled as per university appointment and service norms on the basis of merit. They are promoted to higher scale as per UGC-CAS norms. They are also provided casual leaves, maternity leaves, medical leaves, and some other benefits as per the university calendar.

File Description	Documents
Paste link for additional information	https://facultyjobs.puchd.ac.in/
Link to Organogram of the institution webpage	https://savjc.com/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college management is implementing various welfare measures for the benefit of the staff include:

- Maternity leaves to female teaching staff, medical leaves and earned leaves to teaching staff
- Casual leaves, Compensatory leaves to both teaching and non-teaching staff
- Provision of Duty Leave for faculties attending conferences/development programs/ seminars, official meetings, etc.
- Summer/Winter vacations as per Panjab University Calendar
- Special permission to faculty to serve as the resource person, academic as well non-academic bodies at University Level
- Permission to attend refresher courses, workshops and seminars
- Air Conditioner, hot case, microwave oven, refrigerator, R.O. water purifier and water cooler in the staff-room
- Well-established and transparent system of maintaining Provident Fund facility for teaching as well as non-teaching staff
- ESI facility wherever it is applicable
- Computer Laboratory with Internet facility
- Conveyance allowance (reimbursement) @ Rs.4 per km whenever they go on duty by two-wheeler and @ Rs.10 per km whenever they go on duty by car
- Winter and Summer Uniforms are provided to the class-IV non-teaching staff
- Fee concession/scholarships for the wards of non-teaching staff members
- Rent Free Accommodation for some class-IV employees is given inside the campus

- **Loan facility to non-teaching staff**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

03

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

18

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

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

The performance of faculty is assessed by adopting PBAS (Performance Based Appraisal System) given by UGC under CAS (Career Advancement Scheme) regulations. Every teacher is required to fill Self Appraisal Proforma annually and submit to the Principal. Apart from this, after completing eligibility conditions the teachers apply for the promotion to a higher scale on the prescribed proforma of PBAS.

The information collected through these proformas is assessed by the scrutiny committee appointed by the Principal. The evaluated proformas are validated by the Principal and then recommended by him to the College Management for promotion of the teachers. The management then approves their promotion. Along with this, annual increments in the salary as per the university calendar are also approved by the Governing Body every year. The service book of every teacher is maintained by the administrative office and principal writes their confidential reports. Students' feedback also plays a very good role in assessing teachers' performance.

The performance of the non-teaching staff is assessed by the Principal himself through various indicators like interest, dedication, perfection, zeal, skill and efficiency in their own work as well as team work, punctuality and discipline maintained in various college activities.

File Description	Documents
Paste link for additional information	http://www.dcdc.puchd.ac.in/downloads/NewsAndEvents/_6da2a82e-.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college has very transparent system of accounting. Firstly, all the bills of various expenditures are checked and verified by the Bursar appointed by the Principal. All the transactions related to fee and fines deposited by the students, other receipts and expenditure made by the college are entered in the cash book and various ledgers using Vouch and Tally software by the fee clerk and senior assistant in the admin office. In this way income and expenditure account generated through that software emailed to the Accounts Officer appointed in the Committee's registered office. That is checked by him and in case of any discrepancy it is brought into the notice of the senior assistant and necessary correction is made well in time. After preparing annual financial statements, these are audited by the Chartered Accountants Firm namely N. G. JAIN & ASSOCIATES appointed by the College Management. It verifies all the accounts with the supported bills/invoices/vouchers. Then audited financial statements are presented to the Management. Being

self-financed institution, its financial audits are not conducted by any external party.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

Mobilisation of Funds

The college is self-financed and does not receive government grants or aid. Funds are primarily generated through tuition and student fees. Some value-added courses are offered at nominal fees. Infrastructure growth is facilitated by religious channels and social patrons, contributing to an effective ambiance for curricular, extra-curricular, and administrative activities. Funds are also raised through sponsorships, bank interest, and canteen rent.

Optimal Utilisation of Resources

The college optimizes resources by preparing annual budgets, considering student development and the college's growth. The Principal, in consultation with IQAC and Bursar, proposes budgets, which are evaluated and approved by College Management. Committees

prepare activities' budgets, which are then submitted to the Principal. The Principal recommends budgets, which are then approved by College Management. The Bursar checks and verifies expenditure bills, and final payments are approved. The college also maintains and utilizes Amalgamated Fund as per university norms. The main sources of resource utilization include infrastructure, insurance, internet, telephone, electricity, books, curricular activities, training, salaries, welfare facilities, and miscellaneous and petty cash expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The two practices that have been institutionalized as a result of IQAC initiatives are as follows:

Case study: Finishing School Programme

The Career Counselling Cell under the aegis of IQAC of the college, organised Finishing school programme. The main idea behind organising this 5 day program was to minimise the gap between industry expectations and fresh graduates. Various National and International resource persons from industry gave insights to different important areas of industry. Sessions on Group Discussion, PPT presentation and Mock Interview for the students were also held during this program.

Case Study: Mega Job Fair

The Mega Job Fair organized by Industry Institute Interface and Placement Cell & IQAC with collaboration of District Bureau of Employment & Enterprises Ludhiana under the leadership of Ms Sukhman Mann and Mr Deepak Bhalla was an outstanding success, attracting a diverse array of employers and providing valuable opportunities for our students. The primary objective of Job fair is to identify the talented and qualified professionals before they complete their education and to provide employment opportunities to students who are in the final stage of completion of their course and the

candidates those have completed their degrees.

File Description	Documents
Paste link for additional information	https://savjc.com/annual-report-detail/9
Upload any additional information	View File

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

The IQAC has significantly contributed to the progression of teaching and learning techniques, advocating numerous reforms in the educational process. In pursuit of this goal, the following two vital initiatives have been undertaken by the IQAC:

Short-term Value-added Course

Due to technological developments, many of the specified skill sets that are being given to students today at educational institutions with program specific objectives become obsolete. Consequently, value-added courses are offered at our college to bridge the gap between academic and industrial needs. The college has started short-term value-added course namely 'Digital Marketing' in 2022-23 to supplement the curriculum. The course aimed to enhance students' digital marketing skills, equipping them with practical knowledge. The course significantly enhanced students' digital marketing skills, making them more competitive in the job market.

Pedagogy Workshop

The 5-day Pedagogy Workshop on Effective Teaching was organized by Research and Development Cell. The workshop was sponsored by the College Development Council, Panjab University, Chandigarh. The aim of the workshop was to enhance the teaching skills of faculty members and provide them with new techniques and approaches to improve students' learning outcomes. The workshop comprises of sessions conducted through a combination of lectures, interactive discussions and group activities.

File Description	Documents
Paste link for additional information	https://savjc.com/annual-report-detail/9
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://savjc.com/annual-report-detail/8
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

SAVJC, being a co-educational institution, encourages equal participation of all students, irrespective of gender, in extracurricular activities such as sports, arts-craft, and leadership roles. The availability of facilities for women on campus further reinforces the college's commitment to their safety and well-being. The measures taken, such as forming Anti-ragging committee, Women Development Cell, Grievance Redressal and Prevention of Sexual Harassment Committee, and Discipline Committee, demonstrate the college's dedication to ensuring a safe and secure environment for all. Furthermore, the college provides scholarships specifically targeted to support female students in pursuing their education. The

presence of CCTV cameras, regular monitoring, and a visitor log register helps to maintain security within the campus premises.

Moreover, providing separate washrooms for male and female students and staff as well as common room for female students shows sensitivity towards the privacy and comfort of all individuals. Issuing identity cards and maintaining a well-defined code of conduct contribute in establishing a disciplined and accountable campus community. By implementing these practices, SAVJC is actively promoting gender equity and creating an environment where all students, faculty, and staff can thrive and succeed.

File Description	Documents
Annual gender sensitization action plan	https://savjc.com/naac-details/agr-documents/711/11/152
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://savjc.com/naac-details/agr-documents/711-b/11/158

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The campus has implemented effective waste management practices to support the government's Swachh Bharat Abhiyan. The campus uses twin-colour dustbins (blue and green) for segregating solid waste into dry and wet categories at the point of collection. A decompose pit has been constructed within the campus in order to efficiently treat

degradable solid waste. For the purpose of Liquid Waste Management, the liquid waste is segregated in a wastewater tank located in the corner of the campus. The filtered water through drainage reaches the well, leading to improved groundwater levels. Mandatory regular checks on pipelines and leakages help in minimizing water wastage throughout the college campus.

The generation of E-waste in the college campus is limited. But still the E-waste from computers, such as non-functional CPUs, UPS, and keyboards, are refurbished or sold if they are not functioning properly. Furthermore, the campus has banned the use of plastic materials, including plastic disposables and polybags in the canteen. Plastic bottles are repurposed for vertical gardening, promoting a green environment. The campus has taken initiatives to go paperless by, circulating notices online to minimize paper wastage. By adopting environmentally friendly practices and waste management, the college fosters clean and green environment.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles

3. Pedestrian-friendly pathways

4. Ban on use of plastic

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

A. Any 4 or all of the above

reading material, screen**reading**

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

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

The college actively celebrates cultural festivals and promotes community-friendly initiatives. The participation of students in zonal and inter-zonal youth and heritage festivals organized by Panjab University Chandigarh is a commendable. The involvement of students in group folk dance, percussion performances, and folk songs helps preserve and promote traditional art forms. Additionally, participation in activities like pranda making, tokri making, and khiddo making at university level contribute in preserving traditional crafts and skills. The NSS unit and Youth club of the college organize activities, such as blood donation camps and rallies on important social issues in the village of Hussainpura, hence, actively engaging with the community. The college organizes Green Diwali, Teachers' Day, International Yoga Day, Lohri, Teej, Fresher's and Farewell functions every year which adds a touch of cultural richness to the campus. The college provides an inclusive environment where students are free to prefer any language, be it Hindi, Punjabi, or English, fostering linguistic diversity. The college frequently organizes visits to old age homes and orphanages, allowing students to interact with residents and donate according to their capacity. These activities instill a sense of service and humanity among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college is putting best effort for making its stakeholders aware about the constitutional obligations including values, rights, duties and responsibilities of citizens. Numerous efforts are undertaken by the institute for fostering values of responsible citizens in the students.

The Display of various Posters displaying the Preamble of India, Citizen Charter, Fundamental Rights and duties of citizen and National Anthem are displayed in the administrative block and library creating awareness among the students regarding Indian Constitution. The youth club of the college is functioning continuously for instilling national values among the students such as organizing National youth day and Blood donation camp in order to imbibe a sense of nationality and pride for the country. Also, Sports day, Teacher's Day, and various extension lectures are organized in the college campus for the purpose of creating awareness among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://savjc.com/naac-details/agr-documents/719-a/11/154
Any other relevant information	https://savjc.com/naac-details/agr-documents/719-b/11/159

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional **B. Any 3 of the above**

ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

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

College celebrates and organizes various national and international commemorative days, events, and festivals, which shows the commitment of the college in promoting cultural diversity, awareness of important issues, and fostering a sense of community among its students and staff. These events include Basant Panchami, a Hindu festival that marks the arrival of spring, Lohri a Punjabi festival celebrated to mark the end of winter and the arrival of longer days and Teej celebrating the monsoon season and embracing culture.

The college also celebrates Teacher's Day to honour and appreciate the hard work and dedication of teachers who play a crucial role in shaping young minds. International Women's Day is celebrated and dedicated to honouring the achievements and contributions of women worldwide and advocating for gender equality. Celebrating festivals such as Earth Day, World Environment Day and Green Diwali promotes environmentally friendly practices and reducing pollution. Therefore, Savj College creates a vibrant and inclusive environment that promotes cultural exchange, awareness of global issues, and a sense of belonging among its students and faculty. It also helps in fostering a deeper understanding and appreciation of different traditions and cultures among the college community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Book Bank Facility (Best Practice I)

Objectives

- To provide hassle-free study environment to needy and meritorious students.
- To enhance the inclination of students towards helping others.
- To enable reuse of books

Context

Activity plays a vital role in promoting equitable access to education, supporting academic excellence and reduces financial burden on students.

Practice

The students are provided text books without any fees

Evidence of success

Books issued from Book Bank increased from 919 to 1133 and number of students increased from 189 to 231 as compared to previous year.

Problems Encountered and Resources Required

Books in the book bank become outdated affecting the quality of resources.

Run for Health (Best Practice II)

Objectives

- To create awareness amongst public regarding importance of health.
- To socially attach college with business and society.

Context

College fulfills social responsibility and educates masses about need to engage in physical activities.

Practice

It is a marathon on social cause where general public is invited to participate. Students are engaged in conducting and managing event.

Evidence of success

This year 3200 volunteers from various cities/fields/institutions participated.

Problems Encountered and Resources Required

Event funding, sponsorships, cooperation from local police for managing the crowd and the traffic challenges.

File Description	Documents
Best practices in the Institutional website	https://savjc.com/naac-details/agr-documents/72-a/11/156
Any other relevant information	https://savjc.com/naac-details/agr-documents/72-b/11/160

7.3 - Institutional Distinctiveness

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

Title of the Practice

Scholarship in form of fee concession for Meritorious and needy students

Objectives of the Practice:

To provide financial assistance to meritorious and deserving needy students with special fee concession and to attain university positions.

The Context

A policy has been formulated with a view to provide financial assistance to meritorious students on basis of Marks and special concession to deserving needy students.

The Practice:

- Students Shall be given fees Concession on the basis of marks attained in previous class and the eligibility criteria to attain scholarship is clearly mentioned in Prospectus.
- Considering this scholarship offer students are keen to achieve high marks.
- Proper records of the students, receiving concession are maintained.

Evidence of Success

This scholarship scheme attracted students with high percentage towards our college and with the help of this scholarship scheme we were also successful in attaining good number of university positions.

Problems Encountered and Resources Required:

Being self-financed private institute, it is challenging task to manage the fee concession as it requires huge funds and there is very less external assistance available for the same.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Shree Atam Vallabh Jain College, affiliated with Panjab University Chandigarh, is dedicated to aligning closely with the university's approved curriculum. Our faculty actively engages in curriculum planning, material development and assessments. We utilize advanced ICT tools, Wi-Fi, and projectors to ensure efficient curriculum delivery. At the beginning of each session, we conduct Principal-Staff Meetings to allocate subjects and establish schedules.

We prioritize faculty professional development and mentorship to enhance teaching quality. Our well-equipped college library encourages students to explore beyond their prescribed curriculum. Additionally, we offer practical experiences through value-added courses, industry visits, guest lectures, seminars and competitions. We focus on nurturing entrepreneurial skills, addressing contemporary issues and instilling professional ethics and values within our curriculum.

Our institution places great importance on enhancing students' employability through dedicated efforts from our placement cell. We are committed to continuous adaptation and innovation, with the ultimate goal of providing a holistic and enriching educational experience to our students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://savjc.com/naac-details/agr-documents/111/11/161

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

The institution meticulously adheres to the university-approved academic calendar, intricately aligning it with our institutional vision. Our admission process strictly adheres to university

standards and we offer concessions and scholarships to support students in their educational journey.

Our comprehensive academic calendar carefully outlines essential dates, including session start and end, admission deadlines, faculty meetings and orientation programs. This ensures a fair and equitable assessment process for all our students.

We foster cultural values through various celebrations, such as Teej and Lohri, where students showcase their talents in youth festivals and competitions. Our commitment to responsible citizenship is evident through initiatives like the Tree Plantation Drive, "Run for Health," International Yoga Day and International Drug Abuse Day activities.

Youth Leadership Cells designed to develop leadership skills, while NSS camps empower our students to make a positive impact on society. Practical knowledge is gained through industrial visits, guest lectures and participation in national seminars. Our Skill Development unit hosts business plan competitions to encourage innovation and entrepreneurship. Annual "Placement Drives" create job opportunities for graduates and our Faculty Development Programs enhance the professional growth of our teaching staff, furthering our commitment to providing a well-rounded and enriching educational experience.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://puchd.ac.in/includes/documents/2022/academic-calendar-teaching-regional-22-23.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

48

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

1.3 - Curriculum Enrichment

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

Our college, affiliated with Panjab University, adheres to a curriculum shaped in collaboration with faculty and the Board of Studies. It emphasizes gender sensitization, environmental conservation, sustainability, and professional ethics.

In our commerce programs (B.Com, BBA, M.Com), cross-cutting issues are integrated. Compulsory subjects, English and Punjabi, include essays on societal and environmental concerns. Graduates also study Environment, Road Safety, Violence Against Women and Children and Drug Abuse, fostering responsible citizenship.

Courses like Commercial Laws, Business Ethics, and Human Resource Management promote professional ethics and human values. Entrepreneurship and Small Business courses address women entrepreneurs' challenges.

We reinforce these principles through activities, guest lectures, workshops, and seminars. Blood donation camps combat drug abuse; visits to care homes encourage civic responsibility.

Competitions, industrial visits, guest lectures, and NSS camps enable the students to understand the needs and problems of community and environment. We celebrate Teej and International Women's Day to promote gender sensitization. Our college enthusiastically joins in the Labour Day celebrations, honoring the dedication and contributions of all workers within our community.

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

49

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	https://savjc.com/naac-details/aqr-documents/141-142/11/162
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://savjc.com/naac-details/aqr-documents/141-142/11/162

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

335

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college's student-centric approach includes separate programs for advanced and slow learners, assessing their learning levels. Students receive personalized attention and support throughout their academic journey. Orientation sessions inform newcomers about college policies and tailored plans for different learners. Teachers use following tools to identify diverse learning levels during the semester. 1. Previous Class Scores: Past academic performance is considered to distinguish slow and advanced learners. 2. House Examinations: Course teachers evaluate students based on their performance in house exams. 3. Class Tests: Regular tests gauge the performance of students at different levels. 4. Mentor Observations: Each mentor works closely with a group of 17-18 students, aiming to understand their academic and personal needs for tailored support.

Based on the afore-mentioned observations, the examination committee collaborates with course teachers to compile lists of advanced and slow learners. Tailored classes are then arranged for each category of students. Special classes for Slow Learners involve reviewing key exam questions, promoting peer learning, counselling, assigning special tasks and tests, and maintaining parental engagement. In contrast, Special classes for Advanced Learners focus on advanced topic discussions, case studies, higher-order thinking skills (HOTS) questions, and encouraging enrichment through online reference materials.

File Description	Documents
Paste link for additional information	https://savjaincollege.wordpress.com/
Upload any additional information	View File

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

Number of Students	Number of Teachers
824	28

File Description	Documents
Any additional information	View File

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

Shree Atam Vallabh Jain College prioritizes experiential learning, participative approaches, and problem-solving techniques to enhance students' grasp of theoretical concepts, preparing them for their careers. The college employs various methods: 1. Case Studies: Emphasizing Commerce and Management, case studies nurture analytical and critical thinking skills for practical problem-solving. 2. Business Plan Competitions: Annual competitions foster innovation and teamwork, rewarding creative ideas with certificates, prizes, and further opportunities. 3. PowerPoint Presentation Competition: Teams present assigned topics, honing communication skills, with winners earning certificates and prizes. 4. Summer Internships: Students gain practical experience and prepare project reports. 5. Vestibule Learning: Industrial visits and account auditing during short visits expose students to practical industry scenarios, encouraging participative learning and direct interaction with industry professionals. 6. Capacity Building and Value-added programs: Short-term courses in areas like digital marketing, Filing of Returns etc. provide practical exposure and skill development opportunities. 7. Market Fest Competition: This platform allows students to showcase their entrepreneurial and marketing talents, gaining valuable experience and highlighting their innovative capabilities. 8. Social Responsibility: Visits sensitize students to societal issues and nurture a sense of responsibility. These diverse methods ensure students are well-rounded, ready for their professions, and engaged in community service.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://savjc.com/annual-report-detail/8

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

The college has impressive two broadband connections of 100 Mbps bandwidth each, ensuring seamless internet access throughout the campus, including classrooms, conference halls, seminar rooms, the library, and the administrative block via Wi-Fi. Furthermore, the computer lab is fully equipped with internet-enabled computers, and many classrooms, as well as the conference and seminar spaces, are furnished with LCD projectors, which serve as invaluable teaching aids. Teachers use personal 'sites.google.com' websites with sections like Profile, Courses Taught, Research Work, and Study Material, containing resources like presentations, case studies, and videos. Google Classroom is utilized for managing study materials and assignments. The college's Examination Committee has effectively customized Google Sheets to automate result compilation for every student. The college maintains a WordPress blog with question papers and online newspaper links, while the library offers e-books and educational resources like Shodhganga. Social media platforms like WhatsApp, Facebook, and Instagram are used for publicity and information sharing, visible on the college website's homepage. WhatsApp groups aid in circulars and material sharing with students. Faculty is encouraged to attend ICT-focused training programs and conferences, enriching the teaching-learning environment. This comprehensive integration of technology aligns with the college's modern educational approach.

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

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

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

234

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college's examination committee conducts in-house examinations every semester to assess student performance. These examinations are evaluated by the respective course teachers, and students receive individual feedback in the classrooms to help them improve. This process ensures fairness and transparency in evaluation. To keep students informed about their attendance status, their course teachers regularly provide updates, and parents are also notified via telephone by the class incharges. In addition to regular exams, course teachers assign written assignments and projects to students. These assignments are assessed by the respective teachers, and the students' performance is discussed in class. Moreover, teachers and students engage in discussions on a wide range of topics, including society, the economy, and politics. This helps mentors in shaping thoughts and ideas of students. Active participation and performance in these discussions are considered when determining internal assessments. The results of internal assessments are posted on the college notice board and shared with students by their course teachers. Any questions or concerns related to internal assessments are promptly addressed by the course teachers. This entire process is carried out transparently, ensuring that students receive a fair evaluation of their performance.

File Description	Documents
Any additional information	View File
Link for additional information	https://savjc.com/downloads

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

The college conducts two types of examinations each semester: in-house exams and end-semester exams by Panjab University, with clear grievance resolution procedures at both levels. For in-house exams, the college's examination committee, in consultation with the Principal, schedules exams while considering students' participation in events. If students can't appear due to valid reasons, they can report to the Principal and may take special exams later. The college follows standardized practices for invigilators' appointments. Cases of unfair means (UMC) are reported to the Principal. A committee, after careful consideration, makes recommendations for fair resolution. In-house answer sheets are evaluated by course teachers within three days and shown to students in class. Any grievances are typically resolved at the class level. Panjab University conducts end-semester exams in December and May. Students can report scheduling conflicts to the Controller of Examination. The office adjusts dates or arranges special exams. Discrepancies in question papers are resolved by University committees of experts. Dissatisfied students can request online re-evaluation or personal verification through RTI. The University aims for timely result declarations. This comprehensive examination system ensures transparency, timeliness and efficient grievance resolution at both college and University levels, including UMC cases.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.exams.puchd.ac.in/datesheet.php

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.

Panjab University meticulously defines and communicates its educational objectives through the articulation of Programme Outcomes (POs) and Course Outcomes (COs) within the syllabi of each offered course. Faculty members at the institution have thoughtfully expanded upon and documented these POs and COs, aligning with the overarching framework provided by Panjab University.

To ensure transparency and accessibility, these Program and Course Outcomes are prominently featured on the college website 'www.savjc.com' under the 'Academics/Program and Course Outcome' tab, as well as in the 'Downloads' section. Furthermore, a repository of these outcomes is maintained in the college library, providing easy access for both students and teachers. During the induction program, students are comprehensively briefed on the expected outcomes of their chosen programs, fostering a clear understanding from the outset.

In addition to online resources, course instructors play a pivotal role in elucidating the specific outcomes associated with their respective courses at the commencement of each semester. The college is dedicated to pursuing these outcomes with a zealous commitment, ensuring a high standard of educational excellence.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://savjc.com/program-and-course-outcomes
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Shree Atam Vallabh Jain College prioritizes the holistic development of its students, as outlined in its mission statement. The college proactively works towards achieving desired outcomes by emphasizing program and course results. At the commencement of each academic session, the principal addresses new students, providing insights into their academic journey through induction programs, expert lectures, and interactive classrooms. To ensure focus on outcomes, students are categorized as slow and advanced learners. Course and program outcomes are made accessible on the college website and in the library. The institution offers short-term value-added courses, conducts extension lectures on competitive exams, career counseling, and skill development, all contributing to desired outcomes. Evaluation involves both academic and non-academic aspects, including internal and external exams, assignments, and participation in various activities. The examination committee scrutinizes student performance, comparing it with university

standards and past results, devising strategies for improvement. The success stories of alumni in prominent positions and entrepreneurial ventures substantiate the effectiveness of the college's outcomes, evident in placement records.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://savjc.com/achievements-results/achievements-results/29

2.6.3 - Pass percentage of Students during the year

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

257

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://savjc.com/annual-report-detail/8

2.7 - Student Satisfaction Survey

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

<https://savjc.com/feedback-report-detail/11>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.227

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://dcdc.puchd.ac.in/

3.2 - Innovation Ecosystem

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

The college maintains a very good environment as an innovative

ecosystem for exploring innovative potential in the students as well as the faculty. Teachers are using modern tools of teaching such as PPT presentations, videos, case studies analysis along with maintenance of their websites to provide the relevant study material to the students. There is a library in the college enriched with books including text, reference and journals of varied nature for exploring bunch of knowledge. College has well equipped computer lab and Commerce lab with all the facilities including Wi-Fi.

Skill development cell and Research and Development Cell in the college organised various activities such as Power Point Presentation Competition, Marketing Fest, extension lectures and FDP on Advanced Research Methodology Tools and Techniques for inculcating the idea of nurturing innovative potential for creation and transfer of knowledge among the students and faculty. Industry-Institute Interface and Placement Cell of the college organised industrial visits of the students to the reputed firms. Short-term value-added course on digital marketing has also been organised to provide practical knowledge to students. Teachers have also guided the students to apply various data analysis tools for effective project writing for the graduate and postgraduate courses.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/naac-details/aqr-documents/321/11/138

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

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

17

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://savjc.com/our-faculty
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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 year

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

College organized various extension activities through special bodies like NSS, Eco Club, Women Development cell and Youth Club in the college to sensitise and aware the students about their social responsibility. NSS unit of the college organized several community-based activities related to health, education of poor children in villages, addressing environmental issues, visit to orphanage and old age homes, traffic awareness, cleanliness and tree plantation in the nearby village.

Youth Club organized various activities like Run for Health, Blood Donation camp, Road safety awareness and environmental issues to develop a sense of social and civic responsibility among the students. To sensitize the students about some social, health, gender, cultural and environmental issues, some days like, International Women's Day, Earth Day, International Day of Yoga, Vana Mahotsav, Librarian Day, Green Diwali, World Environment Day, International Day of Peace, Birthday of Shri Guru Gobind Singh ji and Basant Panchmai have also been celebrated by the different cells in the college. These activities proved to be very helpful in bringing social consciousness among the college students for their holistic development, which will really develop them to ethically and socially responsible citizens, who contribute to society and nation.

File Description	Documents
Paste link for additional information	https://savjc.com/naac-details/agr-documents/341-343-344/11/141
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1516

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

13

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Shree Atam Vallabh Jain College, a premier Co-educational Commerce and Management college affiliated to Punjab university was established in 2010 by Shri Atma Nand Jain School Committee (Regd.), Ludhiana. Detail of infrastructure of the college is as follow

- The College has 17 spacious, well furnished and air-conditioned classrooms to accommodate its present strength. All the rooms are equipped with internet and Wi-Fi connectivity.
- 8 LCD projectors are being used in the classrooms to make students enthusiastic towards learning the subject.
- There is 01 conference hall with audio-visual aids, LCD projector and 01 seminar hall with portable LCD projector.
- The college has 01 IT enabled computer lab equipped with 16 computer.
- The college campus is Wi-Fi enabled with 6 access points.
- The college has 01 fully equipped air conditioned library in the area of 1932 sq. meter.
- Xerox facility is available inside the library at nominal cost.
- The college provides Ramp facility for differently abled students.
- The college has one Medical Room for providing First Aid and Rest facility in case of emergency.
- To facilitate our female students, the college has one Girls' Common Room equipped with some indoor games.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/infrastructure/infrastructure-classrooms/15

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

Shree Atam Vallbh Jain College is student centered college, which

is focused on the overall growth of the students. The college believes in creating physically fit, mentally robust and professionally competent individuals which will help in creating a healthy society.

1. Facilities for sports and games activities

The college offers adequate facilities to aspire sports persons. College has :-

- one sports ground having an athletic track for 200 meters.
- The college also has 1 Badminton Court, 1 Basket Ball Court and 1 Volley Ball Court for outdoor games.
- The college has one sports room equipped with the facility of indoor games such as Chess and Carrom etc.
- There is a Yoga and Meditation Centre to provide mental fitness, peace and serenity to students as well as faculty.
- The college has N.S.S Unit which organizes the N.S.S Camp every year and conducts various social activities

2. Facilities for cultural activities

College has one open stage for cultural items and 3 cultural activity rooms and 1 seminar hall for the preparation of various cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/beyond-academics/sports/20

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/naac-details/agr-documents/413/11/143
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.67210

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has the library area of 1932 sq. meter with the sufficient seating capacity for students and faculty. The library is fully air conditioned, Wi-Fi enabled and digitalized under the module of Koha library management software (version 21.05.08.000). The complete automation to achieve integrated library Management System was initiated in 2019-2020.

Name of the ILMS Software : - Koha

Nature & year of Automation : - Fully Automated & 2019-2020

Version : - Apache 2.4.41

Year of up gradation to koha :- 2021-2022

Koha is used for the issue and return of books

The Library has a collection of 6381 books, 11 newspapers, 14 Journals/Magazines and various e books contained in CDs. The college also provides the book bank facility for the needy students under which the students can get the books for the entire semester. The college library is also connected with Extension Library of the Panjab University, Chandigarh located in Ludhiana. With the permission of the Principal, students as well as faculty members can get themselves registered with P.U. Extension Library to access and utilize the physical and e-resources provided by the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://savjc.com/infrastructure/infrastructure-library/17

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.31

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

29

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

4.3 - IT Infrastructure

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

The college ensures that its students and faculty are facilitated with latest computer technology and software. The primary objective of the same is to provide facility and networking support for securely maintaining the College Academics, Administration, Examinations and activities pertaining to research. To attain this purpose college has

- 35 desktops with internet facility
- 01 Scanner
- 07 Printers
- 01 Photostat Machine
- 06 Wi-Fi Devices
- 01 fax machine
- 43 CCTV Cameras
- 9 LCD Projectors
- 100 MBPS internet connection.

The campus is fully Wi-Fi enabled. All the class rooms of the college are ICT enabled. Computer Lab of the college is well furnished and equipped with 16 computer systems, Wi-Fi and Printing Facility. There are only two courses in BBA and one

course in M.Com that require computer systems as per the requirements of syllabus of Panjab University, Chandigarh. Therefore, the college computer lab is equipped with sufficient number of computer systems. College possesses its website, Instagram and, Facebook page. Website of the college also has a 'Blog' for the reference of the students regarding syllabus, important questions, old university question papers etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/infrastructure/infrastructure-computer/18

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

8769139

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The physical, academic and support facilities like classrooms, seminar halls, computer Lab, conference room etc., are well maintained and utilized as per the requirement. Various committees have been constituted for the maintenance & upkeep of college infrastructure. Purchase procedure -

- concerned staff fills the requisition slip
- approval from the Principal
- a comparative statement is prepared by the estate officer of at least three quotations
- final purchase

Physical Facilities

Adequate in-house staff is employed to maintain meticulous on-campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment.. Adequate number of dustbins is placed in the campus. A proper stock register is maintained.

Academic Facilities

Classrooms, Seminar Hall, Conference Room, Computer Room, Library and, Examination Room etc. are properly cleaned by daily maintenance staff on regular basis.

Utilization and Maintenance of Sports Equipments

The Director Physical Education (DPE) heads over to utilize, repair and maintain the sports equipments and courts. Proper stock register of sports equipment (procured and in use) is

maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://savjc.com/committees

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

18

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

181

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
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File Description	Documents
Link to Institutional website	https://savjc.com/naac-details/agr-documents/5-1-3/11/170
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

397

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

397

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	A. All of the above
--	----------------------------

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

34

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

39

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The level of involvement and engagement of students at Shree Atam Vallabh Jain College in various academic, administrative, and extracurricular activities is indeed remarkable. Their proactive participation in different committees and events highlights the institution's dedication in promoting student welfare and holistic development.

Students' Council is constituted every year. It is the duty of the members of students' Council to actively participate in organizing activities within and outside the college campus for student welfare.

Students have participation in IQAC, Youth Club, Fresher's & farewell Committee, Industry Institute interface and Placement Cell, Skill Development Cell and some other cells of the institution.

Run For Health: The students take initiative in securing permissions and sponsorships for organising and executing Run for Health.

Mega Job Fair: The college organised Mega Job Fair in collaboration with District Bureau of Employment & Enterprises, Ludhiana in which the students play very active role in organising Mega Job Fair.

Blood Donation Camp: The college organised Blood Donation Camp in which students participate in the camp with great devotion and spirit of service towards humanity.

The mentioned activities and committees demonstrate the institution's commitment in facilitating students' representation and active engagement in a wide array of activities.

File Description	Documents
Paste link for additional information	https://savjc.com/
Upload any additional information	View File

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

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

31

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

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

The college has a registered Alumni Association. The Alumni Association despite being relatively young during the college's formative years, has made significant contributions that have greatly benefited the institution.

- The Alumni Association's involvement as active members of the Institutional Quality Assurance Cell (IQAC) underscore their commitment to the college's continuous improvement.

Their insights and contributions have played a vital role in maintaining and enhancing the institution's academic standards.

- The Alumni Association has successfully organized alumni meet-ups, providing a platform for former students to reconnect and share their experiences.
- Alumni have generously volunteered as mentors in the college's finishing school programs, imparting valuable knowledge and skills to the current students of institution.
- The Alumni Association played a pivotal role in ensuring the success of the college's convocation function. They not only actively participated in organizing the events but also generously sponsored a sumptuous lunch for approximately 400 alumni.
- The alumni appreciated the college's efforts towards teaching the students through ICT-enabled techniques. Recognizing the importance of modern educational tools, the Alumni Association generously donated projectors for the college's classrooms. This contribution has significantly enhanced the quality of education and the learning experience for current students.

File Description	Documents
Paste link for additional information	https://savjc.com/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	C. 3 Lakhs - 4Lakhs
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File Description	Documents
Upload any additional information	View File

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

The college was established by Shri Atma Nand Jain School Committee, Ludhiana in 2010. The college is led by a dynamic team of visionaries who work continuously to achieve the 'Vision and Mission'. The management of the college is democratic in its functioning and thus works for the welfare of students and staff. It always takes keen interest in each and every activity of the college and supports and guides the faculty in best possible manner.

The Governing Body of the college is taking enormous steps towards institutional governance. Principal is the head of institution, who is assisted by IQAC and Bursar of the college. Conveners of different committees constituted at the Institute level support them. Along with university syllabi specific programmes i. e., B.Com, B.B.A and M.Com, the college also offers some self-designed short-term value-added courses to the students for providing them varied learning experiences. A number of activities/competitions are also organized to give practical exposure to the students and to increase their employability abilities. For their holistic development, they are also motivated to participate in various co-curricular activities like Sports, Youth & Heritage Festivals, NSS activities, youth club activities and various other social awareness activities.

File Description	Documents
Paste link for additional information	https://savjc.com/vision-mission
Upload any additional information	View File

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

The college's effective leadership is evident through its well-defined organizational structure. The IQAC through the Principal guides and ensures the participation of various committees like Examination, Research, Library, and Anti-Ragging etc. in planning and executing the college's functioning. Students' councils assist these committees. Recurring requirements are identified by committee conveners, and decisions are obtained with mutual consent. Faculty members participate in course teaching methodology, academic standards, and student welfare, promoting transparency and teamwork.

Case Study: Run for Health

"Run for Health" is an annual event organized by the youth club of the college, from its initial approval to successful execution, reflects effective leadership through decentralization and participative management.

Convener Mr. Amit Goyal, along with Co-Conveners Ms. Rishu Jain and Dr. Nirmaljit Singh, with the cooperation of all the staff members, initiated all event arrangements; including permissions, route planning, sponsors, and safety measures. The organizing team, including faculty members, meticulously planned the event by forming various committees, this included venue set-up, registration, certificates, prize distribution, and more.

The event's success is attributed to extensive coordination and teamwork. The event's yearly recurrence has established a strong tradition promoting fitness and community among students and the public, inspiring healthier lifestyles.

File Description	Documents
Paste link for additional information	https://savjc.com/naac-details/agr-documents/612/11/164
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has both short term and long-term plans. Before the commencement of each session, the academic calendar is created in order to define short-term goals. Additionally, long-term strategies are outlined in the form of a strategic plan

Case study: Expansion of Academic Programs

Shree Atam Vallabh Jain College, Ludhiana, is a distinguished institution affiliated with Panjab University. Over the years, the college has garnered a reputation for its commitment to providing quality education in commerce and related fields. In response to the evolving educational landscape and the demands of students, the college embarked on an ambitious journey to diversify its academic offerings, which led to the deployment of some more academic programmes at undergraduate level during the session 2022-23. As part of its strategic initiative, the college decided to apply for a Bachelor of Computer Applications (BCA)

programme and the introduction of B. Com (Honours) programme in the subject of Management Studies. The college analysed the preferences and demands of prospective students in order to determine which subjects to introduce as honours programme. The students showed significant interest for the management studies. Thus, the college took initiative to start the said programme.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://savjc.com/annual-report-detail/8
Upload any additional information	View File

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.

The institutional bodies are playing a tremendous role in the functioning of the college in very effective and efficient manner. The Governing Body is an administrative authority which exercises general supervision and control of the college affairs. At the next level, Principal conducts meetings with all faculty members periodically to review academic activities and motivates them for their continued good performance and contributions. Major policy decisions are taken in such meetings. Principal is assisted by IQAC to ensure efficient and effective functioning of the college. The next level is the various committees comprises of faculty members and students constituted for smooth functioning of the college. Apart from this, non-teaching staff is also an important part of the organizational structure who give their contribution to make the functioning of the college effective.

As far as appointment and service rules, procedures are concerned, the UGC regulations are followed in this regard and implemented via affiliating university. All permanent posts are filled as per university appointment and service norms on the basis of merit. They are promoted to higher scale as per UGC-CAS norms. They are also provided casual leaves, maternity leaves, medical leaves, and some other benefits as per the university calendar.

File Description	Documents
Paste link for additional information	https://facultyjobs.puchd.ac.in/
Link to Organogram of the institution webpage	https://savjc.com/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college management is implementing various welfare measures for the benefit of the staff include:

- Maternity leaves to female teaching staff, medical leaves and earned leaves to teaching staff
- Casual leaves, Compensatory leaves to both teaching and non-teaching staff
- Provision of Duty Leave for faculties attending conferences/development programs/ seminars, official meetings, etc.
- Summer/Winter vacations as per Panjab University Calendar
- Special permission to faculty to serve as the resource person, academic as well non-academic bodies at University Level
- Permission to attend refresher courses, workshops and seminars

- Air Conditioner, hot case, microwave oven, refrigerator, R.O. water purifier and water cooler in the staff-room
- Well-established and transparent system of maintaining Provident Fund facility for teaching as well as non-teaching staff
- ESI facility wherever it is applicable
- Computer Laboratory with Internet facility
- Conveyance allowance (reimbursement) @ Rs.4 per km whenever they go on duty by two-wheeler and @ Rs.10 per km whenever they go on duty by car
- Winter and Summer Uniforms are provided to the class-IV non-teaching staff
- Fee concession/scholarships for the wards of non-teaching staff members
- Rent Free Accommodation for some class-IV employees is given inside the campus
- Loan facility to non-teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

03

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

18

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

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

The performance of faculty is assessed by adopting PBAS (Performance Based Appraisal System) given by UGC under CAS

(Career Advancement Scheme) regulations. Every teacher is required to fill Self Appraisal Proforma annually and submit to the Principal. Apart from this, after completing eligibility conditions the teachers apply for the promotion to a higher scale on the prescribed proforma of PBAS. The information collected through these proformas is assessed by the scrutiny committee appointed by the Principal. The evaluated proformas are validated by the Principal and then recommended by him to the College Management for promotion of the teachers. The management then approves their promotion. Along with this, annual increments in the salary as per the university calendar are also approved by the Governing Body every year. The service book of every teacher is maintained by the administrative office and principal writes their confidential reports. Students' feedback also plays a very good role in assessing teachers' performance.

The performance of the non-teaching staff is assessed by the Principal himself through various indicators like interest, dedication, perfection, zeal, skill and efficiency in their own work as well as team work, punctuality and discipline maintained in various college activities.

File Description	Documents
Paste link for additional information	http://www.dcdc.puchd.ac.in/downloads/NewsAndEvents/_6da2a82e-.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college has very transparent system of accounting. Firstly, all the bills of various expenditures are checked and verified by the Bursar appointed by the Principal. All the transactions related to fee and fines deposited by the students, other receipts and expenditure made by the college are entered in the cash book and various ledgers using Vouch and Tally software by the fee clerk and senior assistant in the admin office. In this way income and expenditure account generated through that software emailed to the Accounts Officer appointed in the Committee's registered office. That is checked by him and in case of any discrepancy it is brought into the notice of the senior

assistant and necessary correction is made well in time. After preparing annual financial statements, these are audited by the Chartered Accountants Firm namely N. G. JAIN & ASSOCIATES appointed by the College Management. It verifies all the accounts with the supported bills/invoices/vouchers. Then audited financial statements are presented to the Management. Being self-financed institution, its financial audits are not conducted by any external party.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

Mobilisation of Funds

The college is self-financed and does not receive government grants or aid. Funds are primarily generated through tuition and student fees. Some value-added courses are offered at nominal fees. Infrastructure growth is facilitated by religious channels and social patrons, contributing to an effective ambiance for curricular, extra-curricular, and administrative activities. Funds are also raised through sponsorships, bank interest, and canteen rent.

Optimal Utilisation of Resources

The college optimizes resources by preparing annual budgets, considering student development and the college's growth. The Principal, in consultation with IQAC and Bursar, proposes budgets, which are evaluated and approved by College Management. Committees prepare activities' budgets, which are then submitted to the Principal. The Principal recommends budgets, which are then approved by College Management. The Bursar checks and verifies expenditure bills, and final payments are approved. The college also maintains and utilizes Amalgamated Fund as per university norms. The main sources of resource utilization include infrastructure, insurance, internet, telephone, electricity, books, curricular activities, training, salaries, welfare facilities, and miscellaneous and petty cash expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The two practices that have been institutionalized as a result of IQAC initiatives are as follows:

Case study: Finishing School Programme

The Career Counselling Cell under the aegis of IQAC of the college, organised Finishing school programme. The main idea behind organising this 5 day program was to minimise the gap between industry expectations and fresh graduates. Various National and International resource persons from industry gave insights to different important areas of industry. Sessions on Group Discussion, PPT presentation and Mock Interview for the students were also held during this program.

Case Study: Mega Job Fair

The Mega Job Fair organized by Industry Institute Interface and Placement Cell & IQAC with collaboration of District Bureau of Employment & Enterprises Ludhiana under the leadership of Ms

Sukhman Mann and Mr Deepak Bhalla was an outstanding success, attracting a diverse array of employers and providing valuable opportunities for our students. The primary objective of Job fair is to identify the talented and qualified professionals before they complete their education and to provide employment opportunities to students who are in the final stage of completion of their course and the candidates those have completed their degrees.

File Description	Documents
Paste link for additional information	https://savjc.com/annual-report-detail/9
Upload any additional information	View File

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

The IQAC has significantly contributed to the progression of teaching and learning techniques, advocating numerous reforms in the educational process. In pursuit of this goal, the following two vital initiatives have been undertaken by the IQAC:

Short-term Value-added Course

Due to technological developments, many of the specified skill sets that are being given to students today at educational institutions with program specific objectives become obsolete. Consequently, value-added courses are offered at our college to bridge the gap between academic and industrial needs. The college has started short-term value-added course namely 'Digital Marketing' in 2022-23 to supplement the curriculum. The course aimed to enhance students' digital marketing skills, equipping them with practical knowledge. The course significantly enhanced students' digital marketing skills, making them more competitive in the job market.

Pedagogy Workshop

The 5-day Pedagogy Workshop on Effective Teaching was organized by Research and Development Cell. The workshop was sponsored by the College Development Council, Panjab University, Chandigarh. The aim of the workshop was to enhance the teaching skills of faculty members and provide them with new techniques and

approaches to improve students' learning outcomes. The workshop comprises of sessions conducted through a combination of lectures, interactive discussions and group activities.

File Description	Documents
Paste link for additional information	https://savjc.com/annual-report-detail/9
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://savjc.com/annual-report-detail/8
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

SAVJC, being a co-educational institution, encourages equal participation of all students, irrespective of gender, in extracurricular activities such as sports, arts-craft, and leadership roles. The availability of facilities for women on campus further reinforces the college's commitment to their safety and well-being. The measures taken, such as forming Anti-

ragging committee, Women Development Cell, Grievance Redressal and Prevention of Sexual Harassment Committee, and Discipline Committee, demonstrate the college's dedication to ensuring a safe and secure environment for all. Furthermore, the college provides scholarships specifically targeted to support female students in pursuing their education. The presence of CCTV cameras, regular monitoring, and a visitor log register helps to maintain security within the campus premises.

Moreover, providing separate washrooms for male and female students and staff as well as common room for female students shows sensitivity towards the privacy and comfort of all individuals. Issuing identity cards and maintaining a well-defined code of conduct contribute in establishing a disciplined and accountable campus community. By implementing these practices, SAVJC is actively promoting gender equity and creating an environment where all students, faculty, and staff can thrive and succeed.

File Description	Documents
Annual gender sensitization action plan	https://savjc.com/naac-details/agr-documents/711/11/152
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://savjc.com/naac-details/agr-documents/711-b/11/158

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Hazardous chemicals and radioactive waste management

The campus has implemented effective waste management practices to support the government's Swachh Bharat Abhiyan. The campus uses twin-colour dustbins (blue and green) for segregating solid waste into dry and wet categories at the point of collection. A decompose pit has been constructed within the campus in order to efficiently treat degradable solid waste. For the purpose of Liquid Waste Management, the liquid waste is segregated in a wastewater tank located in the corner of the campus. The filtered water through drainage reaches the well, leading to improved groundwater levels. Mandatory regular checks on pipelines and leakages help in minimizing water wastage throughout the college campus.

The generation of E-waste in the college campus is limited. But still the E-waste from computers, such as non-functional CPUs, UPS, and keyboards, are refurbished or sold if they are not functioning properly. Furthermore, the campus has banned the use of plastic materials, including plastic disposables and polybags in the canteen. Plastic bottles are repurposed for vertical gardening, promoting a green environment. The campus has taken initiatives to go paperless by, circulating notices online to minimize paper wastage. By adopting environmentally friendly practices and waste management, the college fosters clean and green environment.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The college actively celebrates cultural festivals and promotes community-friendly initiatives. The participation of students in zonal and inter-zonal youth and heritage festivals organized by Panjab University Chandigarh is a commendable. The involvement of students in group folk dance, percussion performances, and folk</p>

songs helps preserve and promote traditional art forms. Additionally, participation in activities like pranda making, tokri making, and khiddo making at university level contribute inpreserving traditional crafts and skills. The NSS unit and Youth club of the college organize activities, such as blood donation camps and rallies on important social issues in the village of Hussainpura, hence, actively engaging with the community. The college organizesGreen Diwali, Teachers' Day, International Yoga Day, Lohri, Teej, Fresher's and Farewell functions every year which adds a touch of cultural richness to the campus. The college provides an inclusive environment where students are free to prefer any language, be it Hindi, Punjabi, or English, fostering linguistic diversity. The college frequently organizes visits to old age homes and orphanages, allowing students to interact with residents and donate according to their capacity. These activities instill a sense of service and humanity among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The college is putting best effort for making its stakeholders aware about the constitutional obligations including values, rights, duties and responsibilities of citizens. Numerous efforts are undertaken by the institute for fostering values of responsible citizens in the students.

The Display of various Posters displaying the Preamble of India, Citizen Charter, Fundamental Rights and duties of citizen and National Anthem are displayed in the administrative block and library creating awareness among the students regarding Indian Constitution. The youth club of the college is functioning continuously for instilling national values among the students such as organizing National youth day and Blood donation camp in order to imbibe a sense of nationality and pride for the country. Also, Sports day, Teacher's Day, and various extension lectures are organized in the college campus for the purpose of creating awareness among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://savjc.com/naac-details/aqr-documents/719-a/11/154
Any other relevant information	https://savjc.com/naac-details/aqr-documents/719-b/11/159

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>College celebrates and organizes various national and international commemorative days, events, and festivals, which shows the commitment of the college in promoting cultural diversity, awareness of important issues, and fostering a sense of community among its students and staff. These events include Basant Panchami, a Hindu festival that marks the arrival of spring, Lohri a Punjabi festival celebrated to mark the end of winter and the arrival of longer days and Teej celebrating the</p>
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monsoon season and embracing culture.

The college also celebrates Teacher's Day to honour and appreciate the hard work and dedication of teachers who play a crucial role in shaping young minds. International Women's Day is celebrated and dedicated to honouring the achievements and contributions of women worldwide and advocating for gender equality. Celebrating festivals such as Earth Day, World Environment Day and Green Diwali promotes environmentally friendly practices and reducing pollution. Therefore, Savj College creates a vibrant and inclusive environment that promotes cultural exchange, awareness of global issues, and a sense of belonging among its students and faculty. It also helps in fostering a deeper understanding and appreciation of different traditions and cultures among the college community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Book Bank Facility (Best Practice I)

Objectives

- To provide hassle-free study environment to needy and meritorious students.
- To enhance the inclination of students towards helping others.
- To enable reuse of books

Context

Activity plays a vital role in promoting equitable access to education, supporting academic excellence and reduces financial burden on students.

Practice

The students are provided text books without any fees

Evidence of success

Books issued from Book Bank increased from 919 to 1133 and number of students increased from 189 to 231 as compared to previous year.

Problems Encountered and Resources Required

Books in the book bank become outdated affecting the quality of resources.

Run for Health (Best Practice II)

Objectives

- To create awareness amongst public regarding importance of health.
- To socially attach college with business and society.

Context

College fulfills social responsibility and educates masses about need to engage in physical activities.

Practice

It is a marathon on social cause where general public is invited to participate. Students are engaged in conducting and managing event.

Evidence of success

This year 3200 volunteers from various cities/fields/institutions participated.

Problems Encountered and Resources Required

Event funding, sponsorships, cooperation from local police for managing the crowd and the traffic challenges.

File Description	Documents
Best practices in the Institutional website	https://savjc.com/naac-details/agr-documents/72-a/11/156
Any other relevant information	https://savjc.com/naac-details/agr-documents/72-b/11/160

7.3 - Institutional Distinctiveness

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

Title of the Practice

Scholarship in form of fee concession for Meritorious and needy students

Objectives of the Practice:

To provide financial assistance to meritorious and deserving needy students with special fee concession and to attain university positions.

The Context

A policy has been formulated with a view to provide financial assistance to meritorious students on basis of Marks and special concession to deserving needy students.

The Practice:

- Students Shall be given fees Concession on the basis of marks attained in previous class and the eligibility criteria to attain scholarship is clearly mentioned in Prospectus.
- Considering this scholarship offer students are keen to achieve high marks.
- Proper records of the students, receiving concession are maintained.

Evidence of Success

This scholarship scheme attracted students with high percentage towards our college and with the help of this scholarship scheme we were also successful in attaining good number of university positions.

Problems Encountered and Resources Required:

Being self-financed private institute, it is challenging task to manage the fee concession as it requires huge funds and there is very less external assistance available for the same.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plans of action for next academic year (200 words)

Education is a powerful tool for empowerment. Education equips girls with critical thinking skills and knowledge, enabling them to participate actively in community and civic affairs. In the upcoming session, we are planning to provide fee concession of Rs 5,000 to all the girls students of First year under the "Beti Bachao Beti Padhao" campaign. The objective of providing fee concession to girl's students is to raise awareness about the importance of girls' education, to empower girls with knowledge and skills that can help them to access better opportunities in life. The fee concession is also aimed at preventing dropouts and encouraging girl child retention in the education system. It ensures that financial constraints do not force families to discontinue their daughters' education prematurely. Providing fee concession to girl's students not only benefits them individually but also has positive effects on their families, community and society as a whole. It is an essential step towards achieving gender equity, breaking barriers and creating a brighter future for girls in India.