

Vision and Mission of Shah Satnam Ji Girls' College **Ignite Your Prominence, Embrace Your Reverence**

At Shah Satnam Ji Girls' College, we believe in **MSG- the magnificent sagaciousness and glistening power of our learners**. Our institute stands as a beacon of academic excellence, innovation, and community involvement. We warmly invite prospective students to explore the myriad opportunities and enriching experiences that our institution has to offer.

Our Vision: -

To be a leading educational institution that fosters the holistic development of women, empowering them to become leaders, innovators, and compassionate citizens of the world. We envision a future where our graduates excel in their chosen fields and contribute positively to society, embodying the values of integrity, empathy, and service.

Our Mission: -

Our mission is to provide a transformative educational experience that fosters intellectual growth, personal development, and professional success. We are dedicated to cultivating a vibrant community of learners and leaders who make meaningful contributions to the world through their service and engagement.

We aim to: -

- Offer a dynamic and supportive learning environment that encourages academic excellence, creativity, and critical thinking.
- Promote a culture of inclusivity, respect, and mutual support, where every student feels valued and inspired to reach their full potential.
- Integrate sports, cultural, vocational, and intellectual activities into our curriculum to nurture well-rounded individuals.
- Instill a deep sense of humanity and generosity in our students, fostering a more compassionate and community-focused world.

Our Commitment: -

Beyond academics, Shah Satnam Ji Girls' College is dedicated to realizing the essence of being human. We strive to uphold humanity as our guiding principle, emphasizing the importance of kindness, empathy, and social responsibility. Our objective is not only to achieve excellence in academic performance but also to maintain and enhance the essence of humanity in all our endeavours. We believe that by nurturing these values, we can create a brighter, more compassionate future for all.

**We are committed to empowering our students to
ignite their prominence and embrace their reverence,
becoming the change-makers and leaders of tomorrow.**

INSTITUTIONAL BASIC INFORMATION

Name of the Institution : Shah Satnam Ji Girls College, Sirsa
Type of Institution : Self-Finance
Category : Girls College
Location : **Shah Satnam Ji Girls' College Near Shah Satnam Ji Speciality Hospital Bhadra, Road, Sirsa, Haryana 125055**
Website Address of the College: [Home - Shah Satnam Ji Girls College Sirsa](#)

Name of Head of Institution and Project Nodal Officers

Head and Nodal Officer	Name & Department	Mobile Number
Principal	Dr. Geeta Monga (English Department)	9416413336
IQAC - Coordinator	Dr. Rishu Tomar (Geography Department)	8607225777

Establishment Details:

S. No	Establishment Details (attach all required documents)	
1	Year of establishment	02/07/1997
2	Name of University to which Affiliated	CDLU, SIRSA
3	Year of Provisional Affiliation	18/07/1997

FACULTY DETAILS

Teaching Staff:

Subject	No. of Teachers
English	6
Hindi	3
Commerce & Management	7
Computer Science	7
Mathematics	4
History	1
Physical Edu.	2
Mass Communication	2
Physics	2
Geography	2
Chemistry	1
Pub Adm.	5
Punjabi	1
Home Science	1
Psychology	2
Economics	1
Home Science	1
Total	48

Non-Teaching Staff Details:

Designation	No. of Non-Teaching Staff
Librarian	1
Assistant Librarian	1
Office Suptd	1
Accountant	1
Receptionist	1
Office Assistant	3
Cultural Coordinator	1
Social Media Expert	1
Lab Attendent	4
Hardware Technician	1
Clerk	1
Attendant	7
Gardner	1
Security Guard	2 (Contractual)
Skating Coach	1
Driver	5
Conductor	5
Total	37

STUDENTS DETAIL

Academic Information for 2024-2025:

Sr No.	Level (UG, PG)	Course name (Hons / pass wise)	Duration (Years)	Year of starting
1	UG	B.A.	3 Year	1997
2	UG	B.Com.	3 Year	1997
3	UG	B.Sc. Physical Sciences	3 Year	2012
4	UG	BBA	3 Year	1998
5	UG	BAJMC	3 Year	2009
6	UG	BCA	3 Year	1999
7	UG	D.P.Ed.	2 Year	2007
8	UG	B.P.Ed.	2 Year	2006
9	PG	MA-Hindi	2 Year	2000
10	PG	M.Sc. Maths	2 Year	2000
11	PG	MA-Pub Adm.	2 Year	2003
12	PG	MA- Eng.	2 Year	2000
13	PG	M.Com	2 Year	2002

SWOC Analysis

Strengths:

- 1. Academic Excellence:** A well-structured curriculum supported by qualified and dedicated faculty members committed to delivering quality education.
- 2. Holistic Development:** Focus on extracurricular activities, including cultural events, talent hunts, and community outreach programs, fostering well-rounded development.
- 3. State-of-the-Art Infrastructure:** Advanced facilities, including well-equipped laboratories, smart classrooms, a CDC room, and spacious sports grounds.
- 4. Commitment to Social Responsibility:** Active clubs such as the Red Ribbon Club, YRC, and Girl Scouts engage in societal welfare, awareness campaigns, and skill-building initiatives.
- 5. Integration of NEP 2020:** Successful implementation of reforms like Skill Development Programs and the Academic Bank of Credits, ensuring alignment with modern education standards.
- 6. Student-Centric Approach:** Personalized mentoring and focus on skill enhancement, career counseling, and leadership development.

Weaknesses:

- 1. Limited Global Exposure:** The need to expand international collaborations and exchange programs to enhance global perspectives for students and faculty.
- 2. Resource Optimization:** Opportunities exist to further optimize the utilization of existing resources, such as research facilities and e-libraries.
- 3. Limited Industry Interface:** Strengthening collaborations with industries for internships, placements, and real-world exposure remains an area for growth.
- 4. Funding Constraints:** Reliance on limited funding sources for implementing advanced technological tools and expanding research capabilities.

Opportunities:

- 1. Expanding Skill-Based Education:** Introduction of more industry-relevant courses and certifications to boost employability.

2. Research and Innovation: Encouraging faculty and students to undertake interdisciplinary research projects, supported by external funding agencies.

3. Strengthening Alumni Network: Leveraging the achievements of distinguished alumni, like Lieutenant Simran, to inspire current students and attract partnerships.

4. Digital Transformation: Adopting advanced ERP systems and e-learning platforms to enhance administrative efficiency and teaching methodologies.

5. Community Engagement: Organizing more outreach programs, workshops, and campaigns to strengthen ties with the local community and promote institutional visibility.

6. Sustainability Initiatives: Incorporating environmentally sustainable practices and promoting awareness among students.

This analysis serves as a strategic tool to build on strengths, overcome weaknesses, seize opportunities, and mitigate challenges effectively.

Challenges:

NEP Implementation and Sustained Institutional Growth:

The institutional governing body, along with the Principal, Heads of Departments, and convenors/coordinators of various cells and committees, actively work in alignment with the vision and mission of the institution. Guided by their strategic direction, the college has effectively embraced and implemented the National Education Policy (NEP) 2020. Notable initiatives include the introduction of Skill Development Programs to enhance students' competencies and the adoption of the Academic Bank of Credits to provide greater flexibility in academic pursuits, ensuring holistic institutional growth and academic excellence.

Decentralization and Participatory Institutional Governance:

The governance structure of the institution exemplifies decentralization and participatory management. At its apex is the Governing Body, led by the President, with the Secretary and Correspondent overseeing regular managerial operations. The Principal, appointed by the Secretary and Correspondent, spearheads the institution's academic, research, and administrative functions. Under the Principal's leadership, Heads of Departments, along with convenors and coordinators of various cells and committees, collaboratively manage and execute institutional activities, fostering an environment of shared responsibility and dynamic governance.

Different Cells and Committees of the college are-

S.No.	Committee/Cell/Club
1	Student Grievance Redressal and Internal Complaint Committee (ICC)
2	Board Of Studies
3	Advisory/Staff Council
4	Anti Ragging/ Sexual Harassment
5	Placement and internship development cell
6	Career Counselling Cell
7	Audit Committee
8	E-Resource Development Cell

9	Skill Development Cell
10	Alumni Cell
11	Equal Opportunity Cell/Gender Equity Cell
12	Entrepreneurship Development Cell (EDC)
13	Internal Control System (ICS)
14	Library Advisory Committee
15	Examination Committee
16	University Works
17	Annual Report Committee
18	Legal Literary Cell
19	NEP Committee
20	Discipline/ Vigilance/ Proctorial Committee
21	Skill Development Cell
22	Magazine Cell
23	Campus Beautification Committee
24	Fee Concession Committee
25	Transport Committee
26	Cleanliness Committee
27	College Construction Work and Maintenance Committee
28	Electrical Maintenance Committee
29	Attendance Monitoring & DMC Record Keeping/ Result Committee
30	English Literary Society

NEED ASSESSMENT

Academic Administration:

1	Whether detailed lesson plans are given to Teachers?	Yes
2	If yes, Is the lesson plan followed strictly?	Yes
3	What type of monitoring system is followed for completing course within Set Time frame?	Supervision under HODs/Board of Studies
4	What type (monthly, quarterly, biannually, annually) of attendance management system is followed in the institute? What is the method of intimation to Faculty/students?	Biannually Manually
5	What type of feedback system is used for appraising the performance of faculty members? 360 degree Students' feedback Self-appraisal CCR	All of these as per requirement
6	Is the rating communicated to teachers for improvement?	Yes

Infrastructural Development & Maintenance:

S No	Describe	
1	What type of expansion work is required for existing Infrastructure? Is own land available for this?	Additional Classrooms, Auditorium, Indoor Stadium, Faculty Rooms etc. Yes
2	Are toilet blocks adequate as per demand? If expansion required, is adequate space available?	No Yes
3	What type of modernization / renovation works are needed for existing infrastructure? (Laboratories, Library, hostels etc)	Yes, we need all these facilities renovated according to the new technology
4	What type of infrastructural development work required for non- academic area for the institution (toilets, girls common room etc.)	Some toilets and separate common rooms for UG and PG students
5	Does the institute maintain the academic and non-academic	Yes

	infrastructure areas?	
5	What are the monitoring mechanisms followed for maintenance?	Staff and Faculty are engaged for maintenance

Effective Institutional Governance:

1	Does the institution have duly constituted governing body? If yes, has it been approved? How frequently the Governing body meets? Yearly Biannually More times, as and when require	Yes, approved According to the requirement
2	Does the institution have E-Governance project (ERP & MIS) implemented?	Yes
3	How record keeping and data management is done in the institute?	Offline, Online
4	What type of library management system is there in the institute?	E-developer zone software & Manual
5	What type of financial management and accounting system is followed in the institute?	Software and Manual
6	Does the institute have its own active website? If yes, mention web address	https://shahsatnamjigirlscollege.com

Stake holders Involvement:

Sl. No.		
1	Does the institute have any mechanism of participatory management in academic, administrative and financial affairs by involving teachers and staff?	Yes
2	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Yes
3	Does the institute have any mechanism for enhancing Participatory management in academic, administrative and financial affairs by involving Alumni?	Yes
4	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	Yes

5	Does the institute have any plan for enhancing participatory management in academic, administrative and financial affairs by involving local authorities?	Yes
6	Does the Institute have a functional Career Counseling Cell for students?	Yes

Manpower Management:

1	Does the institute have adequate and skilled manpower (both teaching and non- teaching)	Yes
2	Does the institute have a grievance redressal mechanism? Do they represent all the stakeholders? Specify. For Staff For Students	Yes Both
3	What type of staff engagement practices (academic, behavioral & organizational) are followed in the institute? Regular training Counseling on Performance Any other. Please specify	Regular Training Counseling on Performance

Legal Compliances:

1	How the institute deals with legal issues?	Not Yet
2	Does the institute have any designated officer to deal with legal Issues?	No
3	Whether the institution is having the following: Equal Opportunity Cell Anti sexual Harassment Cell Anti-ragging Cell Disciplinary Committee Any other, Please specify	Yes Yes Yes Yes
4	Does the institute manage RTI and Intellectual Property Right?	Yes
5	Has the institute made mandatory disclosures? If yes, how does it display? In website At college notice board Any other	Website At College Notice Board

Monitoring and Evaluation:

1	Does the present administration, academic and financial System needs monitoring and development for flawless? implementation?	Yes
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	Yes Working on quality improvements
3	Give details of number of meetings held by IQAC for last 1 years.	6
4	Does the institute conduct the followings:? Academic Audit Energy Audit Green Audit Financial Audit Administrative Audit	Yes Yes Yes Yes Yes Yes
5	Mention the audits last done:	Academic Audit

Supporting Students from Disadvantaged Backgrounds:

	Describe the particular needs of your female, and Scheduled Caste/Tribe/Other Backward Caste students by answering the following questions:	
1	What is the academic/skill training support that students may need for improving employability?	Communication Skills, Computer courses and soft skills
2	Do all students wanting hostel accommodation get it on priority from the 1 st year onwards?	NA
3	What is the academic/skill training support that differently-abled students may need for improving employability?	_____
4	Do all differently-abled students wanting hostel Accommodation gets it on priority from 1 st year onwards?	NA

Strategic Plan for Institutional Development

This strategic plan outlines a comprehensive approach to enhance our institution's growth and effectiveness, developed through consultations with key stakeholders, including students, parents, the Governing Body, alumni, and well-wishers. A thorough SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis has informed the following strategic goals and corresponding execution plans.

Strategic Goals and Execution Plans:

1. Expanding Accessibility through New Courses

Strategy:

Leverage institutional strengths to introduce new academic programs designed to make quality education accessible to students from rural and underprivileged backgrounds.

Promote inclusivity and bridge educational disparities by offering tailored courses and flexible learning options.

Execution Plan:

Activity: Develop and launch new courses targeting the needs of rural and underprivileged students.

Improvement Plan: Conduct market research to identify in-demand fields; design curriculum with input from industry experts; implement flexible scheduling and online learning modules to accommodate diverse student needs.

2. Enhancing Curriculum Quality and Employability

Strategy:

Redesign existing courses to ensure relevance to industry trends, focusing on skills that align with current and future employment demands.

Introduce value-added certification programs and add-on courses to boost students' employability.

Foster a culture of lifelong learning through continuous curriculum updates.

Execution Plan:

Activity: Revise curricula to align with industry standards and emerging trends.

Improvement Plan: Establish industry advisory panels; integrate internships and practical projects; offer workshops on emerging technologies and soft skills.

3. Infrastructure Development

Strategy:

Establish modern facilities to support academic and extracurricular activities, addressing current infrastructure gaps.

Invest in new classrooms, laboratories, libraries, and recreational spaces to create an optimal learning environment.

Execution Plan:

Activity: Upgrade and expand physical infrastructure.

Improvement Plan: Prioritize construction projects based on urgency and impact; seek funding through grants and partnerships; ensure facilities are equipped with advanced technology and resources.

4. Strengthening the Teaching-Learning Process

Strategy:

Enhance the effectiveness of teaching through the integration of smart classrooms and ICT-enabled tools.

Provide faculty with training in innovative pedagogical methods and advanced teaching technologies.

Foster an interactive and student-centric learning ecosystem.

Execution Plan:

Activity: Implement smart classroom technologies and provide faculty development programs.

Improvement Plan: Install interactive boards and learning management systems; conduct regular workshops on modern teaching methodologies; encourage peer-to-peer learning among faculty.

5. Promoting Social Responsibility and Awareness**Strategy:**

Encourage students to engage in meaningful collaboration with organizations addressing social issues.

Develop programs and initiatives that instill a sense of community engagement, environmental stewardship, and civic responsibility.

Execution Plan:

Activity: Organize community service programs and sustainability projects.

Improvement Plan: Partner with local NGOs and community groups; integrate service-learning into the curriculum; launch awareness campaigns on environmental and social issues.

6. Diversifying Revenue Streams and Sustainability**Strategy:**

Formulate strategies to increase revenue through partnerships, grants, and other

financial avenues.

Prioritize the maintenance of institutional assets and adopt environmentally sustainable practices.

Strengthen community engagement initiatives to foster goodwill and long-term support.

Execution Plan:

Activity: Develop alternative revenue-generating initiatives.

Improvement Plan: Enhance student fees where feasible; seek donations from the public; explore opportunities in fishery development and agricultural practices; establish partnerships with industry for sponsored research and projects.

7. Enhancing Stakeholder Communication

Strategy:

Build stronger relationships with key stakeholders, including parents, alumni, local leaders, and industry partners.

Create structured feedback and engagement mechanisms to ensure alignment with stakeholder expectations and community needs.

Execution Plan:

Activity: Establish regular communication channels with stakeholders.

Improvement Plan: Organize periodic meetings with parents, students, and teachers; host career guidance sessions with industry experts; develop newsletters and social media platforms to keep stakeholders informed.

8. Advancing Faculty Competency

Strategy:

Invest in faculty development programs to improve academic expertise, communication skills, and administrative capabilities.

Encourage participation in research, training, and professional development

activities.

Establish mentorship opportunities to foster a culture of continuous improvement among educators.

Execution Plan:

Activity: Implement comprehensive faculty development initiatives.

Improvement Plan: Mandate daily visits to the library by faculty members for at least one hour; conduct monthly faculty improvement programs; organize brainstorming sessions, language training, and interpersonal communication skills workshops.

9. Monitoring Student and Faculty Performance for Effective Learning Outcomes

Strategy:

Establish robust monitoring systems to track and enhance the performance of students and faculty.

Utilize data-driven approaches to inform instructional strategies and professional development.

Execution Plan:

Activity: Implement performance monitoring tools and processes.

Improvement Plan: Introduce daily performance reports; utilize learning analytics to identify areas for improvement; provide targeted support and interventions based on performance data.