



S.D. College for Women, Moga

A premier Multi-Faculty post graduate Women Institution of the area (Estd. 1969)

Affiliated to Panjab University, Chandigarh

Re-Accredited with Grade B+ by NAAC



Handbook for Code of Conduct And Human Values and Professional Ethics

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Dear Students,

S.D. College for Women, Moga will provide you to enjoy an enviable range of programs and activities. Experience of college life is not only greatly memorable, but stimulating and challenging too. Many young women come together with a common purpose of study, companionship and ambition to succeed, a special community is formed which is characterized by a strong sense of belonging and optimism for the future. The prospectus is designed as an introductory guide to life at S.D. College for Women, Moga. It sets out the college experience uniquely designed for women, outlining the details of programs of support and extension beyond the curriculum. It also provides practical information on applications and scholarships. Our College alumnae distinguish themselves across all professions, in community organizations, on boards and in public life. Collectively and individually, they form a body of female role models which inspires each successive generation of young women to add their own particular footprint to the roadmap of women's achievements. The college has proved to give the best academic material to the students attending online classes during Covid-19 pandemic period. Overall the college results have been featured in the university list with excellent results in all the courses.

Best wishes for future endeavours.

Dr.(Mrs.) Neena Aneja

M.Sc.(Hons. Sch) Gold Medalist, M.Ed. Ph.D

Principal



About the Institution

Seeded in 1969 with the sole motive of kindling the minds of the young girls to empower them through education, SanatanDharam College for Women will forever be tremendously beholden to the institutors like BabuChanduLal, Sh. Lal Chand Uppal, Sh. Dhanna Mal, Ch. Pat Ram Dass, Sh. MurliDhar, Lala Shiv DuttRai, Sh. Raja Ram, Master Rikhi Ram, Sh. JaganNath Advocate, Sh. Lekh Raj Mittal, Sh. Sadhu Ram Singal, Sh. Ram Parshad Mittal, Sh.Hari Chand Jindal and Sh. Om ParkashJindal.

Superintended by SanatanDharam Governing Body, Moga, the college endeavours to inculcate in its pupils a clear vision, undying competing spirit, rectitude and intellect while staying connected to our cultural roots. SDCW advocates activity based learning thus cognitive and psychomotor domains are blended to upgrade the intelligence and skills of the students.

Vision

"The College is committed to the cause of women empowerment through access to higher education enabling them to develop socially responsible, morally upright and intellectually alive citizen."

Mission

To impart Quality Education and stimulate positive energies aiming at providing right learning with right values for the benefit of students, families, organisation and the society...

Core Values

THE CORE VALUES ADOPTED BY THE INSTITUTE AS EVER ABIDING PRINCIPLES ARE INTEGRITY, EXCELLENCE, TRANSPARENCY, ACCOUNTABILITY AND EMPATHY.

Objectives

The objectives of 'Professional Ethics and Human Values' are:

- To understand the moral values that ought to guide the professionals
- Resolve the moral issues in the profession
- Justify the moral judgment concerning the profession. It is intended to develop a set of beliefs, attitudes and habits that a professional should display concerning morality.
- To inspire morality and loyalty.
- To develop the ability to deal effectively with all situations professionally.
- To improve the cognitive skills.
- To be ready to act in all desirable ways to be professionally adept.
- Respect for persons, which means showing concern for the well being others, besides on self.
- Tolerance of diversity i.e respect of ethnic and religious differences and acceptance of reasonable differences in moral perspectives

PART-I HUMAN VALUES

Morals: Morals are the worthy ideals or principles that one follows to distinguish the right from the wrong. These ideals or virtues are considered worthy in building up the character of an individual.. They were edited, changed or modified rulers (dynasty) according with the development of knowledge in engineering and technology time to time. Moral Value refers to the good virtues such as honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard work, etc. Morality is concerned with principles and practices of morals such as: (a) what ought or ought not to be done in a given situation? (b) What is right or wrong about the handling of a situation? And (c) What is good or bad about the people, policies, and ideals involved?

Values: Human value is defined as “a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life and teachers at the institute’s level. Human values can assure a happy and harmonious human society. At sdcw, we cultivate and inculcate these

values in the students and staff through teaching and conducting various value based activities.

Types of Values

Values related to Right Conduct are:

(a) Self-help Skills: Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.

(b) Social Skills: Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment.

(c) Ethical Skills: Code of conduct, courage, dependability, duty, efficiency ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

Peace: Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

Truth: Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

Love: Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

Non-Violence

(a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

(b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind, and hence adds strength

and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects a consistency of one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations. Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows co-workers and clients that you're reliable and take your responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help you stand out as a trustworthy employee.

Follow Institutional Policies: Abiding by institution policies is a powerful way to demonstrate integrity. Cutting corners and neglecting to follow workplace regulations can lead to mistakes, problems and even dangerous situations.

Respect for Others

This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
- Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Some people may wait and watch as fun, if one falls, claiming that they know others mistakes before and know that they will fall! Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.
- Show goodwill on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate co linearity, focus, coherence, and strength to achieve the goals.

Living Peacefully

To live peacefully, one should start install peace within (self. Charity begins at home. Then

one can spread peace to family, organization where one works, and then to the world, including the environment. Only who are at peace can spread peace. You can't gift an article which you do not possess. The essence of oriental philosophy is that one should not fight for peace. It is oxymoron. War or peace can be won only by peace, and not by wars!

One should adopt the following means to live peacefully, in the world:

Nurture

Get

I Order in one's life (self-regulation, discipline, and duty).

I Pure thoughts in one's soul (loving others, blessing others, friendly, and not criticizing or hurting others by thought, word or deed).

I Creativity in one's head (useful and constructive).

I Beauty in one's heart (love, service, happiness, and peace).

I Good health/body (Physical strength for service to enjoy the academic environment in the institution).

Act

I Help the needy with head, heart, and hands (charity). Service to the poor is considered holier than the service to God.

I not hurting and torturing others physically, verbally, or mentally.

Caring

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

Sharing

Primarily, caring influences sharing. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive,

voluntary, and without any expectation in return. However, the proprietary information should not be shared with outsiders. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can't be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. For the humanity, sharing is a culture. The happiness and wealth are multiplied and the crimes and sufferings are reduced, by sharing. It paves the way for peace and obviates militancy. Philosophically, the sharing maximizes the happiness for all the human beings. In terms of psychology, the fear, divide, and distrust between the haves and have-nots disappear. Sharing not only paves the way to prosperity, early and easily, and sustains it. Economically speaking, benefits are maximized as there is no wastage or loss, and everybody gets one's needs fulfilled and satisfied. Commercially speaking, the profit is maximized. Technologically, the productivity and utilization are maximized by sharing.

Honesty

Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness
- Trustworthiness.

Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them. Reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

Courage

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely

- Physical courage
- Social courage
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. The social courage involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press. Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action. Learning from the past helps. Past experience (one's own or borrowed!) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned. This anticipatory management will help anyone to face the future with courage.

Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs, Time and tide wait for nobody and Procrastination is the thief of time amply illustrates this point.

PART-II

PROFESSIONAL

ETHICS

INTRODUCTION

Professionalism is the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES

1. Always strive for excellence This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

4. Be courteous and respectful Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest, open and transparent Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct,

loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.

6. Be competent and improve continually Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

7. Always be ethical Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity Honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Be respectful of confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence — either from the organization or from colleagues- and it is important to be true to such confidences.

10. Set good examples Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impart knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.

PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility& Responsibility: The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, their fellow citizens and to the nation.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. Valuing Time: Time is rare resource. Once it is spent, it is lost forever. It cannot be either

stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Timemanagement is the key to increase effectiveness, efficiency or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

CODE OF CONDUCT

PRINCIPAL

1. Behave in such a manner that earns respect by upholding integrity, dignity, decorum and efficiency at all levels.
2. Be impartial in your decision with members of the staff.
3. Maintain tolerance while dealing with burning issues among students and subordinates.
4. Do not discriminate the faculty members and students on grounds of gender, color, and creed.
5. Do not interfere with the free participation of colleagues in the affairs of their association. Do not deliberately distort evaluation of colleagues.

TEACHERS

A. Commitment to the Profession

1. Devote full working time to your profession
2. Refrain from engaging in external jobs that hamper your teaching.
3. Continuous effort should be made for professional development.
4. Involve in research activities
5. Keep your subject knowledge up to date
6. Create a culture that encourages useful collaboration and discourse among colleagues and stakeholders.
7. Take pride in the teaching profession and treat other members of the profession with respect and dignity.

B. Commitment to Colleagues

1. Treat your colleagues as professional equals, regardless of their status.
2. Refrain from making untested allegations against colleagues or higher authorities. Open confrontation of whatever nature must be avoided.
3. Avoid making unpleasant statements about colleagues, especially in the presence of students, other teachers, officials or parents.
4. Respect the professional opinions of your colleagues.
5. Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession
6. Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups
7. Support the noble ventures of the colleagues that are useful for the institution, students and the society.
8. Avoid professional jealousy and dispute with colleagues especially when you have to work together for the common interest of the institution.

C. Attendance, Leave, Absence

1. Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 AM to 3:40PM unless they are assigned duties elsewhere.
2. Teachers can leave the campus during their working hours only with the permission of the principal.
3. Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage students.
4. No periods should be left free. Head of the department has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher
5. Prior approval in writing should be obtained before proceeding on leave except in the case of casual leaves. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

D. Commitment to Students

1. Teachers should demonstrate to students their commitment for excellence in work, manners and achievement.
2. Help students in Physical, Social, Intellectual, Emotional, and Moral Development.
3. Teachers should uphold human dignity and promote equality of gender, religion and ethnicity
4. Encourage students to maintain discipline.
5. Help students to develop a sense of responsibility, self-reliance and independence.
6. Encourage students to show respect to teachers, parents and authorities.
7. Help students to develop democratic and constitutional values.
8. Encourage patriotic spirit among the students.
9. Help students to differentiate right from wrong and justice from injustice.
10. Encourage students to show respect and appreciation for personal and public property.
11. Assist students to exercise tolerance as they strive for understanding other's ideas and beliefs.
12. Instill a feeling of pride in self, institution and community.
13. Strive to develop mutual courtesy and respect between teachers and students.
14. Treat each student with courtesy and consideration.
15. Work towards developing and promoting good human relations and qualities.
16. Do not encourage undue familiarity with students.
17. Do not smoke, drink or eat during teaching sessions in the presence of students.
18. Do not involve in any activities that are likely to corrupt student.
19. Do not make students part of any activity that involve the personal interests of the teachers.
20. Stimulate the spirit of enquiry in students.

21. Encourage the students to balance their academic and co-curricular fields.
22. Constantly pursue the improvement of learning facilities and opportunities.
23. Develop anti-narcotic attitude among the students.
24. Encourage research oriented learning.
25. Make responsible efforts to protect students from conditions harmful to their health and safety.

E. Commitment to the Community

1. Perform the duties of citizenship, and participate in community activities with due consideration.
2. Discuss controversial issues from an objective point of view to keep your class free from biased opinions and comments.
3. Encourage the involvement of students in social service activities.
4. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
5. Develop respect for the cultural diversity of India among students.
6. Avoid taking part in such activities that hamper democratic ideals.
7. Promote collaboration with external agencies that help social interaction.
8. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.

ADMINISTRATIVE STAFF

1. The administrative staff must be present in the office from 9:00 AM to 4:00 PM. There is no provision to leave the campus during this time.
2. They should work sincerely for the effective administration of the institution.
3. The behavior should be polite and accommodative towards students and teachers.

STUDENTS

1. When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her.
2. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
3. Students should keep with them the texts and note books required for classes they attend.
4. No student shall leave the classroom during a lecture without the permission of the teacher.
5. Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the Library and read or retire to their hostels.
6. Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the

permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.

7. Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
8. Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
9. Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
10. Students are expected to keep decency and decorum in their behaviour, dress, hairstyle etc.

FACILITIES FOR THE STUDENTS

LIBRARY



The Fully air-conditioned and well stocked college library has most valuable 20000-books in different subjects with 18 periodicals & E-resource (6,000 e-journals & 1,35,000 e-books) and 6 newspapers & journals. Every year new books, magazines and journals are added to it. It also has spacious AC reading hall which provides comfortable seating arrangement for students so as to look at the books independently and spend their time in a constructive manner.

MEDICAL FACILITY



The college dispensary delivers free medicines to the staff and students. The college has tie up with Sham Sunder Nursing Home, Moga in case of any serious medical emergency. Dr. Monica Garg C/o Sham Sunder Nursing Home. Moga visits the girls hostel as and when the need arises. Dr. R.C. Mittal is also available for general checkup of the students.

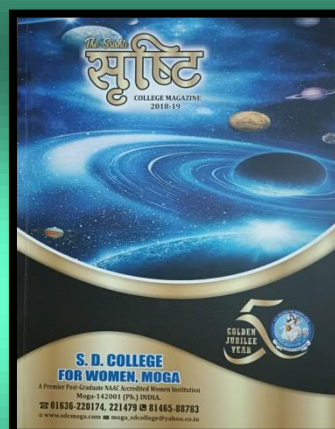
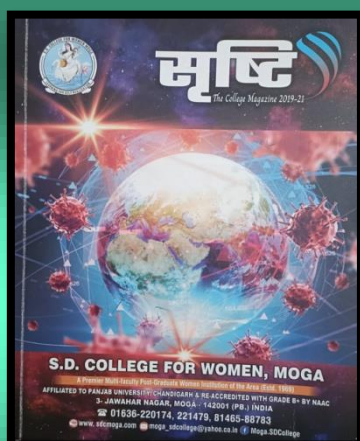
COLLEGE CANTEEN



The construction of a spacious, modern, well-furnished canteen has added to the glory of the college building. Hygienically prepared eatables are provided to all the students at reasonable rates. All the edible items served and sold there in, are inspected by a canteen committee comprising of two staff members.

COLLEGE MAGAZINE

In order to encourage the talent of creative writing among students, the college publishes annual magazine "SRISHTI comprising Punjabi, Hindi, English, Social Science, Home Science, Computer section, Commerce section Fashion Design section. College chronicle and a photo feature on the activities & functions held during the session. Each section is under the charge of staff editor under whose supervision the student editor functions.



SPORTS & GAMES



The College maintains Physical Education Deptt. Facilities are provided for playing chess, Badminton Ball Badminton, Table Tennis etc. The College has excellent traditions in sports and our students have bagged many prizes at University level and National level

PRIZES



The students who distinguish themselves in studies, sports or co-curricular activities are awarded prizes, college colours and merit certificates for their meritorious performance. The students who do not appear or fail to get the pass marks in any subject for any reason in the house examination are not considered for any academic award.

HOME AWAY FROM HOME (THE HOSTEL)

We, at S.D. Collage for Woman Moga are of the vision that a perfect and holistic ambience is a precursor to academic excellent This thought process has yielded into one of the most coveted residential facility which can nurture 125 students. Apart from the basic amenities like spic and span toilets, fitted with geysers, well ventilated and fully furnished rooms fitted with modem electrical fitting and fans, meditation room, spacious common room, medicals room and an inclusive dining room aids in overall being of the residents. Indoor games room and the college garden at a stone's throw makes a perfect destination to spend leisure evening. Being concerned of the physical well being the management has ensured the frequent visits of a medical officer year on year

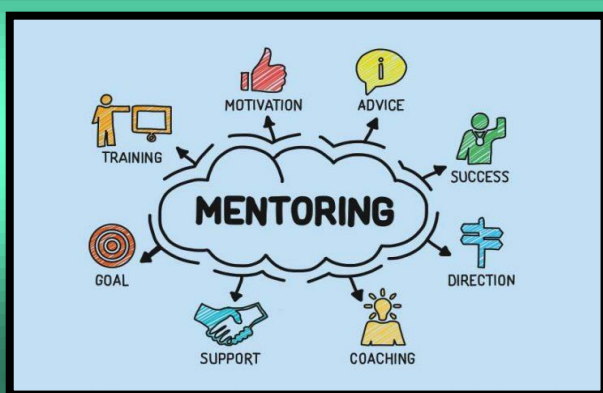


RED CROSS

The college has Red Cross unit also. It is registered with State Red Cross Society Red cross unit observes Flag Day on December 7, every year by selling flags to the students as well as the teachers for raising funds for the welfare of Indian Armed Forces

TUTORIAL MEETINGS

To ensure a better liaison between the teachers and the students, the students are divided into tutorial groups. Each group is placed under the charge of lecturer, who acts as their guardian and provides them with requisite guidance in studies, discipline and other activities. Tutorial group meetings are held fortnightly. Attendance is compulsory. Students are also imparted moral education in these meetings.



EDUCATIONAL TRIPS & TOURS

Educational trips and tours are regular features of the college. Trips are organized to famous educational centres in the country under the guidance and supervision of the college staff, During these trips managerial skills are developed through putting more responsibility on their shoulders. Leadership development is also promoted through group management by the students.



PARENT-TEACHER MEET

In order to involve the parents in the welfare of the wards and to keep them abreast of the progress in the studies of the wards parents-teacher-meet is held after the house examination, The parents can discuss all matters concerning their wards with the teachers in an atmosphere of cordiality and understanding. It is mandatory for the parents to attend the said meeting whenever a communication regarding the same is received by them through letter/Phone call or sms.



PARENT-PRINCIPAL MEET

Parent's contribution in improving the child's academic performance is invaluable. "Parent Principal Meet" is organized to apprise the parents of their ward's performance, conduct & overall development. The feedback given to the parents acts a catalyst in child's growth. Off

REMEDIAL CLASSES

Remedial classes are schedule in the college before the commencement of the classes in the admission days for the student's benefit for both brilliant to score high and weaker to get better marks. The college discourages private coaching and needy students are advised to benefit from this scheme. These classes are organized free of cost.

CAREER CONSELING AND PLACEMENT CELL

The college has a separate Career Counseling and Placement Cell which is an integral part of the institute. It ensures and takes care to provide the best arrangements for placing its students in premier institutions. The college placement cell works tirelessly throughout the year to facilitate students' entry into the job market. The purpose of this cell is to help students get a job. Under this cell, various seminars and lectures are arranged for the students to make them employable. Letters from various institutes/companies having vacancies are regularly displayed on the notice boards as well as the college Facebook page. It also conducts training programs for the students to enable them to face interviews with confidence, resume writing and provides career counseling. Other programmes include workshops on self-efficacy, presentation skills, communication skills etc.

INTERNAL COMPLAINTS COMMITTEE CUM VIGILANCE CELL

The college is committed to check harassment intimidation or exploitation of women employee and students. Constitution of an Internal Complaints Committee (ICC), a body envisaged to receive complaints on Sexual Harassment, Anti-Ragging and Student Grievances at the S.D College for women, Moga to provide justice to an aggrieved employee or student, as well as to inquire into and make recommendations to the employer on the action required pursuant to its inquiry of such complaint made and to spread awareness about the legal guidelines related to the same. So in compliance with Sexual Harassment of women at workplace (Prevention, prohibition and Redressed) act 2013, ICC has been constituted



ALUMNI ASSOCIATION

It's immense pleasure that college has registered Alumni Association;. The aims of the association include

A) Fostering the spirit of brotherhood and comradeship among the alumni B) Raising funds for welfare and other schemes in the college, Providing a forum for the alumni for exchange of ideas on educational, cultural, social and academic issues.



YOUTH WELFARE DEPARTMENT

Youth Welfare Department prepares the students for various competitions and co-curricular activities. It takes active part in Zonal and inter-Zonal Youth Festivals of Panjab Uni. CHD. And bags large number of prizes every time.

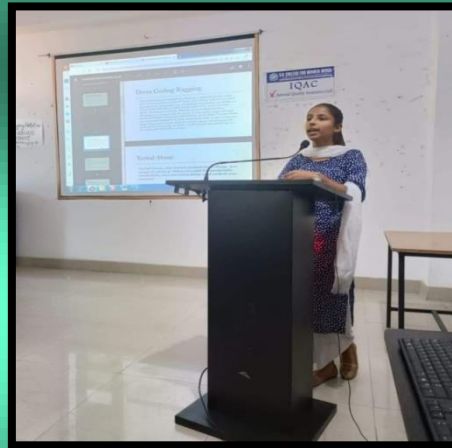
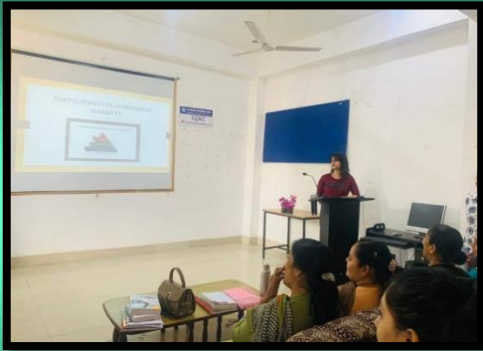


AUDIO VISUAL FACILITY

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College has LED projector facility . The use of audiovisual aids makes the students to remember the

concept for longer period of time. They convey the same meaning as words but it gives clear concepts thus help to bring effectiveness in learning. Integrating technology into the classroom help students to experience things virtually or vicariously. Different departments organize seminars/co-curricular/ presentation activity using this aids.



ATTRIBUTES OF SD GRADUATES

