



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1.Name of the Institution

S.D.College for Women,Moga

- Name of the Head of the institution **Dr. Neena Aneja**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01636220174**
- Mobile no **8146588783**
- Registered e-mail **moga\_sdcollege@yahoo.co.in**
- Alternate e-mail **Sdcollegeiqac24@gmail.com**
- Address **Street No: 3, Jawahar Nagar**
- City/Town **Moga**
- State/UT **Punjab**
- Pin Code **142001**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Panjab University, Chandigarh, Punjab**
- Name of the IQAC Coordinator **Dr. Sakshi Sharma (Coordinator), Mrs. Gagandeep Kaur (Cocoordinator)**
- Phone No. **01636220174**
- Alternate phone No. **7888363228**
- Mobile **7888363228**
- IQAC e-mail address **moga\_sdcollege@yahoo.co.in**
- Alternate Email address **Sdcollegeiqac24@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.sdcmoga.com/agar1.php>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sdcmoga.com/pdf/IQAC2022-23/Academic%20Calender%202022-23.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B+</b>	<b>2.51</b>	<b>2017</b>	<b>27/03/2017</b>	<b>01/05/2022</b>

**6. Date of Establishment of IQAC**

**05/07/2004**

**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
<b>Department</b>	<b>Grant-in-Aid</b>	<b>State Government</b>	<b>2022-2023</b>	<b>10439724</b>
<b>Department</b>	<b>Youth Services</b>	<b>State Government</b>	<b>2022-23</b>	<b>3000</b>

**8. Whether composition of IQAC as per latest**

**Yes**

**NAAC guidelines**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 05**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1. Staff members published various research papers and articles in journals of high repute. They also attended various workshops, faculty development programmes , refresher courses ,orientation programmes ,conferences and seminars. 2.MOUs were signed with various institutions, organizations and industries . 3.IQAC applied for CDC sponsored National seminar on the topic New Education Policy : Its Implementation and Challenges. 4. Improvements in the infrastructure were made as per the requirements of the departments. 5. Various workshops,conferences,seminars were organized on various academic and social issues.

**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
To promote faculty for research	<p>Teachers published various articles, research papers in journals of high repute. Dr Sakshi Sharma authored two books titled 'Let us touch the horizon' and 'Rainbow of satires'. She also got one paper published on the topic 'Future of higher education in India'. Dr. Palvinder got seven papers published on topics 'kahani ,ek takk hor, kisanı atey naujawani da sankat', 'Punjab ate parwasi majdoora da yatharth', 'Maa da vibhin drishtikon, Rashtri Ekta da prateek, 'Punjabi samaj ate parwas di daurh da dukhant', 'Mukhband'. Mrs. Ramanpreet Kaur got two papers published on the topics 'Tayi Asso Kahani Da Vishegat Adhiyan' and ' Sikh Itihas Di Soorbir Di Gatha' sahib e Kmaal Guru Gobind Singh'. Dr. Baljit Kaur got one article published on the topic 'Gender bases discrimination historic analysis in human righys violation of disadvantaged groups in India.</p>
To encourage faculty to attend professional development programmes	<p>Dr. Baljeet Kaur attended One Month online Faculty Induction Programme. Dr. Sakshi Sharma attended One day Naac Awareness Programme. Dr. Sakshi Sharma attended Online Workshop on National Policy 2020: Structure and implementation. Dr. Sakshi Sharma attended one week online Faculty Development Programme on National Education Policy 2020. Dr. Sakshi Sharma attended one week Faculty Development</p>

	<p style="text-align: center;">programme on Psychological Skills for Teaching and Learning.</p>
<p>To organize sports activities and participate in them</p>	<p>Department of physical education had celebrated National Sports Day on 29th Aug 2022 in which more than 150 students participated. Punjab Khel Mela-2022 was organized by the Punjab Government from 29th Aug 2022 to 21st Oct 2022 where more than 30 students participated at various level (District to State level). Ms Shifali Chhetry participated in state level Badminton Competition and got 1st Position (GOLD MEDAL) held at Mohali. Prof. Namita Barman Participated in state level Athletics Competition held at Sangrur. Intra college chess competition was held on 10th Oct 2022 where more than 40 students participated . Intra College Badminton competition was held on 5th Nov 2022 where more than 70 students participated. Inter College Table Tennis competition was held at Panjab University, Chandigarh from 28th Oct to 29th Oct 2022 in which 5 students participated. Inter college Chess competition was held at Panjab University, Chandigarh from 12th Nov to 14th Nov 2022, 5 students participated. Inter college Badminton competition was held at Panjab University, Chandigarh from 14th Nov to 15th Nov 2022. 5 students participated in this event . Punjab chess Championship was organized by Moga District Chess Association from 12th to 13th Nov 2022. 2 students</p>

participated from college. National Girl Child Day was celebrated on 24th Jan 2023 by organizing a workshop on theme: Self Defence Training for Girls. P.T. Usha Self-help group of physical education department under the aegis of SESREC organized chess competition on 28-01-23. P.T. Usha Self-help group of physical education department under the aegis of SESREC organized Badminton Competition on 02-02-2023. P.T. Usha Self-help Group of Physical Education Department under the aegis of SESREC organized one week workshop on Physical Fitness from 03-02-23 to 09-02-23. One Day seminar was organized on Stress Management by the Physical Education Department in collaboration with Health and Yoga Club on 17th Feb. 2023. An Extension lecture was organized on Career Aspects in Physical Education by the physical Education Department in collaboration with Health and Yoga Club on 7th March 2023.

To organize activities through MOUs

\*PG Department of History organized online Essay Writing competition in collaboration with SBBS Memorial Girls College, Sukhanand, on March 31, 2023. \*Students of B.Voc.(Hospital Administration and Management) visited Sham Sunder Nursing Home so as to explore the practical knowledge on April 12, 2023, April 13, 2023. \*NSS Unit, NCC Unit and Eco Club celebrated World Environment Day by planting trees at Nidha Wala (Adopted Village by NSS Unit) on

<p>To initiate steps and to participate in various workshops, seminars for the effective implementation of NEP 2020</p>	<p>2nd January, 2022.</p> <p>Teachers attended various workshops, seminars regarding new education policy 2020. College applied for CDC sponsored National Workshop on the topic 'New Education Policy Its Implementation and Challenges'. This workshop will acquaint the faculty members with all the nuances of NEP 2020.</p>
<p>To organize various cultural, academic and skill development personality development programmes, seminars, workshops, webinars, conferences, awareness programmes, competitions and activities</p>	<p>G20 Fortnight Events -A seminar on "Stress Management " was organised by Health and Yoga Club in collaboration with department of Physical Education on Feb. 17, 2023. Ms. Rajni Kaur, ICC Coordinator was the resource person who educated the students to identify the causes of stress and provide them with practical, effective tools to avoid and manage the stress. Online essay writing competition was conducted by PG Department of Commerce on Feb. 23, 2023. 13 students from the department uploaded the essays online. Quiz competition was organised by PG Department of Commerce on Feb. 24, 2023. 12 students from the department participated in preliminary exam and 8 students got shortlisted for the main quiz competition. Collage making competition was organised by Fine Arts and Fashion Designing department on Feb. 27, 2023. Eight students from different classes participated with great enthusiasm. One day workshop on "Physical Fitness Zumba Dance" was organised by</p>

Department of Physical Education on Feb. 27, 2023. The students learnt the basics of Zumba and its benefits to maintain a good cardiovascular respiratory system. Department of Computer Science and Fine Arts conducted poster making competition on the topic "Technology Advancement " on Feb. 28, 2023 in which total 15 students participated.

Festival Celebration On August 18, 2022, PG Department of Punjabi and Alumni Association organised Teej Mela in the campus. The function was presided over by Mrs. Jyoti Bala Mattu, Commissioner, Municipal Corporation Moga. The main attraction of the whole fest was Teej "Bazar" where different stalls were arranged by the students. The girls participated in the "Miss Teej" competition with great enthusiasm. Ms. Lovepreet Kaur student of M.Com won the title. The function was marked by the presence of worthy management, Principal, staff and students of the college.

Hawan Yajana- To mark the inauguration of new academic session, S.D. College for women Moga conducted an auspicious Hawan Yajna Ceremony in the campus on 8 September 2022

Departmental Activities- PG Department of English- Essay Writing Competition on the topic "Technology and its Impact on Young Minds" was organized by the Department of English on 2nd September, 2022. Department of English organized Paper Reading Competition on 2nd February, 2023. PowerPoint



Presentation Competition was organized by the Department of English on 13 February, 2023. Quiz Competition was organized by the Department of English on 13 February, 2023. Punjabi Department- Teej Mela was organized on 18th August 2022 in which Mrs Jyoti Bala Mattu, (PCS) Commissioner Municipal Council, Moga was the chief guest and Mrs.Savita Mittal wife of Chairman S.D.College Managing Committee was the guest of honor. MS. Lovepreet Kaur student of M.Com II was awarded with the title of Miss Teej. One day workshop on story writing and poetry writing was organized to inculcate the thrust in students to express their hidden talent on 27th September 2022 by the PG department of Punjabi. On the occasion of Gurupurab of Guru Nanak Dev Ji, Two days inter class paper reading competition was organized on the theme of "Guru Nanak Ji di Bani atey Sikhiyava" on 7th November 2022. PG Department of Punjabi organized poem recitation and essay writing competition to highlight the importance of "MAA Boli" on 21st November 2022. To commemorate the international 'Maat Bhasha Diwas', 'Punjabi Maat Bhasha Mela' was organized by the Punjabi sahit academy , Ludhiana on 21st Feb.2023 in which students participated in multiple activities . Power Point Presentation was given by the students from the UG and PG classes on the eve of Maat BhashaDiwas on 23 Feb.2023 and pledge for MaaBoli Punjabi was

taken on the same day. Paper reading competition was organized on the theme "Nari Udari" to celebrate the international women's day on 11th March 2023. One day seminar was organized by the Sahit Sabha of PG department of Punjabi on 28th March 2023 to celebrate the World Theatre Day on the theme "Punjabi Natak atey Rangmanch da nikas ate vikas" Mr. Mohi Amarjeet Singh was the main speaker. PG Department of Hindi- On September 14, 2022 Hindi Diwas was celebrated by organizing Multimedia Show based on Panjab University, Chandigarh, BA I Curriculum. On January 28, 2023 PPT presentations were presented by the students of BA 6th semester. PG Department of History- PG Deptt. Of History celebrated 115th Birth Anniversary of S. Bhagat Singh on 28th September 2022. In this Cycle Rally, Symposium on life and philosophy of S. Bhagat Singh and a play on the life of S. Bhagat Singh were organized. Deptt. Of History & Pol. Science organised online Quiz competition to celebrate Mahatma Gandhi Jayanti on 2nd October 2022. PG Deptt. Of History celebrated Guru Nanak Dev Ji Gurupurab by organizing "Mool Mantar Ucharna" on 7th Nov. 2022. Deptt. Celebrated Birth Anniversary of Lala Lajpat Rai on 28th Jan 2023 by organising Essay Writing Competition. Deptt organized a PPT presentation to build confidence of the students on 13th Feb. 2023. Deptt. Organized a paper reading

competition on 28th February 2023 . Department of Economics & Mathematics Department of Economics & Pol. Science organized Multimedia show on the eve of World Student's Day on October 16. 2021. Department of Economics in collaboration with Department of Mathematics organized a Bank visit on December 6, 2021 and February 3,2023 for making the students familiar with banking PG Department of Commerce On 5th September, 2022 Teachers' Day

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	22/02/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>S.D.College for Women,Moga</b>
• Name of the Head of the institution	<b>Dr. Neena Aneja</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01636220174</b>
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• State/UT	<b>Punjab</b>
• Pin Code	<b>142001</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>Panjab University,Chandigarh, Punjab</b>
• Name of the IQAC Coordinator	<b>Dr. Sakshi Sharma (Coordinator), Mrs. Gagandeep</b>

	<b>Kaur (Cocoordinator)</b>				
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• Alternate phone No.	7888363228				
• Mobile	7888363228				
• IQAC e-mail address	moga_sdcollge@yahoo.co.in				
• Alternate Email address	Sdcollgeiqac24@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.sdcmoga.com/aqar1.php">https://www.sdcmoga.com/aqar1.php</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Academic%20Calender%2022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Academic%20Calender%2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.51	2017	27/03/2017	01/05/2022
<b>6.Date of Establishment of IQAC</b>			05/07/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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Department	Youth Services	State Government	2022-23	3000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
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**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	22/02/2024

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022-23	22/02/2024

**15. Multidisciplinary / interdisciplinary**

S.D College for Women, Moga is affiliated to Panjab University, Chandigarh and it follows the University prescribed curriculum. The vision of S.D. College for Women, Moga is to empower women through higher education. Our college is a Multidisciplinary College with Arts and Commerce, B.SC. (Fashion Designing), B.Voc. (Hospital Administration & Management), B.Voc. (Food Processing and Quality Management), M.com., M.Sc (IT) P.G.D.C.A, M.A. (English, Punjabi, Hindi, History, Economics) streams. All the Departments of our college ( English, Hindi, History, Punjabi, Political Science, Commerce, Economics, Mathematics, Computer Science, B.Voc., B.C.A., BSc.FD) are actively involved in strengthening the education system. Apart from this, the certificate and skill development courses run by our college are interdisciplinary. Students were provided with high-quality teaching, research, and community engagement through online (During Corona Pandemic Disaster). One of our missions is to develop a sensitive & responsible youth force who have social commitments towards the larger section of the society. Various Enrichment programs & activities beyond classroom are organized regularly for students by various departments which includes Seminars, Workshops, Special Lectures, Awareness Programs, Group Discussions on important issues, Community Survey, Departmental Quiz, Paper Presentation by the students, Film/Documentary Show, Extempore Speech, Essay Competition on relevant issues, various Cultural Competition, Sports competition are also organized by the college. Knowledge sharing by experts in various academic & non-academic fields is streamlined in order to provide a holistic approach for the learners. Experiential learning model is undertaken extensively by the college through various methods like Field Works, Extension Works, and Projects.

#### **16. Academic bank of credits (ABC):**

As per the National Education Policy 2020, the Academic Bank of Credit (ABC) is going to be implemented by the university to facilitate academic mobility of students. Our institution will also adopt the policy guidelines for the appropriate credit transfer. The Institution has been following the pattern adopted by the university. The university has informed the institution about the necessary action for implementation of ABC. The faculties of our institution have instructed the stakeholders regarding the same. College is likely to conduct the workshop/seminar for implementation of ABC. The institution is going to appoint a faculty member as Nodal officer for the execution of guidelines given by the university.



**17.Skill development:**

The College is running a chain of skill -oriented and value-added courses approved by UGC at under Graduate level. The college has been very focused on improving the soft skills and vocational skills of the students. It has been dedicatedly offering courses in Fashion Designing, Cosmetology, Computer Based Accounting, Communicative English and Interior Decoration. These courses can be taken up by the students in parallel while doing the degree courses. These are Certificate, Diploma and Advanced Diploma Courses. Successful completion of one year course entitles the student to a certificate, a two year course entitles the student to a diploma and three year course entitles the student to an advanced diploma. College also offers B.Sc (Fashion Designing), B.Voc.(Hospital Administration and Management) and B.Voc.(Food Processing and Quality Management) under (NSQF) with multiple exit to enhance the vocational skills of students and to make them employable across the globe.

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

The institution is actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. We adopted three language systems for running the programmes of UG and PG. We use English as an international language, Hindi as the national language and Punjabi as a state / regional language in our curriculum. We specialize in Punjabi, Hindi and English literature. All the Humanity subjects are taught in bilingual mode i.e.Punjabi and English. To preserve and spread Indian culture and tradition ,we organized various activities such as traditional day celebrations, mehandi, rangoli, dance, singing, various festivals etc .Hindi Diwas ,Punjabi Bhasha Diwas and English Day are also celebrated in the college.Bhasha Manch and Ek Bharat Shrestha Bharat organize various activities to preserve and spread Indian culture and tradition.Our students participate in Zonal Youth and Heritage festival with great extravaganza.Our students compete in as many as 63 items,including dance,music,heritage etc.Such festivals aims at reviving the rural heritage of punjab.We inculcate Indian culture and values through the participation of students in such festivals and activities.

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

College always strive for quality education by providing wellstructured Academic Calendar, Class Timetable, University



Exam Schedules, Students related Notices on the college website. The course outcomes, program specific outcomes and Program outcomes for all courses have been framed and displayed on the college website. Students of each Semester are made aware of the course outcomes, program specific outcomes and Program outcomes by the faculty members. Attainment of Programme outcomes and course outcomes are evaluated by the institution through students' performance in class tests, debates, declamation, mid term examination, assignments, Internal Examinations, tutorials, university final semester -end examinations, students feedback & student satisfaction Survey.

## 20.Distance education/online education:

During Corona pandemic, all the faculty members of our college had taken online classes and provided necessary study material to the students. S.D. College for Women, Moga conducted several events through blended mode using the online and offline platforms including orientation programme for first year students, activities, important days, departmental meetings, meetings with alumni, departmental activities, invited lectures, workshops. It was blended learning mode by which our faculty was able to organize talks by several eminent speakers for the benefit of students under the valuable guidance of worthy Management Members and Principal. With the evolving situation and improved conditions, the college has gradually shifted towards offline teaching methods. In-person classes, laboratories, and campus facilities have been reintroduced, providing students with a traditional and interactive learning experience. Despite the return to offline teaching, the college recognizes the value of online platforms in fostering engagement, accessibility, and flexibility. As a result, the institution continues to organize webinars, meetings, and various activities online to complement the offline learning experience. Lectures and practical sessions are conducted in physical classrooms, fostering face-to-face interactions and a more immersive learning environment. The college organizes webinars and meetings on virtual platforms to supplement traditional teaching methods, ensuring continued access to expert insights and knowledge sharing.

## Extended Profile

### 1.Programme

1.1

14

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 491

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 0

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 148

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 11

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 25

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>14</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>491</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>0</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>148</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>11</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	25
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	46
Total number of Classrooms and Seminar halls	
4.2	8666860.86
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	84
Total number of computers on campus for academic purposes	

## 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

With the objective of achieving excellence in education, S. D. College for Women, Moga ensures timely preparation of academic calendar and timetable, distribution of workload and availability of adequate facilities. Various cocurricular activities are planned and held throughout the academic session to provide experiential learning to students. Feedback from stakeholders is taken to further enhance the teaching learning process. Institution has taken several initiatives to ensure effective curriculum delivery. Prospectus containing information regarding programmes and curriculum is uploaded on website and printed for circulation. Unitization of syllabus is done in advance. Various course delivery methods are followed by the faculty such as traditional classroom lecture, class presentation, tutorial, industrial training, e-learning, extension lecture, webinar, guest lecture, workshops and case studies. Apart from classroom education, students also gain experiential learning through educational trips, lectures by eminent speakers, summer training

programmes and project work. The college also offers add-on courses . For the effective implementation of curriculum, the institution adopts some of the innovative learning methodologies. Progress of students is monitored through regular assignments and tests. Parents Teacher Meeting& Tutorials are held to enhance the performance of students. Feedback is sought regularly from students to improve curriculum delivery. Appropriate action is taken on the problem areas.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Prospectus%20SD%20College%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Prospectus%20SD%20College%202022-23.pdf</a>

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

All departments of S.D. College prepare their academic calendar based on the calendar of Panjab University Chandigarh. It is uploaded on the college website. It includes various timelines such as dates of beginning and end of session, mid semester breaks, dispersal of classes, preparatory leave, and tentative dates of practical and theory examinations. The departmental calendars also include proposed guest lectures, webinars/workshops, educational trips, project work, and other academic activities for the session. At the beginning of the session, the departments allocate papers to the faculty members. The departmental timetables are prepared well in advance based on the master timetable and are pasted on the notice board. Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar. The performance of students is assessed continuously through tests, assignments, presentations and mock practical exams. The departments hold regular faculty meetings. Power Point Presentations are allocated to the students of the various department. The final year students have Project work of 100 marks. This project paper is guided by the teachers of the department. Thus throughout the session, the academic performance of the students is evaluated to upgrade them.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Academic%20Calender%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Academic%20Calender%202022-23.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

**02**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Human Values, Environment and Sustainability into the Curriculum Panjab University, Chandigarh updates its syllabus on regular basis, incorporating issues of contemporary relevance at various UG and PG levels. The institution substantiates classroom teaching with extension activities, NCC camps, NSS camps, awareness rallies, poster making and paper reading competition etc. The aim is to integrate the issues with classroom teaching. The students are made aware of cross cutting issue like Gender, environment, human values and professional ethics through various courses of study.

The compulsory undergraduate courses include: Environment & Road Safety Education for 2ndSem students. In Environmental studies students learn about ecology, natural resources conservation &

management of environment. Social & Business Ethics & Corporate Governance for B.Com., 6th Sem. In this students learn how to use ethics in business as well as social life. Company Law & Auditing (B.Com. ,3rd& 4thSem) Psychology for Managers (B.Com., 1stSem) Human Resource Management (B.Com. ,2ndSem) deals with law and morality, justice and fairness and oral development of the students. Department of History & Political Science organize Seminars/Webinars/ Extension lectures on important days like Independence Day, Republic Day, GandhiJayanti, Martyrdom Day of Bhagat Singh & Martyrdom Day of Lala Lajpat Rai,National Constitution Day, Human Rights Day, Voter's Day to provide knowledge to the students about important days and impact of moral values. Department of Hindi, English & Punjabi Literature helps students to develop new ideas about history, society and culture.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>



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

46

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Feedback%20Process%20of%20the%20Institution%20Report%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Feedback%20Process%20of%20the%20Institution%20Report%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Feedback%20Process%20of%20the%20Institution%20Report%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Feedback%20Process%20of%20the%20Institution%20Report%202022-23.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
487	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
224	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p><b>Response:</b></p> <p>In every class, students are divided into various groups depending on their level of understanding, interactions with teachers, background knowledge on a particular topic, classroom observation, interpretation by students after taking class on a specific topic, question answer session, periodic assessment etc.</p> <p>As it is observed that slow learners often fail to understand the class lecture so they are asked to prepare their lesson and show it to their teacher and the teacher then makes necessary corrections and inspires such slow learners to work hard to improve their quality of education.</p>	

Further, faculty members revise the critical topics as per student's requisitions, provide additional learning material such as textbooks and solved question papers, revision classes are arranged after completing the syllabus and for clarifying the doubt of the students. They are encouraged to acquire new and advanced information through the internet to bring out their full potential. Sometimes the advanced learners are encouraged to become proctors and help weak students to learn and understand certain topics easily. The advanced learners as well as slow learners are encouraged to take part in group discussions on a particular topic assigned to them so that they are able to shed off their shyness and participate in it with enthusiasm. Besides lecture classes, ICT enabled classes are taken to make difficult topics more understandable to the students. Thus the college takes every initiative to enhance the quality of students and support them in their quest for knowledge.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20Report%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20Report%202022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
487	31

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

SDC believes in the adoption of students centric methods to enhance students' involvement as a part of participative learning and problem solving methodology.

## 1. Experiential Learning

Mini and Major Projects are essential parts of B.C.A./M.Sc.(I.T.). Internship in industry are parts of B.Voc.(H.A.M) and B.Sc.(Fashion Designing). Students are encouraged to participate competition at Inter-College, Intra- College and University Level. Departments plan industrial visits for students to provide exposure to industrial work culture. Guest lectures by experts from industry and academics are organized to supplement the teaching process

## 2. Participated Learning

The activities and camp of NSS, institutional social responsibility through Red Cross, Colony Adoption (Indra Colony), Tree Plantation. Swatchh Bharat and Health Awareness Camp help the students to learn art of living in a team. Debates are organized where students come with different opinion and thought process.

## 3. Problem solving Methodology

Case study method for B.Com/M.Com is adopted to make the students have logical thinking and practical knowledge to develop problem solving ability. SDC follows the discussion methods in many of the subjects as it makes the students to think wide. Quiz competitions are organized by the subject teachers in all UG and PG programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching-Learning%20Process%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching-Learning%20Process%202022-23.pdf</a>

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

Now a day in the field of education, having the required knowledge about ICT-enabled tools is very essential for making teaching learning process effective. Thus in order to make use of these ICT tools during teaching, faculty members keep themselves updated about new development in this field. All the teachers of our college are well equipped and trained in respect

of using ICT-enabled teaching tools for facilitating the teaching learning process. All teachers are also comfortable in the virtual mode of teaching. Smart Classrooms are well equipped with modern ICT-based teaching tools such as projector, speakers, CPU, microphone, etc. Through using these tools teachers display relevant pictures, diagrams, charts, maps, etc. which makes the teaching-learning process more interesting and effective. Teachers also take virtual classes in times of need via Zoom, Google Meet, Google Classroom, etc. In normal classroom teaching, teachers use power-point presentations whenever needed in their teaching by using LCDs and projectors. Through the virtual mode, our college also organizes webinars, special lectures, expert talks, etc. For the overall development of our students, different departments also take initiatives to organize-online quiz competitions through Google forms, debates, paper presentations, etc. with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

05

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

208

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 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.

- Students are made aware/informed by the Examination Committee and Department Head about internal assessment, question paper patterns and rules and regulations of house examinations.
- Unit tests/ Presentation/ case Study/ Assignments are conducted by all teachers as per the Activity-Plan.
- The College has an examination committee that monitors and coordinate the internal and external examination activities and communicate to the students, teachers, and administrative staff regarding examinations.
- Sessional Examination (tentative) is mentioned in the Academic Calendar and the actual schedule is displayed on notice board well in advance. One internal examination is held per semester.

In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visits / Field Work and Seminars presentations, etc. The performance of the students is communicated to them. The internal assessment system helps the teachers to evaluate the students more appropriately and based on the result of the assessment, Personal guidance is given to the needy students after their assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Evaluation%20Process%20and%20reforms%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Evaluation%20Process%20and%20reforms%202022-23.pdf</a>

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

A transparent, time-bound and efficient method is being followed by Examination department of our college. As per the university guidelines House Examination Committee is appointed for conducting examination smoothly.

Internal examinations are conducted prior to the university examinations. Internal examination committee prepared the time table in consulting Principal. All necessary steps are taken to conduct smooth internal examinations in robust and transparent and time bound manner. To maintain transparency and uniformity in the assessment of the internal tests, the faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class. If any discrepancies are reported by the students, then they are resolved by the faculty immediately. If the students have any grievances regarding internal examinations, students have to approach internal examination in charge.

If a student is not able to appear for examination due to medical or any genuine reason Special examination is conducted for that student.

The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks. With these systems in place, the institute exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Evaluation%20Process%20and%20reforms(2)%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Evaluation%20Process%20and%20reforms(2)%202022-23.pdf</a>

## 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.

The Following mechanisms followed by the institution to communicate the learning outcomes to the teachers and students are:

1. All the protocols are discussed with the first semester students immediately after the commencement of each session.
2. Teachers in the initial classes of each semester,



introduce the subject/specific course; its importance and application to the Students.

3. Periodically, the learning outcomes of the Courses and program are measured.
4. For reference, the learning outcomes of Courses and Programmes are uploaded on the Institution's website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sdcmoga.com/pdf/PROGRAM%20OUTCOMES.pdf">https://www.sdcmoga.com/pdf/PROGRAM%20OUTCOMES.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment of program outcomes and course outcomes are duly evaluated by the institution. One of the methods that our college follows while doing so is by assessing the teaching-learning based on a feedback system, in which the students of the college are provided with feedback forms, to be duly filled up by them providing inputs on teaching-learning drawbacks and also merits of the departments and its faculty members. Our college has a Grievance Redressal Cell, where the students can place their problems at any point of time. The institution deals with students grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Our college also has a Career Counselling Cell, which conducts workshops and seminars. The results of house, semester end examinations as well as the problems and difficulties faced by the students are discussed. In case of course outcomes, each department of the college identifies the weak and bright students, and accordingly, the outcome attainment target is set by introducing improvement measures by allotting tutorial classes. Study materials, textbooks, reference books, etc. are provided. Students' performance is noted continuously on their regularity, receptiveness, participation in class discussions and the overall behaviour.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.sdcmoga.com/pdf/PROGRAM%20OUTCOMES.pdf">https://www.sdcmoga.com/pdf/PROGRAM%20OUTCOMES.pdf</a>

### 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

123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20Result%20Repor2022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20Result%20Repor2022-23.pdf</a>

### 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://www.sdcmoga.com/pdf/IQAC2022-23/Student%20satisfaction%20survey%202022-23.pdf>

### 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)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 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

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

### 3.2 - Innovation Ecosystem

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

- Har Ghar Tiranga Campaign on the occasion of 75th years of

Indian Independence Day to commemorate "Azadi Ka Amrit Mohatsav"

- Annual Training Camp of NCC UNIT by 5 punjab Girls Battalion.
- To spread awareness among the students about constitution, Constitution Day was celebrated .
- Birthday Celebration of Shaheed Bhagat Singh Ji.
- One day trip to Husaini Wala Border and Saragarhi Gurdwara sahib and Jamni sahib Gurdwara Vazidpur (Fzp).
- Clean India Programme was organized from 1 October,2022 to 31 October ,2022 and volunteers of this unit cleaned college campus and neighbourhood places.
- Important days such as NSS Day ,National Youth Day, Save water Day and National Voter day were celebrated.
- An invited lecture was organized on National Pollution Control Day.
- Seven Days NSS Camp was organized from 12 January,2023 to 18 January, 2023.
- Online Slogan Writing and Poster Making Competition was organised by the Department of Physical Education and NSS Unit on World HIV /AIDS Day.
- An Extension Lecture was organized on How to Grow Plants from Cutting.
- To spread awareness among the students International Mentoring Day was celebrated.
- To aware the students regarding road safety rules 'Road Safety Week' was celebrated.
- Nutrition Month was celebrated by B.Voc (HAM anf FPQM) ,NSS and NCC.
- Extension Lecture on "Food Hygiene and Sanitation" was organised by Department of B.Voc.(FPQM).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/NSS%20Report%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/NSS%20Report%202022-23.pdf</a>

### 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

01

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

**NSS/NCC Unit Organized following Activities:-**

- Har Ghar Trianga Campaign on the occasion of 75th years of Indian Independence Day to commemorate "Azadi Ka Amrit Mohatsav"
- Annual Training Camp of NCC UNIT by 5 Punjab Girls Battalion.
- To spread awareness among the students about constitution, National Constitution Day was celebrated .
- Birthday Celebration of Saheed Bhagat Singh Ji.
- One day trip to Husaini Wala Border and Saragarhi Gurdwara sahib and Jamni sahib Gurdwara Vazidpur.
- Clean India Programme from 1 October, 2022 to 31 October, 2022 and volunteers of this unit cleaned college campus and neighbourhood places.
- Important days such as NSS Day , National Youth Day, Save Water Day and National Voter day were celebrated.
- An invited lecture was organized on National Pollution Control Day.
- Seven Days NSS Camp was organized from 12 January, 2023 to 18 January, 2023.
- Online Slogan Writing and Poster Making Competition was organised by the Department of Physical Education and NSS Unit on World HIV/AIDS Day.
- To aware the students regarding appropriate ways of tree plantation , an extension lecture was arranged on the topic "How to Grow Plants From Cutting".
- To spread awareness among the students International Mentoring Day was celebrated.
- To aware the students regarding road safety and traffic

rules, Road Safety Week was celebrated.

- Nutrition Month was celebrated by B.Voc (HAM and FPQM) NSS and NCC.
- Invited Lecture on "Equality in Society" was organised by Department of Political Science

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/NSS%20Report%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/NSS%20Report%202022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

05

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

18

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

1381

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>



### 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

10

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

## 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.

- The college can speak volumes of its adequate ultramodern facilities as per the requirement of the university and the need of the students.
- The total built up area is 3440 sq.mt. Newly added area is 1888 sq. ft. There are 15 departments and 46 spacious classrooms with proper infrastructure.
- The building of the college consists of Administrative Office, Principal's Office, Common Staff Room, Common Room, IQAC /UGC/Bursar room, Functional English Lab, Home Science Lab and Food Processing and Quality Management Lab, Cosmetology Lab, 6 Computers Labs, 1 B.Voc. and Fashion Designing Lab, (1 laundry area, 1 drafting lab), 1 textile lab, 2 Garment Construction Labs, Fine Arts and Sketching Lab, Gymnasium and Wellness Centre, Physical Education Department, NCC/NSS Room, Indoor Stadium and the Library. Facility of Wi-Fi is made available for the staff in the campus.
- RO filtered water facility is made available for everyone. 45 CCTV cameras have been installed in the college campus.
- The library has 19575 text books, 342 reference books, e-journals and e-books under N-LIST of INFLIBNET. KOHA

Software has also been purchased to access the library catalogues.

- There is a girls' hostel with 17 rooms.
- Warden Room, Visitors Room, Medical Room and Common Room are constructed on the ground floor with Cafeteria.
- Ample parking facility for two wheelers is available for everyone.
- There is a separate Gym and Wellness Centre with all amenities and gym equipments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Physical%20Facilities.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Physical%20Facilities.pdf</a>

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

The college has played a proactive and supportive role in grooming students. Specific space has been earmarked for extra-curricular activities. The indoor stadium is 566.71sq.mt. with wooden surfaced floor. It has 4 entry and exit points. The stadium has proper lightning and it is well-ventilated. Badminton, Volley-Ball, Chess, Carrom and modified Basket Ball can be played in the stadium. Every evening, badminton coaching is provided to the college students and to the community at a nominal fee. Gymnasium is equipped with all infrastructural facilities like Treadmill, Weight Lifting Machines, 2 Bench Press, 2 Walking Machines, and Cycles for exercise cardio etc. The Multi-Purpose hall has 500 seating capacity with a stage where all the cultural events are organized. Our sports unit keeps records of participation and matches played at the Zonal level, Inter-Zonal and University level. Students participate in the Youth Festival every year. The students of the college participate at Zonal level, Inter-Zonal level and University level. Students prepare and practice in Common Room, Multi-Purpose Hall, Indoor Stadium at the time of competition. The college has necessary instruments like Tabla, Harmonium, and other musical instruments for classical and modern cultural activities and events like Folk Dance, Group Songs, Vocal and Classical Singing. The College students take part in different events like plays, mime, skit, folk dance, one-act play, etc. in Youth Festival organized by Panjab University, Chandigarh.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Cultural%20Activities.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Cultural%20Activities.pdf</a>

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

67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Smart%20Classrooms.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Smart%20Classrooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

175000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software - KOHA ILMS
- Nature of automation (fully or partially)-Partially
- Version -KOHA Version 3.22.03.000
- Year of Automation-Since 2016

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Library.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Library.pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**27805/-**

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

**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**

27

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College has well established mechanism for upgrading and deploying Information technology infrastructure. The college first assesses the need of students and staff and other end users. The provision is made in the budget for annual maintenance and technical staff is appointed for maintaining hardware and Information technology infrastructure of the campus. Institution frequently updates its IT facilities through various systems. The classrooms are given advanced equipments and other essential facilities like electrical power supply, Air conditioner, designed furniture etc. The college has more than 83Computers and 05 Laptops, 1 Tablet, 10 Mobile Stands,7 Printers ,1 PhotostatMachine, 1 Smart Board. The computers are connected with Wi-Fi facilities. As per the requirement of the maintenance of the above IT equipments, college has technical staff to update and repair the equipment. However, for major disorder and damage, computer technicians and service providers are hired for the up-keeping and replacement. The steps like installation of anti-virus , formatting of computers on the basis of corrupt operating system and replacing of hardware of old computers to new computers are taken for maintaining and utilizing computers. The Wi-Fi facility is provided to all over campus for all stakeholders without any charges.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/List%20of%20Computers.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/List%20of%20Computers.pdf</a>

**4.3.2 - Number of Computers**

83

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

6739245

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 following committees are formed every year by the Principal.**

**1.The Property Committee looks after the maintenance, repair, and construction work related to the college buildings. Physical infrastructure like water, power supply and herbal garden is**

looked after by this committee. All work is done through the tender system. The maintenance and up-gradation work related to civil and electrical works are also verified.

2. **Laboratory:** The College has a Home Science lab and Food Processing and Quality Management lab, Textile lab, Drafting lab with laboratory facilities. Laboratory Equipment/Machinery, Gas connections and pipeline are checked regularly by the staff of the concerned departments.

3. **Library:** Library has been automated using KOHA Integrated Library Management System. The library has an Advisory Committee, which meets at regular intervals to discuss various issues related to library facilities, services, and activities. The college library has subscribed to N-LIST programme of INFLIBNET.

4. **Sports Complex:** All the sports materials and equipments are stored in a sports store room under the supervision of the Physical Education teacher. The college has an auditorium where students practice sports daily. Facilities for indoor games are also available

5. **Computer:** The college has sufficient numbers of computers which can be accessed by students in the Computer Laboratory at the time of computer practical classes. From time to time, Computer and IT infrastructure maintenance and up-gradation is looked after by the Head of the Computer Department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2021-22/Utilization%20of%20physical,%20Academic%20and%20Support%20Facilities.pdf">https://www.sdcmoga.com/pdf/IQAC2021-22/Utilization%20of%20physical,%20Academic%20and%20Support%20Facilities.pdf</a>

## 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**

57

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

**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**

169

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

**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	<a href="https://www.sdcмога.com/">https://www.sdcмога.com/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

223

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

223

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

08

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

22

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

1

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

**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.**

35

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

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 )

NSS Unit, Buddy group and Student council are a great way for students to take on leadership roles,it promotes the voice of

the student's bodies, solve problems and negative consequences impact on other students. All groups provide powerful leadership and learning opportunities to students for uplifting student's personality. The Student Council is a group of elected students working together within the framework of a college to provide a means for student activities and assistance in college curricular and cocurricular activities. The main objective of student council is to encourage the students participation in development of institute and to develop their career, personality and organizational skills through interactive programs with faculty, administration and society. The NSS unit provides a platform to the students to serve community and developing a sense of involvement in the tasks of nation building, such as tree plantation, awareness program about voting, historical trip and always helps in campus cleanliness and beautification. Aim of the Buddy Group is educate students about the ill-effects of drug abuse and generate positive peer influence. Anti Drug Abuse Campaign aims at prevention of drug abuse through mass awareness amongst all the college students.

File Description	Documents
Paste link for additional information	<a href="https://www.facebook.com/photo/?fbid=612637077545325&amp;set=pcb.612637244211975">https://www.facebook.com/photo/?fbid=612637077545325&amp;set=pcb.612637244211975</a>
Upload any additional information	<a href="#">View File</a>

### **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**

236

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

Alumni Engagement The college has a strong Alumni Association since its inception. The alumni are the strong support to the institution. It brings the substantial benefit for our organization. Alumni are registered under the societies registration act, 1860 - registration number 378, 21st March, 2017. The institution nurtures the alumni association to facilitate them to contribute significantly for the development of the institution through their innovative ideas. The alumni of the college have been placed in the various educational sectors, business, professional field, social work, academics and other respective organizations. Talented alumni are invited in alumni Annual Quality Assurance Report of S D COLLEGE FOR WOMEN meet to share their experience and skills with current students via meets and talks. They also spare their precious time to offer career support to the students. Number of alumni enrolled in the college are 83 and their contribution for the year is 8300/-.

1.) Alumni Association in collaboration with PG Department of Punjabi organized Teej Mela on 18th August, 2022. Teej Bazar and surprise games were the main attractions of this mela

2. Alumni Meet on fairwell Party 25,26-04-2023 to take suggestions from the teachers regarding improvement in education system.

File Description	Documents
Paste link for additional information	<a href="https://www.facebook.com/photo/?fbid=448978957244472&amp;set=pcb.448979620577739">https://www.facebook.com/photo/?fbid=448978957244472&amp;set=pcb.448979620577739</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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

S.D. College for Women is the only girls college of the area which aims to cater to the needs of students from diverse socio-economic background and cultivate moral, intellectual, spiritual, social, emotional and all round development of its students.

**Vision:** The college is committed to the cause of Women Empowerment through access to Higher Education thus enabling them to develop as socially responsible, morally upright and intellectually alive citizens.

**Mission:** To impart quality education, to stimulate positive energy aiming at providing right learning with right values for the benefit of students, families, organization and society. The vision of this Institution is to empower women.

College has its own standardized and constructive management. The image of Goddess of Education on the Logo of Institution approves the college mission that is women empowerment. S.D.College for Women, Moga believes in attaining excellence and lays emphasis on all-round development of its students. The mission of the college is to provide academic excellence. It motivates the students and faculty for continuous research and learning. The college encourages competitiveness and nurtures

diverse talent among students. College promotes equality of education irrespective of social class, gender, religion and caste. The college organises various activities to sensitize the students towards various social issues, gender bias, nature and environment.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/">https://www.sdcmoga.com/</a>
Upload any additional information	<a href="#">View File</a>

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

S.D. College for Women is an Aided college, all the major decisions are taken by the Principal. To assist the Principal and for the smooth functioning of the college, all the teachers of the college participate in the decision making. Along with this, the college has 53 sub-committees like Examination Committee, Discipline Committee, Student welfare Administration, Academics Committee, Coacademics Committee, Results Committee, Culture Committee, Prospectus Committee and Staff advisory Committee etc.

Case study: Internal Complaints Committee (ICC).

Objectives: 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.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/ICC%20Report.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/ICC%20Report.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

S.D. College for Women is an aided college , so all the strategic plans are taken by DPI and P.U.,Chd. However, some internal strategies can be taken by the college for the smooth functioning of the college. One such strategic plan implemented by the college is the Teaching and Learning process of the institution. E-library facility is rendered to the students of our institution. College prospectus involves rules related to admission, details of fee, rules and regulations and facilities available for the students of the college . Our college uses Advanta Software. Biometric attendance is compulsory for both teaching and non-teaching staff.The administrative circular and notices are received and communicated electronically by both emails and whatsapp. Schedule regarding admission, examination and other information is uploaded on college website. Salary of the college staff is transferred to their bank accounts. The annual financial statement both revenue and expenditure are audited by CA and government auditor.Finance department of the college is fully digital.The College has well established mechanism for upgrading and deploying Information technology infrastructure. Institution frequently updates its IT facilities.The Wi-Fi facility is provided to all over campus for all stakeholders without any charges.There is also a solar system facility for generation of electricity. The semester system examination schedule is administered by University itself. The schedule is displayed on the university portal in the form of date sheets.



File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Strategic%20Plans.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Strategic%20Plans.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 Principal is the apex authority and she is assisted by teachers and various sub-committees of the college. The Principal executes academic and administrative plans and policies with the help of 40 sub-committees for smooth conduct of the college activities. Functions of Principal: Coordinating the conduct of meetings. To implement and supervise all the academic activities according to the academic calendar of University. To ensure the preparation of reports on various activities. To supervise the admission process. Functions of Head of the departments: To prepare the workload of the teachers. To give requirements of books according to the syllabus to the librarian. To coordinate with all the academic committees to ensure smooth running of classes. To ensure the organization of academic and co-academic activities of the department. Functions of Admission Cell: To prepare the prospectus which involves rules related to admissions, details of fee, rules of the college and facilities available to the students of the college. To implement the policy of Reservation with transparency. To take the responsibility of making the admission procedure Merit-based and transparent. The College has a well-defined organizational structure in the administrative staff also. Hierarchy of staff, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism are defined as per the rules of the Panjab University, Chandigarh.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/SERVICES%20RULES.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/SERVICES%20RULES.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/ORGANOGRAM.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

S.D. College for Women, Moga has taken various initiatives towards the welfare of the teaching and non-teaching staff. Some of the initiatives are as follows:

- Maternity Leave
- Medical Leave
- Loan against PF Insurance,ESI
- Gratuity
- CPF
- Leave Encashment
- Leave to teaching and non-teaching staff as per the guidelines of Panjab University, Chandigarh and DPI.
- Provision for Duty leave for attending meetings, seminars, workshops and conferences for Professional development

purposes.

- Many other facilities are also available within the college campus like:-
- Comfortable and Congenial Environment
- Fully Wi-Fi Campus Access to E-Resources via N-List
- Fully AC Campus
- Gym Facility
- Wellness Centre Cafeteria
- Uniform for Class IV Employees

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching-Learning%20Process%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching-Learning%20Process%202022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 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

08

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **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**

**02**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Performance Appraisal is the most methodical way of evaluating the performance of the employee. It makes the employee more liable to work that he/she performs. It also inspires the**

teachers to undertake research based work to enhance their knowledge. For this purpose, teaching(aided and unaided) and non-teaching staff members are given the Annual Confidential Report formats for their self appraisal annually.The ACR is assessed by the Principal,Management Committee and DPI(PU). On the basis of this ACR,career advancement opportunities are given.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Performance%20Appraisal%20System%20for%20teaching%20and%20non-%20teaching%20staff.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Performance%20Appraisal%20System%20for%20teaching%20and%20non-%20teaching%20staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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 conducts regular internal and external financial audits as per the requirements of Panjab University,Chandigarh.

**Internal Audit:-** Internal audit is a continuous process.In the initial stage, the officer in-charge scrutinizes and verifies the financial data.This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity,transparency and financial accuracy.Income/Expenditure is closely monitored by the Bursar, the Principal and the Section Officer (Accounts). Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for this purpose. For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.The Utilisation Grant Certificates are annually submitted to UGC.

**External Audit:** External audit takes place annually after the completion of every financial year. The management has appointed an approved Chartered Accountant to audit the yearly accounts of the college and to prepare the annual income and expenditure statements along with the balance sheet of the college which is duly signed by him.The bills and vouchers of the revenue expenditure are checked by the auditor. The vouchers and proper

record with the concerned Department of the capital expenditure is also checked and verified. The Utilisation Grant Certificates are also audited by the external auditor. The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Financial%20Management%20and%20Resource%20Mobilization.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Financial%20Management%20and%20Resource%20Mobilization.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

1025000/-

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college follows a well-defined strategy for mobilization of funds and optimal utilization of resources as directed by UGC. The college Accounts Department prepares an annual budget estimate in consultation with S.D.College Managing Committee, Principal and the Departments. The major sources of funding are as follows:

\* Fee collected from the students for regular and Add-On Courses.

\* Grants received from Punjab Govt.

- \* Contribution by Public Leaders from the Development Financial Help Fund.
- \* Interest from saving of the institution.
- \*Donations from industry and NGO
- \*Donation from faculty members (former and present), alumni and well wishers
- \*The financial resources are effectively and efficiently used in the institution. The budget is prepared for optimum utilization of resources. The major areas of allocation are as follows:
  - \* Salary and amenities to teaching and non-teaching staff.
  - \*Infrastructure Augmentation.
  - \*Academic support facilities.
  - \*Building and campus maintenance.
  - \*Electricity and generator expenses.
  - \*Insurance, Gratuity and leave encashment.
  - \*Youth festival and other function expenses.

The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds. UGC funds are deposited in bank. The utilization of these funds is ensured through financial auditing at the end of each financial year. For each and every financial transaction proper permission is taken from the Principal of the College.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 IQAC plays a pivotal role in the enhancement and sustainability of quality in the educational services provided by the institution.

Two Practices institutionalized as a result of IQAC initiatives are:-

ICC Internal Complaints Committee :-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 receivecomplaintson 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 suchcomplaintmade 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.

Internal Quality Assurance Cell of the institution reviews the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals .It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and cocurricular endeavors of the college in keeping in view the vision and mission of the college.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/IQAC%20REPORT%202022-23.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/IQAC%20REPORT%202022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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



It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and cocurricular endeavours of the College in keeping with its vision and mission.

IQAC achieves this through mainly two practices:-

**Collecting Feedback from Stakeholders:-** The college has adopted a feedback system that takes suggestions from stakeholders like students, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students.

**Course Plans review /IT Friendly Teaching learning Process:** The College cannot change the curriculum as it is designed by the University, but can make efforts for more effective teaching and learning and to ensure the improvements to successfully impart it. IQAC encouraged the faculty members to prepare course plan in the beginning of the session for the timely completion of syllabus. Students were encouraged to attend internships. Different departments were advised to conduct workshops, certified programs, guest lectures by experts.

File Description	Documents
Paste link for additional information	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching%20Learning%20Process,%20Structure%20&amp;%20Methodologies%20of%20Operations%20and%20Learning%20Outcomes.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Teaching%20Learning%20Process,%20Structure%20&amp;%20Methodologies%20of%20Operations%20and%20Learning%20Outcomes.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

**D. Any 1 of the above**

**international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Meeting%20of%20IOAC,Feedback%20Collected%20Analyzed%20and%20used%20for%20Quality%20Intiatives.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Meeting%20of%20IOAC,Feedback%20Collected%20Analyzed%20and%20used%20for%20Quality%20Intiatives.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**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

The College is committed to provide safe and secure academic environment to the students. The college has a zero tolerance policy on issues concerning gender, ragging, sexual harassment etc.

College is dedicated to fostering holistic development, providing a well-rounded environment that caters to the physical, mental, and spiritual well-being of our college community. College is unwavering in its commitment to the holistic development of individuals, acknowledging that education extends beyond academics. The college boasts state-of-the-art indoor facilities, including a well-equipped gym and a meditation room, promoting physical fitness and mental well-being. Recognizing the importance of spiritual development, a serene Baba Place has been established as a dedicated space for reflection and spiritual practices. ICC actively promotes equal opportunities for all members of the college community, fostering an environment of diversity and respect. The campus undergoes regular inspections conducted by different communities constituted within the college. This ensures accountability, transparency, and the continuous enhancement of our campus

facilities. College is striving to create an environment that nurtures every aspect of an individual's growth. We believe that a well-rounded education includes physical fitness, mental well-being, and spiritual development, and our campus facilities and initiatives reflect this holistic vision.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20gender%20sensitization%20Plan.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Annual%20gender%20sensitization%20Plan.pdf</a>
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	<a href="https://www.sdcmoga.com/pdf/IQAC2022-23/Special%20facilities%20provided%20for%20women.pdf">https://www.sdcmoga.com/pdf/IQAC2022-23/Special%20facilities%20provided%20for%20women.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Our college has concrete efforts to be environmentally conscious and committed to "minimum waste" to dispose of waste in a planned way. It tries to follow principle of 3 R's "Reduce-Reuse-Recycle" to reduced waste, campus is Wi-Fi enabled and hence all communication is made online minimizing paper usage also includes separation of biodegradable and non biodegradable waste in colored dustbins in campus. Waste Segregation bins for wet waste (green bin) and dry waste (blue bin) are being maintained in the college campus. All these initiatives raise

awareness among the students to keep the college neat and clean. Organic residues such as fallen leaves and food processing wastes from college canteen and non biodegradable solid waste materials (also used for beautification) are transferred to dump yards set by the Municipal Committee, Moga. The use of single use plastic is strictly prohibited in the campus. Sanitary napkin machine is installed, E-Waste is discarded in a responsible manner. Defunct computers, Mother Boards, Hard Drive, LED lights, UPS batteries are kept separately in a cupboard. Repair and reuse policy is followed to put the broken objects into reuse. However, if it cannot be repaired, it is sold to the vendor at regular intervals. A poster on e-waste was also put up in the college campus.

Hazardous Waste generated by the power generator is collected in a container.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

B. Any 3 of the above

<b>vehicles</b> <b>3. Pedestrian-friendly pathways</b> <b>4. Ban on use of plastic</b> <b>5. Landscaping</b>	
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

<b>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</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>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</b>	<b>A. Any 4 or all of the above</b>
--	-------------------------------------

**equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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 institution strives towards maintaining an inclusive environment for all stakeholders. As India is a diverse country, so the College promotes linguistic, regional, cultural diversity

Among students .For the promotion of communal harmony, activities Related to this issue are frequently undertaken by the institution.

Following are some of such activities: The Legal Literacy and Equal Opportunity Cell ensures parity during admission process and

Students are provided with required knowledge and assistance for The scholarships available for them by the scholarship and fee Concession committee.

Teachers adopt tri-lingual mode of teaching (English, Hindi, Punjabi) to assist the students with the linguistic challenges, Which helps the students to improve their academic performance.

To build the capability enhancement following programs are conducted during the year:-

World Science Day, National sports Day, International Yoga Day, Planting Trees under Harbal Garden, Cooking Competition & Fashion Technology, Equality in Solciety, Inter College essay writing competition, Teej Mela, Online Speech Competition, Video Making Competition, Seminar on Career Guidance, Virtual Story Telling Competition, Under Fit India Freedom Run Quiz Competition on Sports, Workshop on 'Curricular Vitae Making', Invited Lecture on career opportunity in physical education celebrating National Nutrition Week, celebration single girl child day, Online Slogan Writing Comptition on International litracy Day, activity related to G-20, Mega Rozgar Mela under Ghar-Ghar Rozgar Yojna. Summer camp etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institution took multiple initiatives to acquaint the college community with constitutional obligations and nurture a culture of responsible citizenry among them. • Awareness regarding code of ethics, human values, rights and duties was created through various Programs. Students were encouraged to participate in Swachhta Abhiyans, Plantation Drives to inculcate values like cleanliness and preservation of environment. • Constitution Day and Independence Day were celebrated to implant national values and disseminate knowledge regarding Constitution and Fundamental Duties among students and staff. • Awareness

regarding Right to Vote and Traffic rules was created through drives to churn out responsible citizens. • Environment Science and Road Safety Awareness was taught as compulsory part of curriculum in undergraduate classes. Knowledge regarding Salient features of Indian Constitution, Fundamental Rights and Duties was imparted as part of curriculum to students of Political Science. • A workshop on Human Values and Professional Ethics was also organized for students. • The institution raised responsible citizens by developing leadership qualities among students through Student Council. Citizens' Rights and Legal Rights awareness programmes are organised to spread

awareness among students of their constitutional rights. Vigilance awareness week was celebrated in the month of November. The birthday of Dr. Sarvepalli Radhakrishnan was celebrated on Teacher's Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Sensitization%20of%20Students%20and%20Employees.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Sensitization%20of%20Students%20and%20Employees.pdf</a>
Any other relevant information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Sensitization%20of%20Students%20and%20Employees.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Sensitization%20of%20Students%20and%20Employees.pdf</a>

**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**

**A. All of the above**



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

S. D.College organises activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) ,National Cadet Corps (NCC), ICC cum vigilance cell, SES RE cell and various department are committed to organize programmes and activities to inculcate constitutional obligations and patriotism among students and staff. Programmes instilling citizens' responsibilities are also organized by the college.The college renders national service by organising road-safety awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life. Online lecture was organised for this purpose. The college enshrines the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually. Constitution Day is celebrated every year in the college . Army Day is observed to pay tribute to the Indian Army for their relentless service to this nation. Voter's Day and Voter's Awareness Programmes are organised in the college to create awareness of youth towards their constitutional rights and duties. Routine drives are organised to facilitate issuance of voter ID for students. Citizens' Rights and Legal Rights awareness programmes are organised to spread awareness among students of their constitutional rights. The college celebrates national festivals to commemorate the great historical events of the country and connect the young generation to the rich national heritage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Title of the practice: Promoting entrepreneurship through Self Help Groups.**

Objectives of the practice is to inculcate and promote business skills, ethics and techniques in our students to make them self-sustainable, self-employable, enabling them to make choices without any limitation, students are motivated to take initiatives and participate in activities like Campus Bazaar, Monthly Exposition of Self -help Groups. Students are provided opportunities to show case their handcrafted products, culinary skills, etc. through these exhibitions.

**Title of the practice: "Disease free body and Stress free mind" programme for the students**

Objectives of the Practice is towell focused on work to ensure the good mental and physical health of the students. The college is proud of this Practice of mental health and physical wellness program as one of its best practices. The relevance of the Mental Health and Psychological wellness program in the colleges is well appreciated by the college management and parents. The SESRE Cell charge nominal fees from the students who participated and run this group and provide services to other students.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Best%20practice%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Best%20practice%202022-23.pdf</a>
Any other relevant information	<a href="https://www.sdcmoga.com/pdf/IOAC2022-23/Best%20practice%202022-23.pdf">https://www.sdcmoga.com/pdf/IOAC2022-23/Best%20practice%202022-23.pdf</a>

### 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

S. D.College is a multifaculty premier college of the area. The college has adequate infrastructure with all the amenities required for a good college. For availing scholarship, college maintains a liaison with college authorities, Panjab University authorities and with other trusts. The college is duly registered at National Scholarship portal and Dr. B. R. Ambedkar Portal. The Students can apply for various scholarships granted by UGC according to the eligibility criteria. College awarded many types of scholarship like Post-Matric Scholarship, Sikh Minority Scholarship, Nishkam Sikh Welfare Council (SHDF/MCM), CDC sponsored scholarship by P.U Chandigarh, and scholarship by SDC management like Sister concession, meritorious concession, poor and needy students, concession to fatherless students and concession to National/International sports achievers.

ICC Internal Complaints Committee, 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.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

**\*Training of staff members regarding New Education Policy**

**\*To apply for grants from various bodies to organize seminars,webinars,workshops ,conference etc.**

**\*To organize Personality Development and TrainingProgrammes.**

**\*To organize various programmes related to the well being of students.**

**\*Enhancement of infrastructure,library resources as per the requirements of the departments**