

Yearly Status Report - 2018-2019

Part A		
Data of the Institution		
1. Name of the Institution	S D COLLEGE FOR WOMEN	
Name of the head of the Institution	DR(MRS.) PALVINDER KAUR	
Designation	Principal(in-charge)	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	01636220174	
Mobile no.	8146588783	
Registered Email	moga_sdcollege@yahoo.co.in	
Alternate Email	iqac.sdcollege2009@gmail.com	
Address	STREET NO.3, JAWAHAR NAGAR,	
City/Town	MOGA	
State/UT	Punjab	
Pincode	142001	
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	MRS. PUJA BANSAL
Phone no/Alternate Phone no.	01636221479
Mobile no.	9417165444
Registered Email	pujabansal7@gmail.com
Alternate Email	iqac.sdcollege2009@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sdcmoga.com/agar.php
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website:	http://sdcmoga.com/calendar.php

5. Accrediation Details

Weblink:

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
2	B+	2.51	2017	27-Mar-2017	28-Mar-2022

6. Date of Establishment of IQAC 05-Jul-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	
1. Regular meetings of IQAC is arranged	15-Aug-2018 02	16	
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
B.Voc. (Hospital Administration and Management)	NSQF	UGC	2019 6	4150000
	No	Files Uploaded	111	

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<u>View File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

 Making the teachers acquainted with the values of institutional accreditation and the new methods of NAAC accreditation. • Started new skill development course of B.Voc. in Hospital Administration and Management sponsored by UGC under NSQF Scheme. • Started new degree course i.e. B.Sc. (Fashion Designing). • Made the proposal for organizing NAAC sponsored one day National Seminar on 24 December 2018 and proposal has been accepted and give the permission to organize the Seminar. • Organized Golden Jubilee and Prize distribution function on 3rd March 2019. • Organized one day workshop on Be Happy Stress Free Life for Students and Teachers.

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

Plan of Action	Achivements/Outcomes
Planning for organizing one day	The Computer Department of the college

National Seminar sponsored by CDC.	has been made the proposal to organize one day National Seminar and applied to Punjab University Chandigarh under CDC. The CDC has given the permission to organize this seminar on 9th February 2019.
Made the proposal for organizing NAAC sponsored one day National Seminar.	IQAC has prepared a proposal for organizing one day National Seminar and applied to NAAC on 24th December 2018. NAAC gave the permission to organize the seminar in the month of March 2019 but letter has been received when the date has been lapsed. So the seminar has been organized in the month of August 2019 after taking the permission from NAAC.
To Make the teachers acquainted with the values of institutional accreditation and the new methods of NAAC accreditation.	The IQAC plays an active role in internalising a culture of Quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year. During the academic year 201819, the IQAC coordinator has given the presentation on new methods of NAAC accreditation and the values of institutional accreditation.
Vie	w File
14. Whether AQAR was placed before statutory body ?	Yes
body ?	
Name of Statutory Body	Meeting Date
body ?	
Name of Statutory Body	Meeting Date
Name of Statutory Body Management 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	Meeting Date 17-Nov-2018
Name of Statutory Body Management 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?	Meeting Date 17-Nov-2018 Yes
Name of Statutory Body Management 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Date of Visit 16. Whether institutional data submitted to	Meeting Date 17-Nov-2018 Yes 27-Mar-2017
Name of Statutory Body Management 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Date of Visit 16. Whether institutional data submitted to AISHE:	Meeting Date

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

Yes, majority of administrative functions are supported by automated system (Advanta Software) in the institution. There is a computerized database of financial information, students' admissions, internal assessment, academic results, students' achievements in cocurricular activities and extracurricular activities.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The academic calendar of the college is prepared well in advance. Departmental activities, dates of important events, extension lectures, seminars, workshops, celebrations of functions and festivals are preplanned by each department. • The curriculum is effectively implemented in college time table whereby the lectures, classrooms and laboratories are allocated to faculty in a manner so that the resources are optimally utilized. • The subject allocation is done and communicated to faculty before the start of academic session, so that the faculty can prepare their lesson plans well in time. The subjects are allocated to the faculty based upon their expertise and area of interest. • The unitization of syllabus is done whereby term wise syllabus to be taught in each subject is prepared in advance which helps the students and teachers to manage their efforts and time is an appropriate manner. • For the purpose of effective deployment of curriculum, tutorial classes are held on Saturdays. For first year students of B.Com. Students are divided in to smaller groups as per their ability levels. During tutorial classes students clarify their best academic results and the development of spirit of inquisitiveness among the students. • College test are conducted by the respective teachers of each department and house examination is held at the college level. The assessment of the students is awarded on the basis of their performance in class test, house examination, class activities and their attendance. • While framing the college time table, it is ensured that the numerical & difficult subjects are taught in the classes during the morning time itself for better understanding. • For the effective implementation of curriculum, the institution adopts some of the innovative learning methodologies. These include extension lecture, power point presentations, assignments and seminars. • Self appraisal & student-appraisal of teachers is done to make TLP more effective. • Keeping in mind the objective of the college to go beyond the classroom teaching, students are taken out for educational tours to industrial and business houses, banks and places of historical and religious importance. • In order to meet the demand of curriculum of computer and IT based courses the college has the state-of-art computer labs. Besides this, the systems with internet are also provided to the members of the faculty for effective curriculum delivery. • The college provides library and e-learning facilities to effectively deliver the curriculum. Besides this, the facility of fully AC. Reading cabin is also available to study the course material in a peaceful environment without any disturbance. • The college subscribes many journals relating to various courses and competitive exams. • Students from different departments are sent to banks, post offices and industries to make them aware of latest development in market. • Experts from various fields are invited from time to time to deliver illuminating talks to the students and the faculty

members. • Class tests, revision tests, snap tests, House examinations etc. are conducted to ensure that the stated objectives of curriculum

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	00	Nil	Nil

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction	
BVoc	Hospital Administration and Management	24/07/2018	
BSc	Fashion Designing	24/07/2018	
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled		
Royal Queen cutting Sitching	05/12/2018	13		
Fashion designing	28/08/2018	4		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships		
MCom	Marketing, Finance, Accounting	24		
BVoc	Hospital Administration and Management	5		
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1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Feedback mechanism prevailing at the College The development of any organization, especially an institution, heavily depends upon a well functioning feedback system. It requires a through preparation to initiate, launch and implement the feedback system. This college has been practicing a 360° feedback system, accommodating all the stakeholders including staff, students, alumni, employees and parents, for many years, to help the individuals and organisation as a whole, to improve the performance and effectiveness. STAFF:- • The College has made it a practice to conduct all faculty meeting, once in a month, where the ways and means of enhancing the curriculum, academic discipline, teaching learning process, research and extension activities are discussed. • During such meetings, the individual faculty members express their honest opinion on the teaching learning process, research and extension activities and the same would be debated and discussed. • The appropriate suggestions are put forward to the respective councils for implementations. • The faculty members get representations in the Board of studies, Academic Advisory committee where the staff members are getting ample opportunities to give feedback, on both curriculum and teaching learning process. STUDENTS:- Whenever a course is offered by the department, the students would be required to give the feedback at the following intervals:- • The feedback comprises of three types of questions i.e. curriculum Evolution, Teaching and learning and Administration. Questions are relating to punctuality of teachers, completion of syllabus teaching methodology and so on. • The student's feedback on the staff will find a place in the performance appraisal scoring system of the individual faculty member and the same is evaluated for the sanction of increments and additional increments. • When the feedback of a staff is not encouraging, she will be counselled by the head of the department. ALUMNI:- As the alumni is found to be the brand ambassador(s) of our institute, the feedback, of the alumni is given, due considerations. • The institute enjoys a strong and healthy association with the Alumni. • A formal exit feedback is conducted by the Alumni association regularly at the end of completion of program study at this university. • The alumni have active representations in the institution. EMPLOYER:- • Views of employer regarding institution performance is obtained and analysed. • Employer feedback on the program offered are given due significance and accordingly, the contents of the program are modified/revised. • The employers also make representation in the various advisory committees, in which the attainments of program outcome, teaching learning process etc. are discussed. PARENTS:- • As an important stakeholder of this system, the parent's feedback are also obtained and analysed. • Some of the parameters accommodated in the parents feedback, include quality of teaching, students discipline, sports facilities lab facilities examination system, student activities etc. Accordingly steps were taken by the authorities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	COMMERCE	70	46	46

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
			teaching only UG courses	teaching only PG courses	
2018	497	148	13	5	19

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning resources etc. (current year data)

Т	Number of eachers on Roll	Number of teachers using ICT (LMS, e- Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
	37	37	5	11	1	141000

View File of ICT Tools and resources

View File of E-resources and techniques used

- 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)
 - 2.3.2: Students Mentoring System Objective:- To minimise the drop outs through personal counselling. Students suffer many problems in their student life. As it is impossible to give personal attention to each student in the class. So to solve the stress related problems of students and to motivate them a mentor/tutor is required. The practice is that of creating an efficient mentor-ward system. Each teacher is assigned 25-30 students and they meet at least once in a month in the form of tutorial meeting. Here students can discuss, clarify and share various problems. The teachers can involve guardians and parents as well if the situation demands. Results can be seen in the form of better results, regular attendance, increased participation in co-curricular activities, better discipline and motivated students ell experienced and committed teaching staff who have desire to help students and infrastructure to do so in term of classrooms and a conducive atmosphere.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
645	37	17.4:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	7	11	Nill	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies		
2018	Dr. Kanchan Goyal	Assistant Professor	Sahitya Bhushan Samman		
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2.5 - Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

F	Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination		
	BA	02	2ND	01/06/2019	30/07/2019		
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- 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)
 - 2.5.2 Reforms Initiated 1. Different committees have been formed to supervise and look after the activities of the college. Each committee is headed by a convener. E.g. Examination committee, student grievance redressal committee. 2. In addition to the tests prescribed by the Panjab University, various quiz tests, group discussions, workshop and extension lectures are organized. 3.. Student's presentations, PPT's have been made an essential part of most courses.
- 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)
 - 2.5.3: Academic Calendar The academic session stars in the month of July every year within two months of commencement of new session class tests are scheduled to be held for the undergraduate students. Snap test are arranged for the post graduate students twice, first in the month of September and second in November. Apart from it mid term tests for all students (UG and PG) are arranged in the November consisting of 100 marks. The results are shown to the students in the form of answer sheets so that they can see their mistakes. A parent's teacher meeting is also arranged to improve the performance of students in future.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

NA

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0002	BA	ARTS	88	63	71.5
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2.7 - Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year		
Nill	00	NA	0	0		
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3.2 - Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
CDC Sponsored National Seminar on "Trends and challenges in Computer and Communication Technology"	Department of Computer Science	09/02/2019

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category	
Sahitya Bhushan Samman.	Dr. Kanchan Goyal	Hindi Sahitik Patrika,Lucknow •		Sahitya Bhushan Samman.	
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement	
Nil	Nil	Nil	Nil	Nil	Nill	
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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Туре	Department	Number of Publication	Average Impact Factor (if any)		
National	Hindi	1	0.00		
International	Hindi	1	0.00		
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Computer Science	1

(Edited Book)				
Department of Hindi (Chapter in edited book)	1			
Department of Punjabi(Chapter in edited book)	16			
Department of Punjabi(Edited book)	1			
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or PubMed/Indian Citation Index

	Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
	NIl	Nil	Nil	Nill	0	Nil	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Т	itle of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
	Nil	Nil	Nil	Nill	Nill	Nill	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	1	1	Nill	Nill
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3.4 - Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities		
INDEPENDENCE DAY	NCC	1	53		
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited		
NA	NA	NA	Nill		
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students

	cy/collaborating agency		participated in such activites	participated in such activites
Swachh Bharat	NCC	1. N.C.C. Cadets spread the message of cleanliness by cleaning the Railway Station, Moga with the theme 'Swachta hi Sewa' on 26th Sept, 2018.	1	53
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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration		
NA 00		NA	00		
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	Sham Nursing Health Care Centre	25/05/2019	25/06/2019	05
M.com	Training	Nestle/P- Marks/Verka	03/06/2019	24/06/2019	30
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

	Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs	
	SHAM SUNDER NURSING HOME	04/07/2018	TRAINING	5	
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

500000	5076366
500000	3070300

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added	
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4.2 – Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation	
KOHA	Partially	3.22.03.000	2017	

4.2.2 - Library Services

Library Service Type	Exis	isting Newly Add		Added	To	tal
Text Books	19203	729081	115	39034	19318	768115
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Teacher Name of the Module		Date of launching e- content		
Nil Nil		Nil	Nill		
No file uploaded.					

4.3 - IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	104	77	32	2	0	7	1	0	0
Added	1	0	0	0	0	0	0	0	3
Total	105	77	32	2	0	7	1	0	3

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

-	
	100 MBPS/ GBPS
	TOU MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<u>NA</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
200000	106324	150000	74074

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

For maintaining and utilizing academic and support facilities like laboratories, library, sports complex, computers and classrooms, separate committees are formed at college level like building committee, library committee, canteen committee and purchase committee. Building Committee observe the infrastructure damages in the college and inform to the higher authority and after the meeting with management repair or new addition is done. Likewise library committee inspect the requirement of the library and according to need of students and teachers books and resources are purchased or subscribe. Canteen Committee check the sample of items made in the canteen time to time and if any discrepancy is found immediate action is taken. 1. Library Committee: Book collection is a scientific and continuous process, wherein new books are added to the library stock and obsolete ones are written off. For this purpose college has library committee which inspect the requirement of the library and according to need of students and teachers books and resources are purchased or subscribe. The college library is partially automated and is equipped with five computers connected with wireless network, which are open for usage of students as per their convenience. Paid Photocopy facility has also been provided in the library. 2. IT Department: To ensure that the college remains equipped with desirable technology supporting teaching processes. Purchase committee is responsible for purchase replacement, up-gradation and maintenance of IT Equipment and software and other related accessories. 3. Building Committee observes the infrastructure damages in the college and inform to the higher authority and after the meeting with management repair or new addition is done. 4. To augment student's learning beyond the classroom, the college organizes various educational and adventure trips, training camps and industrial visits. It describes tasks to be undertaken by tour committee in the planning and preparation of tours and trips. 5. Canteen Committee check the quality of items available in the canteen time to time and if any discrepancy is found immediately action is taken.

http://sdcmoga.com/pdf/Utilization%20of%20Physical,%20Academic%20and%20Support%20Facilities%20(2019 -20)%20(1).pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees	
Financial Support from institution	STUDENT AID FUND	119	174218	
Financial Support from Other Sources				
a) National	UGC(NSQF)	17	4150000	
b)International	NISHKAM	16	346000	
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved	
Extra Class	26/07/2018	22	Maths(BA IIIrd)	
Extra class	26/07/2018	22	Maths(BA IInd)	
Extra classes	26/07/2018	23	Maths(BA Ist)	
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

	Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
	2018	UGC NET Coaching	3	45	Nill	Nill
ľ	No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

	On campus			Off campus	
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	00	Nill	Nill
	No file uploaded.				

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	11	SD College	Commerce	S.D College For Women	M.com
2018	19	S,D College for Women	Arts	S.D College for Wome	M.A
<u> View File</u>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	
Any Other	Nill	
No file	uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants		
Intra College Chess Competition Nill	College	40		
<u>View File</u>				

5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

NIL

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

Vision of the Alumni Association: - To uplift the teaching profession by making strong interactions amongst the teaching professionals in the Teaching community. Purpose of the Alumni Association: - • To provide an organisation where alumni, parents and students in a specific geographic area can meet on a regular basis for intellectual and social enrichment. • To encourage support for institute through programs, such as development, student recruitment, career placement, community service and professional expertise. • To insure continued communication between institute alumni association. • Institute and alumni association will be benefited from alumni involvement and support. Objectives: - • Provide a common platform to alumni to exchange views and suggest improvements for their all round development. • Inculcate a sense of social responsibility among our alumni. • Develop leadership and organizational abilities among the members of alumni association. • Serve an inspiration to their juniors. • Encourage friendship and networking among alumni association and the institute. • Encourage alumni members' participation in community activities. • Provide an opportunity to our alumni to make their juniors aware of the various job opportunities available in the global world.

5.4.2 – No. of enrolled Alumni:

15

5.4.3 – Alumni contribution during the year (in Rupees) :

21000

5.4.4 - Meetings/activities organized by Alumni Association:

At Golden Jubilee and Annual prize distribution function organized on 4th

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) • Golden Jubilee and Annual Prize distribution function Objective: To encourage and motivate the students who got positions in different academic and cocurricular activities Need addressed and the context: students have some aspirations in their student life so it is necessary to give special attention or special reward to the hardworking studios and brilliant students not only in academic activities but also in cocurricular activities. The practice: annual prize distribution is organized in every 5 years so that our alumni and deserving students can get a platform where they can be awarded by the college , principal and management and can set an example for other students . for this practice every teacher is assigned duties to manage all the activities like cultural activities, performances and arrangements for prizes, bouquets, sitting arrangements for guests and students, refreshments, discipline etc. Evidence of success: individual attention is provided to all the guests whether they are students retired teachers, alumni. The prize winners and position holders felt motivated and satisfied. The management congratulated all the teaching and the non-teaching staff. Resources: This practice required well experienced and committed teaching and non-teaching staff who have managed all the activities and arrangements Best Practice-2 Introduction of New Skilled based and Vocational Course B. VOC in Hospital Administration and Management Objective: Skill development of the students by theory and practical based training through new course Need addressed and the context: In our education system ,most of the courses are theory based . There is a lack of practical and skill development course. It is urge of time to introduce new courses which are not only job oriented but also develop the personality of the students. By joining this course, it is ensured that students will be placed in the Hospital. The practice: After getting the approval from UGC, NSQF, the process to take the permission from Panjab university Chandigarh was started. With the great efforts of the college management, principal and the teachers, parents and students were convinced to join this course. Because most of the students belong to rural area, it was very difficult to motivate the students. Evidence of success: New books and rooms were renovated for this course .Guest lectures, visit to hospital ,orientation programs has been organized.17 students joined this course. Resources: This practice required well experienced and committed teaching staff, computer lab, books and infrastructure which is efficiently managed.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

6.2 - Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our year cosmetology and two years Fashion designing Diploma running as a hobby course in college level for girls and Household ladies which is beneficial for industrial jobs in

cutting and tailoring .Curriculum is designed by the teaching staff and the college provides the certificate at college level to the students. New 6 month Royal queen (Skill Development and tailoring course) was introduced . The curriculum was designed by the faculty. Teaching and Learning Our college incorporates the innovative teaching methodologies for improving the teaching skills of teachers. Effective strategies for the teaching learning process include: • The main emphasis is being laid on group discussion, tutorials, assignments, seminars etc. • Orientation programme organised at the beginning of session for students • Multiple teaching aids are used in teaching to make the classroom teaching effective and interesting. • Teachers employ interactive and participative approach creating a feeling of responsibility and spirit of inquisitiveness among the students. • After seeking suggestions from the Management, Co-ordinates of IQAC implements all the important decision under the leadership and guidance of the Principal. House tests, quiz tests, mock viva voice, class tests, snap tests and special test are held for the PG classes. Examination and Evaluation The college has mechanism in place to ensure that all stakeholders students, parents, faculty members, administrative staff and Management must be aware of about the evaluation process. • Regular class tests are organised by all departments • House examination is held and students have to qualify these exams to appear in University exams. • Fair assessment procedure is adopted in the organisation on the basis of students' marks obtained in the house examination and class performance of students. • The answer scripts of house exams are shown to the students and parent teacher meeting is conducted thereafter to make the parents aware about the performance of their wards. • Most of our faculty members act as observers/flying squad/paper setters, head examiners, superintendents and

invigilators in Panjab University exams.

Research and Development	To improve quality with respect to research and development, the broad strategies of the institution have been promoting and facilitating research culture by providing requisite institutional support. • Research Committee thoroughly discusses viability of the project before sending it to the UGC for acceptance. • Space and necessary infrastructure support is provided for research work. • College Principal encourages teachers to attend and organise seminars and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	Various strategies are adopted to develop and update facilities in the library, ICT and Infrastructure:- • Latest books and journals are purchased and subscribed for widening the knowledge base of the students and teachers. • Free Wi-Fi Internet connection is provided to staff for upgrading their teaching skills and for updating their knowledge. • Entire college in under the electronic surveillance of the 26 CCTV cameras. • Well-equipped Computer Labs, Language Lab, CBA Lab, Fine Arts Lab, Home Science Labs, Cosmetology Lab, Fashion Designing Labs, Interior Designing Decoration Lab and Music Vocal Lab are the pride of the college.
Human Resource Management	The quality strategies pertaining to human resource management have been empowering faculty through delegation of authority and provide sufficient operational autonomy for creating a congenial organizational environment. • The faculty undergoes various training and development programmes/seminars /workshops, orientation and refresher courses. • The college provides loan and financial assistance in case of emergency to teaching and non-teaching staff. • Regular meetings of teaching and non-teaching staff are held to discuss issues relating to teaching, learning, infrastructural and administrative aspects. • Wards of non-teaching staff who are studying in college are exempted from the payment of management fund.
Industry Interaction / Collaboration	The college has collaboration with Aptech Computers Moga for industrial training of M.Sc IT students. Students of M.Com collaborated with Nestle India, P-Mark, Mustard Oil Mill Moga, Verka Milk Plant Ludhiana and Various

banks and Insurance Companies for project assignment. The college collaborates with Civil Hospital, Moga for blood donation camps, group checking campaigns and awareness programme an HIV/AIDS, Swine Flu, Leprosy, Drug de-addiction etc. • The college has collaborated with OBC Moga to provide insight into the internal working of the banks to the students of Commerce and Economics. • Department of Economics visited the Head Post Office Moga to uplift the knowledge of the students regarding the functioning of Post office. • Interaction at Punjab Agricultural university Ludhiana by Department of Home Science. ? Adoption of transparency in the admission process, admission is done on the merit and first come first serve

Admission of Students

? Adoption of transparency in the admission process, admission is done on the merit and first come first serve basis. ? All rules and regulations, seat reservation policy of affiliating University and government are followed. ? College provides prospectus at the time of admission to students from where students get the information about fee structure, subjects offered, college profile and about faculty detail. ? The use of ICT has facilitated the admission process. It has reduced the amount of paperwork. This helps to generate student database on the system.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	NO
Administration	NO
Finance and Accounts	NO
Student Admission and Support	NO
Examination	NO

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
2018	Puja bansal	IQAC Workshop	GNDU,University Amritsar	3500	
	View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

	Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration	
	Nil	Nill	Nill	Nill	00	
Ī	No file uploaded.					

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teac	hing	Non-te	aching
Permanent	Full Time	Permanent	Full Time
15	25	3	2

6.3.5 – Welfare schemes for

facility • Aid relief • Flexible timings provided for medical leave • Maternity leave • Advance to meet emergency expenditure of staff • Duty leave, earned leave, paternity leave medical leave for medical leave, Duty leave, medical leave easy instalments Medicines • He Students counse Orientation program academics, studiscipline and services • Personal development Work Remedial class weaker students	t fund • Loan • Aid relief • education classification classificati	University scholarship Fee concession • Book Bank • NSS, NCC, Red Cross ,Red Ribbon, Eco club ,Antiragging and Buddies Group • Prizes for meritorious • Fees is easy instalments • Free Medicines • Helps in Students counselling • Orientation program for the first year students relating to academics,student discipline and support services • Personality development Workshops • Remedial classes for weaker students • Extra classes for advance

6.4 - Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes Financial Year Auditor Period 2018-19 Ravinder K. Goyal Company 01.04.2018-31.03.2019 The external auditing has been done in 2008-09 by CAG at B.A. Level (aided course). From financial year 2009-10, the external audit is pending with the government of Punjab as they send the authorized auditors as per rule.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose			
Individuals	965000	students welfare			
No file uploaded.					

6.4.3 - Total corpus fund generated

00

6.5 - Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Inte	rnal
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	PanjabUnivers ity, during the introduction of the course	Yes	Advisory Board and CMC, IQAC, and Principal
Administrative	Yes	P.U., UGC, DPI	No	IQAC, CMC, Bursar, Principal and convenor of purchase committee

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

6.5.2 Activities and support from the Parent - Teacher Association (at least three) As Parents and Teachers are equally responsible for the welfare and development of the child .the parents are invited to evaluate the performance of their wards from time to time. Faculty members interact with the parents on issues pertaining to academic performance attendance of their wards. Parents of high rankers also invited to witness Annual Prize distribution function. We aim to create a conducive environment for the students' holistic growth and to induct them into the college life in the best possible manner.

6.5.3 – Development programmes for support staff (at least three)

6.5.3 Development programmes for support staff (at least three) • Computer training for non teaching staff . • ESI and EPF facility. • Financial aid at the time of family needs.

6.5.4 - Post Accreditation initiative(s) (mention at least three)

Student Feedback Analysis Skill Based Program Environment friendly atmosphere

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants	
2019	CDC sponsored one day National Seminar	09/02/2019	09/02/2019	09/02/2019	100	
	772 and 792 lb					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Cdc Sponsored National Seminar on "Trends and Challenges in Computer and communication Technology"	09/02/2019	09/02/2019	100	7
Poster making,Slogan Writing and Rangoli organized by Dept. of Fine Arts	22/09/2018	22/09/2018	20	Nill
One day seminar on the topicMisuse of Mobile phoneswas organized by Dept of Punjabi	30/01/2018	30/01/2018	20	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness 1. Installation of ample number of Power Saving LCD Lights in the campus. 2. An awareness Rally on "Swachh Bharat Abhiyan was organized by NCC cadets on 7th Sep, 2018. 3. NCC Cadets spread the message of cleanliness by cleaning the Railway station, Moga.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	1
Scribes for examination	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Any other similar facility	Yes	1

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	5	5	07/09/2 018	02	Rally on 'Swachh Bharat Abhiyan	Clean E nvironmen t	35
2019	1	1	08/03/2 019	02	Lecture on Women Empowerme nt by Mrs. Bhavdeep Kohli	Women E mpowermen t	70

<u>View File</u>

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Lecture on Human Values	24/07/2018	A code of conduct is illustrated in Prospectus.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants	
Celebration of Republic Day	25/01/2018	25/01/2018	54	
<u>View File</u>				

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) 1. Installation of ample number of power saving LED lights in the campus. 2. Planting of saplings and trees in the campus. 3. Eco-club of our college organizes various awareness programmes. 4. Installation of Solar Power System. 5. Use of organic manures and fertilizers in the college garden.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Introduction of New Skilled based and Vocational Course

B.VOC in Hospital Administration and Management Objective: Skill development of the students by theory and practical based training through new course Need addressed and the context: In our education system , most of the courses are theory based . There is a lack of practical and skill development course. There is urge of time to introduce new courses which are not only job oriented but also develop the personality of the students. By joining this course, it is ensured that students will be placed in the Hospital. The practice: After getting the approval from UGC, NSQF, the process to take the permission from Panjab university Chandigarh. With the great efforts of the college management, principal and the teachers, parents and students were convinced to join this course. Because most of the students belong to rural area, it was very difficult to motivate the students. Evidence of success: New books and rooms were renovated for this course . Guest lectures, visit to hospital ,orientation programs has been organized.17 students joined this course. Resources: This practice required well experienced and committed teaching staff, computer lab, books and infrastructure which is efficiently managed. Golden Jubilee and Annual Prize distribution function Objective: to encourage and motivate the students who got positions in different academic and cocurricular activities Need addressed and the context: students have some aspirations in their student life so it is necessary to give special attention or special reward to the hardworking studios and brilliant students not only in academic activities but also in cocurricular activities. The practice: annual prize distribution is organized in every 5 years so that our alumni and deserving students can get a platform where they can be awarded by the college , principal and management and can set an example for other students . for this practice every teacher is assigned duties to manage all the activities like cultural activities, performances and arrangements for prizes, bouquets, sitting arrangements for guests and students, refreshments, discipline etc. Evidence of success: individual attention is provided to all the guests whether they are students retired teachers, alumni. The prize winners and position holders felt motivated and satisfied. The management congratulated all the teaching and the nonteaching staff. Resources: this practice required well experienced and committed teaching and non-teaching staff who have managed all the activities and arrangements Introduction of New Skilled based and Vocational Course B.VOC in Hospital Administration and Management Objective: Skill development of the students by theory and practical based training through new course Need addressed and the context: In our education system , most of the courses are theory based . There is a lack of practical and skill development course. There is urge of time to introduce new courses which are not only job oriented but also develop the personality of the students. By joining this course, it is ensured that students will be placed in the Hospital. The practice: After getting the approval from UGC, NSQF, the process to take the permission from Panjab university Chandigarh. With the great efforts of the college management, principal and the teachers, parents and students were convinced to join this course. Because most of the students belong to rural area, it was very difficult to motivate the students. Evidence of success: New books and rooms were renovated for this course . Guest lectures, visit to hospital ,orientation programs has been organized.17 students joined this course. Resources: This practice required well experienced and committed teaching staff, computer lab, books and infrastructure which is efficiently managed.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://sdcmoga.com/pdf/bs18-19.pdf

7.3 - Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3 Institutional Distinctiveness Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the Weblink of the institution in not more than 500 words 1. The college has one NSS Unit consisting of more than 100 volunteers. The Extension Activities are carried out under the NSS to instil the virtues of selfless service integrity amongst the volunteers. Every year seven days camp is organized with an aim to develop rapport between the college and the society. 2. To highlight the importance of Hindi Punjabi college celebrates 'World Hindi Day Punjabi Mat Bhasha Diwas. 3. To make the students aware of the ill-effects of drugs, SDCW Moga has formed "Buddy groups", direction given by Punjab Government. 4. College has formed an bio-club which keeps the college clean and green. 5. Van Mahautsava is celebrated in our college to aware the students of environmental pollution. 6. In order to meet the present day requirements, college is introducing vocational courses. 7. Our counselling and career guidance cell conducts seminars and extension lectures by prominent personalities to aware the students with latest trends in education. 8. The motto of NCC is "Unity and Discipline under the guidance of Lt. Ramanpreet Kaur, Asstt. Prof, P.G. Deptt. Of Punjabi, NCC Unit of our college participated in various camps activities. Environment Awareness programs organised by NCC show the commitment towards the development of the community. NCC is also known for its participation in the Independence Day parade and The Republic Day parade, thus filling a sense of understanding of our national values in the hearts of the youth of India.

Provide the weblink of the institution

http://sdcmoga.com/

8. Future Plans of Actions for Next Academic Year

1. Introduction of same other vocational courses. 2. Enhancement of infrastructural facilities. 3. Enhancing academic excellence. 4. Enhancing social compatibility of the students by giving better opportunity of opportunity of social interaction through activities of NSS, NCC and the like. 5. Development of skills of the students by inculcating core values among them. 6. The college is located in Residential area. There is not much scope of vertical and horizontal expansion in terms of construction of new building. Therefore college is planning to purchase land for construction.