YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	S. D. COLLEGE FOR WOMEN
• 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	iqac.2021sdcollege@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**
• Phone No.	**01636220174**
• Alternate phone No.	**7888363228**
• Mobile	**9417165444 (Mrs. Puja Bansal,IQAC Co-coordinator)**
• IQAC e-mail address	**moga_sdcollege@yahoo.co.in**
• Alternate Email address	**iqac.2021sdcollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sdcmoga.com/pdf/AQAR(2019-20).pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sdcmoga.com/calendar.php

5.Accreditation Details

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

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
Department	**Grant-in-Aid**	**State Government**	**2021**	**6620386**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	03
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	NIL

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

National Webinar on "Post COVID Public Policy and Leadership Opportunities and Challenges" was organized on 23rd December,2020.

Organized one week online workshop on "Remedial Teaching :Objectives, Principles & Process" from 22 May,2021 to 28 May,2021.,

During Corona Pandemic, series of activities were conducted by Fine Arts Department . The Students of the college prepared posters for spreading awareness related to Covid-19 . Masks were prepared by the students of Fashion Designing Department and distributed in Civil Hospital, Badhni Kalan and to the needy people by NCC cadets and NSS volunteers.

Organized one week online workshop on" Research Paper & Dissertation Writing" from 8th Feb,2021 to 13th Feb.,2021.

Organized International Webinar on Sports Day on 29 August,2020 in collaboration with Department of Sports, Panjab University, Chandigarh on the topic "Quality Life and Sports."

A series of Multimedia shows were organized by all the departments to aware the students with every walk of life.

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
1. To make students aware of the rules, regulations and policy of the college.	Before the start of the academic session, the college prospectus was released in order to provide the students a general idea of various rules, regulations and policies which they have to abide by.
2. To organize the workshop on Research Methodology	Post Graduate Department of English organized one week workshop on Research Papers and Dissertation Writing.
3. To make proposal for remedial coaching, equal opportunity and coaching for UGC/NET for SC/ST/OBC .	Most of the students belong to rural areas and have less access to coaching Centre. It is decided by IQAC that proposal for remedial coaching, equal opportunity for competitive exams and NET Coaching for marginal privileged part of the society should be made, so that they can get opportunity to compete in the examinations . UGC convener has prepared the proposal and submitted to UGC.
4. To make proposal for organizing seminar sponsored by UGC.	College has applied for UGC Sponsored National Seminar on National Education Policy.
5. To take new initiatives in social responsibilities	To take new initiatives in social responsibilities various activities were organized:-* Department of Punjabi organized a webinar in collaboration with IQAC on Mental State of the students during Covid-19 on 10th October,2020. * To commemorate the birth anniversary of Sri Guru Nanak Dev ji, Department of History organized online Essay Writing & Poster Making Competition in collaboration with Fine Arts & IQAC on 30th

November,2020. * Department of Commerce organized National webinar on "Post COVID Policy and Leadership: Opportunity and Challenges" in collaboration with IQAC on 23rd Dec.,2020. *NSS Volunteers distributed masks on 25th Sep.,2020. *NSS volunteers celebrated Independence Day through online mode of communication. *NSS volunteers took vow on "Don't Burn Stubble" on 22nd Oct.,2020. *NSS Unit celebrated Vigilance Awareness Week from 27th Oct.,2020 to 2nd Nov.,2020. *Online lecture was organized on "Balanced Diet" under the theme "Poshan Pakhwada". *35 NCC Cadets have been given online basic training of Covid -19 by Department of Personnel and Training under Indian Government and cadets shared the posters of Covid-19 protection to aware people by mode of social media. 6.NCC cadets took part through online mode in Fit India Freedom from 15th August,2020 to 2nd October,2020. *A Life based movie on Subhash Chandra Bose has been shown on his 125th birth anniversary to NCC cadets on 23rd January ,2021. *Red Cross Club organized online Poster Making Competition to spread awareness regarding Covid-19 pandemic. *Eco Club volunteers planted sapling at Patwarkhana ,Moga on 11th Dec.,2020. * Swachhata Committee organized online lecture on "National Pollution Day" on 2nd Dec.,2020. *Swachhata Abhiyan Committee organized lecture on soil on 'World Soil Day'.

*Swachhata Committee organized online lecture on Water on 'World Water Day' *A Poster Making competition was organized on 8th Dec.,2020 in collaboration with 'Sexual Harassment Cell' and Fine Arts Department. *A Power Point Presentation was delivered on the theme "Ragging -A Social Menace" by Anti Ragging Cell on 15th December,2020. *Punjabi Department organized an Essay Writing & Online Speech Competition on the topic "Teachings of Gandhi ji & his Contribution to the Society" on 24th Sep.,2020. *Post Graduate Department of Punjabi celebrated "World Mental Health Day" on 10th October,2020.* P.G. Department of Hindi celebrated "World Hindi Day" on 9th January, 2021. * A Multimedia show Hindi Medium was organized to impart knowledge to students regarding National Language Hindi. *History Department celebrated Birth Anniversary of Shaheed-E-Aazam Bhagat Singh on 28th September,2020. *On the occasion of Gandhi Jayanti, History Department organized Essay Writing and Speech Competitions on "Life and Philosophy of Mahatma Gandhi and his Contribution to the Society". * History Department organized Multi Media show on Martyrdom Day of Sardar Bhagat Singh on 23rd March ,2021. * Department of Political Science celebrated Constitution Day on 26th Nov.,2020. * To celebrate Human Rights Day ,Legal Literacy and Equal Opportunity Club

	organized a webinar on 10th Dec.,2020 in collaboration with Anti Drug Club and Political Science Department .* To spread awareness related to COVID-19 ,a series of activities were conducted by Fine Arts Department. * A Poster Making competition was organized on 30th Nov.,2020 on the Birthday of Shri Guru Nanak Dev Ji. *On Teachers' Day ,students of Music Department prepared an adorable videography while sitting at home. The whole video was dedicated to the teachers. * On the holy occasion of Makar Sankranti ,Music Department organized Gayatri Mahamantra chanting and Bhajan . *In February ,2021 Music Department organized series of activities on 400 Birth Anniversary of Shri Guru Teg Bahadur ji.Shabad Gayan and Poem Recitation Competition were among those activities.
6. Arrangement for Covid Test and Vaccination	College made the arrangements of COVID- 19 tests and vaccination of the staff in collaboration with NCC and NSS Unit .

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Management	22/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	13/01/2022

Extended Profile

1.Programme

1.1	01
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	531
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	210
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	180
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	42
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**25.5**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**3507286.49**
4.3 Total number of computers on campus for academic purposes	**91**

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, availability of adequate facilitiesand periodic assessment and review. For skill enhancement, discipline specific and generic elective papers are undertaken by all departments. Various co-curricular activities are planned and held throughout the academic session to provide experimental 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.

E-Prospectus /Information booklet containing information regarding programmes and curriculum is uploaded on website and printed for

circulation. Timetables are prepared in advance before each session and are pasted on the college notice board and in front of each classroom, enabling students to attend their classes right from the beginning of the academic session.

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 the teachers to manage their efforts and time in an appropriate manner. For the purpose of effective deployment of curriculum, weekly tests/ class tests are held and after the evaluation of the test copy students clarifies their doubts.

Various course delivery methods are followed by the faculty such as traditional classroom lecture, class presentation, tutorial, industrial training, e-learning, and case studies. Apart from classroom education, students also gain experimental learning through educational trips, lectures by eminent speakers, summer training programmes and project work. The college also offers add-on courses for enhanced learning. For the effective implementation of curriculum, the institution adopts some of the innovative learning methodologies. These include extension lecture, webinar, guest lecture and workshop.

Progress of students is monitored through regular assignments and tests. This mechanism judges the progress of students and aids in identifying and correcting problem areas among students. Parents/guardians of under-performing students are informed by the institution during Parents Teacher Meet. Tutorials are held to enhance the performance of students.

The departments analyse university examination results and the same is presented in the staff council meeting. Students are mentored by the faculty in small groups to address any difficulty they may be facing academically or otherwise. 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	[View File]()
Link for Additional information	https://sdcmoga.com/menu/menu.php

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. These are included in the college prospectus and are also 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. They are also displayed outside each class room, which helps in monitoring the regularity of classes. 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. Tests, assignments, presentations and mock practical exams are held in time bound manner. Students are also apprised of the same in the classrooms and parents/guardians of under-performing students are informed by the institution during Parents Teacher Meet. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. To ensure timely completion of syllabus, teaching plan of each teacher is obtained in advance and information of syllabi covered every month is sought thereafter. Power points presentations are allocated to the students of the various department. The final year students have Project work of 100 marks. These 100 marks have two components wherein 20% weightage is awarded to the students for paper presentation and 80% is awarded for the preparation of the project. This project paper is guided by the teachers of the department, where the respective departments select topics from their syllabus. The students then collect materials by visiting libraries and through internet surfing.The objective of the project is to augment their critical thinking, analytical skills, and collaborative learning skills. Educational tours are also organized by some of the departments. Thus throughout the session, the academic performance of the students is evaluated to upgrade them.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://sdcmoga.com/Calender/Calender(2020-21).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

02

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

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

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

3

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

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

41

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

1.3 - Curriculum Enrichment

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

- **Panjab University, Chandigarh updates its syllabus on regular basis, incorporating issues of contemporary relevance at various UG and PG levels. The institution substantiate classroom teaching with extension activities, NCC camps, NSS camps, awareness rallies, poster making and paper reading competition etc. 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..**
- **Department of Commerce**

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

History department organizes Seminars/Webinars/ Extension lectures on important days like Independence Day, Republic Day, Gandhi Jayanti, Martyrdom Day of Bhagat Singh & Martyrdom Day of Lala Lajpat Rai to impart moral values & teachings to the students.

- Department of Political Science

Pol. Sci. Department celebrates National Constitution Day, Human Rights Day, Voter's Day to provide knowledge to the students about important days.

- Department of Hindi, English & Punjabi

1. Literature helps students to develop new ideas about history, society and culture. It aware aesthetic sensibility & instills in them an appreciation of art & culture.
2. Nationalism and patriotism spread awareness against race, gender, slavery and prejudices.
3. Satire and humour are used to express anguish of victims suffering racial discrimination. Discrepancies between appearance and reality in human conduct, judicial activism, conservation of national resources and human rights are also dealt with.

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

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

05

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

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

69

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sdcmoga.com/iqac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

531

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

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

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

210

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

2.2 - Catering to Student Diversity

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

Response: Most of the students admitted to the college come from the rural area, they initially hesitate to open up and interact with the teachers. As the classes start, the department takes every initiative to identify the slow learners and this is detected by the teachers during their lectures in the classroom. 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. Slow learners are also groomed regularly in their class hours by asking them questions on the topic which has been discussed in the class. 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 for completing the syllabus and for clarifying the doubt of the students regarding various topics as per their syllabus. They are encouraged to acquire new and advanced information through the internet to bring out their full potential. Their creative abilities are encouraged through their writing, wall paintings, college magazine and in various programmes conducted by the department. 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	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
531	**42**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response: SDC believes in the adoption of students centric methods to enhance students' involvement as a part of participative learning and problem solving methodology. Team works, Debates, Seminar, Quiz and Case Studies,Project work, Field Visit, Industrial Visit & Guest Lectures are part and parcel of the methodologies which are used to encourage the students to exhibit and polish their skills.

Specifically the Students Centric Methodology include:-

1. Experiential Learning

1.1. Project work

- **Project work is organized in two phases:-**

1. **Mini project**
2. **Major Projects**

Mini and Major Projects areessential parts of B.C.A./M.Sc.(I.T.). Internship or Field Projects in industry areessential parts ofB.Voc.(H.A.M) and B.Sc.(Fashion Designing).

1.2. Participation in competition at various level

- **For Real time exposure students are encouraged to participate**

at Inter-College, Intra- College and University Level Competitions.

1.3. Industrial Visits

- Departments plan and organise the industrial visits for students to provide exposure to industrial work culture.

1.4.Guest Lecture

- Guest lecture by eminent experts from industry and academics are organized to supplement the teaching process and provide experiential learning.

2. Participated Learning

2.1.Team work

- All departments organize students activities to promote the spirit of team work. 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 for social and community welfare.

2.2. Debates

- Debates are organized where students are required to come with different opinion and thought process.It helps the learning process gets justified in the arguemental way of learning.

2.3.Group work

- Practicals and Workshops in all individual and group work under the guidance of teachers are also conducted.

3.Problem solving Methodology

3.1Case studies

- Case study method for B.Com/M.Com is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.

- Free internet access in the library and Wi-Fi facilities in campus promote the habit of self-learning and discussion.

3.3 Discussion

- SDC follows the discussion methods in many of the subjects as it makes the students to think wide and encourage them to participate in any discussion with the opinions & suggestions to check their current knowledge.

3.4 Quiz

- Quiz competitions are organized by the subject teachers in all UG and PG programmes.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Response: ICT helps tremendously developing in quality education and personality of students. So, there can be a strong move towards ICT by motivating all individuals connected with education. Once the teacher uses innovative ways to arouse interest and enthusiasm in the class, then it helps the slow learners to optimize their abilities to meet the highest realistic expectation with the help of ICT. The ICT is developing quality in education and personality of students. Almost all teachers use ICT, which arouses interest and enthusiasm in the class. ICT helps in — Flexible education, more practicable teaching learning. It is a more planned and organized system of education. ICT can enhance the quality of education in several ways by increasing learners' motivation and engagement, by facilitating the acquisition of basic skills.Audio tools,WhatsApp, Google Classroom, etc. are used by the faculty of this institution. The tools depend mainly upon the student's access to different network availability. Different online class apps like Google Meet, Zoom, etc. are also used.ICT has the potential for increasing access to improve the relevance and quality of education. ICT is a potentially powerful tool for extending educational opportunities. ICT provides effective learning for all at anytime and anywhere.It provides access to remote learning resources.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

30

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

2.4 - Teacher Profile and Quality

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

25.5

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

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

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

2.4.3.1 - Total experience of full-time teachers

231.3

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

2.5 - Evaluation Process and Reforms

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

Response: The academic performance of the students is evaluated throughout the session by the teachers for upgrading and improving the quality of the students. For this, Internal Evaluation (CIE) Mechanism is followed as per Panjab University guidelines and so house examination is conducted by the college prior to the Final Semester Examinations. Results of the house exam is intimated to the students within a week after the completion of exam. Each departmental faculty member provides the evaluated answer scripts to the students. The doubts and queries of the students are then clarified by the faculties. If the students express their difficulties in understanding the questions set in the exam or ask for materials for the questions set in the examination, then the question and the topic on which the questions were set are discussed in the lecture hour by the faculty members in the next class held after the examination. Materials are also provided at the same time. If there are any tabulated related errors in the assessment, corrections are duly made by the examiner and the corrected marks are awarded to the concerned student. In this way, transparency is

maintained.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Response: The academic performance of the students is evaluated throughout the session by the teachers for upgrading and improving the academic performances of the students. And for this, time to time Internal Evaluation (CIE) Mechanism is followed by the college as per Panjab University guidelines. House Examinations and Group Discussion/ Presentation/Mock Viva are conducted per semester and the time schedule is prepared by the Examination. Sub- Committee and the students are well informed in advance for the preparation of their exam. The college then conducts an examination for which the students are guided. After the completion of the examination, the answer sheets are examined by the teachers of the department and the evaluated answer sheets are shown to the students to maintain the transparency. If there is any grievance with reference to evaluation, it is redressed on the spot in the following ways:-

1. Examine the answer sheet again.

2. Checking the total marks awarded.

3. Unmarked questions, if any, are marked.

4. Rectifying the result sheet properly after students' complain. And finally, the result is displayed by the departmental Heads within the stipulated time as resolved by the Examination Committee. Thus, in this manner, the college tries to maintain the transparency, efficiency at the time of conducting the Internal Examination in the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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.

Response: The semester courses are an architect in such a way that after the completion of each semester students get immense information about the subject. The college makes students aware about programmes and course outcomes through college website as well as counseling by the teachers. In the beginning of the session, Head of each department discuss the programme outcome and course outcome with the new teachers and the subjects are allotted to the teachers after discussion. Moreover, throughout the year teachers remain in touch with the official website of Panjab University, Chandigarh and if there is any change in the syllabus then the respective changes are communicated to the students. If the need arises the guest lectures or workshops are arranged for the better understanding of the new syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sdcmoga.com/pdf/PROGRAM%20OUTCOMES.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Response: 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, limitations, constraints and also merits of the departments and its faculty members. Our college has a Grievance Redressal Cell, where the students can also place their problems at any point of time while studying. 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 Counseling Cell, which conducts workshops and seminars. The department's teachers regularly track student feedback related to curriculum objectives and the learning process and make sure that course milestones are effortlessly achieved. 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.

Course Outcomes are measured on the basis of performances of the students both in curricular and co-curricular activities and also on the basis of the students' performance in the class activities, laboratory work, assignments, in different examinations and their role in departmental activities. Students' performance is noted continuously on their regularity, receptiveness, participation in class discussions and the overall behaviour. Their performance in the internal examinations provides the initial clue of their learning outcome.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

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

180

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://sdcmoga.com/iqac.php

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://sdcmoga.com/iqac.php

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)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Response:

The Institution has taken several initiatives to organise, create, capture and disseminate knowledge and to ensure its availability for future users. For example:-

- **Department of Computer Science conducted a webinar on June 30,2020 on Resume Writing.**
- **Webinar on Gender Equality and Women's Rights was conducted by Women Cell on July 29,2020.**
- **Webinar on Life of Sri Guru Tegh Bahadur Ji and his Contribution to Humanity was organized on August 1,2020.**
- **Department of Physical Education in collaboration with Department of Sports, Panjab University, Chandigarh celebrated National Sports Day on 29th August, 2020 by organizing National Webinar on Quality Life and Sports.**
- **Hindi Department organized an Extension Lecture on the topic"Hindi Ke badlte Daiyere" on Hindi Diwas on 14 Sep,2020.**
- **Department of B. Voc.(H.A.M.) organized webinar on Women's Health on 9th Oct.,2020.**
- **P.G. Department of Punjabi organized a webinar on World Mental Health on 10thOct.,2020.**
- **P.G. Department of English and Women Cell organized a National Webinar on the topic"Women and Water Symbols in Literary and Film Narratives" on 12Oct.,2020.**
- **Department of Computer Science organized a webinar on "How to Represent Your Ideas for Seed Funding" on 20th Oct.,2020.**
- **P. G. Department of Economics organized a webinar on "Agrarian Crisis in North West India" on 21stOct.,2020.**
- **Fashion Designing Department organized three day online**

- workshop on Pidilite Industries Indian Multinational Company from 26-11-2020 to 28-11-2020.
- Department of B. Voc (HAM) organized a seminar on AIDS DAY dated 01-12-2020.
- SWACHH Bharat Abhiyan Committee organized an Invited Lecture on World Soil Day dated 05-12-2020.
- P.G. Department of English organized an invited lecture on" How to Write Compelling Dissertation"on 10-12-2020.
- Legal Literacy and Equal Opportunity Club in collaboration with department of Political Science celebrated Human Rights Day on 10-12-2020.
- P.G.Department of Commerce organized an extension lecture on New Schemes of DCB Bank on 22-12-2020.
- P.G. Department of Commerce organized a National Webinar on Post Covid Public Policy and Leadership Opportunities and Challenges on 23-12-2020.
- An extension Lecture on the topic Catch the Rain was organized by Swachh Bharat Abhiyan Committee on 22-03-2021 to celebrate World Water Day.
- P.G. Department of English conducted one week online workshop on Research Paper and Dissertation Writing from 8-02-2021 to 13-02-2021.
- N.S.S. and N.C.C. unit of the college celebrated Poshan Pakhwada by organizing online lecture from 16-05-2021 to 31-05-2021.
- B. Voc. and Physical Education Department organized online Extension Lecture on Women's Rights on 02-05-2021.
- P.G.Department of English conducted one week online workshop on Remedial Teaching: Objectives , Principles and Process from May 22 -2021 to May 28-2021.
- Department of Physical Education in collaboration with N.S.S. and N.C.C. Unit organized online Guest Lecture on Women's Health on 27-05-2021.

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

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

02

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**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

03

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- **To strengthen the awareness among the students on COVID-19, and its prevention, college organized online lectures through Zoom App. College also organized online Poster Making**

- Competition and COVID-19 sampling awareness lectures. Students participated in various activities.
- NCC cadets and NSS volunteers of the college got basic training on COVID -19 on Diksha App and downloaded Arogyea Setu App.
- Keeping in view the physical and mental health of the students,college organized a Fit India Freedom Run Programme from 15th Aug,2020 to 2nd Oct, 2020.Under this program, online Pledge, Poster Making Competition and a Plog Run of 2km on Gandhi Jyanti was organized.College also received E-sanman certificate from Ministry of Youth Affairs and Sports of Govt. of India for putting efforts for the betterment of the college.
- Road Safety Month- To aware the students about rules and regulations of traffic and road safety, college observed a Road Safety Month. A seminar on traffic rules and accidental insurance was conducted and students also took a pledge to compliance the rules and regulations.
- VOTER'S Awareness Week-As the young minds have power to make a significant change in shaping the country through elections so to create awareness among the students on voting, college observed Voter's Awareness Week from 7th Aug, 2020 to 13th Aug, 2020. 101 students of 18 and above were enrolled for making new votes.
- Vigilance Awareness Week - To aware the students about the ill effects of corruption,college observed a Vigilance Awareness Week on the birthday of Sardar Vallabhbhai Patel. On National Integration Day,online webinar and pledge taking ceremony were conducted by the college.
- To generate Awareness among the students about the ill effects of stubble burning,an online pledge was taken by the students and the staff of the college.
- To aware the students about malnutrition during the time of COVID- 19 pandemic, college celebrated Poshan Pakhwada from 16th March, 2021 to 31st March, 2021. An online lecture on balanced diet was delivered by Miss Sukhveer Kaur ,Assistant Professor in B.VOC. Department of S.D.College for Women,Moga.

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

3.4.2 - Number of awards and recognitions received for extension activities from government /

government recognized bodies during the year

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

04

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

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

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

14

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1364

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college can speak volumes of its adequate ultra modren 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 a number of departments and 29 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 laudary 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. Facility of Wi-Fi which is made available for the staff in the campus is a hallmark of the institution. Understanding the need of good health,RO filtered water facility is made available for teaching, non-teaching staff and students. As security is the prime concernof our institution ,so 45 CCTV cameras have been installed in the college campus.

Library plays a vital role in providing students with reliable content and encourage and promote the process of learning and grasping knowledge.The students of our college get lots of books to read and enhance their knowledge. The college has well furnished library with more than 19477 text books, 342 reference books, e-journals, e- books.KOHA Software has also been purchased to access the library catalogues. There are various sections in library viz. periodicals, photocopying and reading room.These services are rendered to the faculty as well as to the students.The college has separate washroom facility for staff and students.There is a girls' hostel with 17 rooms. Warden Room, Visitors Room, Medical Room and Common Room are constructed on the ground floor.Cafeteria of the college fulfills the needs of the students and the staff. It offers fresh and good quality hygienic food items at affordable price.There is ample parking facility for two wheelers for the staff members and the students. There is a separate Gym and wellness centre with all amenities and gym equipments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sdcmoga.com/pdf/College%20Infrastructure.pdf

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 is having proper lightning and it is well ventilated.Badminton, Volley Ball, Chess, Carrom and modified Basket Ball can be played in the stadium. In the evening ,Badminton coaching is provided to the students of the college and the community at a very nominal fee.

Gymnasium is equipped with all infrastructural facilities like Treadmill, Weight Lifting Machines, 2 Bench Press , 2 Walking Machines,Cycles for exercise,cardio etc.The Multi- Purpose hall has a 500 seating capacity with a stage where all the cultural events are organized. Our sports unit has track record of participation and winning matches at Zonal level, Inter-Zonal and University level.

Students participate in 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 takes 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	[View File](#)
Paste link for additional information	**Nil**

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

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sdcmoga.com/Infrastructure/SmartCRoom.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

399425

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

4.2 - Library as a Learning Resource

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

- **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	[View File](#)
Paste link for Additional Information	https://sdcmoga.com/Infrastructure/library.pdf

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

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

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

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

30586

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

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

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

2.79

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

4.3 - IT Infrastructure

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

The College 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 96Computers and 05 Laptops, 1 Tablet, 10 Mobile Stands,7 Printers ,1 Photostate Machine, 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	View File
Paste link for additional information	https://sdcmoga.com/facilities.php

4.3.2 - Number of Computers

Number of computers in working condition- 96 Total Number of students- 530 Student – computer ratio 5.5

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

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

3107862.15

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Proper maintenance and utilization of physical, academic and support facilities are augmented and maintained through various committees like the Property Committee, Purchase Committee, and Library Committee, etc. which are formed every year by the Principal.

1.The Property Committee looks after the maintenance, repair, and construction work related to the building. Physical infrastructure

like water, power supply, is looked after by this committee. All work is done through the tender system as per standard norms or rules laid down by the Department of Higher Education. The maintenance and up-gradation work related to civil and electrical works are verified by the property committee. All minor faults are attended and repaired by hired technicians, carpenters, etc. There is a beautiful and small garden in the college. A team of efficient and experienced gardeners maintains this garden of the college. Seasonal trees are planted in the college garden regularly. Maintenance of the garden is also looked after by the Property Committee

2. Laboratory: The College has a Home Science lab and Food Processing and Quality Management lab, Textile lab, Drafting lab with laboratory facilities. The Laboratory facilities are made accessible to all the students of the concerned departments. The users of these laboratories pay immense attention while accessing the facilities and handle it with good care. The department has laboratory attendant for proper maintenance of the laboratories. They also render help in the laboratory when the students perform experiments. In the absence of the Lab attendant, the teachers of the concerned department extend help and support to the students in the Laboratory. Laboratory Equipment/Machinery, Gas connections and pipeline are checked regularly by the staff of the concerned departments. The department also maintains a stock register for keeping a list of chemicals, glassware and any other instrument used in the laboratory. The laboratory equipment is maintained at the departmental level by the staff or through hired technicians whenever necessary.

3. Library: Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. The library has an Advisory Committee, which meets at regular intervals to discuss various issues related to library facilities, services, and activities The committee works towards improving the overall library infrastructure and resources to make it user friendly. The college library has subscribed to N-LIST programme of INFLIBNET. The library has its own rules and regulations and the librarian of this institution is well aware of those ethics. The certain system and procedures are followed for maintaining and utilizing the library resources like-

Whenever books are purchased, they are enlisted in the register and later they are made available to the students and faculty staff. Proper register is maintained for lending books. At the beginning of

the first semester, library card is issued to each student and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members .

4. Sports Complex: The Games and Sports Section in the institution is being looked after by the Physical Education faculty. All the sports materials and equipmentsare stored in a sports store room under the supervision of the Physical Education teacher. The teacher maintains the games and sports register with good care. The faculty keeps a record of all the sports equipments available in the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities get over. The college has facilities for indoor games also.

5. Computer: Computer has become a part and parcel in every walks of life, hence, its requirement is felt in every institutions. The college has sufficient numbers of computers which are used in offices, various departments and in the computer laboratory. The students can access them 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	[View File](#)
Paste link for additional information	https://sdcmoga.com/pdf/Utilization%20of%20Physical,%20Academic%20and%20Support%20Facilities.pdf

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

09

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

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

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

156

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

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

File Description	Documents
Link to Institutional website	https://sdcmoga.com/pdf/Capacity%20Building%20and%20Skills%20Enhancement%20Initativies.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

03

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

S.D. College for Women, Moga believes in women empowerment through quality education. Hence enough space is given for co-curricular, extra-curricular activities of the college. The students are

involved in number of activities at institutional level,inter institutional level, university level and also society level. Student representatives are elected from each stream to benefit the students. At college level,we elect two or more than two students as representative from graduate and post graduate courses. This selection is done on the basis of all round participation in various activities as well as percentage obtained in previous academic year. These representatives act as mediator among the students, spokesmen and the Principal regarding class, health & safety, facilities and student welfare needs. Student representatives are expected to become aware of the issues concerning the students .They represent and communicate these issues approximately. These representatives discuss these issues with the concerned teachers and committee heads who in turn give a suitable solution to the problem of the student. Apart from this ,student representative motivate their fellow mates to participate in co-curricular activities, programs such as Blood Donation Camp, Republic Day, Independence Day, Voter Day, Yoga Day, Environment Day, Earth Day, Basant Panchmi, Lohri, Hindi Diwas, Gandhi Jayanti, Water day, Soil day, AIDS Day etc. They add a helping hand to the teachers to make these types of events successful. They also ensure to maintain discipline in the college by encouraging fellow mates to follow the rules and regulations laid down by the college. NCC Unit, Female Wing & NSS Unit in collaboration with Swatch Bharat Abhiyan Committee beautify the college campus.

File Description	Documents
Paste link for additional information	https://www.facebook.com/Moga.SDCollege/
Upload any additional information	View File

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

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

14

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

5.4.1 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 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 311 and their contribution for the year is 25,500/-. On 16th February, 2021,a function was organized on the occasion of Basant Panchmi to reconstitute the office bearers of Alumni Association and newly elected members were honored by the College Management Committee and Principal . Alumni members were also honored on the same day. Some of our alumni members are also engaged in social services of the community. This association provides a common platform to alumni to share their views and they suggest some innovative ideas for the all-round improvement and development of the college as well as students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 of 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. This facilitates interaction among students and people from all walks of life. The practical image of vision is represented by the effective coordination of academic structure of the college.

File Description	Documents
Paste link for additional information	https://www.sdcmoga.com/menu/menu.php
Upload any additional information	View File

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

Effective leadership is that which delegates its authorities to the subordinates to make them self-reliant in case of decision making. Since 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, Co-academics 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 anInternal 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.As per the UGC regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Anti-Ragging Cell maintains ragging free environment in the college premises. Zero tolerance policy has

been adopted. The main objectives of this cell are:

- To root out ragging from college.
- To aware the students of grievous injuries and psychological trauma that accompanies ragging.
- To keep a vigil over ragging so as to curb its occurrence and recurrence.
- To deal with the incidents of ragging brought to our notice promptly and stringently.
- To generate a disciplined atmosphere in the college by sending a clear message that every act of ragging is reprehensible.

Sexual Harassment

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee which is the part of Internal Complaint Committee has been established by the college to provide a healthy atmosphere to the students of the college.

Anti-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Motto: - Prevention of sexual harassment to ensure safe environment for girl students.

Objectives:

- To develop guidelines and norms for policies against sexual harassment.
- To develop principles and procedures to combat sexual harassment.
- To work out details for the implementation of these policies.
- To prepare a detailed plan of actions, both short term and long term.
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

What is Sexual Harassment?

For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- **Verbal or Physical threats.**
- **Insulting, Abusive, Embarrassing or Patronizing behaviour or Comments.**
- **Offensive gestures, Language, Rumours, Gossip or Jokes.**

Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

S.D. College for Women is a Post Graduate aided college ,so all the strategic plans are taken by DPI, Panjab University, Chandigarh. However, some internal strategies can be developedby 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. According to the academic calendar, the head of each department formulates departmental routine, distribute syllabus among faculty members so that the syllabus is completed within time. Our college incorporates the innovative teaching methodologies for enhancing the teaching skills of teachers.

Effective Strategies for the teaching-learning process includes:-

The main emphasis is laid on group discussions, quiz competitions, tutorials,webinars, workshops etc. Multiple teaching aids are used in teaching to make the classroom teaching effective and interesting. In short, syllabus coverage with additional effective learning is monitored by the HODs of each department. Special attention is paid on slow learners. Study materials, question papers of the previous years are provided to advance as well as slow learners. There are Departmental Book Banks in each respective department from where books are provided as reference books to the students. ICT enabled classes are taken by the departments to make students understand the difficult topics in the easiest way. For proper guidance of the students there is a mentor-mentee

relationship. E-library facility is also rendered to the students in our institution.

ADMISSION: The admission to the different courses (B.A.,B.COM.,B.C.A.,B.Sc.(Fashion Designing),B. Voc.(H.A.M.),B.Voc.(F.P.&Q.M.),M.A.(Punjabi,History,Economics,Hindi,English) ,M.Sc.(I.T.),PGDCA is according to the norms of Panjab University ,Chandigarh. College prospectus involves rules related to admission, details of fee, rules and regulations and facilities available for the students of the college .

ADMINISTRATION:- Our college uses Advanta Software. Biometric attendance is compulsory for both teaching and non-teaching staff-members .The administrative circular and notices are received and communicated electronically by both emails and whatsapp to faculty members .Schedule regarding admission, examination and other information is uploaded on college website. Salaries of faculty members and college staff are 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.

INFRASTRUCTURE:-The College has well established mechanism for upgrading and deploying Information technology infrastructure. The college first assesses the needs 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 equipped with essential facilities like Electrical Power Supply,Air Conditioner,requiredFurniture etc.The college has more than 96 Computers and 05 Laptops,1 Tablet,10 Mobile Stands,7 Printers,1 Photostate Machine,1 Smart Board.The computers are connected with Wi-Fi facilities. As per the requirement of the maintenance of IT equipments,college has technical staff to update and repair the equipments. However, for major disorder and damage, computer technicians and service providers are hired for the up-keeping and replacement of the equipments. 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.There is also a solar system facility for generation of electricity.

EXAMINATION:-The institution is affiliated to Panjab University

,Chandigarh.The semester system examination schedule is administered by University itself. The schedule is displayed on the university portal in the form of date sheets. Examination Committee makes all the arrangements for the examination.

HUMAN RESOURCE MANAGEMENT:-The institution motivates faculty members to publish paper in UGC/Peer Reviewed Journals with high impact factor and present their papers in national and international conference. Institution provides facilities to teachers like-

- Duty leave is granted to faculty members as per the guidelines of DPI and Panjab University,Chandigarh.

- The college provides financial assistance to teachers to attend workshop,seminar,conference etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sdcmoga.com/Infrastructure/Smart ClassRoom.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The 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 51sub-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 followedas per the rules of the Panjab University,Chandigarh.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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
- Special Fee Concession
- 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
- Fully AC Campus
- Gym Facility
- Wellness Centre
- Cafeteria
- Uniform for Class IV Employees

File Description	Documents
Paste link for additional information	https://sdcmoga.com/pdf/Welfare%20measures%20for%20teaching%20and%20non-teaching%20staff.pdf
Upload any additional information	View File

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

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

1

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

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

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

1

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

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

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

13

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

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

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	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit:-

Internal audit is a continuous process which ensues after each and every financial transaction,whereby the college itself carries out the initial stage of the internal audit. 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	Nil
Upload any additional information	View File

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

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

1472000.00

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

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

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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.

*Miscellaneous expenses.

Utilization of Resources: 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. Grants received for B.Voc. courses are used to start the courses and payment to teachers. Fees received from students are used for development of the college, non-grant faculty and staff salaries are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. IT infrastructure is increased. Number of workshops and seminars are organized. Workshops, Seminars and Conferences are

organized. Guest lectures, field trips, industrial visits are organized for students. The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank. Only authorized persons by management can operate the transaction through the bank. For each and every financial transaction proper permission is taken from the Principal of the College.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response: 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:

1. ICC Internal Complaints Committee

The college is committed to check harassment intimidation or exploitation of women employee and students. Constitution of anInternal 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

Anti-Ragging and Sexual Harassment cell

As per the UGC regulations on curbing the menace of Ragging in

Higher Educational Institutions, 2009, Anti-Ragging Cell maintains ragging free environment in the college premises. Zero tolerance policy has been adopted. The main objectives of this cell are:

- To root out ragging from college.
- To aware the students of grievous injuries and psychological trauma that accompanies ragging.
- To keep a vigil over ragging so as to curb its occurrence and recurrence.
- To deal with the incidents of ragging brought to our notice promptly and stringently.
- To generate a disciplined atmosphere in the college by sending a clear message that every act of ragging is reprehensible.

Sexual Harassment

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee which is the part of Internal Complaint Committee has been established by the college to provide a healthy atmosphere to the students of the college.

Anti-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Motto: - Prevention of sexual harassment to ensure safe environment for girl students.

Objectives:

- To develop guidelines and norms for policies against sexual harassment.
- To develop principles and procedures to combat sexual harassment.
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short term and long term.
- To organize gender sensitization awareness programme.

To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

Grievance cell

As suggested by University Grants Commission, New Delhi, the College has established an Grievance Redressal Cell, to provide a mechanism

for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge of Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

The following has been formed against prevention of students' issues. Grievance of students related to academic and personal grievance of students with in campus and hostel.

Duties and Responsibilities

- To examine grievance letter received from students regarding any issues.
- To examine and investigate on each complaint received from students by collecting the required information data from conceded people.
- To counsel the students concerned/ to a possible solution for their grievance.
- The committee will record such grievance received from the students, in a separate register maintained exclusively for this purpose.
- Action taken by committee to the students for grievance should also be recorded.
- The committee should suggest a suitable solution to a problem faced by the students in regards matter relating to issues to the concerned authorities.

2. Eco Club

Eco Club was established as another initiative by IQAC.

Objective:

Eco club was established with an objective to encourage students to participate and to enhance their awareness regarding the urgent need to address environmental issues. It is a means by which students can organize themselves to learn and take action to improve their immediate environment. It provides the values of environmental

consciousness and to develop environmental ethics among the students. Motto of Eco Club is to create an eco-friendly environment in and around college and thereby contributing towards saving our planet.

Objectives of Eco Club:

To educate the students about their environment.

To create a clean and green consciousness among students through various innovative methods.

To mobilize students towards scientific enquiry into environmental problems.

To involve them in efforts to preserve environment.

To motivate students how to imbibe habits and lifestyle for minimum waste generation.

Activities of Eco Club

Action based activities like tree plantation and cleanliness drives.

Installation of Vertical Garden in both the sections

Organizing rallies, marches with a view to spread environmental awareness.

Organizing debates, lectures on environmental issues.

Sensitizing the students to minimize the use of plastic bags.

Promoting ethos of conservation of water.

Putting Display Boards and Eco Wall.

Vermi Composting.

File Description	Documents
Paste link for additional information	https://sdcmoga.com/pdf/ICC.pdf
Upload any additional information	[View File](#)

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

The 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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

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 co-curricular 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.

Following steps were taken by the IQAC in this direction: -

IQAC encouraged the faculty members to prepare course plan in the beginning of the session for the timely completion of syllabus. To create more interest in the subjects, IT friendly teaching through new smart class was introduced. Students were encouraged to attend internships. Different departments were advised to conduct workshops, certified programs, guest lectures by experts to fill the gaps in curriculum. IQAC promoted the culture of research amongst students by organizing workshops for students. Departments were encouraged to organize Conferences, Webinars, Seminars and Extension lectures on themes relevant to the educational needs and futuristic growth of the students and to fill the gaps in curriculum. Teachers were encouraged to use ICT tools to prepare and deliver their lectures through online mode. In the beginning of the session, a Faculty Development Programme was also organized to familiarize the faculty with the various techniques of online teaching and communication platforms.

Based on the above two practices, IQAC, developed a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

`D. Any 1 of the above`

national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://sdcmoga.com/pdf/Annual%20Report%2020 20-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college organized the following seminars and programs touching the issue of gender equality:-

- **Webinar on Gender Equality and Women's Rights was organized on 1-8-2020.**
- **Fit India Freedom Run Program was organized by NCC and NSS Unit under the directions of Director, Youth Services from 15-8-2020 to 02-10-2020.**
- **National Seminar on Women's Health was organized by B.Voc Hospital Administration and Management on 13-10-2020.**
- **Online webinar on Nutrition Week was organized on 13-03-2021 under the celebration of 'Poshan Pakhwada' by NCC and NSS Unit.**
- **Online guest lecture on Women's Health and importance of Yoga was organized by NCC and NSS unit on 28-5-2021.**

Our college has a dedicated 'Women Cell' to ensure gender equality

Safety and Security- Two security guards have been deployed, one at the main entry of the college, and the second one at the busy road leading up to the college. They check the identity of each person so that only bona-fide students enter the college. Every person entering the college is also required to make an entry in the register maintained by the security guards. This helps to prevent

the entry of unwanted visitors into the college. CCTV's have been installed at strategic positions for security and surveillance reasons. This helps to monitor all the activities taking place within the college and prevents the entry of intruders. Installation of CCTV cameras act as a deterrent towards unwanted behaviour.

Anti-ragging Committee has been constituted to provide support to the students affected by this menace. Awareness about ragging is created in the minds of students every year so that it allows them how to respond if such a situation arises. Helpline numbers are made available to the students so that they can report incidents of ragging or sexual harassment. New students are made to sign an anti-ragging pledge. Poster has been displayed to sensitise the students about the existence of the problem.

Fire-extinguishers have been installed at strategic positions in the college.

Counselling- Timely counselling is provided to students in case they face any problems related to their studies or any other personal issue. Career Counselling Cell provides information related to career prospects of different courses offered by our college. During the pandemic, psychological counselling was offered to the students.

Common Rooms - Our college has a well-furnished common room which serves the dual purpose of relaxation and recreation. Canteen services can be availed in the common room.

File Description	Documents
Annual gender sensitization action plan	https://sdcmoga.com/pdf/Gender%20Sensitization%20Action%20Plan%202020-21.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sdcmoga.com/pdf/Measures%20initiated%20by%20the%20Institution%20for%20the%20promotion%20of%20gender%20equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

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

Our college has made concreteefforts to be environmentally conscious and to dispose off waste in a planned way. Initiatives undertaken in regard to Solid Waste Management, E-Waste-Management, and Hazardous Chemicals and Radioactive Waste Management are outlined below:-

Solid Waste Management- Our College strives to make our campus neat and clean and dispose solid waste in a responsible manner. Waste segregation bins for wet waste (green bin) and dry waste (blue bin) are being maintained in the college campus. Dustbins have been kept in the classrooms, corridors, and library and in different corners of the college. All these initiatives raise awareness among the college students to keep the college neat and clean.

E-Waste Management- 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. Lecture on e-waste management was also organized in December, 2020. A poster on e-waste was also put up in the college campus.

Hazardous Chemicals and Radioactive Waste Management- Hazardous Waste generated by the power generator is collected in a container so that it does not cause water or air pollution.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore	C. Any 2 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

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

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.
- Hindi Divas was celebrated on 14th sept., 2020 by P.G. Department and an extension lecture was organized. "World Hindi Divas was celebrated on 9th Jan. and a multimedia show "Hindi Medium "was organized to impart the knowledge regarding National Language among students.
- Karwa chauth was celebrated on 3rd November, where students participated in "Earn While Learn Program".
- Diya making competition was organized on 12th Nov.,2020 on the eve of Diwali.
- The festivals of Lohri and Makkar Sankranti were celebrated on 14th jan.,2021 with great zeal.
- The Gurupurab of Shri Guru Teg Bahudur Ji was celebrated and a PPT competition was organized.
- On the auspicious occasion of Basant Panchmi, Hawan Yajna was solemnized in the college.
- Many international and national commemorative days were celebrated such as International Women's Day ,Human Rights Day, World Water Day ,World Soil Day, Independence Day , Republic day, Environment Day ,Yoga Day etc.
- The Eco Club volunteers planted tree saplings at Patwarakhana,Moga,which exhibits students' concern regarding the environment.
- NSS volunteers took the vow against "Don't Burn Stubble "on 22nd Oct. and celebrated Vigilance Awareness Week.
- Masks were distributed free of cost to general public.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
Any other relevant information	**No File Uploaded**

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

S. D.College organises activities that strengthen our constitutional values and deepen our allegiance and responsibility towards our nation. The National Service Scheme (NSS) and National Cadet Corps (NCC) are two integral bodies that commit to organize programmes and activities to inculcate constitutional obligations and patriotism among students and staff. During 2020-21 due to pandemic college has organised a number of online and offline activities.

Programmes instilling citizens' responsibilities

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.

To promote a sustainable environment, Swachch Bharat campaigns and Tree Plantation drives were organised. As part of the campaigns, environmentally safe practices such as plastic ban, water day, soil day, e-waste management, cleanliness and anti-pollution related webinars were organised.

The college promotes linguistic diversity and cultural plurality by organising programmes such as Hindi Diwas, International Hindi diwas, celebration of Lohri, Makar sankranti, 400th birthday of Shri guru teg bahadur ji.

Democratic values

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. On the occasion of the 75th Independence Day, Azadi ka Amrit Mahotsav , essay writing competition was organised.

On the birthday of Mahatma Gandhi, plogrun was organised. The volunteers had to do jogging for 2 kilometres. The poster of Gandhi ji preaching's were made by students.

Vigilance awareness week was celebrated in the month of November . An online lecture was organised.The birthday of Dr. Sarvepalli Radhakrishnan was celebrated onTeacher's Day wherein the students greeted their teachers and arranged a treat and cultural programme for them as a token of gratitude.

The birthday of Guru Nanak Dev Ji was celebrated on Gurpurab which included Shabad Gayan and an address to the students regarding the teachings of the great spiritual leaders. The college also paid obeisance to martyrs on death anniversary of Mahatma Gandhi and Shaheed Bhagat Singh in recognition of their sacrifices.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sdcmoga.com/pdf/Sensitization%20of%20students%20and%20employees%20of%20the%20Institution%20to%20the%20constitutional%20obligations.pdf
Any other relevant information	https://sdcmoga.com/iqac.php

| **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.** | D. Any 1 of the above |

Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

S. D.College celebrates national and international commemorative days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among fellow citizens

- **National sports day was celebrated by the deparment of Physical Education on 29th August, 2020 and organised a webinar on this eve.**
- **Hindi Diwas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of the country.**
- **International Hindi Diwas is observed on 11th January to promote the preservation and protection of our mother language.**
- **International Women's Day is celebrated on 8th March. On this occasion, various competitions are organised in the college to celebrate women empowerment. The Women's Cell addresses issues related to gender disparity and promote gender equality in our society.**
- **International Yoga Day is celebrated every year on 21st June to mark the practice of self-discipline and tradition of well-being continuing for thousands of years in India.**
- **Important environment-related days are commemorated at S.D. College to spread awareness about the importance of safe environment and conservation of natural resources.**
- **World Water Day was observed on 21st March,2021.**
- **World Soil Day was celebrated on 5th December, 2020 by organising an extension lecture through online mode.**
- **International Disables day was celebrated on 3rd December,**

- 2020 by showing motivational videos to students.
- Eco club has planted 30 saplings of plants in Patwarkhana.
- Flag day was celebrated on 7th December by organizing Poster Making Competition.
- Voters Day was observed on 26 November, 2020.
- Constitution Day was celebrated on 26th November,2020.
- Human Rights Day was celebrated on 10 December,2020.
- 125th anniversary of Neta ji Subhash Chandra was celebrated by showing a film on the life of Neta ji.
- Martyr day of Shaheed Bhagat Singh was observed on 23 March,2021. Multimedia show was organised on this day.
- Online activities were organised to engage young minds towards new possibilities. The college actively participated in the Swachh Bharat Abhiyaan by ensuring proper sanitation facilities,dustbins on the campus, and hygiene in the toilets.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE-1

1.Title : Social Commitment & Community Outreach

2 .Objective of the practice :

- To foster the spirit of social service in our students.
- To generate awareness amongst students towards existing social disparities in income, health,education and nutrition.
- To instill compassion and empathy in the minds of youth towards the needs of the underprivileged section of the society.
- To create environment consciousness among the students.

3. The Context:

Social inequalities and lack of opportunities characterise the lives of people from low socio economic background, be it the lack of sustainable livelihood, education opportunities or be it the low access to health care and hygiene.Education,however, is the only leveler of such disparities.

Education system in India can bridge these gaps by creating awareness among the youth of nation.S.D. College imparts holistic education with the aim of sharpening the social sensibility of the students.

Several committees and societies like Sanitization and Campus Beautification ,NSS,NCC,Red Ribbon and Community Development Cell, Legal Literacy and Equal Opportunity Cell have been formulated in the college to develop a comprehensive action plan to address social issues in the long run.

4 .The practice:

The college creates a synergy between a community work and outreach platforms such as Sanitization and Campus Beautification,NSS,NCC,Eco Club ,Red Ribbon and Community Development Cell, Legal Literacy and Equal Opportunity Cell, thereby creating a multivalent and mutually renewing forum for actions and interactions. S.D. College organizes program to sensitize youth towards the needs of the underprivileged section of the society.

During pandemic (2020-21) NCC ,NSS , Sanitization and Campus Beautification Committees with collaboration of civil hospital took the initiative to organize the camps for covid -19 sampling testing and vaccination camp to sansitize the youth to tackle this problem patiently. Our teachers visited and interacted with community people and educate them related to the issues of health,hygiene and the impact & prevention of covid -19 .For this purpose, free masks were distributed by students and teachers to the community people.

Awarness for the protection of the environment:

The Eco Club plays an important role in educating the students about the pressing needs to conserve the environment through eco-friendly practices.

5. Evidence of Success

The College has organised two times Covid-19 test, i.e. one on 26th November,2020 and other on 20th March,2021. More than 74 teaching,

non-teaching staff members and students were tested. To continue these commitments college has organised Vaccination camp from 14th May -24th May. More than 1200 people were vaccinated in this camp. College recieved appereciation award from Mahatma Gandhi National Council of Rural Education Department of Higher Education ,Government of India.

BEST PRACTICE -2

1.Title of the Practice:-Overall Development through Holistic Education during Covid 19 through Online activites

2. Objectives of the Practice

- Learning through online mode.
- To make students technology savy.
- To build a safe and inclusive environment for girls.
- To develop a culture where girls can acknowledge the real world problems and learn to overcome them.
- To boost their self-esteem & confidence.
- To develop in them essential traits like compassion for humanity & love for nature.
- Encourage them to excel in Academics, Sports &Co- curricular activities.
- To develop value oriented leadership in female students and enhance their personality.
- Increase the livelihood of girls for obtaining better paid jobs through vocational training.

3. The Context

Our college has a mission to empower the women through access of the higher education and developing them as socially responsible and morally upright citizen of society. With this mission S.D. College empowers the students through holistic education .In pandemic (Covid-19) ,it was great challenge for college to get maximum participation of the students in the college activities. In line with this mission our college management took upon itself the mammoth task of developing women through multi sectoral education by organizing a number of online activities.

4. The Practice

The college caters to the growing needs of education of girl students of the region and enables them to pursue their studies independently in a protected campus and learner friendly

environment. In keeping with its professed objective of Women Development, the college encourages the girls to spread their wings in all dimensions of healthy college life. We transform women talent through cutting edge education amalgamated with spiritual rejuvenation. Holistic methodologies through online mode were adopted to empower them physically, mentally and shape them into the healthy young citizens with character and culture. Online Projects, Seminars, Discussions and Extension Lectures provided a forum for them to think .Organization of multifarious competitions like Rangoli,Mehandi, Best Out of Waste, Nutrition Contest etches out their awe inspiring creativity. Regular Health Awareness Lectures by leading doctors, ,Personality Development lectures, Environment Awareness webinars, Rallies, Debates, Letter Writing & Poster Making on gender issues were conducted through online mode to equip the girls fully to face the real world. We tried to provide professional skills to girls through value added courses like Computers, Fashion designing, B.Voc (HAM),B.Voc.(Food Processing and Quality Management) and to compete in global market. To inculcate entrepreneurial attitude among young girls, they were encouraged to plan start-ups so that they become job givers instead of job seekers.

Career guidance was also provided to facilitate economic security and financial independence .Ample opportunities are thrown open to girls to participate in Inter College Competitions and Youth Festival. Many students have taken part in online youth welfare competition like singing, poem recitation, handwriting competition, debates, postermaking. They made the video of their activities and sent into concerned students' teachers' whatsapp group.Entries were demanded from other colleges also. It created instinct of competition amomg the students. So that they can put their maximum efforts to win the competioion. Value education webinars were also organized by the departments.Students were motivated to join NSS & NCC to engrave in them the sentiment of service towards society & nation. During pandemic ,online yoga , meditation, fitness program were organized so that students can learn how to keep themselves fit during this period. Scholarships and Fee Concessions are provided to deserving and needy girls.

5. Evidence of Success

Stupendous results in academics in all classes speak volumes of our success in sharpening the Intellect of girls. Many girls have participated in online activities. We have been able to churn out illustrious alumni of empowered women.

6. Problems Encountered and Resources Required

The first major problem was internet connectivity. Sometimes connection was so poor and network was so busy that students were not able to join the class. A majority of girls in Humanities are from humble family background. They have low level of self confidence and insufficient family support. Most of the students donot have android phones. Students in first year did not get exposure to physical mode of classes.Moreover their attraction towards foreign country, joining IELTS centres discourage them to take interests in higher education in India. That's why the strengths in the colleges are going to diminish in Punjab. Most of the girls discontinue their education after graduation and embrace matrimony. Parents still perceive marriage as priority over education. This dwindles the number of girl students in Post Graduation.The number of girls joining Computers streams is very less as they cannot afford these courses. The college needs more funding from governmental and non-governmental sources to provide financial support in form of scholarships and concessions.

File Description	Documents
Best practices in the Institutional website	https://sdcmoga.com/pdf/Best%20Practices%20(2020-21).pdf
Any other relevant information	**Nil**

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. It has been obtained from the profile of the students joining various courses of the college that there are many students coming from the rural areas with low economic back ground. Their parents are unable to provide them a sustained financial support .The college provides scholarships and concessions to the deserving students of the college. These efforts not only help and reward deserving students but also inculcate in them a drive to perform better. 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. These students may also apply for various central and State Govt. Scholarships by registering themselves at National Scholarship Portal and Dr B.R. Ambedakar Portal. Students can apply 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.

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

7.3.2 - Plan of action for the next academic year

1. To strengthen the bonds with Alumni.
2. To increase industry interactions and to provide maximum placements opportunities to the students.
3. Skill Based Short Term Courses run by Punjab Government Skill Department are in pipeline and will be started shortly.
4. To plan the online and offline activites for holistic development of the students.
5. To motivate the students to learn the self defense (karate) mechanism in the college free of cost.