

Curricular Planning and Implementation

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni



S.D. COLLEGE FOR WOMEN, MOGA *affiliated to* **PANJAB UNIVERSITY, CHD.**

Reaccredited with Grade B+ by NAAC



Feedback Process Report

2023-24

Feedback is one of the most effective teaching and learning techniques that puts out a direct impact on both teaching and learning process that has an immediate impact on the process of acquiring knowledge. Feedback in education is an essential part of the system.

The importance of constructive feedback allows for many positive opportunities. One important element is that feedback provides a foundation for positive student and teacher relationships. In this regard, S.D College for Women provide the necessary arrangements for the feedback responses from students, teachers and other stakeholders on curriculum related institutional processes. The ultimate aim of stakeholder's feedback is to get useful insights for the purpose of improvement in all aspects of teaching, learning, assessment and capacity.

The feedback on the curriculum is recorded at the end of each term. Development of curriculum for different programs begins with evaluation of the existing curriculum in the light of the need of the stakeholders as **Students, Teachers, Employers and Alumni**. Feedback collected, analyzed and action taken and feedback reports are available on college website

<https://www.sdcмога.com/>

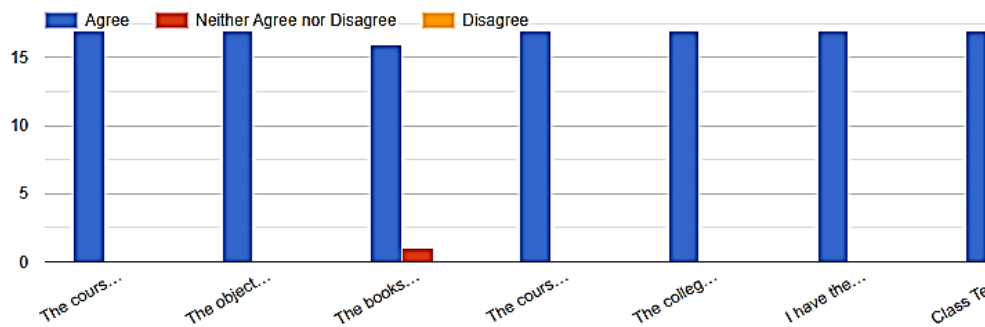
Teacher Feedback

Link for Google Form ➡ <https://forms.gle/gP6g43bFWduh7mUR9>

Responses

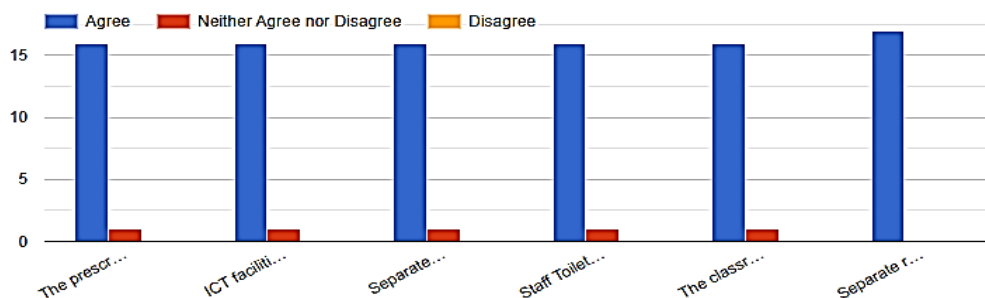
Please give your feedback on the basis of "Teaching -Learning Process & Curriculum "

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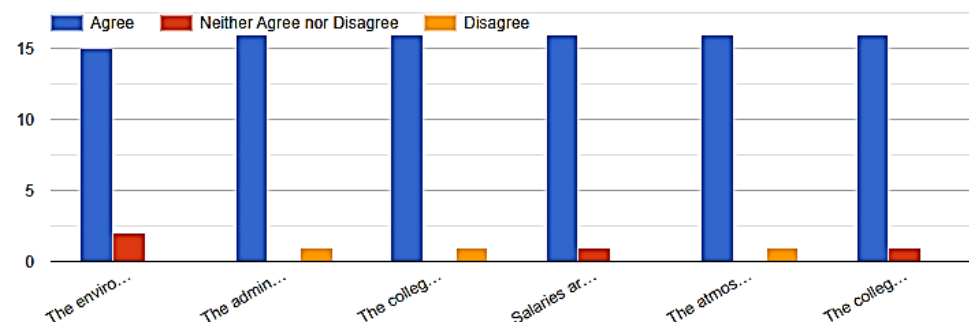
Please give your feedback on the basis of "Infrastructure "

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Please give your feedback on the basis of "Employee Satisfaction "

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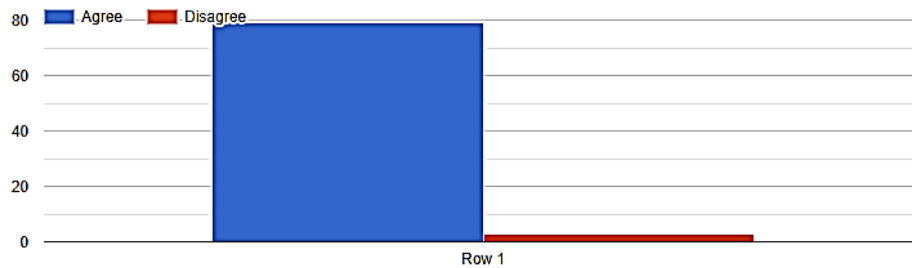
Student Feedback 2023-24

Link for Google Form ➡ <https://forms.gle/cnAFnb83trGA8n967>

Responses

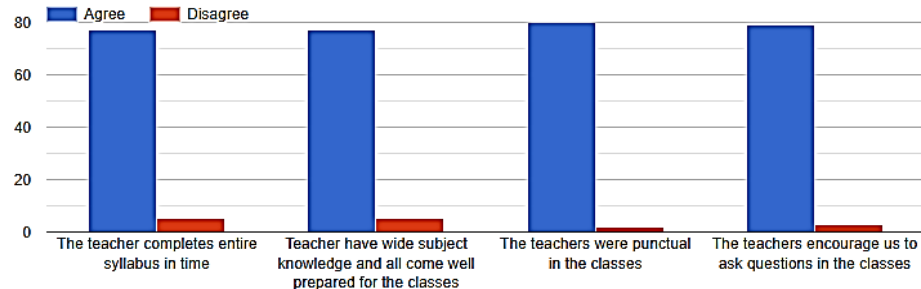
Class test/mid semester tests are conducted as per schedule and satisfactorily

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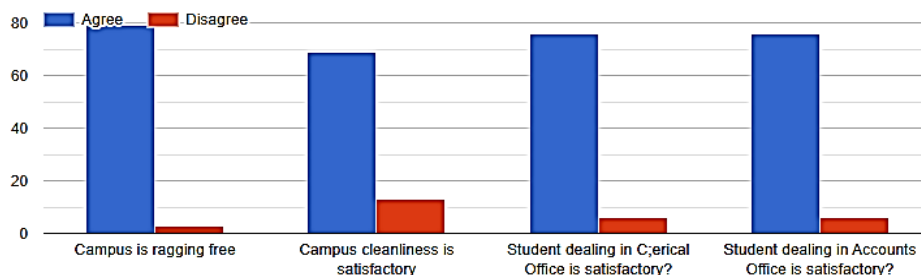
"Teaching-Learning" Process:

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"Administration":

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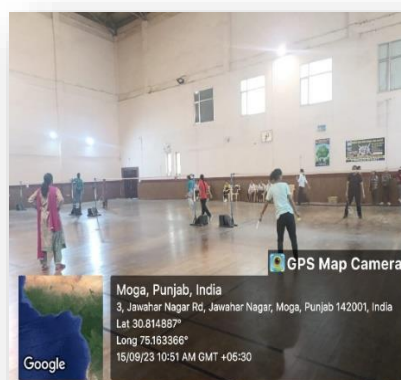
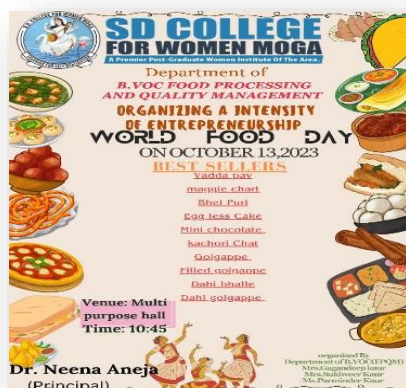


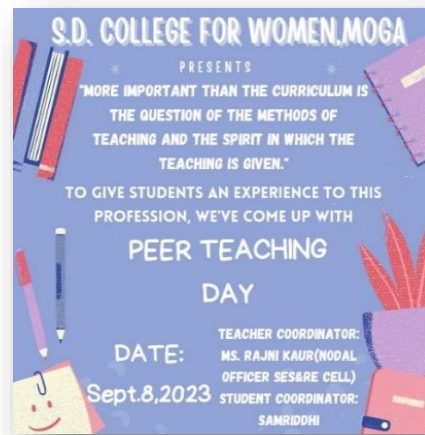
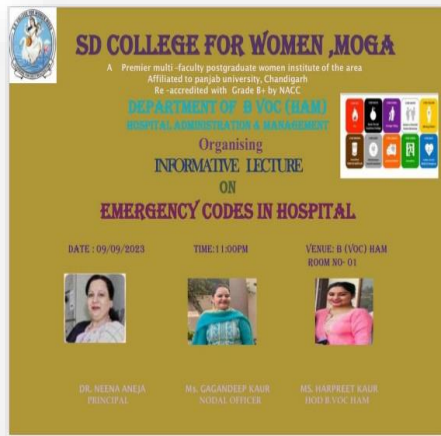
Student Feedback Action Taken Report

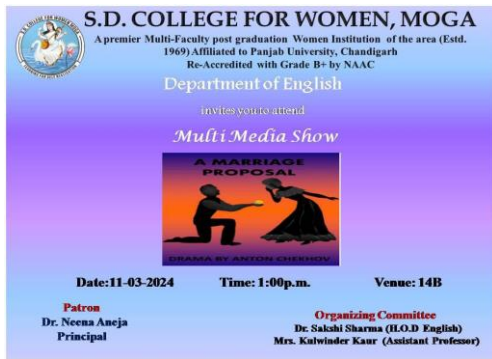
S.No.	Suggestions
1.	There should be more co-curricular activities
2.	Proper lights and modification of Computers is required
3.	Some educational trips should be organized.
4.	Should focus on practical work as well
5.	The college people always organize functions according to Punjabi culture. If we try to bring in other colours, they don't let us do so
6.	Make sure all the students are informed about daily activities

1. Curricular and co-curricular Activities

The college organizes curricular and co-curricular activities regularly keeping in view the importance of these activities for the students like: sports competitions, multimedia shows, Peer Teaching, PowerPoint presentations, Yoga Asanaas.







2. Proper lights and modification of Computers is required

LED Lights are being used in all the classrooms as they are more environmentally friendly and have a longer lifespan and much more energy efficient. Latest technology computers have been installed in the labs with the required software for proper practical work. However, if there is any technical or electrical problem, complaints are registered timely and are even solved in time.



3. Some educational trips should be organized

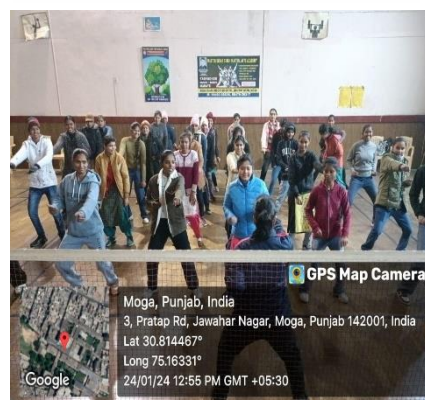
Educational Trips on department level are organized from time to time to give students a stress free and enjoyable atmosphere along with learning by which the requirement of curriculum is also fulfilled.





4. Should focus on practical work as well

The curriculum focusses both on theoretical as well as practical concepts. Hence, proper practical labs and practical lectures in timetable are there to give the students practical knowledge of the subjects.



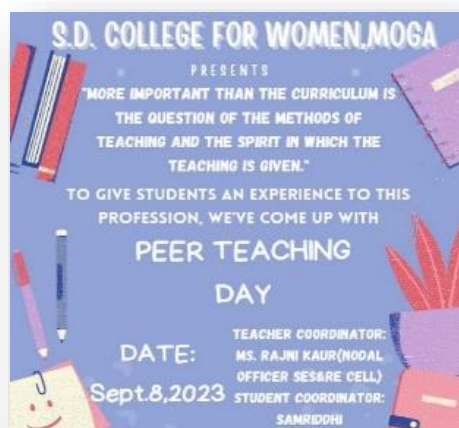
5. The college always organize functions according to Punjabi culture only.

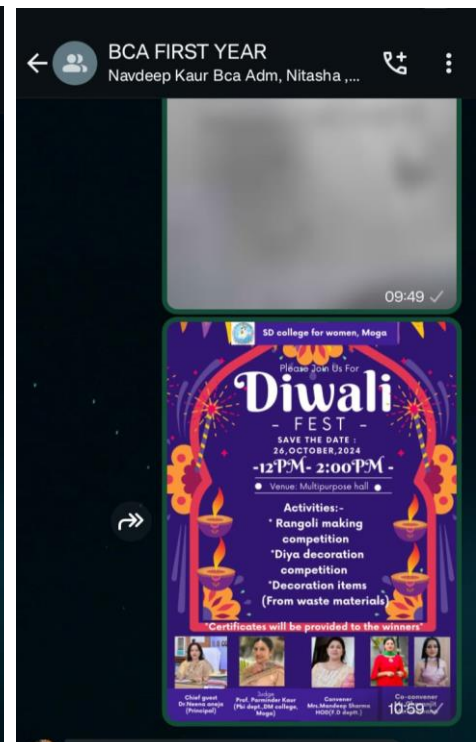
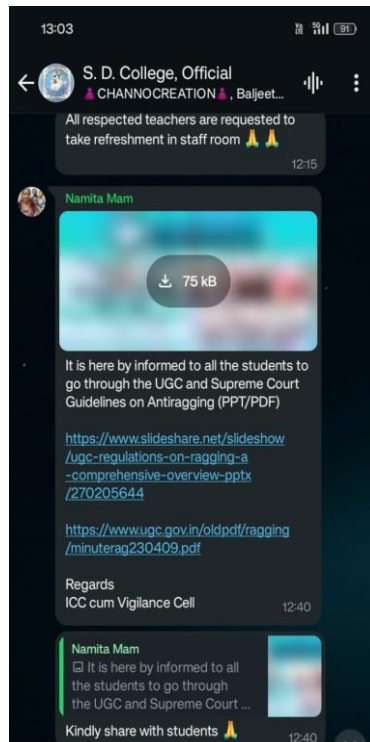
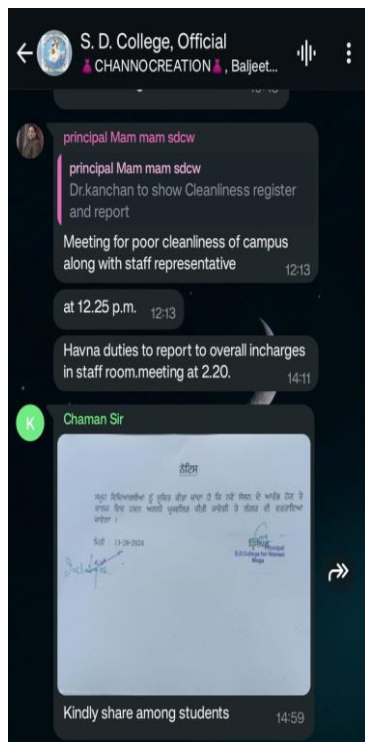
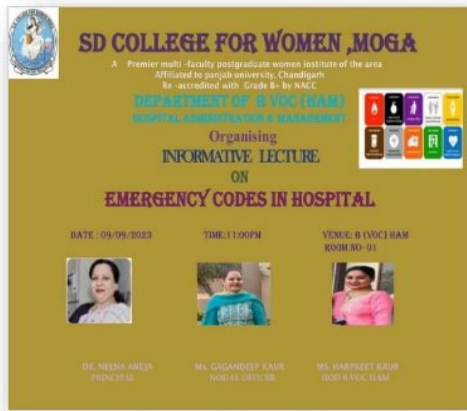
The college organizes various functions like: Hawan Yajna, TEEJ Mela, Lohri, Teachers' Day, Farewell Party, Basant Panchami etc. Students are always given the opportunity to participate and present their own performances like singing, dance, solo or group performances etc.



6. Make sure all the students are informed about daily activities

The college has a very effective way of communicating the activities to be held in the college both at departmental level and college level. Whenever a department or a committee organizes an activity, an activity brochure is always shared in college official group and then the faculty shares the same in respective students groups. Hence there is a proper communication of the activities or any event organized in the college.

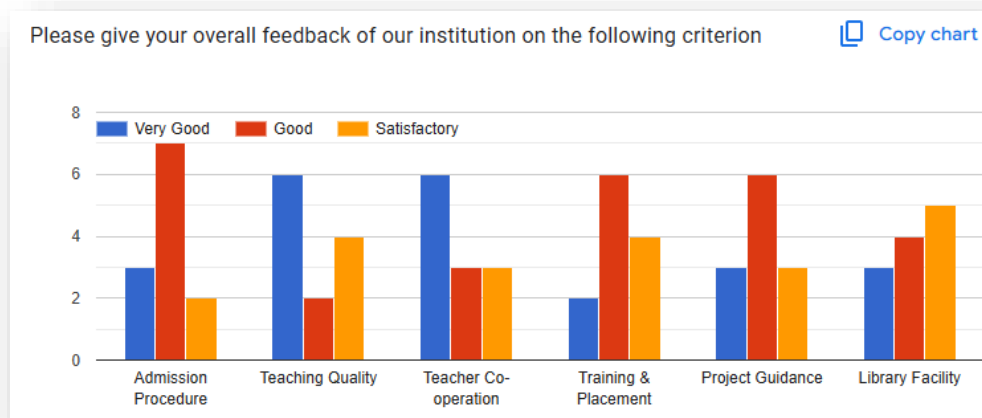
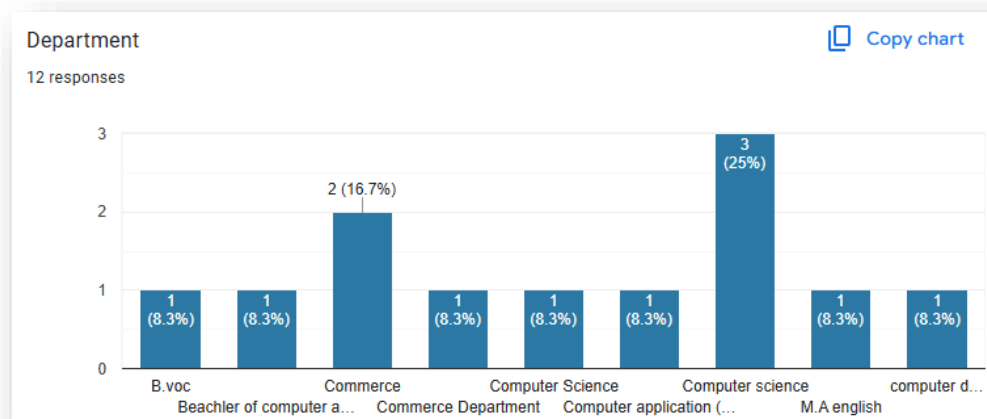
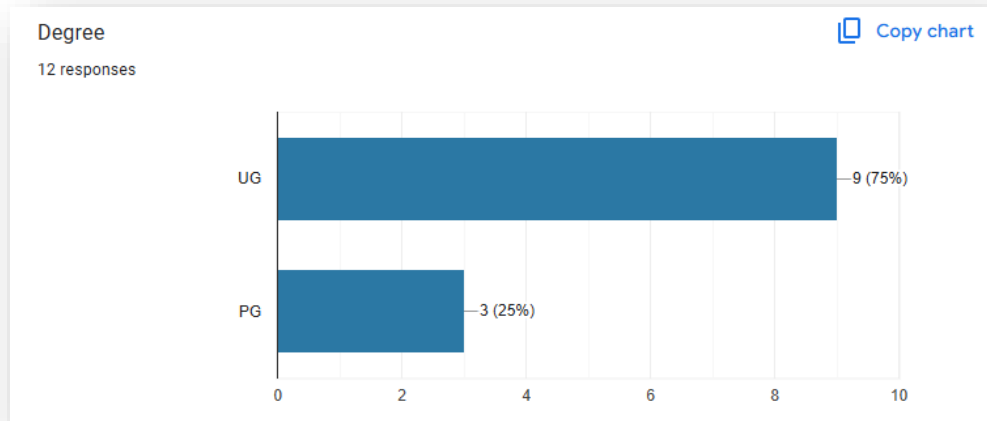




Alumni Feedback 2023-24

Link for Google Form  <https://forms.gle/39ZbNL6sFmdGxBcX8>

Responses



Alumni Feedback Action Taken Report

S.No.	Suggestions
1.	Organize some mindful and creative activities every week for students so that they learn to innovate.
2.	Encourage sports week once a semester and also encourage them to come up with their drawing and dancing passions
3.	Trips

All these suggestions were considered and are already incorporated in the curriculum in a very effective manner, and there is always an effort from all the students, faculty members with the guidance and support of College Management & Principal to take these feedback suggestions as motivation and encouragement for further improvement and enhancement of the college.


Principal
S.D.College for Women
Moga

Principal

S.D. College for Women, Moga

Composition of Internal Quality Assurance Cell for the Academic
Year 2023-24 as per Guidelines of NAAC

1.	Chairperson	Dr. (Mrs.) Neena Aneja (Principal)
2.	Representative from Management	Dr. Ashok Garga (Secretary, College Managing Committee.)
3.	Coordinator (IQAC)	Dr.(Mrs.) Sakshi Sharma
4.	Co-coordinator (IQAC)	Mrs. Gagandeep Kaur
5.	Teachers to Represent to all Level	Mrs. Sushma Gupta
		Dr. (Mrs.) Kanchan Goyal
		Mrs. Rajni
		Dr. Baljit Kaur
		Mrs. Namita Barman
		Ms. Rajni
		Dr. Palvinder Kaur
		Mrs. Ramanpreet Kaur
		Mrs. Mandeep Sharma
		Mrs. Hina Gupta
6.	Senior Administrative Staff	Mr. Chaman Lal
7.	One nominee from Local Society	Mrs. Monika Mittal (Bank Manager, PNB. Khosa Randhir)
8.	One nominee from Industrialist	Mrs. Indu Puri (Owner of P-Mark Oil- An International Brand)
9.	One nominee from students	Ms. Garima
10.	One nominee from Alumni	Ms. Bhagyashree

Principal
S.D. College for Women, Moga

Minutes of Meeting

IQAC Meeting was held on: 14th September 2023.

Time: 2:00 PM

Venue: Principal's Office

Chairperson: Dr. Neena Aneja

Agenda: Discussion of Youth Festival Items (2023-24)

Points Discussed:

- Venue Allocation for Rehearsals:
 - Musical Items: Cabin 1
 - Folk Instrument: FD Lab
 - Traditional Song: Home Science Lab, Gudha
 - Theatrical Items: Common Room
 - Literary Items:
 - Library-1 (Teachers Section)
 - Library-2 (Students Section)
 - Fine Arts Items: Fine Arts Room
 - Heritage & Art & Craft Items: FD Department

2. Practice Schedule:

- Practice of all items will commence after 11:00 AM.

3. Team Selection & Rehearsal Status:

- The Principal, Madam, reviewed the status of final team selection, form filling, and proper rehearsal arrangements from all in-charges of Youth Festival items.

4. Fund Sanctioning:

- It was decided that all funds related to Youth Festival items will be sanctioned by Dr. Palvinder Kaur, Youth Fest Convener.

The meeting ended with a vote of thanks.

Members Present:

Dr. Neena Aneja
Dr. Sakshi Sharma
Dr. Baljeet Kaur
Dr. Kanchan Goyal
Mrs. Sushma Gupta
Dr. Palvinder Kaur
Mrs. Gagandeep Kaur
Mrs. Namita
Mrs. Ramanpreet Kaur
Ms. Rajni
Ms. Amarjot
Mrs. Hina Gupta
Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of the IQAC Meeting

Date: 29th September 2023

Time: 2:15 PM

Venue: Principal's Office

Chairperson: Dr. Neena Aneja

Agenda and Decisions Taken

1. Agenda: Rubicon Life Skill Training Program

It was unanimously decided that the Rubicon Life Skill Training Program will be organized in the next semester for the students of BCA, BA, and B.Com, preferably for final-year students.

2. Agenda: Uniform for BA Students

Mrs. Indu Puri (Director, Puri Oil Mills Ltd.) suggested making uniforms mandatory for BA students as it would reduce the financial burden of parents by 50%.

However, she emphasized the importance of obtaining consent from parents and students before finalizing the decision.

It was agreed that the final decision will be taken after obtaining feedback from parents during the Parent-Teacher Meeting and from students during the CRs' Meeting.

3. Agenda: Submission of AQAR 2022-2023

Dr. Neena Aneja, Chairperson IQAC, directed all criterion in-charges to submit their respective reports to the IQAC coordinators at the earliest to ensure the timely submission of AQAR 2022-2023.

The meeting ended with a vote of thanks by the Chairperson.

Members Present:

1. Dr. Ashok Garga
2. Dr. Neena Aneja
3. Mrs. Indu Puri
4. Dr. Sakshi Sharma
5. Mrs. Gagandeep Kaur
6. Dr. Kanchan Goyal
7. Ms. Rajni
8. Dr. Palvinder Kaur
9. Mrs. Hina Gupta
10. Ms. Bhagyashree

IQAC Coordinator


S. PRINCIPAL
Principal
Wapian
Kurga

Minutes of Meeting

The IQAC Meeting was held on 11th January 2024. It was chaired by IQAC Chairperson Dr. Neena Aneja.

Date: 11th January 2024

Time: 2:30 PM

Venue: Principal's Office

Chairperson: Dr. (Mrs.) Neena Aneja, Principal

IQAC Coordinator: Dr. Sakshi Sharma

IQAC Co-Coordinator: Dr. Baljeet Kaur

Agenda: Celebration of Lohri, Makar Sankranti, and Gurpurab

Points Discussed:

1. Lohri Celebration:

- Lohri will be celebrated on 13th January 2024 at 12:30 PM in the Multipurpose Hall.
- Dr. Kanachan Goyal and Mrs. Ramanpreet Kaur will make the arrangements.

2. Makar Sankranti Celebration:

- Maha Gayatri Mantra Chanting will be held to celebrate Makar Sankranti on 15th January 2024 at 9:30 AM in the Home Science Lab.
- Mrs. Sushma Gupta will make the arrangements.

3. Gurpurab Celebration:

- Gurpurab will be celebrated on 16th January 2024 at 9:30 AM in the Home Science Lab by chanting the Mool Mantra.
- Mrs. Gagandeep Kaur will make the arrangements.

4. E-Card and Music Arrangements:

- Mrs. Hina Gupta will create an e-card for all these events and arrange for music on 15th and 16th January 2024.

The meeting ended with a vote of thanks.

Members Present:

Dr. Neena Aneja
Dr. Sakshi Sharma
Dr. Baljeet Kaur
Dr. Kanchan Goyal
Mrs. Sushma Gupta
Dr. Palvinder Kaur
Mrs. Gagandeep Kaur
Mrs. Namita
Mrs. Ramanpreet Kaur
Ms. Rajni
Ms. Amarjot
Mrs. Hina Gupta
Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of Meeting

IQAC Meeting
Date: 10th February 2024
Venue: Principal's Office
Chairperson: Dr. Neena Aneja
Agenda: College Visit for Government School Students

Time: 12:00 PM

Points Discussed:

IQAC members told that the visit is expected to boost interest and enrollment in the college, as students experience the facilities and culture of the institution directly.

- The visit will strengthen relationships with local schools and communities, fostering a positive image of the college.
- Exposure to a college setting may motivate students to perform better academically as they visualize their future educational journey.

Duties for College Visit on 12th February 2024 at 12:00 PM:

- *Overall In-Charge:*


- Dr. Sakshi Sharma

- *Visit In-Charges:*

- Mrs. Gagandeep Kaur (Commerce & B.Voc)

- Mrs. Hina Gupta (Computer Science)

- Mrs. Ramanpreet Kaur

- Mrs. Namita Barman (for all other information) 

- Mrs. Mandeep Sharma

- *Duties Assigned:*

- **Registration (In Porch):***

Mrs. Puja Goyal

Mrs. Puja Midha

- **Pamphlet Distribution & Refreshment:***

Mrs. Usha

- **Stage & Sound**

Dr. Palvinder Kaur

- **Photography**

Mrs. Gagandeep Kaur

Mrs. Mandeep Sharma

Mrs. Ramanpreet Kaur


Dr. Kanchan Goyal


- **Media:**


Ms. Kulwinder Kaur


The meeting concluded with a vote of thanks.


Members present in the meeting were:


Dr. Neena Aneja 


Dr. Sakshi Sharma 


Dr. Baljeet Kaur 


Dr. Kanchan Goyal 


Mrs. Sushma Gupta 


Dr. Palvinder Kaur 


Mrs. Gagandeep Kaur 


Mrs. Namita 

Mrs. Ramanpreet Kaur 

Ms. Rajni 

Ms. Amarjot 

Mrs. Hina Gupta 

Mrs. Mandeep Sharma 

IQAC Coordinator:

Dr. Sakshi Sharma 

IQAC Co-Coordinator:

Dr. Baljeet Kaur 


Principal

Minutes of Meeting

The IQAC Meeting was held on 30th March 2024 at 2:40 PM in the Principal's Office, chaired by IQAC Chairperson Dr. Neena Aneja.

Agenda:

1. House Examination for Even Semester
2. B.A. 3rd Semester Result Analysis

Points Discussed:

1. House Examinations:

- The house examinations for all classes will be conducted from 4th April to 18th April 2024.

2. Parents-Teachers Meeting:

- A Parents-Teachers meeting will be held on 20th April 2024, starting at 12:00 PM.

3. Practical Exams:

- Practical exams will be conducted as per the schedule of PUCHD:
 - UG: 15th April to 22nd April 2024
 - PG: 23rd April to 29th April 2024

4. Question Paper Submission:

- All teachers are required to submit their respective subject question papers by 1st April 2024 to Mrs. Gagandeep Kaur.

5. Student Notification:

- Students should be informed that it is compulsory to appear in the House Exams.

6. Remedial Classes:

- Remedial classes will be conducted based on students' performance in the House Tests.

7. House Exams Management:

- Since Mrs. Kanchan Goyal will be on leave from 1st April to 4th April 2024, Mrs. Ramanpreet Kaur and Mrs. Baljeet Kaur will handle the B.A. House Exams during these days.

The meeting ended with a vote of thanks.

Members Present:

- Dr. Neena Aneja
- Dr. Sakshi Sharma
- Dr. Baljeet Kaur
- Dr. Kanchan Goyal
- Mrs. Sushma Gupta
- Dr. Palvinder Kaur
- Mrs. Gagandeep Kaur
- Mrs. Namita
- Mrs. Ramanpreet Kaur
- Ms. Rajni
- Ms. Amarjot
- Mrs. Hina Gupta
- Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of Meeting

The IQAC Meeting was held on 14th March 2024 at 11:30 AM. It was chaired by IQAC Chairperson, Principal Dr. Neena Aneja.

Agenda:

1. NEP Saarthi Activity
2. Duties regarding NEP Workshop on 18th March 2024

Points Discussed:

1. NEP Saarthi Activity:

- As per UGC NEP guidelines, regarding the Monthly Activity Report on NTP, each Saarthi will perform one activity during a month. The respective NEP Coordinators will guide and assist the Saarthi in that activity, and the report will be submitted to Madam Principal.

2. Duties regarding NEP Workshop

- **Registration Duty:**
 - Mrs. Puja Goyal and Mrs. Pooja Midha will handle the registration duties.
- **Guest Reception and Refreshment:**
 - Mrs. Sushma Gupta, Mrs. Ramanpreet Kaur, and Mrs. Hina Gupta (along with NCC students) will receive the guests and look after their refreshments.
- **Stage Management:**
 - Mrs. Sakshi Sharma and Mrs. Gagandeep Kaur will handle the stage.
- **Seating Arrangement:**
 - Mrs. Gagandeep Kaur and Mrs. Rajni Kaur will see the seating arrangement.
- **Decoration and Refreshment:**
 - Mrs. Mandeep Sharma, Mrs. Namita Barman, and their team will manage the task of the decoration of the Seminar Hall and Common Room, and will also manage the refreshments for the participants.
- **Technical Assistance:**
 - Mrs. Hina Gupta will prepare slides for the speakers and will be the Technical Assistant for the Workshop, along with Mrs. Mandeep Kaur.

The meeting ended with a vote of thanks.

Members Present:

Dr. Neena Aneja
Dr. Sakshi Sharma
Dr. Baljeet Kaur
Dr. Kanchan Goyal
Mrs. Sushma Gupta
Dr. Palvinder Kaur
Mrs. Gagandeep Kaur
Mrs. Namita
Mrs. Ramanpreet Kaur
Ms. Rajni
Ms. Amarjot
Mrs. Hina Gupta
Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of Meeting

The IQAC Meeting was held on 3rd April 2024 at 12:00 PM in the Principal's Office. It was chaired by Principal Dr. Neena Aneja.

Agenda:

1. University Practical Schedule Submission
2. Farewell Party

Points Discussed:

1. *House Examinations:*

- The house examinations for all classes will be conducted from 4th April to 18th April 2024.

2. *Parents-Teachers Meeting:*

- The Parents-Teachers meeting will be held on 20th April 2024, starting at 12:00 PM.

3. *Practical Exams:*

- Practical exams will follow the PUCHD schedule:
 - UG: 15th April to 22nd April 2024
 - PG: 23rd April to 29th April 2024

4. *Student Notification:*

- Students must be informed that it is compulsory to appear in House Exams.

5. *Remedial/Revision Classes:*

- Remedial and revision classes will be conducted after House Tests from 1:00 PM to 2:00 PM.

6. *Internal Assessment Submission:*

- Internal assessments must be submitted to the examination committee by 20th April 2024.

7. *Farewell Party:*

- The Farewell Party will be held on 23rd and 24th April 2024.
- Dr. Kanchan Goyal and Mrs. Gagandeep Kaur will be the overall conveners for the farewell party.
- The charges for the farewell party will be Rs. 400/- per student.
- A fine of Rs. 50/- per house test will be charged for absentees in the odd semester.
- The menu for the farewell party will be finalized in consultation with the student council members by Dr. Kanchan Goyal, Dr. Palvinder Kaur, and Mrs. Gagandeep Kaur.

The meeting concluded with a vote of thanks.

Members present in the meeting were:

Dr. Neena Aneja

Dr. Sakshi Sharma

Dr. Baljeet Kaur

Dr. Kanchan Goyal

Mrs. Sushma Gupta

Dr. Palvinder Kaur

Mrs. Gagandeep Kaur

Mrs. Namita

Mrs. Ramanpreet Kaur

Ms. Rajni

Ms. Amarjot

Mrs. Hina Gupta

Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of Meeting

The IQAC Meeting was held on 25th April 2024 at 1:30 PM in the Principal's Office. It was chaired by IQAC Chairperson, Dr. Neena Aneja.

Agenda:

1. Implementation of NEP
2. Online Admission Portal
3. Admission Promotion

Points Discussed:

1. Implementation of NEP:

- The implementation of NEP for the session 2024-25 has been confirmed. The PUCHD website will update the NEP syllabi within a week.

2. Online Admission Portal:

- The online admission portal will commence from 15th May 2024.

3. Admission Procedure:

- Admissions will follow the University calendar and align with the Government Portal guidelines.

4. Staff Planning:

- Since admissions will take place in June 2024, staff should plan their summer vacation schedules to ensure smooth operation for the academic session 2024-25.

5. Local Schools Data Collection:

- Group leaders are to collect data from local schools as soon as possible, preferably by Monday.

6. Group Leaders for Admissions:

- Dr. Sakshi Sharma and Dr. Kanchan Goyal will be the Group Leaders for BA admissions.
- Dr. Baljeet Kaur, Mrs. Namita Barman, Mrs. Ramanpreet Kaur, and Mrs. Mandeep Sharma will also assist with BA admissions.

B.Com – Mrs. Sushma Gupta, **B.Voc.** – Mrs. Gagandeep Kaur, **B.C.A.** – Mrs. Hina Gupta.

7. MA Admission Promotion:

- Dr. Palvinder Kaur will be the Overall In-Charge for MA admission promotion.

8. Counselling Desk:

- The counselling desk will distribute pamphlets to students and parents visiting for admissions.

The meeting ended with a vote of thanks.

Following members were present in the meeting -

Dr. Neena Aneja
Dr. Sakshi Sharma
Dr. Baljeet Kaur
Dr. Kanchan Goyal
Mrs. Sushma Gupta
Dr. Palvinder Kaur
Mrs. Gagandeep Kaur
Mrs. Namita
Mrs. Ramanpreet Kaur
Ms. Rajni
Ms. Amarjot
Mrs. Hina Gupta
Mrs. Mandeep Sharma

IQAC Coordinator:

Dr. Sakshi Sharma

IQAC Co-Coordinator:

Dr. Baljeet Kaur


Principal

Minutes of the IQAC Meeting

IQAC meeting was held on 28/05/2024 in Principal Office on 1:30p.m.

Agenda:-

1. Discussion on the New Education Policy (NEP)
2. Assignment of Duties related to NEP
3. Assignment of Admission Duties
4. Other points with the permission of the chair

Following decisions were taken in the meeting:-

- The meeting began with a detailed discussion on the implications and implementation strategies for the New Education Policy.
- Duties related to the NEP were assigned to staff members to ensure smooth admission process 2024-2025
- ~~Dr.~~ Kanchan was appointed as the coordinator NEP. Dr. Sakshi Sharma and Mrs. Ramanpreet Kaur will assist her.
- Admission guidelines were provided to the admission incharges:
 - Dr. Sakshi Sharma
 - Dr. Kanchan Goyal
 - Mrs. Ramanpreet Kaur
- Dr. Neena Aneja, Principal, encouraged all staff members to put in their maximum efforts towards the upcoming admissions.

The meeting ended with a vote of thanks

Following members were present in the meeting:-

Dr. Neena Aneja

Mrs. Sushma Gupta

Dr. Sakshi Sharma

Dr. Kanchan Goyal

Dr. Baljit Kaur

Mrs. Ramanpreet Kaur


Mrs. Rajni Kaur

Mrs. Namita Bermani

Dr. Palvinder Kaur

Mrs. Hina Gupta

Mrs. Mandeep Sharma


Dr. Neena Aneja
Principal & IQAC Chairperson


Dr. Sakshi Sharma
IQAC Coordinator


Dr. Baljit Kaur
IQAC Co-Coordinator