



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SCD GOVERNMENT COLLEGE LUDHIANA
• Name of the Head of the institution	Dr Pardeep Singh Walia
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01612448899
• Mobile no	9988877333
• Registered e-mail	scdgovtcollege@gmail.com
• Alternate e-mail	scldhhelp@gmail.com
• Address	CIVIL LINES COLLEGE ROAD LUDHIANA
• City/Town	LUDHIANA
• State/UT	Punjab
• Pin Code	141001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Panjab University Chandigarh				
• Name of the IQAC Coordinator	Dr Tanvir Likhari				
• Phone No.	01612448899				
• Alternate phone No.	9948487223				
• Mobile	9948487223				
• IQAC e-mail address	scdiqac@gmail.com				
• Alternate Email address	tanvirsachdev@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/2020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://scdgovtcollege.ac.in/NAAC/Calendars				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.20	2004	08/01/2004	07/01/2008
Cycle 2	A	3.20	2016	19/02/2016	18/02/2021
6.Date of Establishment of IQAC	01/01/2003				
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	
No funds	No funds	No funds	No funds	No funds	
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	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>The IQAC has been working towards the holistic development of students and towards creating an ideal teaching learning environment in the college. Various seminars and extension lectures were held to spruce up the intellect of the students and towards their holistic development. The departments of Physics, Punjabi, Maths, Geography and Commerce hosted extension lectures for their students. The department of English hosted an online Ru-b-ru interaction with notable theatre personality Mohammed Ali Baig to open new vistas for students (on 9th June 2021). The department of Hindi organised a workshop on Nagari Lipi ki Vaigyanikta (on 26th March 2022). The career counselling and placement cell was very active throughout the year under the aegis of IQAC. Placement drives were held and students were shortlisted/selected for jobs. Seminars were organised on employment challenges and how to crack competitive exams. Four new certificate courses were started in the college for the benefit of the students. In an effort to improve the feedback mechanism of the college, feedback links were activated on the college website for all stakeholders: students, teachers, alumni and employers. Alumni meet was organised on 12th March 2022. IQAC initiated green practices and plantation drives along with cleanliness drive and celebration of environment day in order to sensitise the students towards a clean and green environment. IQAC was instrumental in upgrading educational infrastructure and also in recarpetting of roads inside the campus. The foundation stone of Guru Gobind Singh Bhawan was also laid.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards	

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To handhold and encourage departments to organize various activities for the holistic development of the students.	Virtual interaction with eminent theatre personality by Dept. of English on 09-06-2021. Nagri lipi ki Vigyanikta workshop by Hindi department. Extension Lectures by Physics, Maths, Geography, Commerce and Punjabi department.
To make an effort for placement & placement guidance for students.	National virtual workshop on career advancement on 12-06-2021. Extension lectures on employment challenges on 09-05-2022 and How to crack competitive exams on 23-05-2022. Special seminar on competitive exams on 31-05-2022.
To start new courses for the benefit of students.	Four new certificate courses were started in the college for better employability of students.
To improve feedback mechanism in the college.	Feedback links were activated on the college website for all stakeholders: students, teachers, alumni and employees.
To improve social media outreach of the college and alumni connect.	Annual alumni meet organized on 12-03-2022.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council, IQAC	29/11/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	02/02/2022

15. Multidisciplinary / interdisciplinary

SCD Government College is a multidisciplinary college offering courses at Undergraduate and Postgraduate level in three streams:

Humanities

BA

BA (Hons) in English, Economics, History

Masters Programme in English, Hindi, Punjabi, Economics, Geography and Mathematics

Sciences and Information Technology

B.Sc Medical

B.Sc Non-Medical

BCA

Masters Programme in Chemistry, Physics, Information Technology

Commerce

B.Com

B.Com Hons

BBA

M. Com

M.Com BI

Certificate Courses

Four new certificate courses have started in the current year in collaboration with Jagat Guru Nanak State Open University

Creative Writing and Content Development

Certificate Courses in Business Etiquettes and Professionalism

Certificate Course in Computer Aided Accounting

Certificate Course in GST Application.

16.Academic bank of credits (ABC):

Our affiliating university Panjab University Chandigarh has not registered for Academic Bank of Credits as yet. But we at SCD Govt College have already initiated the process of enrolling our students at the ABC website. Around 1000 students have successfully created ABC ids and as soon as our university is registered on the portal, our students will be able to reap the benefits of Academic Bank of Credits.

17.Skill development:

The college has always strived to offer a holistic module of education that takes care of the practical skills and talents of the students. For this a finishing school was set up in the college in 2016 to empower the students of final year and make them ready to step out in the world.

Different modules like Personality Development, Communication Skills, Tally and Excel, Retail Management and Marketing and IT Skills are offered to the students. Guest lectures, workshops and sensitization seminars are organised. Coaching classes on How to Crack Competitive Exams are also organised as per the availability of teachers and requirement of students. Yoga camps and Marketing Fests give an opportunity to the budding entrepreneurs to hone their skills.

The college has already initiated four certificate courses: Computer Aided Accounting, GST Application, Creative Writing and Content Development, Business Etiquette and Professionalism. These are open to all streams.

In addition to the above, the college offers NSS, NCC and an array of sports activities to improve their physical fitness, confidence, interpersonal skills and sense of social responsibility.

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

The institution follows the curriculum of the affiliating university. However, to integrate Indian Knowledge System in the extracurricular aspects the following activities are a regular feature:

- 1.Youth and Heritage Festival is organised by the affiating University every year whereby students participate in various cultural events and activities. Heritage festival is dedicated solely to folk dances and other aspects of local folk culture.
2. Various festivals are celebrated in the college campus.
3. Hindi Diwas is celebrated every year on 14th September where by students get an opportunity to meet experts from the field of Hindi literature and language.
5. The month of November is celebrated as the Punjabi month which is specially devoted to the promotion of the state language Punjabi. Punjabi mother language day is also celebrated on 20th February every year.
4. Tours and excursions to places of historic and cultural value.

Apart from these, the students are also given a choice of language of learning as education is offered in Hindi and Punjabi (the vernacular medium) in addition to English.

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

SCD Government College is dedicated to offer knowledge that compliments a sense of responsibility to the life of the community. We aim to create an environment where understanding is coupled with commitment and where academic excellence goes with the refinement of virtues. With this perspective we have veered into Outcome Based Education OBE concepts where students have clear cut goals and objectives.

The broad syllabi are offered by the affiliating University and the syllabus division is done by the respective teachers with specific learning outcomes in mind.

The OBE strives to create and maintain a favourable and empowering

learning environment and facilitates learner centric teaching learning process in the institution while contributing to the total quality management of the institution to initiate a wide concept for the quality enrichment and enhancement initiatives.

These fundamental Continuous Quality Improvement practices are carried out under the aegis of the IQAC of the college through regular meetings, reviews, feedbacks, need gap analysis and corrective actions in order to ensure that students experience an understanding of the subject taught that ventures beyond a classroom. From time to time, meetings with the affiliating university for upgrading syllabi, with the government and non government financing authorities, meetings of students with industrial stakeholders for employment and hands-on experience are also held.

20.Distance education/online education:

The college does not offer any distance learning module as such. But in the COVID and postcovid scenario, teachers and students connected through various online platforms like Zoom, Google Classroom etc. Many a times meetings or extra classes were held online as per the need of the hour.

Extended Profile

1.Programme

1.1	526
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	4982
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	984
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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	1599	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	122	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	143	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	60	
Total number of Classrooms and Seminar halls		
4.2	237.16016	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	104	
Total number of computers on campus for academic purposes		

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the academic calendar provided by the affiliating university. A meeting of College Council Members/ Heads of Departments is held in the beginning of the session. The heads of the departments allocate classes to teachers after careful consideration of their subject expertise and experience. The faculty is required to make active lesson plans for better delivery of their lectures. Curriculum is divided into various segments/ units according to the number of working days available. Departmental Academic Committee Meetings are held from time to time to review the delivery of the syllabus and to discuss the performance of the students. The teachers provide adequate study material to the students and constantly mentor them through their problems. The college library has a good collection of books, journals and magazines. The college being a member of the UGC-approved N-LIST Programme under INFLIBNET, the faculty and students can access a wide range of e journals and e books. All the members of staff are encouraged to suggest the changes in the syllabi so that recommendations are conveyed to the different Boards of Studies for appropriate changes in the syllabi.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://scdgovtcollege.ac.in/downloads/SCDGC-Prospectus.pdf

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

The institution adheres to academic calendar of the affiliating university for the conduct of Continuous Internal Evaluation. The schedule of Mid Semester Tests within the semester and Practical examination at its end is religiously followed for conduct of Continuous Internal Evaluation. Class tests, projects, students' presentations etc. are used as part of the teaching-learning process for tracking the progress made by the students during the semester. Performance in these activities is used to fix the Internal Assessment of students. Provision is also made during the planning of academic calendar for conduct of co-curricular activities such as inauguration of subject associations, clubs and societies, guest

lectures, workshops and field visits.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://puchd.ac.in/includes/documents/2021/revised-academic-calendar-2021.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above 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

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

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)

04

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

201/4983

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

The B.A./B.Sc. General syllabus for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights etc.

A compulsory qualifying paper on Environment, Road Safety Education & Violence against Women/Children & Drug Abuse is part of the curriculum for all under graduate students and it is mandatory for them to clear it.

The Department of Botany, Geography along with the Environment Society and the NSS units collaborate to promote green practices through workshops, field visits and plantation drives.

The Commerce and Management programmes include topics on the business etiquette and professionalism, fair pricing, competition and moral business practices etc.

There are specific councils, societies and clubs like the Youth Welfare Dept, NSS, NCC, Students' Council, Red Ribbon Club, Environment Society, Women's Development Cell, Sexual Harassment Cell, Women Safety Cell, Legal Literacy Cell etc. that make a collective effort to sensitize the students on areas of concern. Gender equality is promoted and stereotypes are decried through lectures on women's rights and gender-based prejudices.

Various important days are celebrated and the students are sensitized towards a sense of appreciation of traditional and cultural inheritance of the nation.

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

09

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	View File
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

260

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRIET-ERIA-1/1.4.2-Feedback-Report-new.pdf
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRIET-ERIA-1/1.4.2-Feedback-Report-new.pdf

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

2175

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

697

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

The needs of slow, intermediate, and advanced learners are analysed

keeping in view the previous merit, response in class, and performance in mid-semester examinations.

Advanced learners are motivated toward higher goals. Special learning material assignments and ppt presentations are assigned to advanced learners to develop their analytical, and conceptual skills.

To hone their analytical and writing skills, advanced learners are also encouraged to take up dissertation writing in PG classes where applicable. To this end, various international and national level webinars/ seminars are organised.

Quiz competitions are arranged and extension lectures of Resource Persons who are experts in their field are organized for the benefit of advanced learners.

Both advanced and slow learners are encouraged to use the Inflight facility and other e-resources available in the college library to enhance their knowledge.

For slow learners simpler reading material, MOOCs, YouTube, and other E-links, etc. are suggested and remedial classes are arranged to address their issues.

Slow learners are given special assignments and are allowed to resubmit improved work. Special tests are conducted to monitor their progress and 'sample answers' are demonstrated if needed. Mixed group discussions are held so that slow learners can benefit from their peers.

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
4982	122

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

The institute recognises the importance of a student-centric methodology of "experiential learning through reflection on doing"[1]. The students are made to do a lot of activities to enable them to get to the root of the concept. For eg. the Economics department organised a brain storming session on "India towards a five trillion economy". Various departments conduct workshops, group projects, showcase YouTube videos, arrange industry visits and training to ensure effective learning.''

Participative learning is encouraged with activities like research and paper / "PPT presentations "Business Plan" making and so on. Model Making Competitions are arranged by Science Departments and every student is involved in various experiments conducted in laboratories. In theoretical subjects, teachers create mind maps as a 'Guide' and allow students to expand their horizons.

Multi-disciplinary approach and practical application of learning are achieved through case studies, presentations, problem-solving, and inquiry-based learning are adopted to enhance learning experiences.

The same approach is followed for creating awareness of social issues. NSS conducts door-to-door visits by students, rallies, field visits, etc. This fosters learning in all possible ways. The achievements of our students in examinations, inter- college, inter-university, and state competitions are the results of a holistic learning environment

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

All the teachers use ICT enabled tools for effective teaching-learning process. During the session, Teachers were directed to do various online FDPs (faculty development programmes) by NPTEL-AICTE in the first quarter of the year 2022. The faculty members also used various tools such as power-point presentations, video clippings, you tube channels and use various online resources to make their sessions more engrossing and facilitate learning.

In a survey conducted in the college, it was found that 100% of the staff members were using WhatsApp groups to contact the students, 78.9% were using Zoom, 33.8% are using Google Classroom, 23% of the staff members actively use ppts while 4.2% use MOOCs, 3% use Swayam, 6% use Google meet and even 5% of them have their own YouTube channel.

The college library has also access to E-resources INFLIBNET, E-publications etc. Google quizzes are also being used by teachers to test the knowledge of young minds.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

122

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

2.4 - Teacher Profile and Quality

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

122

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

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

25

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

1340

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.

The college follows the modalities of conducting internal assessment as prescribed by Panjab University, Chandigarh with which it is affiliated. Internal assessment was conducted by taking assignments through offline as well as online forums like WhatsApp, google classrooms, google meets and by discussing them with students both in classroom and telephonically as the semester teaching was in blended mode due to covid-19 pandemic. Several departments use Google Classroom to correct and resubmit assignments to students. Individual problems if any are also addressed. WhatsApp groups of students are formed by the teachers, and are overseen by the heads of departments. University notices and circulars related to the examinations and other related information are circulated by the faculty in their respective online forums as well as displayed on the college notice board and departmental notice boards. this time the odd semester examinations were online and the even semester examination were held in offline mode. Mid semester tests were conducted in offline mode, the answer sheets were evaluated by the teachers and discussed with the students in the classes. The teachers also discussed the papers in detail with the students and gave them necessary tips to improve their performance in university examinations.

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

Discrepancies or grievances at the House Examination if any are addressed by the concerned teachers or departments themselves. Subject teachers show the answer sheets of the house examinations to

the students and discuss the marks obtained according to student performance. Notices and circulars regarding the last date to deal with discrepancies before award lists were sent to the Examination Branch were shared in the classrooms, student notice board, and departmental notice boards. In case of any discrepancy the students were properly entertained, and their issues were addressed and resolved justly. The college has an Examination Branch headed by the Dean Examination which ensures the smooth conduct of the Examinations held from time to time. The Examination Branch makes every possible effort to help and resolve such grievances, if any.

A Suggestion Box has also been set up in the college in which the students can put their suggestions in writing. Efforts are also made to redress their grievances

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.

The institute offers various graduate and postgraduate courses in Science, Humanities, Commerce, Computer Application, Business Administration, and IT. Each has unique and well-defined outcomes that are built into the curriculum of each discipline and are available on the University and college websites. The college has a well-defined and effective mechanism to communicate programme and course outcomes to all stakeholders. Fresh applicants can get requisite information from the college website, the prospectus, or the Counselling Cell and Students' Help Desk made available during admission. Also apprise students of what to expect from various courses. At the beginning of each session, Departmental Meetings are held wherein course outcomes and objectives are discussed by the faculty and an orientation programme by the Principal is held for the students. Course outcomes are also kept in mind while designing extra and co-curricular activities for students. Students are taught to identify, formulate, analyse problems, and reach valid conclusions using the basic principles of their subjects. Training in critical thinking enables them to understand and analyse contemporary societal, environmental and cultural problems. P.G Programmes in languages enhance their communication skills allowing

them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

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

To evaluate programme outcome, on successful completion of the final year of study, there is a reward system for the students who have scored the highest marks in each department/subject.

- Class tests and presentations are arranged so that the weaker areas of the students are identified and special measures are taken to improve their performance.
- There is a well-defined system of rewarding meritorious students based on the university and mid-semester tests in the institution,
- Class tests and presentations are arranged so that the weaker areas of the students are identified and special measures are taken to improve their performance. Students are given assignments on various topics related to the syllabus which helps the teachers to assess them.
- The college office maintains a record of all the efforts made by the college to achieve the outcomes.
- Teachers make calls to the parents of the weak students to discuss their growth.
- Many students of P.G Courses clear UGC-NET, and get jobs or go abroad for higher studies.
- The college has produced illustrious alumni who have been serving the nation in multifarious fields like Administrative Services, Sports, Politics, Business, Entertainment Industry, and Literature.

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****1592**

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://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-2/2.6.3.2-annual-report.pdf

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://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-2/2.7-STUDENT-SATISFACTION-SURVEY-2021_2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****90,000**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

3

File Description	Documents
Any additional information	View File
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	View File
Supporting document from Funding Agency	View File
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

1. The institution fosters the all-round development of the students by providing them opportunities to enhance their theoretical and

practical knowledge through PPT presentations, Kavi Darbaars, Book Exhibitions / Fairs, Educational Trips, Visits by Foreign Delegations, Nukkad Nataks, Seminars, Extension / Guest Lectures, Workshops, Conferences, Field Visits, Book Discussions, Interactions with renowned personalities, Placement Drives, Quiz Competitions, etc at Local, National, and International levels. 2. The students of MA II English, Semester III undertake Dissertation work in which they create knowledge through their research in under-explored areas of their subject. While in semester IV, they undertake different modules like Creative Writing; Translation; Film Making; Community Outreach programmes, etc to enhance their skills and transfer knowledge to society. 3. Students of M.Com (Business Innovations) 2nd Semester; M. Com. (General) 2nd Semester; M.Sc. IT 4th Semester; BBA 6th semester; BCA 6th semester; MA Geography 4th Semester & BA Geography 6th Semester also undertake Research Projects. 4. Interface with Industry is organised through Visits to give them practical insights. 5. The institution also encourages the teachers to upgrade their knowledge through seminars, conferences, webinars, workshops, FDPs, etc; by undertaking research work that is published in journals, and books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article?document=newsletter

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

0

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**

1

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	View File

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**

14

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**

4

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

The NSS, NCC, and Red Ribbon Club units of the college undertake numerous activities to generate a sense of social responsibility in the students about issues like blood donation, drug menace, personal hygiene, tree plantation, cleanliness, etc through physical tasks like taking out rallies, cleanliness drives, tree plantation drives, cleaning monuments, Dental Check-Up Camps, etc as well as through the creative medium of slogan writing, essay writing, poster making, Quiz competitions, etc. Blood Donation Camps, Tree Plantation drives, and 7-day NSS camps are organised. Book Donation Campaigns are organised for the benefit of needy students. Important days like Gandhi Jayanti, Rashtriya Ekta Diwas, Constitution Day, International Women's Day, Mother-tongue Day, International Yoga Day, World Red Cross Day, Environment Day, Dr. B R Ambedkar Jayanti, World Aids Day, and many more are commemorated befittingly. Shri Akhand Path Sahib is an annual feature of the college whereby all arrangements are made by the students.

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article?document=newsletter
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

16

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

31

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

5693

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

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

2

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.

Satish Chander Dhawan Government College, Ludhiana has adequate infrastructure and physical facilities for teaching and learning. Lecture theatres, class rooms, laboratories, computer labs, internet connectivity, smart class rooms, ict enabled seminar halls and a conference room. Apart from the smart class rooms, the institue has adequate number of labs helping students to understand practical knowledge of the scientific genres. The classrooms are airy, spacious and are equipped with proper number of desks for students, lights and fans. There is more than sufficient availability of the ventilation and the daylight.. All the buldings in the campus are as per government guidlines and are fully accessible to the persons with disabilities. Ramps and support for specially ables peopleare in place through out the campus.

No. of Labs 15, Class Rooms 58, Seminar Halls 02, Conference Room 01.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/Acad_Infra.pdf

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

Satish Chander Dhawan Government College, Ludhiana has adequate infrastructure and physical facilities for cultural activities, sports, games (indoor and outdoor), gymnasium. All the blocks of the buildings in the campus are as per government guidelines and are fully accessible to the persons with disabilities. Ramps and support for the specially abled people are in place through out the campus.

Auditorium 01, Open Air Theatre 01, Seminar Halls 02, Auditorium under Construction 01, Football Ground 01, 400 mtr Track 01, International Hockey Ground 01, Gymnasium 01.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/Xtra_Activities.pdf

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

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/SCRs.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)

187.4174

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)

Guru Arjan Dev Library of the College is fully automated using updated software Soul-2.0. There is also facility of N-list programme under Influence where faculty and students can access all the reference material online. Students and teachers have access to 2 lakh plus+ E-Books/ online resources including (2500 titles of JSTORE, 18 titles of American Institute of Physics, 10 titles of American Physical Society, 29 titles of Royal Society of Chemistry, 33 titles of Annual Reviews, 224 titles of Cambridge University Press, Economic and Political Weekly, 180 titles of Indian Journals, 206 titles of oxford University Press). The library has more than 1,07,221 books, 6300 e-journals, 2 lakh Ebooks, subscription to 4 journals, 20 newspapers, 40 magazines and this countkeep on

increasing day by day.

The library building has two stories, well stocked with latest books, journals, magazines, newspapers, as well as e-books and ejournals. The upper floor is devoted to reading room. The facility of E-Material was used regularly during Covid period from home. The library committee purchases books on regular basis.

In addition to the central library the departments have their own departmental libraries where the students can get the course related books.

A separate library for evening College with 6230 books is also offered by the institute for Evening College. Facility of Punjab University Extension Library Ludhiana is also available to the registered users.

Institute also provide the facility of membership of the Extension Library of Panjab University Chandigarh established at Regional Centre of Panjab University located at Ludhiana at a walking distance from this institution.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/4.2.2_4.2.3.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 B. Any 3 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)

0.551

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

138

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

With the wifi towers/routers all around the campus of Satish Chander Dhawan Government College, Ludhiana staff and students have the freedom of using digital gadgets without the worry of fading digital signals. Apart from the JIO's dedicated infrastructure for hassle-free usage of its services, the campus is equipped with 15 optical fiber internet connections having more than 70 MBPS speed. These plans are optimised with the latest ones as per the availability in the area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/internet.pdf

4.3.2 - Number of Computers

104

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
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)

49.74276

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.

SCD Government College, Ludhiana

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A supervisory committee comprising teaching and non-teaching staff is appointed to monitor and maintain the physical facilities and housekeeping.

1. Laboratories (All Labs & Computer centre): Each laboratory has one teacher as lab in charge, a laboratory assistant and attendant.
2. Library: Librarian with supporting staff has been appointed to maintain central library.
3. Campus/Sport complex/grounds/equipment: Head of Physical Education Department/ Convener of the Campus Committee of the institute looks after the sports facilities and the activities.
4. Class Rooms: Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department/college.
5. IT facilities: All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
6. Electrical, drinking water coolers, Lift etc.: Institute has employed the electrician and the plumber is provided by the Government of Punjab on need basis for up keeping and

maintenance of electrical and water drinking facility.

7. CCTV, Security etc: To maintain internet connectivity and CCTV security system a technician is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff is employed to safe guard the whole premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-4/6_merged.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

427

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

3

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://online.scdgovtcollege.ac.in/Downloads/Newsletter/2022-03.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

600

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

600

File Description	Documents
Any additional information	View File
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

A. All of the above

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

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

37

File Description	Documents
Self-attested list of students placed	View File
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

101

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

6

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.

13

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/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)

Activity of student council and representation of students on academic and administrative bodies/committees of institution
 Students' council is active under the leadership of Dr. Sajla, Convener and associates Dr. Nitin Sood, Dr. Saurabh and Prof. Neha .It is not an elected body. All the students who are toppers from different classes and active in extracurricular activities are the members of the council. Representatives are also taken from various activities like NSS, NCC, sports, youth activities, cultural committee etc. From the last six years there has been an initiative to organize book bank help desk. A Free Book Distribution Fair was organized by the Student Council of SCD Government College Ludhiana on 6th Dec 2021. These books are distributed to the poor and needy students free of cost .NCC rep. The members of students' council coordinated and helped in maintaining discipline in various functions organized by college; like: Sports Meet from 5th April-6th April, 2022, and prize distribution function on 18 June, 2022.

The student's council organized a seminar on UPSC (IAS/PCS) and other public sector jobs on May 23, 2022 from which more than 300 students benefited. Every year all the council members are honoured with a merit certificate and memento on the convocation.

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/Newsletter/2022-03.pdf
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

34

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

Scd Govt College Ludhiana. Alumni association is registered under the society registration act (xxi of 1860) and as amended by the Punjab Amendment Act 1957 reg no. 20150019663/439 . There are 492 number of enrolled alumni . The association has been functioning as a nodal agency for maintaining liason with the Alumni all over the world . The association contributes towards the developement of the Alma mater and its students . The alumni contributed Rs 14800 in the function held for honouring alumni . The alumni association also holds various meeting and actively participates in the various activities related to betterment of college .

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

Yes, the governance of the institution is reflective of and in tune with the vision and mission of the institution. Our vision is to transform society and life through education and knowledge. With this vision, SCD Government College Ludhiana cultivates in its students a passion for learning, empathy towards society through community outreach. Students are encouraged to pursue excellence in curricular, sports and extra-curricular activities. We create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, "Dare to be true". Our objectives are:

1. To inculcate values of courage, conviction and faith in the students so that they leave lasting footprints in the sands of time.
2. To raise stakeholder's awareness of global issues, providing new learning opportunities.
3. To Enhance, Enrich and Empower the communication and computation skills amongst both rural and urban student communities.
4. To maintain academic standards through creative and innovative techniques.

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article/mission
Upload any additional information	View File

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

The S.C.D Govt. college has a mechanism of providing decentralization and participation mode of management by providing autonomy to various functioning committees/ associations for constructive and quality improvements of the institute. The Principal of the institution along with the teachers' council provides leadership and able guidance including budget and resource planning for the wellness of the college.

a) The college has a Parent Teacher Association which raises funds from parents and teachers and also from Punjab government to provide remuneration to Guest Faculty and to purchase the required infrastructure of the college. This body has members from the faculty and parents, with principal as the Chairperson. All the decisions are taken unanimously. A monthly PTA meeting is held to meet the requirements of the college. It has its own Bursar and clerical staff for smooth functioning and proper utilization of funds.

b) The college also has a Higher Education Institute Society (HEIS) for providing applied and higher education of BCA, BBA, M.SC (IT), M.Sc Physics and M.Sc Chemistry to deserving students. The society is decentralized by having its own financial secretary, bursar, Purchase committees and ministerial staff. The society has members and dignitaries from the city with Principal as its Chairperson.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the IQAC of the College ensures that various strategies and plans are deployed for the smooth functioning of academic, research and cultural activities. All the staff members actively participate in the admission of students, teaching and learning activities, examination and evaluation, research and development, curriculum development, industry interaction and collaboration, human resource management, management and enrichment of library and maintenance of college infrastructure. Details are attached in the file link

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
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.

A hierarchical setup is established from top authority to down with the levels clearly demarking the duties, responsibilities, accountability and authority at every stage. The College has an effective organizational structure which monitors and ensures the smooth functioning of the college activities (teaching, learning, testing and evaluation, administration and finance) and work to improve the institution as and when required. The organizational structure of the institution is given below

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-6/Faculty.pdf
Link to Organogram of the institution webpage	https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/Documents/organogram.pdf
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	No File Uploaded
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

There are lots of welfare schemes for the teaching and non teaching staff. Some of them are applicable as per Punjab govt rules. These include:

1. Medical Leave & Maternity leave as per Punjab govt guidelines.
2. Child care leave for eligible staff members.
3. LTC facility
4. Earned leave as per Punjab Govt rules and guidelines.
5. Reimbursement of medical expenses.

Apart from these there are certain welfare schemes/facilities for the employees that are offered at the college level:

1. Gym is accessible for the staff.
2. A Medical centre.
3. As the college has a multicultural environment in the campus, the festivals are celebrated together.
4. Residence quarters with no maintenance cost are provided to the non teaching staff.
5. Canteen facility has been provided on campus that is accessible to staff during the working and extended hours.
6. Internet and free Wi-Fi facilities are also available in campus for staff.
7. Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.
8. Teaching Staff Club for organizing various academic programs and cultural functions.
9. Summer and Winter Vacations for faculty members as per Punjab University schedule.

File Description	Documents
Paste link for additional information	https://hrms.punjab.gov.in/
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

nil

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

nil

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	No File Uploaded
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

15

File Description	Documents
IQAC report summary	No File Uploaded
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

The teaching faculty is appraised on the basis of an ACR wherein the following indicators are considered:

- Teaching-learning and evaluation related activities
- Co-curricular, Extension, Professional development related activities
- Research publications and academic contributions
- Contribution to Management of the Institution
- Evaluation of individuals qualities:

1. Approach towards work
2. Spirit of responsibility
3. Ability of discharge the work in time
4. Stating ability (ability to give statements)
5. Explaining ability
6. Ability to work as a team
7. To maintain discipline
8. Internal mutual relations

Besides this, the teaching staff also get an opportunity for moving upwards in terms of grade pay under the CAS (Career Advancement Scheme) of the University Grants Commission. The Career Advancement

is allowed after analysing merits and credentials of the teacher based on weightage given to his/her performance in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

The proformas of both these appraisal formats are attached for reference.

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 is a government institution. The financial audit is done by the Accounts General of Punjab once in a year for the receipt of Panjab University Funds, Punjab Government Funds, Local Funds and expenditures for salaries of regular staff, university and college functions, electricity power consumption etc. The college Bursar is the internal Auditor. For Higher Education Institute Society in the college, the external Auditors are CAs for revenues in terms of admission fee and expenditure in terms of salary for its Adhoc non-teaching Staff, faculty members and purchase of apparatus and infra structure for academic courses of BCA, BBA, M.Sc (IT), M.Sc Physics and Chemistry. Internal Audits are done by HEIS Bursar. Similarly for Parent Teacher Association of the college, the external audit is done by CAs for receipt of PTA Fund and for expenditure as partial salaries of guest faculty, temporary class IV employees and Lab staff (DC rates), college infrastructure, functions and for college development. The internal auditor of PTA is the bursar.

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)

6.5 lacs

File Description	Documents
Annual statements of accounts	No File Uploaded
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

The PTA and HEIS funds and grants received from the government are utilized for the development of the college infrastructure, salaries of the staff and for the organization of academic, cultural and sports activities. The Principal monitors the use of these resources. The allocated funds are utilized to purchase equipment, for renovation and research and to organize seminars, workshops, conferences.

Administration and Finance Committees (PTA and HEIS with the guidance of IQAC) review the use of resources including audit and make recommendations for better handling of resources and effective mobilization of available funds. For smooth running of the institution various committees have been constituted to analyse the requirements and then forward it to the Principal.

Finance committees look into these requirements. In case of any need where the financial support is required, the demand in writing is made from the concerned Department and proper procedure for purchases is adopted. Most of the purchases are done from government's GeM portal.

For effective teaching and learning, it is very important that the environment and campus of the institution is clean. The college staff and students are always ready for it. The facilities provided by the college are maintained and upgraded regularly.

File Description	Documents
Paste link for additional information	https://gem.gov.in/
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

Meetings of the institutional bodies (PTA and HEIS) were held and audits of their activities got done for a transparent utilisation of funds.

The Institute IQAC regularly meets every three months. The IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities: (a) Annual Quality Assurance Report (AQAR) (b) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) (d) Stakeholder's feedback (e) Process Performance & Conformity (f) Action Taken Reports (g) New Programmes as per National Missions and State Govt. Policies

Audit Type

External

Internal

Agency

Authority

Academic

DPI COLLEGES PUNJAB

PRINCIPAL

Administrative

PUNJAB GOVT AUDITORS AND CAS

BURSARS

File Description	Documents
Paste link for additional information	NIL
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 organizational structure of the College consists of the Management, governing body, the Principal, the teaching staff, the non-teaching staff and the students. All these stakeholders constantly interact with each other and are supervised by the IQAC with the Principal as its chairperson. The IQAC works for the realisation of the goals of quality enhancement and sustenance. The IQAC also plays an important role in monitoring the teaching learning process, maintenance and upgradation of infrastructure, and ensuring quality of teaching and learning through constant feedback from students, regular departmental meetings and mentor groups. Regular meetings of IQAC are held to review the smooth functioning of the college.

The contributions of IQAC and the minutes of IQAC meetings are attached.

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, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The College oversees gender-related issues, carries out activities throughout the year to promote gender equity and sensitization, organizes talks and awareness programs on the rights of women, self-defense,

A. SAFETY AND SECURITY

- High-end CCTV cameras are installed at prominent locations in the institution.
- Fire extinguishers and water Hydrants are arranged in labs.
- Well-trained security guards are deployed at the main entrance of the institution.
- It is mandatory for everyone to wear Identity Cards on campus.

B. COUNSELLING

- Each faculty is assigned a tutorial group.
- A Student welfare and counseling committee is constituted to monitor the student counseling process.

C. COMMON ROOMS

- Common Rooms are provided separately for faculty and girl students.
- There are separate washrooms for Boys, Girls, and Staff.

File Description	Documents
Annual gender sensitization action plan	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.1-Annual-Gender-Action-Plan-2022_23.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://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.1-special-facilities.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

C. Any 2 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

VERMICOMPOSTING UNIT:

The institute has an effective mechanism for waste management. For degradable waste, the College campus has a functional VermiCompostUnit., which is working since 2015 to till date near the New Boys'Hostel...The dimension of the vermicomposting unit is Length x Breadth x Depth = 32.40 x 03 x1.5 meters. This unit has 4 chambers and each chamber length is 08.10 meters long and 1.5 meters broad.

B) LIQUID WASTE MANAGEMENT:

An effective sewage treatment plant (STP) functions inside the

college.

C) E-WASTE MANAGEMENT:

The e-waste generated in the Institute is collected together from all departments and handed over to an external e-waste recycling agency.

D) WASTE RECYCLING SYSTEM:

The bio-degradable solid waste is put into a pit and left to ferment which will be used later as organic fertilizer for plants on the campus.

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

B. Any 3 of the above

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:

A. Any 4 or All of the above

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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

A. Any 4 or all 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	View File
Any other relevant information	View File

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).

1. The college celebrates Republic Day and Independence Day promotes national unity in the college.

2. Women development cell organise Mehandi Competition on 23rd Oct. 2021.

3..Music club organised an international Ghazal Competition on 23rd June 2021.

4. The college adheres holidays list of Panjab University, Chandigarh. To give, equal importance to all communities while giving holidays for observing their respective festivals.

5. The College celebrates commemorative days like Teachers' Day, NationalUnity Day, Yoga Day, etc.

6. Expert Lectures,Quiz Competitions, Declamation Contests organized by different departments and clubs of college.

7. The college organizes lecture series on Environmental Education

8. Red Ribbon Club of the College regularly holds awareness rally to make students aware with disease like AIDS.

9. Activities like Blood donation camp, Tree plantation drive, Awareness rallies teach students importance of the environment.

10. College celebrates international day against Drug Abuse to makes students understand their social responsibilities.

11. Students 'Council of the College celebrate Lohri. The Students organize 'Akhandpath' every year in College Campus.

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	View File

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

The college organizes various programs for the promotion of constitutional values.

1. The college organizing events like Blood donation camp, plantation drive, Road safety, Awareness drive against AIDS and Drug Abuse, etc.

2. As per its motto "Not MeButYou", NSS motivates students to practice democratic living.

3. Campus Cleanliness, drive conducted by NSS camps

4. The celebration of International Yoga Day for a healthy lifestyle.

5. NCC Units (army & Air Wings) prepare students for the armed forces.

6. Voter Awareness Campaign and Voter Pledge Programmes are organized to teach the students about the fundamentals of democracy.

7. Every year "National Voters Day" is also celebrated on 25 January to encourage youth to participate in the electoral process.

8. College celebrates World Environment Day and Earth Day to save the environment.

9. The extension activities organized by NSS students also sensitize

the students on many issues such as brotherhood, composite culture, environment, and scientific temper.

In this way, Government College ensures the constitutional values, rights, duties, and responsibilities of citizens they are promoted or served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.9-Details-of-activities-that-inculcate-values_necessary-to-render-students-in-to-responsible-citizens-1.pdf
Any other relevant information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.9-Any-other-relevant-information-1.pdf

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 Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

4.

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	View File
Any other relevant information	View File

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

The college celebrates all National and International Days including commemorative days, and events with a spirited approach.

1. NSS unit of College celebrated Road Safety week.
2. National Voters Day is observed to create awareness on the need to maximize the enrolment of new voters

3. We celebrate Independence Day and Republic Day each year with sincere respect. The national flag is hoisted by the Principal of the college with greathonor.

4. Students with various cultural performances and speeches give a tribute to the teacherson Teachers' Day.

5. InternationalWomen's Dayis celebrated every year to show respect towards female students and staff members.

6. World Environment Day is observed to create awareness among the students about the environment.

7. International Yoga Day is observed every year early in the morning with Yoga practices including variousasanas with meditation.

8. International Red Cross Day is celebrated by organizing Blood Donation Camp, Essay, sloganwriting andPoster making Competitions.

9. Red Ribbin Club celebrated Anti-Drug Day.

10. Constitution Day 'SamvidhanDivas' is celebrated focusing on the fundamental aspects of the Indian Constitution.

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	View File
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

Title of practice:

There are 4 wings of sports such as volleyball, basketball, athletics, and handball. Objectives of the practice

The context:

To promote and motivate the students towards sports.

The practice:

Free diet and hostel are provided to the sportsman, and sports kits and sports equipment are provided to the sportsman free of cost.

Evidence of success:

SCD Govt. College Ludhiana is getting medals for the last 5 years in the inter-college level competition of basketball and volleyball.

Best Practice -2

Title of the practice:

Teachers use ICT-enabled tools for the effective teaching-learning process.

Objectives of the practice:

Educational systems worldwide have been affected by the Covid-19 pandemic, 1

The context:

Most governments around the world have temporarily closed educational institutions in order to restrain the spread of Covid-19. This requires all elements of education to adapt and continue the teaching-learning process.

The Practice:

This study was library research that describes the phenomenon of using Google Classroom.

Evidence of Success:

The result of the research finding proves that it is effective to use this platform.

Problems Encountered and Resources Required: Teaching using ICT tools

File Description	Documents
Best practices in the Institutional website	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-7/Best-practices-in-the-Institutional-web-site-7.2.1.pdf
Any other relevant information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-7/Any-other-relevant-information-7.2.1.pdf

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

GOVT. EVENING COLLEGE

We take pride in the Evening shift of our College wherein working students are given opportunities to pursue their degree courses in Arts Stream. The vision of the College is to provide an exhaustive Bachelor of Arts curriculum to the employed students in order to make them excel in their respective fields of work.

The college offers subject options like English Literature, Punjabi Literature, Hindi Literature, Political Science, History, Economics, and Mathematics to these students. The students work during the day and then attend the college in the evening after their working hours and even then they show great results. The pass percentage of the students in University exams is between 96 and 99 percent.

In the field of Sports, College students won Gold, Silver & Bronze medals in Shotput, Discuss Throw, 100-meter race, 400-meter race, 1500 meter race, High Jump, Long jump, Relay race, and Basketball competition at Panjab University. The college also won the Prestigious Overall Championship Trophy.

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

The college follows the academic calendar provided by the affiliating university. A meeting of College Council Members/ Heads of Departments is held in the beginning of the session. The heads of the departments allocate classes to teachers after careful consideration of their subject expertise and experience. The faculty is required to make active lesson plans for better delivery of their lectures. Curriculum is divided into various segments/ units according to the number of working days available. Departmental Academic Committee Meetings are held from time to time to review the delivery of the syllabus and to discuss the performance of the students. The teachers provide adequate study material to the students and constantly mentor them through their problems. The college library has a good collection of books, journals and magazines. The college being a member of the UGC-approved N-LIST Programme under INFLIBNET, the faculty and students can access a wide range of e journals and e books. All the members of staff are encouraged to suggest the changes in the syllabi so that recommendations are conveyed to the different Boards of Studies for appropriate changes in the syllabi.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://scdgovtcollege.ac.in/downloads/SCD-GC-Prospectus.pdf

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

The institution adheres to academic calendar of the affiliating university for the conduct of Continuous Internal Evaluation. The schedule of Mid Semester Tests within the semester and Practical examination at its end is religiously followed for conduct of Continuous Internal Evaluation. Class tests, projects, students' presentations etc. are used as part of the teaching-learning

process for tracking the progress made by the students during the semester. Performance in these activities is used to fix the Internal Assessment of students. Provision is also made during the planning of academic calendar for conduct of co-curricular activities such as inauguration of subject associations, clubs and societies, guest lectures, workshops and field visits.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://puchd.ac.in/includes/documents/2021/1/revised-academic-calendar-2021.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

C. Any 2 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

17	
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)	
04	
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	
201/4983	
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	
<p>The B.A./B.Sc. General syllabus for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual</p>	

minority rights etc.

A compulsory qualifying paper on Environment, Road Safety Education & Violence against Women/Children & Drug Abuse is part of the curriculum for all under graduate students and it is mandatory for them to clear it.

The Department of Botany, Geography along with the Environment Society and the NSS units collaborate to promote green practices through workshops, field visits and plantation drives.

The Commerce and Management programmes include topics on the business etiquette and professionalism, fair pricing, competition and moral business practices etc.

There are specific councils, societies and clubs like the Youth Welfare Dept, NSS, NCC, Students' Council, Red Ribbon Club, Environment Society, Women's Development Cell, Sexual Harassment Cell, Women Safety Cell, Legal Literacy Cell etc. that make a collective effort to sensitize the students on areas of concern. Gender equality is promoted and stereotypes are decried through lectures on women's rights and gender-based prejudices.

Various important days are celebrated and the students are sensitized towards a sense of appreciation of traditional and cultural inheritance of the nation.

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

09

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	View File
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

260

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	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRIETERIA-1/1.4.2-Feedback-Report-new.pdf
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRIETERIA-1/1.4.2-Feedback-Report-new.pdf

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

2175

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

697

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

The needs of slow, intermediate, and advanced learners are analysed keeping in view the previous merit, response in class, and performance in mid-semester examinations.

Advanced learners are motivated toward higher goals. Special learning material assignments and ppt presentations are assigned to advanced learners to develop their analytical, and conceptual skills.

To hone their analytical and writing skills, advanced learners are also encouraged to take up dissertation writing in PG classes where applicable. To this end, various international and national level webinars/ seminars are organised.

Quiz competitions are arranged and extension lectures of Resource Persons who are experts in their field are organized for the benefit of advanced learners.

Both advanced and slow learners are encouraged to use the Inflibnet facility and other e-resources available in the college library to enhance their knowledge.

For slow learners simpler reading material, MOOCS, YouTube, and other E-links, etc. are suggested and remedial classes are arranged to address their issues.

Slow learners are given special assignments and are allowed to resubmit improved work. Special tests are conducted to monitor their progress and 'sample answers' are demonstrated if needed. Mixed group discussions are held so that slow learners can benefit from their peers.

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
4982	122

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

The institute recognises the importance of a student-centric methodology of "experiential learning through reflection on doing"[1]. The students are made to do a lot of activities to enable them to get to the root of the concept. For eg. the Economics department organised a brain storming session on "India towards a five trillion economy". Various departments conduct workshops, group projects, showcase YouTube videos, arrange industry visits and training to ensure effective learning.''

Participative learning is encouraged with activities like research and paper / "PPT presentations "Business Plan" making and so on. Model Making Competitions are arranged by Science Departments and every student is involved in various experiments conducted in laboratories. In theoretical subjects, teachers create mind maps as a 'Guide' and allow students to expand their horizons.

Multi-disciplinary approach and practical application of learning are achieved through case studies, presentations, problem-solving, and inquiry-based learning are adopted to enhance learning experiences.

The same approach is followed for creating awareness of social issues. NSS conducts door-to-door visits by students, rallies, field visits, etc. This fosters learning in all possible ways.

The achievements of our students in examinations, inter- college, inter-university, and state competitions are the results of a holistic learning environment

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

All the teachers use ICT enabled tools for effective teaching-learning process. During the session, Teachers were directed to do various online FDPs (faculty development programmes) by NPTEL-AICTE in the first quarter of the year 2022.The faculty members also used various tools such as power-point presentations, video clippings, you tube channels and use various online resources to make their sessions more engrossing and facilitate learning.

In a survey conducted in the college, it was found that 100% of the staff members were using WhatsApp groups to contact the students,78.9% were using Zoom, 33.8% are using Google Classroom, 23% of the staff members actively use ppts while 4.2% use MOOCs, 3% use Swayam, 6% use Google meet and even 5% of them have their own YouTube channel.

The college library has also access to E-resources INFLIBNET, E-publications etc. Google quizzes are also being used by teachers to test the knowledge of young minds.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

122

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

2.4 - Teacher Profile and Quality

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

122

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

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

25	
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

1340

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.

The college follows the modalities of conducting internal assessment as prescribed by Panjab University, Chandigarh with which it is affiliated. Internal assessment was conducted by taking assignments through offline as well as online forums like WhatsApp ,google classrooms, google meets and by discussing them with students both in classroom and telephonically as the semester teaching was in blended mode due to covid-19 pandemic. Several departments use Google Classroom to correct and resubmit assignments to students. Individual problems if any are also addressed. WhatsApp groups of students are formed by the teachers, and are overseen by the heads of departments. University notices and circulars related to the examinations and other related information are circulated by the faculty in their respective online forums as well as displayed on the college notice board and departmental notice boards. this time the odd semester examinations were online and the even semester

examination were held in offline mode. Mid semester tests were conducted in offline mode, the answer sheets were evaluated by the teachers and discussed with the students in the classes. The teachers also discussed the papers in detail with the students and gave them necessary tips to improve their performance in university examinations.

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

Discrepancies or grievances at the House Examination if any are addressed by the concerned teachers or departments themselves. Subject teachers show the answer sheets of the house examinations to the students and discuss the marks obtained according to student performance. Notices and circulars regarding the last date to deal with discrepancies before award lists were sent to the Examination Branch were shared in the classrooms, student notice board, and departmental notice boards. In case of any discrepancy the students were properly entertained, and their issues were addressed and resolved justly. The college has an Examination Branch headed by the Dean Examination which ensures the smooth conduct of the Examinations held from time to time. The Examination Branch Makes every possible effort to help and resolve such grievances, if any.

A Suggestion Box has also been set up in the college in which the students can put their suggestions in writing. Efforts are also made to redress their grievances

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.

The institute offers various graduate and postgraduate courses in

Science, Humanities, Commerce, Computer Application, Business Administration, and IT. Each has unique and well-defined outcomes that are built into the curriculum of each discipline and are available on the University and college websites. The college has a well-defined and effective mechanism to communicate programme and course outcomes to all stakeholders. Fresh applicants can get requisite information from the college website, the prospectus, or the Counselling Cell and Students' Help Desk made available during admission. also apprise students of what to expect from various courses. At the beginning of each session, Departmental Meetings are held wherein course outcomes and objectives are discussed by the faculty and an orientation programme by the Principal is held for the students. Course outcomes are also kept in mind while designing extra and co-curricular activities for students. Students are taught to identify, formulate, analyse problems, and reach valid conclusions using the basic principles of their subjects. Training in critical thinking enables them to understand and analyse contemporary societal, environmental and cultural problems. P.G Programmes in languages enhance their communication skills allowing them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

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

To evaluate programme outcome, on successful completion of the final year of study, there is a reward system for the students who have scored the highest marks in each department/subject.

- Class tests and presentations are arranged so that the weaker areas of the students are identified and special measures are taken to improve their performance.
- There is a well-defined system of rewarding meritorious students based on the university and mid-semester tests in the institution,
- Class tests and presentations are arranged so that the weaker areas of the students are identified and special

measures are taken to improve their performance. Students are given assignments on various topics related to the syllabus which helps the teachers to assess them.

- The college office maintains a record of all the efforts made by the college to achieve the outcomes.
- Teachers make calls to the parents of the weak students to discuss their growth.
- Many students of P.G Courses clear UGC-NET, and get jobs or go abroad for higher studies.
- The college has produced illustrious alumni who have been serving the nation in multifarious fields like Administrative Services, Sports, Politics, Business, Entertainment Industry, and Literature.

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

1592

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://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-2/2.6.3.2-annual-report.pdf

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://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR>

[-REPORT-2021-2022/CRITERIA-2/2.7-STUDENT-SATISFACTION-SURVEY-2021_2022.pdf](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

90,000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

3

File Description	Documents
Any additional information	View File
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	View File
Supporting document from Funding Agency	View File
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

1. The institution fosters the all-round development of the students by providing them opportunities to enhance their theoretical and practical knowledge through PPT presentations, Kavi Darbaars, Book Exhibitions / Fairs, Educational Trips, Visits by Foreign Delegations, Nukkad Nataks, Seminars, Extension / Guest Lectures, Workshops, Conferences, Field Visits, Book Discussions, Interactions with renowned personalities, Placement Drives, Quiz Competitions, etc at Local, National, and International levels. 2. The students of MA II English, Semester III undertake Dissertation work in which they create knowledge through their research in under-explored areas of their subject. While in semester IV, they undertake different modules like Creative Writing; Translation; Film Making; Community Outreach programmes, etc to enhance their skills and transfer knowledge to society. 3. Students of M.Com (Business Innovations) 2nd Semester; M. Com. (General) 2nd Semester; M.Sc. IT 4th Semester; BBA 6th semester; BCA 6th semester; MA Geography 4th Semester & BA Geography 6th Semester also undertake Research Projects. 4. Interface with Industry is organised through Visits to give them practical insights. 5. The institution also encourages the teachers to upgrade their knowledge through seminars, conferences, webinars, workshops, FDPs, etc; by undertaking research work that is published in journals, and books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article?document=newsletter

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

0

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

1

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	View File

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

14	
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	
4	
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	
<p>The NSS, NCC, and Red Ribbon Club units of the college undertake numerous activities to generate a sense of social responsibility in the students about issues like blood donation, drug menace, personal hygiene, tree plantation, cleanliness, etc through physical tasks like taking out rallies, cleanliness drives, tree plantation drives, cleaning monuments, Dental Check-Up Camps, etc as well as through the creative medium of slogan writing, essay writing, poster making, Quiz competitions, etc. Blood Donation Camps, Tree Plantation drives, and 7-day NSS camps are organised. Book Donation Campaigns are organised for the benefit of needy students. Important days like Gandhi Jayanti, Rashtriya Ekta Diwas, Constitution Day, International Women's Day, Mother-tongue Day, International Yoga Day, World Red Cross Day, Environment Day, Dr. B R Ambedkar Jayanti, World Aids Day, and many more are commemorated befittingly. Shri Akhand Path Sahib is an annual feature of the college whereby all arrangements are made by the students.</p>	

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article?document=newsletter
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

16

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

31

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

5693

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

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

2

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.

Satish Chander Dhawan Government College, Ludhiana has adequate infrastructure and physical facilities for teaching and learning. Lecture theatres, class rooms, laboratories, computer labs, internet connectivity, smart class rooms, ict enabled seminar halls and a conference room. Apart from the smart class rooms, the institue has adequate number of labs helping students to understand practical knowledge of the scientific genres. The classrooms are airy, spacious and are equipped with proper number of desks for students, lights and fans. There is more than sufficient availability of the ventilation and the daylight.. All the buldings in the campus are as per government guidlines and are fully accessible to the persons with disabilities. Ramps and support for specially ables peopleare in place through out the campus.

No. of Labs 15, Class Rooms 58, Seminar Halls 02, Conference Room 01.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-4/Acad_Infra.pdf

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

Satish Chander Dhawan Government College, Ludhiana has adequate infrastructure and physical facilities for cultural activities, sports, games (indoor and outdoor), gymnasium. All the blocks of the buildings in the campus are as per government guidelines and are fully accessible to the persons with disabilities. Ramps and support for the specially abled people are in place throughout the campus.

Auditorium 01, Open Air Theatre 01, Seminar Halls 02, Auditorium under Construction 01, Football Ground 01, 400 mtr Track 01, International Hockey Ground 01, Gymnasium 01.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-4/Xtra_Activities.pdf

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

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-4/SCRs.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)

187.4174

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)

Guru Arjan Dev Library of the College is fully automated using updated software Soul-2.0. There is also facility of N-list programme under Influence where faculty and students can access all the reference material online. Students and teachers have access to 2 lakh plus+ E-Books/ online resources including (2500 titles of JSTORE, 18 titles of American Institute of Physics, 10 titles of American Physical Society, 29 titles of Royal Society of Chemistry, 33 titles of Annual Reviews, 224 titles of Cambridge University Press, Economic and Political Weekly, 180 titles of Indian Journals, 206 titles of oxford University Press). The library has more than 1,07,221 books, 6300 e-journals, 2 lakh Ebooks, subscription to 4 journals, 20 newspapers, 40 magazines and this countkeep on increasing day by day.

The library building has two stories, well stocked with latest books, journals, magazines, newspapers, as well as e-books and ejournals. The upper floor is devoted to reading room. The faciilty of E-Material was used regularly during Covid period from home. The library committee purchases books on regular basis.

In addition to the central library the departments have their own departmental libraries where the students can get the course related books.

A separate library for evening College with 6230 books is also offered by the institute for Evening College. Facility of Punjab University Extension Library Ludhiana is also available to the registeredusers.

Institute also provide the facility of membership of the

Extension Library of Panjab University Chandigarh established at Regional Centre of Panjab University located at Ludhiana at a walking distance from this institution.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-4/4.2.2_4.2.3.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

B. Any 3 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)

0.551

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

138

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**

With the wifi towers/routers all around the campus of Satish Chander Dhawan Government College, Ludhiana staff and students have the freedom of using digital gadgets without the worry of fading digital signals. Apart from the JIO's dedicated infrastructure for hassle-free usage of its services, the campus is equipped with 15 optical fiber internet connections having more than 70 MBPS speed. These plans are optimised with the latest ones as per the availability in the area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/internet.pdf

4.3.2 - Number of Computers

104

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

49.74276

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.

SCD Government College, Ludhiana

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A supervisory committee comprising teaching and non-teaching staff is appointed to monitor and maintain the physical facilities and housekeeping.

1. Laboratories (All Labs & Computer centre): Each laboratory has one teacher as lab in charge, a laboratory assistant and attendant.
2. Library: Librarian with supporting staff has been appointed

to maintain central library.

3. **Campus/Sport complex/grounds/equipment:** Head of Physical Education Department/ Convener of the Campus Committee of the institute looks after the sports facilities and the activities.
4. **Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department/college.
5. **IT facilities:** All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
6. **Electrical, drinking water coolers, Lift etc.:** Institute has employed the electrician and the plumber is provided by the Government of Punjab on need basis for up keeping and maintenance of electrical and water drinking facility.
7. **CCTV, Security etc:** To maintain internet connectivity and CCTV security system a technician is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff is employed to safe guard the whole premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-4/6_merged.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

427

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

3

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://online.scdgovtcollege.ac.in/Downloads/Newsletter/2022-03.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

600

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

600

File Description	Documents
Any additional information	View File
Number of students benefitted 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**

37	
File Description	Documents
Self-attested list of students placed	View File
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

101

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

6

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.

13

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/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)

Activity of student council and representation of students on academic and administrative bodies/committees of institution
Students' council is active under the leadership of Dr. Sajla, Convener and associates Dr. Nitin Sood, Dr. Saurabh and Prof. Neha .It is not an elected body. All the students who are toppers from different classes and active in extracurricular activities are the members of the council. Representatives are also taken from various activities like NSS, NCC, sports, youth activities, cultural committee etc. From the last six years there has been an initiative to organize book bank help desk. A Free Book Distribution Fair was organized by the Student Council of SCD Government College Ludhiana on 6th Dec 2021. These books are distributed to the poor and needy students free of cost .NCC rep. The members of students' council coordinated and helped in maintaining discipline in various functions organized by college; like: Sports Meet from 5th April-6th April, 2022, and prize distribution function on 18 June, 2022.

The student's council organized a seminar on UPSC (IAS/PCS) and other public sector jobs on May 23, 2022 from which more than 300 students benefited. Every year all the council members are

honoured with a merit certificate and memento on the convocation.

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/Newsletter/2022-03.pdf
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

34

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

Scd Govt College Ludhiana. Alumni association is registered under the society registration act (xxi of 1860) and as amended by the Punjab Amendment Act 1957 reg no. 20150019663/439 . There are 492 number of enrolled alumni . The association has been functioning as a nodal agency for maintaining liason with the Alumni all over the world . The association contributes towards the developement of the Alma mater and its students . The alumni contributed Rs 14800 in the function held for honouring alumni . The alumni association also holds various meeting and actively participates in the various activities related to betterment of college .

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

Yes, the governance of the institution is reflective of and in tune with the vision and mission of the institution. Our vision is to transform society and life through education and knowledge. With this vision, SCD Government College Ludhiana cultivates in its students a passion for learning, empathy towards society through community outreach. Students are encouraged to pursue excellence in curricular, sports and extra-curricular activities. We create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, "Dare to be true". Our objectives are:

1. To inculcate values of courage, conviction and faith in the students so that they leave lasting footprints in the sands of time.
2. To raise stakeholder's awareness of global issues, providing new learning opportunities.
3. To Enhance, Enrich and Empower the communication and computation skills amongst both rural and urban student communities.
4. To maintain academic standards through creative and innovative techniques.

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article/mission
Upload any additional information	View File

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

The S.C.D Govt. college has a mechanism of providing decentralization and participation mode of management by providing autonomy to various functioning committees/ associations for constructive and quality improvements of the institute. The Principal of the institution along with the teachers' council provides leadership and able guidance including budget and resource planning for the wellness of the college.

a) The college has a Parent Teacher Association which raises funds from parents and teachers and also from Punjab government to provide remuneration to Guest Faculty and to purchase the required infrastructure of the college. This body has members from the faculty and parents, with principal as the Chairperson. All the decisions are taken unanimously. A monthly PTA meeting is held to meet the requirements of the college. It has its own Bursar and clerical staff for smooth functioning and proper utilization of funds.

b) The college also has a Higher Education Institute Society (HEIS) for providing applied and higher education of BCA, BBA, M.SC (IT), M.Sc Physics and M.Sc Chemistry to deserving students. The society is decentralized by having its own financial secretary, bursar, Purchase committees and ministerial staff. The society has members and dignitaries from the city with Principal as its Chairperson.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the IQAC of the College ensures that various strategies and plans are deployed for the smooth functioning of academic, research and cultural activities. All the staff members actively participate in the admission of students, teaching and learning activities, examination and evaluation, research and development, curriculum development, industry interaction and collaboration, human resource management, management and enrichment of library and maintenance of college infrastructure. Details are attached in the file link

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
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.

A hierarchical setup is established from top authority to down with the levels clearly demarking the duties, responsibilities, accountability and authority at every stage. The College has an effective organizational structure which monitors and ensures the smooth functioning of the college activities (teaching, learning, testing and evaluation, administration and finance) and work to improve the institution as and when required. The organizational structure of the institution is given below

File Description	Documents
Paste link for additional information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/agar/AQAR-REPORT-2021-2022/CRITERIA-6/Faculty.pdf
Link to Organogram of the institution webpage	https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/Documents/organogram.pdf
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	No File Uploaded
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	
<p>There are lots of welfare schemes for the teaching and non teaching staff. Some of them are applicable as per Punjab govt rules. These include:</p> <ol style="list-style-type: none"> 1. Medical Leave & Maternity leave as per Punjab govt guidelines. 2. Child care leave for eligible staff members. 3. LTC facility 4. Earned leave as per Punjab Govt rules and guidelines. 5. Reimbursement of medical expenses. <p>Apart from these there are certain welfare schemes/facilities for the employees that are offered at the college level:</p> <ol style="list-style-type: none"> 1. Gym is accessible for the staff. 2. A Medical centre. 3. As the college has a multicultural environment in the campus, the festivals are celebrated together. 4. Residence quarters with no maintenance cost are provided to the non teaching staff. 5. Canteen facility has been provided on campus that is accessible to staff during the working and extended hours. 6. Internet and free Wi-Fi facilities are also available in campus for staff. 7. Women Empowerment Cell is established for creating venues 	

for women members to flourish and gain momentum.

8. Teaching Staff Club for organizing various academic programs and cultural functions.
9. Summer and Winter Vacations for faculty members as per Punjab University schedule.

File Description	Documents
Paste link for additional information	https://hrms.punjab.gov.in/
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

nil

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

nil

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	No File Uploaded
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

15

File Description	Documents
IQAC report summary	No File Uploaded
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

The teaching faculty is appraised on the basis of an ACR wherein the following indicators are considered:

- Teaching-learning and evaluation related activities

- Co-curricular, Extension, Professional development related activities
- Research publications and academic contributions
- Contribution to Management of the Institution
- Evaluation of individuals qualities:

1. Approach towards work
2. Spirit of responsibility
3. Ability of discharge the work in time
4. Stating ability (ability to give statements)
5. Explaining ability
6. Ability to work as a team
7. To maintain discipline
8. Internal mutual relations

Besides this, the teaching staff also get an opportunity for moving upwards in terms of grade pay under the CAS (Career Advancement Scheme) of the University Grants Commission. The Career Advancement is allowed after analysing merits and credentials of the teacher based on weightage given to his/her performance in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

The proformas of both these appraisal formats are attached for reference.

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 is a government institution. The financial audit is done by the Accounts General of Punjab once in a year for the receipt of Panjab University Funds, Punjab Government Funds, Local Funds and expenditures for salaries of regular staff, university and college functions, electricity power consumption etc. The college Bursar is the internal Auditor. For Higher

Education Institute Society in the college, the external Auditors are CAs for revenues in terms of admission fee and expenditure in terms of salary for its Adhoc non-teaching Staff, faculty members and purchase of apparatus and infra structure for academic courses of BCA,BBA,M.Sc(IT),M.Sc Physics and Chemistry. Internal Audits are done by HEIS Bursar. Similarly for Parent Teacher Association of the college, the external audit is done by CAs for receipt of PTA Fund and for expenditure as partial salaries of guest faculty, temporary class IV employees and Lab staff(DC rates), college infrastructure, functions and for college development. The internal auditor of PTA is the bursar.

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)

6.5 lacs

File Description	Documents
Annual statements of accounts	No File Uploaded
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

The PTA and HEIS funds and grants received from the government are utilized for the development of the college infrastructure, salaries of the staff and for the organization of academic, cultural and sports activities. The Principal monitors the use of these resources. The allocated funds are utilized to purchase equipment, for renovation and research and to organize seminars, workshops, conferences.

Administration and Finance Committees (PTA and HEIS with the guidance of IQAC) review the use of resources including audit and make recommendations for better handling of resources and effective mobilization of available funds. For smooth running of the institution various committees have been constituted to analyse the requirements and then forward it to the Principal.

Finance committees look into these requirements. In case of any need where the financial support is required, the demand in writing is made from the concerned Department and proper procedure for purchases is adopted. Most of the purchases are done from government's GeM portal.

For effective teaching and learning, it is very important that the environment and campus of the institution is clean. The college staff and students are always ready for it. The facilities provided by the college are maintained and upgraded regularly.

File Description	Documents
Paste link for additional information	https://gem.gov.in/
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

Meetings of the institutional bodies (PTA and HEIS) were held and audits of their activities got done for a transparent utilisation of funds.

The Institute IQAC regularly meets every three months. The IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities: (a) Annual Quality Assurance Report (AQAR) (b) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) (d) Stakeholder's feedback (e) Process Performance & Conformity (f) Action Taken Reports (g) New Programmes as per National Missions and State Govt. Policies

Audit Type

External

Internal

Agency

Authority

Academic

DPI COLLEGES PUNJAB

PRINCIPAL

Administrative

PUNJAB GOVT AUDITORS AND CAS

BURSARS

File Description	Documents
Paste link for additional information	NIL
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 organizational structure of the College consists of the Management, governing body, the Principal, the teaching staff, the non-teaching staff and the students. All these stakeholders constantly interact with each other and are supervised by the IQAC with the Principal as its chairperson. The IQAC works for the realisation of the goals of quality enhancement and sustenance. The IQAC also plays an important role in monitoring the teaching learning process, maintenance and upgradation of infrastructure, and ensuring quality of teaching and learning through constant feedback from students, regular departmental meetings and mentor groups. Regular meetings of IQAC are held to review the smooth functioning of the college.

The contributions of IQAC and the minutes of IQAC meetings are attached.

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

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
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

The College oversees gender-related issues, carries out activities throughout the year to promote gender equity and sensitization, organizes talks and awareness programs on the rights of women, self-defense,

A. SAFETY AND SECURITY

- High-end CCTV cameras are installed at prominent locations in the institution.
- Fire extinguishers and water Hydrants are arranged in labs.

- Well-trained security guards are deployed at the main entrance of the institution.
- It is mandatory for everyone to wear Identity Cards on campus.

B. COUNSELLING

- Each faculty is assigned a tutorial group.
- A Student welfare and counseling committee is constituted to monitor the student counseling process.

C. COMMON ROOMS

- Common Rooms are provided separately for faculty and girl students.
- There are separate washrooms for Boys, Girls, and Staff.

File Description	Documents
Annual gender sensitization action plan	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.1-Annual-Gender-Action-Plan-2022_23.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://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.1-special-facilities.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

C. Any 2 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

VERMICOMPOSTING UNIT:

The institute has an effective mechanism for waste management. For degradable waste, the College campus has a functional VermiCompostUnit., which is working since 2015 to till date near the New Boys' Hostel...The dimension of the vermicomposting unit is Length x Breadth x Depth = 32.40 x 03 x1.5 meters. This unit has 4 chambers and each chamber length is 08.10 meters long and 1.5 meters broad.

B) LIQUID WASTE MANAGEMENT:

An effective sewage treatment plant (STP) functions inside the college.

C) E-WASTE MANAGEMENT:

The e-waste generated in the Institute is collected together from all departments and handed over to an external e-waste recycling agency.

D) WASTE RECYCLING SYSTEM:

The bio-degradable solid waste is put into a pit and left to ferment which will be used later as organic fertilizer for plants on the campus.

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

B. Any 3 of the above

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

A. Any 4 or All 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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	A. Any 4 or all of the above
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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	View File
Any other relevant information	View File

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).

1. The college celebrates Republic Day and Independence Day promotes national unity in the college.

2. Women development cell organise Mehandi Competition on 23rd Oct. 2021.

3..Music club organised an international Ghazal Competition on 23rd June 2021.

4. The college adheres holidays list of Panjab University, Chandigarh. To give, equal importance to all communities while giving holidays for observing their respective festivals.

5. The College celebrates commemorative days like Teachers' Day, NationalUnity Day, Yoga Day, etc.

6. Expert Lectures,Quiz Competitions, Declamation Contests organized by different departments and clubs of college.

7. The college organizes lecture series on Environmental Education

8. Red Ribbon Club of the College regularly holds awareness rally to make students aware with disease like AIDS.

9. Activities like Blood donation camp, Tree plantation drive, Awareness rallies teach students importance of the environment.

10. College celebrates international day against Drug Abuse to makes students understand their social responsibilities.

11. Students 'Council of the College celebrateLohri. The Students organize 'Akhandpath' every year in College Campus.

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	View File

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

The college organizes various programs for the promotion of constitutional values.

1. The college organizing events like Blood donation camp, plantation drive, Road safety, Awareness drive against AIDS and Drug Abuse, etc.
 2. As per its motto "Not MeButYou", NSS motivates students to practice democratic living.
 3. Campus Cleanliness, drive conducted by NSS camps
 4. The celebration of International Yoga Day for a healthy lifestyle.
 5. NCC Units (army & Air Wings) prepare students for the armed forces.
 6. Voter Awareness Campaign and Voter Pledge Programmes are organized to teach the students about the fundamentals of democracy.
 7. Every year "National Voters Day" is also celebrated on 25 January to encourage youth to participate in the electoral process.
 8. College celebrates World Environment Day and Earth Day to save the environment.
 9. The extension activities organized by NSS students also sensitize the students on many issues such as brotherhood, composite culture, environment, and scientific temper.
- In this way, Government College ensures the constitutional values, rights, duties, and responsibilities of citizens they are promoted or served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.9-Details-of-activities-that-inculcate-values-necessary-to-render-students-in-to-responsible-citizens-1.pdf
Any other relevant information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/7.1.9-Any-other-relevant-information-1.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above
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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	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
The college celebrates all National and International Days including commemorative days, and events with a spirited approach.

1. NSS unit of College celebrated Road Safety week.
2. National Voters Day is observed to create awareness on the need to maximize the enrolment of new voters
3. We celebrate Independence Day and Republic Day each year with sincere respect. The national flag is hoisted by the Principal of the college with greathonor.
4. Students with various cultural performances and speeches give a tribute to the teacherson Teachers' Day.
5. InternationalWomen's Dayis celebrated every year to show respect towards female students and staff members.
6. World Environment Day is observed to create awareness among the students about the environment.
7. International Yoga Day is observed every year early in the morning with Yoga practices including variousasanas with meditation.
8. International Red Cross Day is celebrated by organizing Blood Donation Camp, Essay, sloganwriting andPoster making Competitions.
9. Red Ribbin Club celebrated Anti-Drug Day.
10. Constitution Day 'SamvidhanDivas' is celebrated focusing on the fundamental aspects of the Indian Constitution.

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	View File
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

Title of practice:

There are 4 wings of sports such as volleyball, basketball, athletics, and handball. Objectives of the practice

The context:

To promote and motivate the students towards sports.

The practice:

Free diet and hostel are provided to the sportsman, and sports kits and sports equipment are provided to the sportsman free of cost.

Evidence of success:

SCD Govt. College Ludhiana is getting medals for the last 5 years in the inter-college level competition of basketball and volleyball.

Best Practice -2

Title of the practice:

Teachers use ICT-enabled tools for the effective teaching-learning process.

Objectives of the practice:

Educational systems worldwide have been affected by the Covid-19 pandemic, 1

The context:

Most governments around the world have temporarily closed educational institutions in order to restrain the spread of Covid-19. This requires all elements of education to adapt and continue the teaching-learning process.

The Practice:

This study was library research that describes the phenomenon of using Google Classroom.

Evidence of Success:

The result of the research finding proves that it is effective to use this platform.

Problems Encountered and Resources Required: Teaching using ICT tools

File Description	Documents
Best practices in the Institutional website	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/Best-practices-in-the-Institutional-web-site-7.2.1.pdf
Any other relevant information	https://online.scdgovtcollege.ac.in/Downloads/NAAC/IOAC/aqar/AQAR-REPORT-2021-2022/CRITERIA-7/Any-other-relevant-information-7.2.1.pdf

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

GOVT. EVENING COLLEGE

We take pride in the Evening shift of our College wherein working students are given opportunities to pursue their degree courses in Arts Stream. The vision of the College is to provide an exhaustive Bachelor of Arts curriculum to the employed students in order to make them excel in their respective fields of work.

The college offers subject options like English Literature, Punjabi Literature, Hindi Literature, Political Science, History, Economics, and Mathematics to these students. The students work during the day and then attend the college in the evening after

their working hours and even then they show great results. The pass percentage of the students in University exams is between 96 and 99 percent.

In the field of Sports, College students won Gold, Silver & Bronze medals in Shotput, Discuss Throw, 100-meter race, 400-meter race, 1500 meter race, High Jump, Long jump, Relay race, and Basketball competition at Panjab University. The college also won the Prestigious Overall Championship Trophy.

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

Future Plans of action for next academic year (200 words)

The College envisages the following actions in the next academic year:

1. Development of more ICT-based classrooms and Smart Class Rooms.
2. Introduction of a new program - skill-oriented Certificate and Diploma Courses - for the Students
3. Accomplishing more publications by the faculty members.
4. Plan for organizing National/International Seminars/Conferences in the college.
5. Minor and major research Projects by faculty.
6. Some more UG and PG programs are to be initiated.