

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF
THE INTERNAL QUALITY ASSUARANCE CELL (IQAC)**

NAME OF INSTITUTION

S.C.D.Govt. College

Ludhiana-141001

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YEAR OF REPORT :

January 2005 To December 2005

PART-A

PLAN FOR QUALITY ENHANCEMENT

A meeting of the IQAC was convened in month of January 2005, to evaluate various proposals undertaken by IQAC in 2004 as to how far it (IQAC) has been successful in achieving its intended/proposed goals, enlisted below: -

- to add books & journals in the departmental & central library.
- to organize seminars, plays & extension lectures.
- to motivate lecturers to participate in orientation, refresher courses & seminars.
- to provide support to the teachers who are willing to represent in administrative academic bodies of the States Higher Education Department or in Panjab university Chandigarh.

- to motive teachers to apply for research grants.
- to make efforts in order to improve class room teachings & practical training.
- to provide training to students & staff in computers
- to encourage students for participating in different activities related to educational & cultural activities.
- to extend support to the students, members of the clubs like sports, NCC, NYSC, NSS & Cultural activities.
- to make amendments & efforts in the direction of the upliftment of slow & average learners.
- to make endeavour for providing financial help to the poor & unprivileged students.
- to renovate & construct seminar halls, Auditorium. & public utility rooms.
- to develop and maintain lush-green lawns.
- to create colleges own website & to develop internet connectivity etc.

The IQAC is proud to declare that with the exception of a selected few, almost all the projects undertaken by IQAC during the years 2004, have attained their intended/ desired goals. But still, IQAC is not feeling satisfied with its achievements. It aspires to excel further ,IQAC has thus resolved to strive harder & make more efforts to reach the zenith of its proposed/ desired goals.

The goals which IQAC feels that it has failed to achieve are as under:

- IQAC has not been able to work upon the computerization of both the central library & the administrative block & IQAC sincerely regret the facts. But the factor which was

largely responsible for this failure was the paucity of finances & lack of concerned staff. But IQAC is resolved to make concerted efforts in this direction this year. As far as the rest of the future plans of the IQAC are concerned, they are related to the IQAC'S recommendation to the higher authorities for the following :-

- Computerization of administrative block & central college library.
- to start Information and Communication Technology (ICT) center at the college for which the SCDICT Society has already been registered as per govt. instructions.
- to start on line progression of the students through web-site.
- Renovation of college hall.
- Construction of seminar hall.
- procurement of multi-media.
- welfare scheme for the students & the staff.
- rejuvenation of the old Alumni Association.
- to persuade & motive teachers to undertake research & research projects.
- to nominate coordinator of IQAC to the college council.
- to train human resources in computers.
- to promote learning avenues for differently abled persons.
- to emulate & promote gender sensitive quality indicators in higher education.
- to start 'Tally 7-2' and PDP for students out of PTA fund.
- to maintain beautiful lawns.
- to improve sports-stadia.

PART-B:

1. GOALS AND OBJECTIVE:

- Enabling rural, financially disadvantaged learners and gender sensitive quality education.
- to aspire students for excellence in education, sports, cultural heritage and co-curricular activities.
- to preach the motto of the college 'DARE TO BE TRUE' as the predecessors have done.
- to provide twinning programmes in computers and personality development programmes (PDP).

2. NEW ACADEMIC PROGRAMS INTIATED:

A proposal to start new courses like M.B.A & B.Com(Professional) has already been pending with the Govt. The College proposes to start 'Tally 7-2' Accounting Certificate Course and Personality Development Program- a certificate course out of PTA-fund under the auspices of SCD-ICT Society.

3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSANCTION:

The students of M.Com, M.A. Geog; MA Economics and Industrial Microbiology undertake research projects and on job training –OJT courses. The students of other undergraduate faculties are supported to produce project reports on the assigned themes. The faculty members represent the UG and PG board of studies in their respective subjects to keep up gradation and moderation of the curriculae to be taught.

4. INTER- DISCIPLINARY PROGRAMS STARTED:

The existing programs in industrial Microbiology and Botany are supposed to study Biostatistics from Economics Department. The subject of Environmental Education is compulsory for the three years degree course at the entry level. It is taught by the teachers of Physics, Chemistry, Botany, Zoology and Geography. Besides, extension lectures on personality development, Yoga, Spiritualism, Entrepreneurship, Computers Community development and moral education are being conducted. The computer center provides short- term courses on computers.

5. EXAMINATION REFORMS IMPLEMENTED:

The conceptual plan of P.U. , Chandigarh regarding internal assessment through project reports, behaviour in class, attendance, class tests, practical training, assignments and term examination is being followed in to.

6. CANDIDATES QUALIFIED: NET/UGC/ SLET/GATE etc.

Ten.

7. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAM:

The IQAC motivate the faculty members to take up research activities. Profs. U.B. Singh, Harbilas, A Bhalla, B.S. Parihar, Ms.S. Sarang and Gursharan Singh have registered themselves for their Ph. D. degree.

Professors B.S.Parihar, A. Bhalla, Gursharan Singh, P.S. Sohi, H.S. Nagi, and S.Sarang are actively engaged in research activities.

8. TOTAL NUMBER OF SEMINARS/ WORK SHOPS CONDUCTED

FOUR:

- Conference on 'Transforming Traditional Business' – 26th, 27th and 28th Feb; 2005 in Collaboration with Punjab Commerce and Management Association(PCMA).
- 'Punjab Day'- in collaboration with State Language Deptt Nov; 2005.
- 'Punjabi Drama' work shop –Nov; 2005.
- 'Tally 7.2' workshop – Nov; 2005.

9. RESEARCH PROJECTS:

a) NEWLY IMPLEMENTED:

Three Prof. B.S. Parihar, Prof. (Ms) Meenu, Prof. A Shwani Bhalla have been awarded UGC- Minor Research Projects.

Profs. Jagtar Singh, Poonam Mittal and Rajdeep Singh Gill have applied for UGC-Minor and Dr. B.M. Sarwal and Dr. D.S. Sidhu have applied for UGC- Major research projects and are likely to be awarded soon.

Prof. (Ms) Sandeep Sarang has been granted FIP-UGC Fellowship to undertake her Ph. – D. Program at English Department, P.U. Chandigarh.

Five teachers have registered themselves for their Ph.-D degrees.

Profs. B.S. Parihar , A. Bhalla, H. Bilas, Gursharan Singh, P.S. Sohi and H.S. Nogi have contributed articles and research papers.

b) COMPLETED:

Dr. P.S. Sohi and Dr. Dharam Singh Sandhu have completed their research projects.

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10. PATENT GENERATED: Nil

11. NEW COLLABORATIVE RESEACH PROGRAMS:

Dr. B.M. Sarwal and Dr. D.S. Sidhu in collaboration with Prof. R.S. Kahlon of P.A.U., Ludhiana have submitted an UGC-Major research project on microbiology.

Prof. B.S. Parihar has been assigned the research work on Translation of Urdu Poetry in English under the auspices of Sahitya Academy, New Delhi and State Higher Education and Languages department.

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCRES

UGC: Sanctioned Rs. 1,38,000

: Received Rs.88,000

13. DETAILS OF RESEARCH SCHOLARS:

- | | |
|--------------------------------|-----------------|
| - Prof. B.S. Parihar | English Poetry |
| - Prof. Gursharan Singh Sandhu | Mathematics |
| - Prof. A.K. Bhalla | Commerce & NAAC |
| - Dr. H.S. Nagi | NAAC & Hindi |
| - Dr. P.S. Sohi | Pol. Sci |
| - Ms S.Sarang | English |
| - Prof. Harbilar | Commerce |
| - Prof. U.B. Singh | Commerce |

14. Citation Index:

10:131

Impact Factor 50: 131

15. HONORS/ AWARDS TO THE FACULTY:

- Prof. B.S. Parihar - SHIROMANI URDU SAHITKAR AWARD
- Honoured as a poet at Independence Day by State Govt.

- Prof. Jaipal Singh - Elected President GCTA

- Prof. Jagpal Singh - Elected to P.U. Senate for 4 years

- Dr. M.K. Arora - Elected to P.U. Senate for 4 years

- Prof. B.S. Parihar - Advisors to State
and Dr. P.S. Sohi Languages Deptt.
- Dr. Pawan Kumar - Member, State Library Board.

- A sizeable Faculty members have been elected or nominated as members UG/ PG board of studies. Principal and teachers of the college act as subject experts for the selection of principals & lecturers and act as resource persons.

16. INTERNAL RESOURCES GENERATED:

- Mr. H.S. Arora (to P.T.A) 11,000-00
- P.T.A. 20,63,331-16

Refer Annexure as well

**17. DETAILS OF DEPARTMENTS GETTING SAP/ COSIST (ASSIST)/
DST/FIST ETC.**

Nil

18. COMMUNITY SERVICES:

- NSS/ NCC/ NYSC
 - Blood Donation Camps
 - Adult Education
 - Female Infanticide
 - Literacy drive
 - Help to differently disabled persons
- Eco- Club
 - Conservation and preservation of environment
- Sports
 - The college lawns serve as a track for joggers and facilities are being extended to general public in sports.
- Financial Assistance
 - Awarded to disadvantaged learners.

19. TEACHERS AND OFFICERS NEWLY RECRUITED:

- Regular Nil
- Guest Faculty Ten
(on purely contractual basis)
- Computer Instructor One
- Gym Instructor One

20. TEACHING – NON – TEACHING RATIO:

- 131: 250 :: 1:2

21. IMPROVMENT IN THE LIBRARY SERVICES:

- Seating capacity to the tune of 100 Chairs has been installed.
- Increment in:
 - Books 143
 - Periodicals 10
 - Newspapers 04

It is proposed to computerized the central library.

A number of departments have instituted departmental libraries out of donations from the retirees and serving faculty members.

22. NEW BOOKS/ JOURNALS SUBSCRIBED AND THEIR COST:

Books 343 - Rs 80,000

Periodicals 52 - Rs 15,000

Newspapers 04 - Rs 3600

23. COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENTS FEED-BACK:

An interaction amongst the peer teachers suggest each other to improve upon substance on subject matter, teaching practices, personality development, effective communication. The useful viable suggestions made by the students are strictly followed.

24. UNIT COST OF EDUCATION:

With Salary : Rs 9300/=

.Without Salary : Rs 10/=

25. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS AND EXAMINATION, RESULTS, ISSUE OF CERTIFICATES:

The State Higher Education Department has formed a Committee PHES-Punjab Higher Education Society- HEIS Higher Education Information Society is a constituent part and has directed colleges to form ICT- Information and Communication Technology Societies. The college has already instituted and registered it. The administrative

office has been computerized as to its functions. The project to computerize Accounts branch has to be taken up. The office of the registrar examinations has totally been computerized. The annual results are declared by the P.U. Chandigarh and it issues the certificates.

26. INCREASE IN INFRA-STRUCTURAL FACILITIES:

HOSTELS	:	Public Utilities
SCIENCE LABS	:	Physics, Chemistry, Geography and Music.
COMPUTER CENTER	:	2 rooms with 15 PC'S
EXAM. BRANCH	:	Fully computerized and a room for secretarial staff and a store – room.
SEMINAR HALL	:	An ultra-modern air conditioned seminars hall has been raised.
GYMNASIUM HALL	:	To shape mental & physical well being of human resource.
RENOVATION OF MULTIPURPOSE HALL	:	Now an auditorium with a seating capacity of 750 persons.

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IQAC OFFICE	:	Installed
ISRO DONATIONS	:	A L.C.D., Handy cam, PC with printer
PARKING LOT	:	Large Spacious for CARS & SCOOTERS
HEALTH CENTER	:	A part time doctor has been appointed out of PTA fund.

27. TECHNOLOGY UPGRADATION:

- All science labs have been upgraded as per revised curricula.
- Seminars Hall has been provided with AC'S, multi-media projector, LCD.
- PG department of English and Geography are working on language lab and remote sensing activities in collaboration with Punjab Remote Sensing Agency and ISRO, Bangalore.

28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS:

The college has instituted NRC- network resources center out of UGC grant. It has been aided with broad band internet services of BSNL. The computer instructor imparts knowledge to teachers and students on computers and internet. It is operative from 9am to 5pm on free for all basis.

29. FINANCIAL AID TO STUDENTS:

- 10% of the total students strength are financially disadvantaged and are provide with financial assistance as per merit-cum-need basis to the tune of just over Rs. 2 lacs.
- Awards to the meritorious students in academics and sports at the annual prize distribution and sports-day functions.
- State govt. merit scholarships to the general and SC/BC students.
- Donations from serving and retiree teachers are distributed to the advance learners.
- Donation of learning material to the students from teachers.
- Financial help to students participating in quizzes, subject contests, sports and cultural activities.

30. SUPPORT FROM THE ALUMNI ASSOCIATION AND ITS ACTIVITIES:

- The defunct Alumni has been rejuvenated.
- A fund of Rs. 20,000/= has been raised.
- This needs a lot many improvements.

31. SUPPORT FROM PARENT-TEACHER ASSOCIATION AND ITS ACTIVITIES:

The pivotal agency to account for various academic, sports, co-curricular activities and financial aid to the students is from PTA fund. The infra-structure has been raised out of PTA fund only.

32. HEALTH SERVICES:

- A Gymnasium Hall has been created out of PTA fund to keep human resource physically & mentally fit.
- A health center too has been raised to provide first aid to the stakeholder at the time of need.

33. PERFORMANCE IN SPORTS ACTIVITIES:

The department of physical education monitor its activities. However, teachers from other departments help it. Yoga workshops are conducted biannually to supplement it. For Achievements Refers Annexure.

34. INCENTIVES TO OUTSTANDING SPORTS PERSONS:

- College Colour a highest award to deserving & performing sportspersons.
- Diet money.
- Free ship to sportspersons in academics and hostel accommodation
- TA/DA and special preparation incentives out of PTA-fund.
- Awards at annual sports day.
- Exemption from fees, funds and PTA fund.
- Achievers get reservation in admissions to various UG/ PG- courses.
- College colour/ Roll of honour to deserving sportspersons

35. STUDENTS ACHIEVEMENT AND AWARDS:

- Refer Annexure-Sports/ Academics/ Cultural Affairs.
- Ten students have cleared UGC-NET/ GATES/ LETS.
- NCC Cadets represented college at National Republic Day and Independence Day at N. Delhi.
- NCC- Cadets cleared 'B' & 'C'- Grade certificates

36. ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT:

The Guidance and Career counseling unit helps the students in:

- Achieving Admission to higher education.
- Preparing for competitive exams.
- Getting on job training (OJT)
- Conserving and preserving environment.
- Personality development programs.
- Community development programs

37. PLACEMENT SERVICES PROVIDED TO STUDENTS:

- College needs up gradation of its placement cell, though a workshop for it was organized.
- Efforts are being made to establish MOU with the organization like Tally solutions Pvt. Ltd., to provide job opportunities.

38. DEVELOPMENT PROGRAMS FOR NON-TEACHING STAFF:

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- Class –IV A employees are counseled for work culture and literacy drive.
- Lab. Staff is being trained to work with latest equipments.
- Secretarial Staff is provided in the special training on administration, accounting management, behavioural and accounting issues.

39. HEALTHY PRACTICES:

- The inbuilt quality check mechanism for the improvement of the learners exist by virtue of various means for the learners to be a model person.
- The institution helps the learners to be the responsible citizens of India. The institution inculcate the inherent cultural heritage of the state of Punjab and India by virtue of celebrating Republic Day / Independence Day/ National Integration Day / National/ International Women Day/ National Solidarity Day/ World’s AIDS DAY/ The Habitat etc are extended through Community program of NCC/ NSS/ NYSC/ Eco-club.
- The various constituted clubs re-orientes the learners to be a diversified person.
- The students are sensitized to conserve ‘The Habitat’ through Eco-club creative writings by the learning’s in ‘THE SUTLAZ’ and ‘WALL MAGAZINES’ endeavour the students to excel.
- The College displays all achievements pertaining to the career-oriented programs.
- The staff- club honours the retirees and the promotees amongst the staff members.
- All retirees and distinguished alumni are invited to various occasions celebrated by the college.
- Interaction of eminent alumni and the persons of eminence have the free access to I

interact with the existing learners to benefit the self and the society.

- Record of 'Visitor's Book' is very well maintained.
- Record of awardees of honors in academics/ sports and cultural academic is recorded in books and displayed by virtue of photographs in the corridors to sensitize the existing students community.
- No proper record of such undertaken activities has been maintained by the college.
- 'DARE TO BE TRUE' a guiding principle for the existing staff and the students is the spirit behind all success.

40. LINKAGES DEVELOPED WITH NATIONAL/ INTERNATIONAL ACADEMIC/ RESEARCH BODIES:

- Prof. Ludwig Danger, Dortmund University Germany delivered an extension lecture 'SCD- an Einstein'.
- Prof. (Mrs.) R.J. Hans- Gill, National lecturer, National Board for higher Mathematics, India delivered an extension lecture on Geometry of Numbers.
- Prof. B.S. Parihar has been entrusted the job of Translation of Urdu Poetry in English by National Academy of Letters, N. Delhi.
- Prof. A.K. Bhalla – organizing secretary of PCMA.

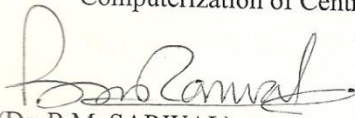
41. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD:

- REFER ANNEXURES

PART-C :

DETAIL PLANS OF THE INSTITUTION FOR THE NEXT YEAR

- Tally 7-2 program in accounting through SCD-ICT Society.
- Short term basic and advance Computer Courses out of PTA fund.
- Certificate Courses in Personality Development Program out of PTA fund.
- Placement cell: MOU through old alumni.
- Infra-structure development
- To procure CD'S on different Subject matters.
- Computerization of Central Library.


(Dr. B.M. SARWAL)

CO- ORDINATOR

IQAC

(D.S. GILL)

PRINCIPAL


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