YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SCD GOVERNMENT COLLEGE LUDHIANA
• Name of the Head of the institution	Dr Dharam Singh Sandhu
• 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	scdldhhelp@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. ASHWANI BHALLA**
• Phone No.	**01612444988**
• Alternate phone No.	**9478020043**
• Mobile	**9478020043**
• IQAC e-mail address	**scdiqac@gmail.com**
• Alternate Email address	**ashwanibhalla@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://online.scdgovtcollege.ac.in/Articles/aqar/AQAR-2020-21
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://cdn.cusoftech.com/pb-uni-chd/tentative-academic-calendar.pdf

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 Due to covid year	**No Funds Due to covid year**	**No Funds Due to covid year**	**No Funds Due to covid year**	**No Funds Due to covid year**

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	5		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
• If yes, mention the amount			

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

The IQAC has been working towards the holistic development of students and towards creating an ideal teaching learning environment in the college. In the pandemic scenario also many events and activities were held in online mode to spruce up the intellect of the students and towards their holistic development. The department of English organized a national workshop on Translation Workshop on 22nd May 2020. The IQAC cell organized a National Conclave cum Conference on NEP 2020. Hindi department organized. All India Nagari Lipi Sammelan on 27th March 2021 besides several other events in different departments. The career counselling and placement cell was very active throughout the year under the aegis of IQAC. A series of career counselling seminars were organised for various classes in collaboration with District Bureau of Employment Enterprise from 13th to 20th July 2020. A state level seminar on opportunities and beneficial schemes was held on 27th September 2020. The WiFi connectivity in the college campus was enhanced for the smooth conduct of classes in blended mode. All blocks of the college including the administrative block were given netplus connections. A solar power unit was installed in the administrative block in order to encourage sustainable energy use. Renovation of college gates and repair of washrooms was carried out.

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

Plan of Action	Achievements/Outcomes
1. To handhold and encourage departments to organize various activities for the holistic development of students. 2. To make an effort for placement and placement guidance for students. 3. To improve the feedback mechanism of the college. 4. To augment IT equipment & infrastructure. To ensure wi-fi connectivity in the campus for smooth conduct of classes and administrative work. 5. To encourage sustainable energy use by installing solar power unit in administrative block.	1. Department of English organized a National level workshop on translation on 22-05-2020. 2. IQAC cell organized a National Conclave cum Conference on National Education Policy on 16-08-2020. 3. Department of Hindi organized All India Nagari Lipi Sammelan on 27-03-2021. 4. A series of career counseling sessions were organized for various classes in collaboration with DBEE(District Bureau of Employment and Enterprise). 5. Wi-fi connectivity was enhanced in the campus. 6. Solar power unit was installed in the administrative block. Renovation of girl's hostel and washroom repair was carried out.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL, IQAC	19/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
YES	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 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

16.Academic bank of credits (ABC):

We follow the regulations and guidelines of Panjab University, Chandigarh which is our affiliating university.

17.Skill development:

Education and skills go hand in hand. Skill development is the process of identifying skill gaps in the youth, and plugging those gaps by offering appropriate training. The focus of skill development is on improved accuracy, better communication and improved recruitment and career opportunities. Apart from these, skill development also helps an individual lead a healthy, happy and meaningful life.

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

Sensitisation Seminars are organised. IAS coaching classes on How to Crack Competitive Exams; UGC- NET English Classes are also organised as per the availability of teachers and requirements of students. Yoga Camps and Marketing Fests to give an opportunity to the budding entrepreneurs an opportunity to hone their skills are also organised.

In addition to the Finishing school, the college offers NSS, NCC and an array of sports activities to improve their physical fitness, confidence, inter-personal skills and sense of social responsibility.

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

The transmission of traditional knowledge across generations in fundamental to keeping the youth connected to their cultural roots and take pride in their language and their heritage. The Indian Knowledge System offers a broad framework for the integration of the socio-cultural aspects of education. To integrate this IKS in the curricular aspects, the following activities are a regular feature:

- Youth Festivals for which students are prepared to participate in the various cultural events/activities
- Heritage festival is an important part of this Youth festival dedicated solely to the folk dances and other aspects of the local folk culture
- Celebration of festivals in the college campus (For eg. Lohri celebrations)
- Celebration of Hindi Diwas (an annual event) where students get an opportunity to meet experts from the field of Hindi literature and language.
- Punjabi is the language of the state and the state as well as district administration go all out to propagate and preserve the language. The month of November is specially dedicated for this purpose.
- Tours and travels 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) too, 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 complements 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 clearcut 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 facilitate learner - centric teaching and 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 (CQI) 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 subjects 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 the industrial stakeholders for employment and hands-on experiences are also held.

20.Distance education/online education:

Though the college does not offer any distance learning module as such but the year 2020-2021 being the Covid year, online education was implemented in a big way. The teachers and students interacted through various online platforms like zoom, google classroom etc. Through the online mode, the learning process was continued in spite of the covid threat.

Not just classroom teaching, various other activities like staff meetings, workshops, seminars, conferences, extension lectures, webinars, online competitions and even NSS camps were carried out through the virtual mode. E-learning opened the floodgates of opportunity for the teachers as well as students to manage class timings and learning avenues at a more comfortable pace and in an environment that offered social distancing as per the need of the hour.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**527**

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

2.Student

2.1 Number of students during the year	**4663**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**984**

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

2.3 Number of outgoing/ final year students during the year	**1499**

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

3.Academic

3.1 Number of full time teachers during the year	**122**

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

3.2 Number of sanctioned posts during the year	**125**

File Description	Documents
Data Template	

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**58**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15.5552**
4.3 Total number of computers on campus for academic purposes	**104**

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. Every month, a departmental Academic Committee Meeting is held 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 and convey 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/2020/revised-academic-calendar-pg-2020.pdf

1.1.3 - Teachers of the Institution participate in **B. Any 3 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

17

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 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

8

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

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

249

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

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://scdgovtcollege.ac.in/
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	No File Uploaded

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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---I/1.4/Feedback-Report-SCD.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

2015

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

745

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 inmid-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 are organised (online in this session).
- Quiz competitions are arranged and extension lectures of expert Resource Persons who are experts in their field are 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 tutorial classes are 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
4621	**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 organises a 'Mock Budget' making exercise. 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**

[1] Wikipedia

File Description	Documents
Upload any additional information	View File
Link for additional information	https://online.scdgovtcollege.ac.in/Article/ newsletter

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, training in the use of ICT tools by the MOODLE LEARNING MANAGEMENT SYSTEM (1st -5th August 2020) under the leadership of GREEN THINKERZ was organised by the institution for the faculty in collaboration with IIT Bombay.The faculty members also used various tools such as power-point presentations, video clippings, and tap all 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	**No File Uploaded**
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	**No File Uploaded**
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

1404

File Description	Documents
Any additional information	**No File Uploaded**
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 online forums like WhatsApp Groups, Google Classrooms, Zoom/Google Meets and discussing them with students telephonically etc. because of the COVID-19 pandemic. Several Departments use Google Classroom to correct, return and re-submit assignments to students. Individual problems are also discussed telephonically. Marks are displayed to students via the same platform and problems if any are addressed.**

- **WhatsApp groups of students are formed by the teachers and 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**

- **This time both the Mid-Semester-Test and the university examinations were held online. For Mid-Semester-Tests, the pdfs were evaluated by the teachers and discussed with the students in Zoom/Google Meets/ telephonically etc. Because of exceptional circumstances due to Covid restrictions, the requisite remedial testing was also conducted online by the teachers. The teachers also discussed the paper in detail with the students and gave them tips to attempt the paper more effectively in online classes.**

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 level, if any are addressed by the concerned teachers or departments themselves.
- Usually, the subject teachers show the answer sheets of the house examinations to the students and discuss the marks obtained according to student performance. During the Covid semester, teachers marked and displayed the marks to students online. No discrepancies as such were reported.
- Notices and circulars regarding the last date to deal with discrepancies before award lists were sent to the Examination Branch were shared on online forums. In case of any discrepancy, the students were properly entertained, and their issues addressed 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 exam 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	https://online.scdgovtcollege.ac.in/Article/grcell

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	https://online.scdgovtcollege.ac.in/Articles/aqar/AQAR-2020-21/CRITERION---II/2.6/2.6.1
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, assignments 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.
- Students are awarded in various academic, sports and cultural categories in Prize distribution Function yearly.
- The college conducts MID SEMESTER TESTS to identify the specific learning needs of the students and to take note of their progress.

- 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	https://online.scdgovtcollege.ac.in/Article/newsletter

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

1482

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	**No File Uploaded**
Paste link for the annual report	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---II/2.6/2.6.3/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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---II/2.7/satisfaction-survey.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)

`Rs 1.20 lakhs`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	<u>View File</u>
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

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

`6`

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The ecosystem for innovations and for the creation and transfer of knowledge in the institution is done in the following ways:

1. The institution fosters the all-around development of the students by providing them opportunities to enhance their theoretical and practical knowledge through Seminars, Extension Lectures, Workshops, Conferences, etc at the National and International levels. In workshops, they get the benefit of receiving hands-on knowledge.
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. Research Projects are undertaken by students and the report is submitted. M.Com (Business Innovations) 2nd Semester; M. Com. (General) 2nd Semester; M.Sc. IT 4th Semester;BBA 6th semester;BCA 6th semester; MA Geography 4thSemester & BA Geography6th Semester.
4. Visits to industries are arranged 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. They also guide students in research projects and dissertations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article/newsletter, https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-2020-21/CRITERION---III/3.2/Research-Work-Ecosystem-for-kw-creation_compressed.pdf

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

2

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

14

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

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

9

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 Clubunits of the college undertake numerous activities to generate a sense of social responsibility in the volunteers about issues like blood donation, general hygiene, tree plantation, and cleanliness through physical tasks like taking out a rally, cleanliness drives, etc as well as through the creative medium of slogan writing, essay writing, poster making, Quiz competitions, etc. Cleaning the Buddha Darya involveshands-on work at the site; blood donation camps,Tree Plantation drives, and 7-day NSS camps are organised. Traffic awareness through hands-on training in the Traffic Park, Hazards of stubble burning is communicated to the students so that they can, subsequently, disseminate this information in their family and hence, in society.Book Donation Campaigns are organised for the benefit of needy students. Important days like Gandhi Jayanti, Neta Ji Subhash Chanda Jayanti, Constitution day, International Women's day, International Yoga Day, Environment Day, Guru Teg Bahadur Ji's 400th Birth Centenary, and many more are commemorated befittingly. In addition, many Covid 19 Vaccination Campswere organised. Many teachers of the college were put on Covid Duty as Nodal Officers/ Executive Magistrates from 26.3.20 to 30.6.20.

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

2

File Description	Documents
Any additional information	No File Uploaded
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

26

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

457

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

99

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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 laabs, 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 class rooms 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 22 Class Rooms 57 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-2020-21/CRITERION---IV/Room-Details_1.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, Ludhianahas adequate

infrastructure and physical facilities for cultural activities, sports, games (indoor and outdoor), gymnasium. All the blocks of the buldings in the campus are as per government guidlines and are fully accessible to the persons with disabilities. Ramps and support for the specially abled peopleare in place through out the campus.

Auditorium 01 Open Air Theatre 01

Gymnasium Hall 01

Hockey Ground 01 Football Ground 01 400m Track 01 Green Well Maintained Parks 09 Firing Rang 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-2020-21/CRITERION---IV/Cocurricular.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/aqar/AQAR-2020-21/CRITERION---IV/4.1.3.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)

15.05552

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
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, 224titles 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 E-books, subscription to 4 journals, 20 newspapers, 40 magazines. During Covid period this subscription was reduced.

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

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 users.

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

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

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

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

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

0.10681

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
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

3

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

With the wifi towers/routers all around the campusof Satish Chander Dhawan Government College, Ludhiana staff and students have the freedom ofusing digital gadgets without the worry of fading digital signals. Apart from the JIO's dedicated infrastructure for hasselfree usage of its services, the campus is equipped with 06optical fiberinternet 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	**Nil**

4.3.2 - Number of Computers

118

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)

15.05552

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	**No File Uploaded**
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.

Maintenance of academic building, library, classrooms, laboratory, sports complex etc. and other physical infrastructure of S.C.D. Government college is done by PWD department, govt. of Punjab or the committees formed by the principal. The college receives grant from the Department of Higher Education, Govt. of Punjab under plan head and non plan head schemes. For the year 2020-21 the grant received in any of the funds was NIL.

Physical Facilities: For the year 2020-21 the expenditure HEIS Fund was INR 164517/-, that from PTA fund was INR 495352/- and that from UF/AF was INR 243403/- which amounts to a total expenditure of INR 903272/- on physical facilities.

Academic Facilities: For the year 2020-21 the expenditure HEIS Fund was INR 346824/-, that from PTA fund was INR 87678/- and that from UF/AF was INR 167778/- which amounts to a total expenditure of INR 602280/- on physical facilities.

The committees carry out all the projects following guidelines from higher authorities/Govt. departments. Transparency is ensured in every project and details are shown in college official website. Students' council and members of PTA association are duly consulted while doing any major and minor college related welfare project.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

313

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)	**No File Uploaded**

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

60

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)	**No File Uploaded**

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/Articles/aqar/AQAR-2020-21/CRITERION---V/5.1.3
Any additional information	**No File Uploaded**
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

21

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

21

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

24

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

227

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
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

21

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
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.

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
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. Gursharan

Singh Sandhu,Dean students' welfare ,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 are the members of the council. Representatives are also taken from various activities like NSS, NCC, sports, youth activities, cultural committee etc. the main purpose of the council is to help the college administration to maintain discipline during all the functions held throughout the year. From the last five years there has been an initiative to organize book bank help desk. Books are collected by the council members from various departments and from senior students. These books are distributed to the poor and needy students free of cost and when they pass the class they return the books issued to them and get other books. So this process continues. All students take part in this move. NCC representatives escort the chief guest whenever there is an important function. Every year Lohri function is organized by the council members. This function gives a chance to the students to showcase their hidden talents. Every year all the council members are honoured with a merit certificate and memento on the convocation.This year National webinar on pressing issue of Depression was organised by Students Council

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

12

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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 490 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 11.20 lakhs for the physical infrastructure of college. The hundredth milestone was sponsored by Alumni association. the alumni association also holds various meeting and activitites.

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)   **A. ? 5Lakhs**

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	**No File Uploaded**

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 institutionalong with the teachers' council provides leadership and able guidance including budget and

resourceplanning 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 bodyhas members from the faculty and parents, with principal as the Chairperson. All the decisions are taken unanimously.A monthly PTAmeeting 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 citywith 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 fuctioning 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, admininstration 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	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File]()

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**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 tostaff 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	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

04

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)	<u>View File</u>

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

11

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 toManagement 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 onAcademic 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 aredone by HEIS Bursar. Similarly for Parent Teacher Association of the college, theexternal 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 ofPTA 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)

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The PTA and HEIS funds and grants recieved 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 topurchase 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 committeeslook 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 collegearemaintainedand upgradedregularly.

File Description	Documents
Paste link for additional information	https://gem.gov.in/
Upload any additional information	**No File Uploaded**

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

The session 2020-2021 was a year of challenges as the whole world was reeling under the Covid pandemic. In spite of the difficulties posed by this epidemic, IQAC planned a series of activities. Meetings of the institutional bodies (PTA and HEIS) were held and audits of their activities got done for a transparent utilisation of funds.

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	**No File Uploaded**

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 sustence. 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 theminutes 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)	**No File Uploaded**

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

women in decision making positions who leads various activities of the institute. In 2020-21, activities like International Women's Day Celebration (8.03.2021) and National Education Day Celebration (Declamation Contest (11.112021) were carried out successfully.

A. SAFETY AND SECURITY

- **Institute encourage Girls and boys to participate together in academic, cultural, sports and social activities.**
- **Faculty accompany the students when they are deputed to attend off- Campus programs like competitions, cultural activities etc.**
- **High end CCTV cameras are installed at prominent locations in the institution.**
- **It is mandatory for everyone to wear Identity Cards on the campus.**
- **Suggestion Boxes are placed in the campus**
- **College has Grievance and Redressal Cell to look into issues like Gender Sensitization.**

B. COUNSELLING

- **Each faculty is assigned a tutorial group and each group has around 50 students which the particular teacher has to mentor.**
- **Students meet their mentors for any grievances regarding gender related issues if any, personal problems, general issues, lack of facilities, academics etc.**
- **A Student welfare and counselling committee is constituted to**

monitor the student counselling 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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.1/Annual-Gender-Action-Plan-_Year_2020_21_.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.1/Any-other-relevant-information-7.1.1.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

A)SOLID WASTE MANAGEMENT:

VERMICOMPOSTING Unit:

- The institute has an effective mechanism for waste management. For degradable waste, College campus has functional Vermi Compost Unit.
- The dimension of vermicomposting unit is length x Breadth x Depth = 32.40 x 03 x1.5 meters. In this unit has 4 chamber 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 are 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 to plants in the campus.The treated water from the STP is used for watering gardens and lawns.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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

D. Any 1 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	[View File](#)
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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

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).

- **The college celebrates Republic Day and Independence Day with pomp and joy which promotes national unity in the college.**
- **Students belonging to different religions, linguistic**

- community, and socio-economic background get admitted to the college according to the policy of Punjab Government.
- The College celebrates commemorative days like Teachers' Day, National Unity Day, National Youth Day, Yoga day, etc. to lay down the ideals and principles that the students must imbibe.
- The College encourages the students of varied backgrounds to participate in variousactivities.
- Celebration like Hindi Diwas highlight the respect accorded to all regions and languages and aim to promote linguistic harmony in the institution.
- The college organizes lecture series on Environmental Education.
- The College NSS units (Boys & Girls) regularly organize awareness drives to awaken the masses against social evils and cleanliness etc. NSS volunteers are instrumental in sensitizing community services.
- Activities like Blood donation camp, Tree plantation drive, Awareness rallies teach students to put service before self and the importance of the environment.
- The college effectively manages its students through the Mentor-Mentee system.
- The Grievance Redressal Committee of the College deals with the grievances of all the employees without considering anyone's racial or cultural background.

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 is committed to provide quality education and make the students humane as well as conscious of contemporary societal concerns. The College also organizes various activities to create awareness about the national symbol and identity.

- The annual observance of Republic day and Independence day is aimed at arousing patriotic fervour and national oneness.
- Constitution Day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India.
- The college upholds the principles of service and social responsibility by organizing events like Blood donation camp, plantation drive, Road safety, Traffic Awareness campaign.
- NSS volunteers along with Red Cross Society of the College visit Red Cross Orphanage and Old Age Homes.
- Lectures by eminent scholars at seminars, conferences, workshops encourage students to make a fruitful contribution to their country.
- The extension activities organized by NSS students also sensitize the students on many issues such as brotherhood, composite culture, environment, and scientific temper.
- NCC Units (army &Air Wings) make the students responsible towards their society and country and provide them special training.
- College also celebrates World Environment Day and Earth Day to ensure the values related to save the environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.9/Details-of-activities-that-inculcate-values_-necessary-to-render-students-in-to-responsible-citizens-7.1.9.pdf
Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.9/Any-other-relevant-information-7.1.9.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.**

B. Any 3 of the above

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	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 key National and International Days including commemorative days, festivals, and events with a spirited approach.

- **Lohri –This vibrant festival of Punjab is filled with cultural activities energetic and traditional performances**
- **National Voters Day is observed to create awareness on the need to maximize the enrolment of new voters.**
- **We celebrate Independence Day and Republic Day with great fervour.**
- **The NCC Cadets participate in the parade and present the guard of honour.**
- **Hindi Diwas is observed to promote "linguistic and cultural diversity and multilingualism" among the students.**
- **A special program is arranged as a tribute to the teachers on Teachers' Day .**
- **International Women's Day is celebrated every year.**
- **World Environment Day is observed with the main objective to create awareness among the students about the environment.**
- **International Day of Yoga is observed by the students, and staff of the college including various asanas.**
- **International Red Cross Day is celebrated by organizing Blood Donation Camp, Essay Writing slogan writing and Poster making Competitions.**
- **World AIDS Day is observed to spread awareness about AIDS.**
- **Constitution Day 'Samvidhan Divas' is celebratedto create**

**awareness of Fundamental Duties as enshrined in the
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	[View File](#)

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 – I

  1. Title:Finishing School

  2. Objectives:

  - **Enhance the soft skills & employability skills of fresh
    graduates from different streams to make them job-ready.**

**3. The context: Various surveys have established a fact that our
graduates lack soft skills, employability skills, and attitude.**

**4. The Practice: Students are being trained to crack various
competitive exams like PCS , UGC, Banking andCommunication Skills,
Personality Development, Tally and Retail and Marketing.**

**5. Evidence of Success: The evidence of the success of is visible
from the activities carried out & placement over the last five
years.**

**6. Problems Encountered and Resources Required: To overcome tight
and busy schedule for finishing school provides early morning and
virtual classes.**

Best Practice: 2

1. Title:ICT enabled tools

2. Objectives :ICT enabled teaching is more effective.

3. The context: Owing to covid-19 pandemic all the teachers started providing ICT enabled lectures

4. The Practice:In thewake of the pandemic the teachers have upgraded to using ICT to continue the teaching work.

5. Evidence of Success:Teaching learning work went on smoothly during pandemic.

6. Problems Encountered and Resources Required:Some teachers found the sudden shifting from offline to online mode very difficult.

File Description	Documents
Best practices in the Institutional website	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.2.1/Best-practices-in-the-Institutional-web-site-7.2.1.pdf
Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.2.1/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. Govt. Evening College was conceptualized in 1966. 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.

College Luddi team, Vaar Singing, Mehndi, Folk Dance & Histrionics won many prizes in Panjab University Zonal as well as Inter Zonal Youth Festivals.

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, Basketball competition in 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. Every month, a departmental Academic Committee Meeting is held 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 and convey 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/2020/revised-academic-calendar-pg-2020.pdf

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

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

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

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 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

8

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

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

249

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://scdgovtcollege.ac.in/
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	**No File Uploaded**

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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---I/1.4/Feedback-Report-SCD.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

2015

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

745

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 inmid-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 are organised (online in this session).
- Quiz competitions are arranged and extension lectures of expert Resource Persons who are experts in their field are 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 tutorial classes are 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
4621	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 organises a 'Mock Budget' making exercise. 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

[1] Wikipedia

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://online.scdgovtcollege.ac.in/Article/newsletter

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, training in the use of ICT tools by the MOODLE LEARNING MANAGEMENT SYSTEM (1st -5th August

2020) under the leadership of GREEN THINKERZ was organised by the institution for the faculty in collaboration with IIT Bombay.The faculty members also used various tools such as power-point presentations, video clippings, and tap all 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	**No File Uploaded**
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	**No File Uploaded**
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

1404

File Description	Documents
Any additional information	**No File Uploaded**
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 online forums like WhatsApp Groups, Google Classrooms, Zoom/Google Meets and discussing them with students telephonically etc. because of the COVID-19 pandemic. Several Departments use Google Classroom to correct, return and re-submit assignments to students. Individual problems are also discussed telephonically. Marks are displayed to students via the same platform and problems if any are addressed.**
- **WhatsApp groups of students are formed by the teachers and 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**
- **This time both the Mid-Semester-Test and the university examinations were held online. For Mid-Semester-Tests, the pdfs were evaluated by the teachers and discussed with the students in Zoom/Google Meets/ telephonically etc. Because of exceptional circumstances due to Covid restrictions, the requisite remedial testing was also conducted online by the teachers. The teachers also discussed the paper in detail with the students and gave them tips to attempt the paper more effectively in online classes.**

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 level, if any are addressed by the concerned teachers or departments themselves.**
- **Usually, the subject teachers show the answer sheets of the house examinations to the students and discuss the marks obtained according to student performance. During the Covid semester, teachers marked and displayed the marks to students online. No discrepancies as such were reported.**
- **Notices and circulars regarding the last date to deal with discrepancies before award lists were sent to the Examination Branch were shared on online forums. In case of**

- **any discrepancy, the students were properly entertained, and their issues addressed 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 exam 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	https://online.scdgovtcollege.ac.in/Article/grcell

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	https://online.scdgovtcollege.ac.in/Articles/aqar/AQAR-2020-21/CRITERION---II/2.6/2.6.1
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, assignments 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.**
- **Students are awarded in various academic, sports and cultural categories in Prize distribution Function yearly.**
- **The college conducts MID SEMESTER TESTS to identify the specific learning needs of the students and to take note of their progress.**

- **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	https://online.scdgovtcollege.ac.in/Article/newsletter

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

1482

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	**No File Uploaded**
Paste link for the annual report	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---II/2.6/2.6.3/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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---II/2.7/satisfaction-survey.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)

Rs 1.20 lakhs

File Description	Documents
Any additional information	**No File Uploaded**
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

6

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

0

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

3.2 - Innovation Ecosystem

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

The ecosystem for innovations and for the creation and transfer of knowledge in the institution is done in the following ways:

1. The institution fosters the all-around development of the students by providing them opportunities to enhance their theoretical and practical knowledge through Seminars, Extension Lectures, Workshops, Conferences, etc at the National and International levels. In workshops, they get the benefit of receiving hands-on knowledge.
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. Research Projects are undertaken by students and the report is submitted. M.Com (Business Innovations) 2nd Semester; M.Com. (General) 2nd Semester; M.Sc. IT 4th Semester;BBA 6th semester;BCA 6th semester; MA Geography 4thSemester & BA Geography6th Semester.
4. Visits to industries are arranged 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. They also guide students in research projects and dissertations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://online.scdgovtcollege.ac.in/Article/newsletter, https://online.scdgovtcollege.ac.in/Downloads/NAAC/IQAC/aqar/AQAR-2020-21/CRITERION---III/3.2/Research-Work-Ecosystem-for-kw-creation_compressed.pdf

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

2

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

14

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

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

9

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 Clubunits of the college undertake numerous activities to generate a sense of social responsibility in the volunteers about issues like blood donation, general hygiene, tree plantation, and cleanliness through physical tasks like taking out a rally, cleanliness drives, etc as well as through the creative medium of slogan writing, essay writing, poster making, Quiz competitions, etc. Cleaning the Buddha Darya involveshands-on work at the site; blood donation camps,Tree Plantation drives, and 7-day NSS camps are organised. Traffic awareness through hands-on training in the Traffic Park, Hazards of stubble burning is communicated to the students so that they can, subsequently, disseminate this information in their family and hence, in society.Book Donation Campaigns are organised for the benefit of needy students. Important days like Gandhi Jayanti, Neta Ji Subhash Chanda Jayanti, Constitution day, International Women's day, International Yoga Day, Environment Day, Guru Teg Bahadur Ji's 400th Birth Centenary, and many more are commemorated befittingly. In addition, many Covid 19 Vaccination Campswere organised. Many teachers of the college were put on Covid Duty as Nodal Officers/ Executive Magistrates from 26.3.20 to 30.6.20.

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

2

File Description	Documents
Any additional information	No File Uploaded
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

26

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

457

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
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

99

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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 laabs, 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 class rooms 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 22 Class Rooms 57 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-2020-21/CRITERION---IV/Room-Details_1.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, Ludhianahas adequate infrastructure and physical facilities for cultural activities, sports, games (indoor and outdoor), gymnasium. All the blocks of the buldings in the campus are as per government guidlines and are fully accessible to the persons with disabilities. Ramps and support for the specially abled peopleare in place through out the campus.

Auditorium 01 Open Air Theatre 01

`Gymnasium Hall 01`

`Hockey Ground 01 Football Ground 01 400m Track 01 Green Well Maintained Parks 09 Firing Rang 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-2020-21/CRITERION---IV/Cocurricular.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/aqar/AQAR-2020-21/CRITERION---IV/4.1.3.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)

15.05552

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
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, 224titles 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 E-books, subscription to 4 journals, 20 newspapers, 40 magazines. During Covid period this subscription was reduced.

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

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 users.

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

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

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

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

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

0.10681

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
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

3

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

With the wifi towers/routers all around the campusof Satish Chander Dhawan Government College, Ludhiana staff and students have the freedom ofusing digital gadgets without the worry of fading digital signals. Apart from the JIO's dedicated infrastructure for hasselfree usage of its services, the campus is equipped with 06optical fiberinternet 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	**Nil**

4.3.2 - Number of Computers

118

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)

15.05552

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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.

Maintenance of academic building, library, classrooms, laboratory, sports complex etc. and other physical infrastructure of S.C.D. Government college is done by PWD department, govt. of Punjab or the committees formed by the principal. The college receives grant from the Department of Higher Education, Govt. of Punjab under plan head and non plan head schemes. For the year 2020-21 the grant received in any of the funds was NIL.

Physical Facilities: For the year 2020-21 the expenditure HEIS Fund was INR 164517/-, that from PTA fund was INR 495352/- and that from UF/AF was INR 243403/- which amounts to a total expenditure of INR 903272/- on physical facilities.

Academic Facilities: For the year 2020-21 the expenditure HEIS Fund was INR 346824/-, that from PTA fund was INR 87678/- and that from UF/AF was INR 167778/- which amounts to a total expenditure of INR 602280/- on physical facilities.

The committees carry out all the projects following guidelines from higher authorities/Govt. departments. Transparency is ensured in every project and details are shown in college official website. Students' council and members of PTA association are duly consulted while doing any major and minor college related welfare project.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

313

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)	**No File Uploaded**

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

60

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)	**No File Uploaded**

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/Articles/aqar/AQAR-2020-21/CRITERION---V/5.1.3
Any additional information	No File Uploaded
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

21

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

21

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

24

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

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

227

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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

21

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
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.

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
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. Gursharan

Singh Sandhu,Dean students' welfare ,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 are the members of the council. Representatives are also taken from various activities like NSS, NCC, sports, youth activities, cultural committee etc. the main purpose of the council is to help the college administration to maintain discipline during all the functions held throughout the year. From the last five years there has been an initiative to organize book bank help desk. Books are collected by the council members from various departments and from senior students. These books are distributed to the poor and needy students free of cost and when they pass the class they return the books issued to them and get other books. So this process continues. All students take part in this move. NCC representatives escort the chief guest whenever there is an important function. Every year Lohri function is organized by the council members. This function gives a chance to the students to showcase their hidden talents. Every year all the council members are honoured with a merit certificate and memento on the convocation.This year National webinar on pressing issue of Depression was organised by Students Council

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

12

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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 490 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 11.20 lakhs for the physical infrastructure of college. The hundredth milestone was sponsored by Alumni association. the alumni association also holds various meeting and activitites.

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)	**A. ? 5Lakhs**

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	No File Uploaded

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 institutionalong with the

teachers' council provides leadership and able guidance including budget and resourceplanning 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 bodyhas members from the faculty and parents, with principal as the Chairperson. All the decisions are taken unanimously.A monthly PTAmeeting 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 citywith 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 fuctioning 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, admininstration 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	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File](#)

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**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 tostaff 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	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

04

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

11

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 toManagement 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 onAcademic 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 aredone by HEIS Bursar. Similarly for Parent Teacher Association of the college, theexternal 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 ofPTA 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)

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The PTA and HEIS funds and grants recieved 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 topurchase

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 committeeslook 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 collegearemaintainedand upgradedregularly.

File Description	Documents
Paste link for additional information	https://gem.gov.in/
Upload any additional information	No File Uploaded

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

The session 2020-2021 was a year of challenges as the whole world was reeling under the Covid pandemic. In spite of the difficulties posed by this epidemic, IQAC planned a series of activities. Meetings of the institutional bodies (PTA and HEIS) were held and audits of their activities got done for a transparent utilisation of funds.

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	**No File Uploaded**

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 theminutes 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)	**No File Uploaded**

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

women in decision making positions who leads various activities of the institute. In 2020-21, activities like International Women's Day Celebration (8.03.2021) and National Education Day Celebration (Declamation Contest (11.112021) were carried out successfully.

A. SAFETY AND SECURITY

- **Institute encourage Girls and boys to participate together in academic, cultural, sports and social activities.**
- **Faculty accompany the students when they are deputed to attend off- Campus programs like competitions, cultural activities etc.**
- **High end CCTV cameras are installed at prominent locations in the institution.**
- **It is mandatory for everyone to wear Identity Cards on the campus.**
- **Suggestion Boxes are placed in the campus**
- **College has Grievance and Redressal Cell to look into issues like Gender Sensitization.**

B. COUNSELLING

- **Each faculty is assigned a tutorial group and each group has around 50 students which the particular teacher has to mentor.**
- **Students meet their mentors for any grievances regarding gender related issues if any, personal problems, general issues, lack of facilities, academics etc.**
- **A Student welfare and counselling committee is constituted to monitor the student counselling 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://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.1/Annual-Gender-Action-Plan-_Year_2020_21_.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.1/Any-other-relevant-information-7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy	B. Any 3 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

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

A)SOLID WASTE MANAGEMENT:

VERMICOMPOSTING Unit:

- **The institute has an effective mechanism for waste management. For degradable waste, College campus has functional Vermi Compost Unit.**
- **The dimension of vermicomposting unit is length x Breadth x Depth = 32.40 x 03 x1.5 meters. In this unit has 4 chamber 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 are 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 to plants

`in the campus.The treated water from the STP is used for watering gardens and lawns.`

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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 | `D. Any 1 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	View File
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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

- **The college celebrates Republic Day and Independence Day with pomp and joy which promotes national unity in the college.**
- **Students belonging to different religions, linguistic community, and socio-economic background get admitted to the college according to the policy of Punjab Government.**
- **The College celebrates commemorative days like Teachers' Day, National Unity Day, National Youth Day, Yoga day, etc. to lay down the ideals and principles that the students must imbibe.**
- **The College encourages the students of varied backgrounds to participate in variousactivities.**
- **Celebration like Hindi Diwas highlight the respect accorded to all regions and languages and aim to promote linguistic harmony in the institution.**
- **The college organizes lecture series on Environmental Education.**
- **The College NSS units (Boys & Girls) regularly organize awareness drives to awaken the masses against social evils and cleanliness etc. NSS volunteers are instrumental in sensitizing community services.**
- **Activities like Blood donation camp, Tree plantation drive, Awareness rallies teach students to put service before self and the importance of the environment.**
- **The college effectively manages its students through the Mentor-Mentee system.**
- **The Grievance Redressal Committee of the College deals with**

the grievances of all the employees without considering anyone's racial or cultural background.

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 is committed to provide quality education and make the students humane as well as conscious of contemporary societal concerns. The College also organizes various activities to create awareness about the national symbol and identity.

- The annual observance of Republic day and Independence day is aimed at arousing patriotic fervour and national oneness.
- Constitution Day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India.
- The college upholds the principles of service and social responsibility by organizing events like Blood donation camp, plantation drive, Road safety, Traffic Awareness campaign.
- NSS volunteers along with Red Cross Society of the College visit Red Cross Orphanage and Old Age Homes.
- Lectures by eminent scholars at seminars, conferences, workshops encourage students to make a fruitful contribution to their country.
- The extension activities organized by NSS students also sensitize the students on many issues such as brotherhood, composite culture, environment, and scientific temper.
- NCC Units (army &Air Wings) make the students responsible towards their society and country and provide them special training.
- College also celebrates World Environment Day and Earth Day

to ensure the values related to save the environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.9/Details-of-activities-that-inculcate-values_-necessary-to-render-students-in-to-responsible-citizens-7.1.9.pdf
Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.1.9/Any-other-relevant-information-7.1.9.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**

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 key National and International Days including commemorative days, festivals, and events with a spirited approach.

- Lohri –This vibrant festival of Punjab is filled with cultural activities energetic and traditional performances
- National Voters Day is observed to create awareness on the need to maximize the enrolment of new voters.
- We celebrate Independence Day and Republic Day with great fervour.
- The NCC Cadets participate in the parade and present the guard of honour.
- Hindi Diwas is observed to promote "linguistic and cultural diversity and multilingualism" among the students.
- A special program is arranged as a tribute to the teachers on Teachers' Day .
- International Women's Day is celebrated every year.
- World Environment Day is observed with the main objective to create awareness among the students about the environment.
- International Day of Yoga is observed by the students, and staff of the college including various asanas.
- International Red Cross Day is celebrated by organizing Blood Donation Camp, Essay Writing slogan writing and Poster making Competitions.
- World AIDS Day is observed to spread awareness about AIDS.
- Constitution Day 'Samvidhan Divas' is celebratedto create awareness of Fundamental Duties as enshrined in the 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	View File

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 – I

  1.  Title:Finishing School

  2. Objectives:

   •   Enhance the soft skills & employability skills of fresh
       graduates from different streams to make them job-ready.

3. The context: Various surveys have established a fact that our
graduates lack soft skills, employability skills, and attitude.

4. The Practice: Students are being trained to crack various
competitive exams like PCS , UGC, Banking andCommunication
Skills, Personality Development, Tally and Retail and Marketing.

5. Evidence of Success: The evidence of the success of is visible
from the activities carried out & placement over the last five
years.

6. Problems Encountered and Resources Required: To overcome tight
and busy schedule for finishing school provides early morning and
virtual classes.

Best Practice: 2

1. Title:ICT enabled tools

2. Objectives :ICT enabled teaching is more effective.

3. The context: Owing to covid-19 pandemic all the teachers
started providing ICT enabled lectures

4. The Practice:In thewake of the pandemic the teachers have
upgraded to using ICT to continue the teaching work.

5. Evidence of Success:Teaching learning work went on smoothly
during pandemic.

6. Problems Encountered and Resources Required:Some teachers
found the sudden shifting from offline to online mode very
```

difficult.

File Description	Documents
Best practices in the Institutional website	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.2.1/Best-practices-in-the-Institutional-web-site-7.2.1.pdf
Any other relevant information	https://scdgovtcollege.ac.in/Downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---VII/7.2.1/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. Govt. Evening College was conceptualized in 1966. 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.

College Luddi team, Vaar Singing, Mehndi, Folk Dance & Histrionics won many prizes in Panjab University Zonal as well as Inter Zonal Youth Festivals.

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, Basketball competition in 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

The College envisages following actions in the next academic year:

1. Development of more number of ICT based class rooms and Smart Class Rooms.

2. Introduction of new programme – skill oriented Certificate and Diploma Courses – for the Students.

3. Accomplishing more number of publications by the faculty members.

4. Women Development Cell to be initiated.

5. Minor and major research Projects by faculty.

6. Some more UG and PG programs to be initiated.

7. Plan for organizing National/International Seminars/Conferences in the college.

8. Music Club to be initiated.