

**S.C.D. GOVT. COLLEGE**  
NAAC ACCREDITED GRADE - A



(Established in 1920)

**LUDHIANA**

**AQAR of IQAC**

(The Annual Quality Assurance Report of the Internal Quality)  
Assurance Cell

**Jan; 2013 to Dec; 2013**

**Submitted to**

**National Assessment and Accreditation Council**

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072, INDIA

**RAJINDER SINGH**  
Principal



Phone : 91-161-2448899  
**SCD GOVERNMENT COLLEGE**  
Ludhiana - 141 001

D.O LT.No.....

Date.....

To

The Director,  
National Assessment and Accreditation Council,  
P.O.Box No.1075, Nagarbhavi,  
Bangalore-560072, India.

Subject: AQAR of IQAC- January 2013 to December 2013

Dear sir,

Please find enclosed the hard and soft copies  
of the AQAR of IQAC- January 2013 to December 2013

**Thanking you,**

With best regards,

Yours Faithfully,

**RAJINDER SINGH**  
Principal

Copy to:

1. The secretary Higher Education Deptt., Punjab, Chandigarh.
2. The D.P.I. © Punjab, Chandigarh.

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

NAME OF THE INSTITUTION :

S.C.D. GOVT. COLLEGE ,  
COLLEGE ROAD, CIVIL LINES,  
LUDHIANA-141001  
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YEAR OF REPORT : JAN. 2014 – DEC. 2014

PART- A

PLAN FOR QUALITY ENHANCEMENT :

The internal quality assurance cell (IQAC) of S.C.D. Govt. College, Ludhiana with an aim of total quality management (TQM) in all aspects of higher education conducted its regular meeting and discussion and enlist an agenda for striving towards achievement of quality enhancement. The internal quality assurance cell held a special meeting to assess the achievement spill over impact on quality of teaching. It has been observed that the IQAC has progressed to benefit this institution and the spurt of the development is being maintained. The recommendations after evaluating their viability have by and large strictly been adhered to enhance total quality management in all aspects of higher education. Various plans undertaken during the time period have found their destination or are in continuity.

The college is proud to announce the introduction of following courses :

- Continuing computerization of central library with internal facility.
- INFLIBIT – facility for students and teachers.
- Personality Development Program for Faculty.

- Extension lectures through EDU-SAT.
- Establishment of Community College to run Diploma in Stock Marketing and Trading Operations.

The college still aspires to excel in the arena of teaching , learning and evaluation for which the following agenda has been proposed :

- To encourage teachers to participate and present research papers in academic conference / seminars/ workshops to upgrade their existing knowledge.
- To encourage teachers to improve their academic credentials, earn faculty improvement programs from UGC and to earn research projects from UGC/DST.
- To interact with all heads of the department regarding quality aspect and solicit regular reports from them in the context of departmental activities.
- To encourage every department to establish departmental libraries with latest literature and to strengthen the existing one.
- To prepare a plan for encouraging various Departments to organize seminars/workshops/conferences to be submitted to UGC/DCDC, PU. Chandigarh / DST New Delhi / NAAC Bangalore or any other agency for financial aid.
- To suggest restricting of internal education system to suit global requirement.
- To stimulate the process of knowledge creation, apart from knowledge dissemination .
- To undertake purchase of software for academics, administrative and library purposes.

- To train students for competitive examinations and to hold remedial classes.
- And above all , to train students to be holistic and sensitise them towards the culture and heritage of the state and the country.

The local IQAC is proud to announce that almost all projects undertaken so far have attained their desired results. But still , IQAC feels that there is ample scope for improvement and therefore, aspires to excel in future, under the bandwagon of NAAC, Bangalore. The IQAC has thus resolved to strive harder and make concerted effort to attain the zenith of its preferential goals.

The stakeholders of this institution participate enthusiastically in various academic , researches, administrative and financial activities .

Many of the members have contributed to the state, national and international conference/seminars/workshops and have participated / presented / published research papers. Dr. A.K. Bhalla, Dr. G.S. Sandhu. Dr. B.K. Khurana, Dr. U.B. Singh, Dr. Harblas, Mr. Jagtar Singh and Dr. M.K. Arora have completed their major UGC research projects. Mr. Kamal Kishore has submitted his Ph.D. thesis. Mr. Puran Singh and Mr. Jagtar Singh have earned their Ph.D. degrees. Mr. Harbans Singh has been awarded minor research project by UGC, New Delhi. Dr. Dharam Singh (Geography) has completed his major research project awarded by UGC, New Delhi . Prof. Rajinder Singh, Prof. D.S. Chahal and Prof. R.K. Miglani have been promoted as Principals where as Dr. Dharam Singh has been selected as Principal by the PPSC. There are 11 research scholars registered for Ph.D. in the Dept. of Hindi. There are 08 Research scholars registered for their Ph.D degree in the department of Hindi. Prof. (Dr.) M.K. Arora, Prof (Dr.) R.K. Jain and Prof (Dr.) Hardeep Singh are guiding research to these scholars.

## **PART-B**

### **1. GOALS AND OBJECTIVES :**

- To preach the motto of the college 'Dare to be True'.
- Facilitating higher education for rural , financially disadvantaged learners and imparting gender sensitive quality education as per vision 2020.
- To provide training programs in computers, environmental studies and STEPS.
- To motivate students for excellence in academics, sports, cultural heritage and co-curricular activities for developing a holistic outlook,

### **2. NEW ACADEMIC PROGRAMS INITIATED:**

- NON-CREDIT COURSES :
  - Diploma in Stock Market and Trading Operations
  - Environmental studies.
  - Remedial & coaching classes for weaker students to prepare them for various competitive exams.
  - legal literacy
- CREDIT COURSES :
  - BBA – a 3 yr UG programme
  - M.Sc.(IT) – a 2 yr PG programme
  - M.Com (BI) – a 2 yr PG programme

### **3. INNOVATION IN CURRICULAR DESIGNS AND TRANSACTIONS :**

The students of B.Sc. V.E. in Industrial Microbiology (IMB), MA Geography, MA Economics , M.com. (General) and M.com (BI) undertake research projects and on Job Training (OJT) courses. The PG students of Hindi have the option to start their Ph.D. program. The UG/PG students of other streams are also encouraged to write project reports on the assigned themes.

The faculty members represent UG and PG board of studies in their respective subjects and on administration and management for the upgradation and modernization of the curriculum to be taught and regulation of academic ethics to be maintained.

All PG- departments have introduced a semester system instead of an annual examination system. The college has started semester system at the entry level of each UG-Course.

### **4. INTER DISCIPLINARY PROGRAMS STARTED :**

The students of B.Sc. V.E-IMB course are taught Biostatistics by the departments of Mathematics/Economics/Commerce. The subject of Environmental Education - a non-credit compulsory course for first year students of BA/B.Sc/B.Com/BCA (TDC) is taught by teachers from Botany / Zoology / Geography / Chemistry / Physics / Hindi. The subjects of History and culture of Punjab is taught by the teachers from the department of History. Similarly , the subjects of English / Business Communication Skills / Punjabi are taught at the entry level of UG students by the teachers of English and Punjabi. The subjects of Economics to the commerce students of UG and PG level are taught by teachers of the Economics Department. Besides , extension lectures on Quiz, Yoga, PDP, STEPS, Spiritualism, Entrepreneurship, Computers. First-Aid, traffic rules, and moral education are being conducted by resource persons of eminence.

## **5. GYMNASIUM :**

To keep the stakeholders physically and mentally fit, the gymnasium has been equipped with the latest facilities.

## **6. Examination Reforms :**

The conceptual plan of Panjab University Chandigarh regarding theory and practical examinations, internal assessment through attendance, project reports, assignments, behavior in classes, class tests, proficiency in practical examination, besides the house examination, is being followed in letter and spirit. The college has introduced a semester system from this academic session 2012-13 at PG-level and from 2014-15 at UG level..

## **7. CANDIDATES QUALIFIED: NET / UGC/ GATE ETC.**

A couple of students from the departments of Punjabi, English, Hindi, Economics, Geography and Commerce have qualified NET examination of UGC.

## **8. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAMS :**

The IQAC motivates the faculty to take up :

- UGC-FIP : Dr. Puran Singh has availed this scheme and completed his Ph.D.
- Mr. Kamal Kishore(Mathematics) has submitted his Ph.D thesis.
- Ms. Parveen Gupta (Economics), Ms. Prem Singla(History) and Mr. Husan Lal Basra (commerce) are registered for their Ph.D. degree.
- The IAPT, IABT and IOM regularly hold seminars/workshops/examinations on the respective subjects.
- Dr. Amarjit Kaur and Dr. Satya Rani participated in 4 days seminar held by LPU,Jalandhar.

## **9. TOTAL NUMBERS OF WORKSHOPS/SEMINARS CONDUCTED:**

- Punjab Day : on November 1<sup>st</sup> in collaboration with state language department.
- Book Exhibition : on 23<sup>rd</sup> March (Martyrs' Day)



- World Aids Day : on 1<sup>st</sup> December
- Kavi Samelans and Drama Workshop : Punjabi and Hindi
- Kavi Samelan / Hindi Day: Hindi
- Faculty Development Programmes on 08-12-14 & 11-12-14

#### **10. RESEARCH PROJECTS:**

- DST Research Project : Prof. (Dr.) R.S. Kahlon (Microbiology)
- Ph.D. Awarded :
  - Dr. U.B. Singh (Commerce)
  - Dr. Puran Singh (Economics)
  - Dr. Jagtar Singh (Economics)
- Ph.D. Result awaited :
  - Mr. Kamal Kishore (Maths)
- Research Papers :
  - Dr. M.K. Arora (Hindi)
  - Dr. Hardeep Singh (Hindi)
  - Dr. R.k. Jain (Hindi)
  - Dr. G.S. Sandhu (Maths)
  - Dr. A.K. Bhalla ( Commerce)
  - Dr. B.k. Khurana (Commerce)
  - Dr. Harblas (Commerce)
  - Dr. U.B. Singh (Commerce)
  - Dr. Chandeeep Kaur (English)
  - Dr. Reetinder Joshi (English)

#### **11. PATENTS GENERATED :**

NIL

#### **12. NEW COLLABORATED RESEARCH PROJECTS :**

NIL

### **13. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES :**

- DST : Rs. 2,54,000.00

### **14.DETAILS OF RESEARCH SCHOLARS :**

- Dr. A.K. Bhalla (Commerce)
- Dr. U.B. Singh (Commerce)
- Dr. B.K. Khurana (Commerce)
- Dr. Harblas (Commerce)
- Mr. H.L. Basra (Commerce)
- Dr. Jagtar Singh (Economics)
- Ms. Parveen (Economics)
- Dr. Puran Singh (Economics)
- Dr. Gursharan Singh (Maths)
- Mr. Kamal Kishore (Maths)
- Dr. Chandeeep Kaur (English)
- Dr. Reetinder Joshi (English)
- Dr. Dharam Singh (Geography)
- Mr. Harbans Singh (Geography)
- MS. Prem Singla (History)

### **15.CITATION INDEX : 16:126**

- IMPACT FACTOR : 100:126

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### **16.HONOURS / AWARDS TO THE FACULTY :**

- GCTA President : Mr. Jaipal Singh
- Member Senate P.U. Chandigarh : Dr. Mukesh Arora
- State Subject expert on Edu-Sat : Dr. B.M.Sarwal (Botany)  
Dr. A.K.Bhalla (Commerce)

### **17. INTERNAL RESOURCES GENERATED :**

- PTA : Rs. 55,00,000.00

- HEIS-ICT Society : Rs. 1,00,00,000.00

## 18. COMMUNITY SERVICES :

- NSS (Boys and Girls wing)

- Blood donation camps
- Adult Education
- Discourses on Female Foeticide

- NCC (Army and Air Wing)- Refer Annexure

- Eco-Club :

- Conservation and Preservation of biodiversity
- Vermi composting unit
- Vano Mahotsav
- World Habitat Day

- Sports :

The college lawns, sports stadia and track is an amenity to city joggers. Facilities are being extended to general public as well in swimming, cricket, volleyball, basketball, gymnastic, shooting and lawn tennis.

- Financial Assistance :

It is awarded to disadvantaged learners on the basis of merit-cum-need.

- Scholarships to Merit Holders.
- Blood Donation Camp

## 19. TEACHERS AND OFFICERS NEWLY RECRUITED :

	Teacher	Admn. Staff	Lab Staff
REGULAR	-	-	-
GUEST FACULTY	55	02	07

**20. TEACHING AND NON TEACHING RATIO :**

126:220::1:2 (APPROX.)

**21. IMPROVEMENT IN THE LIBRARY :**

- Departmental libraries :

A number of departments have instituted departmental libraries out of donation from serving and retired faculty.

**22. NEW BOOKS / JOURNALS SUBSCRIBED AND THEIR COST :**

Mr. Bharpur Singh

**23. COURSES IN WHICH ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENTS FEEDBACK :**

Tutorial system to promote interaction between the students teachers is followed. The problems are put before the heads of the departments. The various issues are then discussed amongst peer teachers and the suggestions thus made to improve upon the substance of the subject matter, teaching-learning practices, PDP / STEPS, effective communication and the like are brought to the IQAC. The viability of the suggested solution of the problem is determined before it is put to practice.

**24. UNIT COST OF EDUCATION**

- With Salaries : Rs. 10,000/-

- Without Salaries : Rs. 12

**25. COMPUTERIZATION OF ADMINISTRATION , THE PROCESS OF ADMISSION AND EXAMINATION RESULTS ISSUE OF CERTIFICATE :**

The administrative , finance and examination section of the college have totally been computerized. The admission to various classes or vertical rise is done strictly on merit as per the directive of the state higher education department and P.U. Chandigarh. These are made public through the admission notice in the newspaper and the prospectus which is published every year. The list of enrolled students' gender / caste wise is sent to the University for Registration. The Administrative branch has totally been renovated.

The annual or semester examinations are external i.e. held by the P.S.E.B. Mohali or by P.U. Chandigarh during each academic session. The college holds internal examination for determining eligibility for external examinations. The board of education or university, with the support of the college Principal and staff, conducts examinations and evaluate answer books. The results are computed by the education board / university which later on publishes them, awards detailed marks cards, certificates and the degrees which are awarded during annual convocations. The detail marks cards are recorded in soft and hard copies by the local register of examination branch before these are disbursed to the students.

## **26. INFRA-STRUCTURAL FACILITIES :**

- Hostels : Public Utilities
- Science Labs. : Computers for BCA/PGDCA/MSC.(IT)
- Smart Classrooms : BBA and M.com (BI)
- Cricket Ground : Renovated pitch
- Photostat machines : Office / library / remedial classes.
- Electricity: New Wiring for total Building

## **27. TECHNOLOGY UPGRADATION :**

- EDU-SAT lab. is a functional unit. The faculty members Tele cast live their lectures on different subjects.
- The computers labs for BCA/PGDCA/M.Sc. (IT) have been added.
- All science laboratories have been upgraded.
- Smart class rooms have been added.
- Extension lectures are held in seminar halls / auditorium fitted with LCD / OHP / Micro slide projectors.

## **28. COMPUTERS & INTERNET ACCESS AND TRAINING TO TEACHERS & STUDENTS :**

- The existing NRC-UGC has been upgraded with broadband internet connectivity and the latest Photostat machine.
- The teachers of computer science department impart knowledge on computer programs to the teachers, secretarial staff, students and financially weaker section of the society.
- The Commerce , IMB, Physics and Geography departments to learn curriculum prescribed by the university.
- The college has instituted and registered a society in ICT as HEIS-SCD-ICT society under the auspices of Punjab Higher Education Information Society (PHEIS). The society has started with regular programs on 10+1/ 10+2 / BCA / BBA / PGDCA/ Diploma in Stock Market and trading Operations and M.Sc. (IT).
- The students have free access to internet facilities. Twenty connections exist in different departments.
- The 'INFLIBIT' library facility is available to the teachers and the students.

## **29. FINANCIAL AND TO STUDENTS :**

- PTA-Fund :
  - a) More than 10% of the total strength of the students are made financially able out of this fund on merit-cum-need basis.

b) Award to meritorious and sports students.

c) TA / DA / DIET- allowances / Kits to students preparing for sports and youth festivals.

- GOVT. Funds :

a ) Scholarships to SC/BC students.

b) Meritorious students are granted financial aid by the state govt.

**DONATIONS FROM RETIRED AND IN-SERVICE TEACHERS:**

a) Financially disabled students willing to pursue higher education are sponsored by teachers.

b) Donations of learning material to the needy students.

c) Financial help to students participating in quiz, sports and co-curricular activities.

d) Medals and scholarships to meritorious students.

- SUPPORT FROM THE ALUMNI ASSOCIATION:

- The college has achieved success for a unit of its alumni.

- Requests are being sent overseas to revamp old alumni.

### **30. SUPPORT FROM PARENT-TEACHER ASSOCIATION AND IT ACTIVITIES.**

- PTA- Parent Teacher Association is a PIVOTAL AGENCY for various academics , sports , co-curricular activities and for financial help to students.

### **31. HEALTH SERVICES:**

- Gymnasium helps every stateholder in retaining basic levels of fitness.

- A regular checkup of the blood groups of students is done by the departments of IMB and Zoology.

- The health centre provides first-aid to the stake holders.

### **32. PERFORMANCE IN SPORTS ACTIVITIES :**

Mr. Singh represented India in Asian Games held at Incheon 2014

### **33. INCENTIVE TO OUTSTANDING SPORTS PERSONS :**

- Preference and reservation in admission to various classes.
- Free ship in academics and hostel accommodation.
- Special diet and sports materials are provided from PTA fund, besides grant from the state govt.
- State Govt. has set up sport academics in Volleyball & Cricket.
- Awards at annual sports day.
- College color and Roll of Honour.

### **34. STUDENTS ACHIEVEMENTS AND AWARDS :**

- |                                    |   |                |
|------------------------------------|---|----------------|
| - Annual Results                   | - | Refer Annexure |
| - Annual Sports Report             | - |                |
| - Annual Prize Distribution Report | - |                |
| - Annual Convocation               | - |                |
| - Ph.D enrolled researches         | - | 8(HINDI)       |
| - UGC-NET cleared                  | - | 06             |
| - NCC(Army and Air wing)           | - |                |
| - NSS (Boys and Girls)             | - |                |
| - CA / CS                          | - | 06             |

### **35. ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT :**

The Guidance and the counselling unit of the college is actively engaged in providing the students information about various fields and their corollaries which result in job opportunities. They are made aware of the ways and the means of getting a job and vertical progression methodology thereafter. The students have benefited from these.



### **36. PLACEMENT SERVICES PROVIDED TO STUDENTS :**

- Campus interviews are held by some leading industrial and financial institutions

### **37. DEVELOPING PROGRAMS FOR NON-TEACHING STAFF :**

- State Govt. administration and financial institutions hold training programs for secretarial staff.
- Computer Science department provides training program to lab. and secretarial staff.
- Secretarial and lab. staff is provided with training on accounting, auditing, management and behavioral issues by the Principal of the college.
- The class-IV employees are counseled on work ethics ,moral education and work culture by the Principal and the Incharge.

### **38. HEALTHY PRACTICES :**

- The Eco-Club advises the students to conserve 'THE HABITAT' the learners are encouraged in writing abilities in 'THE SUTLUJ' and 'WALL MAGAZINES'.
- The college displays all achievements of its stakeholders in an annual report which is presented before the state higher education department at annual prize distribution and convocation functions (Refer Annexure).
- The faculty has adopted the newly devised annual confidential report (ACR) by the Director Public Instructions (DPI) , colleges, Punjab Chandigarh. It is a summation of scholastic, behavioral, co-curricular activities and participation in administrative bodies.
- The college celebrates sports day , cultural , prize distribution and annual convocation every year.
- The college publishes its prospectus and magazine 'THE SUTLUJ' every year.
- The inbuilt quality check mechanism for the improvement of students and teachers exists.

-The institution inculcates the inherited heritage of the state of the Punjab and the India by celebrating Republic Day, Independence Day , National Integration Day, International Women Day , World AIDS Day, Festivals etc. through NSS / NCC / NYSC / Cultural society and Eco-club.

-Record of awardees of honour in academics , sports, cultural and heritage is maintained in permanent record books and is displayed by the virtue of photographs in the campus corridors to sensitize the student community to excel.

-Record of a Visitor's Book is very well maintained.

-Frequent visits of alumni and their interaction with the stakeholders for maintaining esteem of this premier institution.

-All retiree and distinguished alumni are invited to grace various functions celebrated by the college.

-The college provides rooms/lecture halls and auditorium to the disabled students of different schools free of cost for studies and seminars.

-The needy class-IV employees are helped in every respect by the faculty.

-‘DARE TO BE TRUE’ a guiding principle for the stakeholders of the college is the spirit behind all success.

### **39. LINKAGE DEVELOPED WITH NATINAL / INTERNATIONAL ACADEMIC / RESEARCH BODIES:**

-Prof. (Dr.) B.S.Thind of PAU, Ludhiana has written and published a book of on plant pathology out of DST- project at department of Botany of this college.

-Prof. (Dr.) R.S.Kahlon of PAU , Ludhiana has been awarded a research project on Microbiology by DST, New Delhi. Dr. Kahlon is pursuing his project at the department of Botany of this college.

-Dr. A.K.Bhalla is the organizing secretary of PCMA.

-The faculty members of Physics, Biology and Mathematics are life members of IAPT , IABT and Olympiad Math and conduct workshops and competitive examinations.

-This college has collaborated Ministry of Tourism, GOI, N.Delhi and is going to introduce Diploma Courses on Tourism and Hospitality from 2014-15. The college has been sanctioned Rupee 135 Lakh for this project.

**40. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD:**

- Throughout the year, the college provides free accommodation to the DEAF AND DUMB Society, Ludhiana to run its course and workshops.
- The college campus provides an abode for joggers free of cost.
- The dynamic policies and concerted efforts of the team leader Mr. Rajinder Singh , the Principal of the college, has been noticed by the State Higher Education Department.
- A number of faculty members visit foreign countries national International Institutes of learning on their own and suggest to the IQAC various activities to be adopted.
- The college has been selected to start a community college for which a project outlay of Rs. 141 lac has been sent to MHRD, New Delhi through state Higher Education Department Chandigarh.

## **PART – C**

### **DETAILS OF PLANS OF THE INSTITUTION FOR THE NEXT YEAR:**

- A documentary on the history and culture of the college.
- Internet facilities to college central library for inter – connectivity with other departmental libraries.
- Establishment of CAREER WING to prepare students for various competitive examinations.
- Purchase of software for educational and secretarial practices.
- Generation of financial resources for PTAC ( Participation Activities For Academic Conferences)
- A dynamic Website instead of a static one.
- Installation of Wi-Fi system.

**(Dr. B.M. Sarwal)**

Co-ordinator  
IQAC  
SCD Govt. College  
Ludhiana

**(RAJINDER SINGH)**

Principal  
SCD Govt. College  
Ludhiana