



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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 own campus	Yes
Phone no/Alternate Phone no.	01612448899
Mobile no.	9463352523
Registered Email	scdgovtcollege@gmail.com
Alternate Email	sclddhhelp@gmail.com
Address	SCD GOVT COLLEGE COLLEGE ROAD CIVIL LINES LUDHIANA
City/Town	LUDHIANA
State/UT	Punjab
Pincode	141001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR ASHWANI BHALLA
Phone no/Alternate Phone no.	01612444988
Mobile no.	9478020043
Registered Email	ashwanibhalla@gmail.com
Alternate Email	scldldhhelp@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.scdgovtcollege.ac.in/Default.aspx
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.scdgovtcollege.ac.in/Default.aspx

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.20	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC	01-Jan-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

INTERNATIONAL CONFERENCE ON BI,IT,MANAGEMENT,MATHEMATICS AND BASIC SCIENCES	16-Mar-2019 02	700
MARKETING FEST	16-Feb-2019 01	5000
INTER ZONAL GEOGRAPHICAL QUIZ	22-Feb-2019 01	500
KEKI N DARUWALA VISIT AND SEMINAR	11-Feb-2019 02	400
CAMPUS PLACEMENT BY IOL	27-Feb-2019 01	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SCD GOVT COLLEGE LUDHIANA	UGC	CENTRE	2018 365	0
SCD GOVT COLLEGE LUDHIANA	RUSA	CENTRE	2018 365	0
SCD GOVT COLLEGE LUDHIANA	PTA	COLLEGE	2018 365	560184
SCD GOVT COLLEGE LUDHIANA	HEIS	SELF FINANCE	2018 365	3154124
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

IQAC ACHEIVEMENTS : • KEKI N DARUWALA visited the College for two days 11th and 12th Feb 2019 (400 Students attended the lecture) • Marketing Fest was held on 16 Feb 2019 (5000 Students and visitors) • Two day INTERNATIONAL CONFERENCE organised by BI,IT,Science and Mathematics on the topic "Transformation through Innovation Strategic Applications of Management,IT,Mathematics and Basic Sciences" (700 Participants) held on 16,17 March 2019. • State Level Inter Zonal Geographical Quiz Contest organised by Association of Punjab Geographers on 22Feb2019 (500 Students and visitors attended the Quiz) • Campus Placement by IOL Chemicals and Pharmaceutical Private Limited Ludhiana for B.Com and M.Com final year Students held on 27 Feb 2019

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

Plan of Action	Achivements/Outcomes
IQAC PLAN : • To invite eminent Alumni and personalities to address the students. • To organise a Marketing Fest under the Finishing School. • To organise a two day International conference. • To organise National level Quiz. • To make an effort for Placement	IQAC
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

16-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

COLLEGE PROFILE This institution initially known as Imperial College Ludhiana, and was established in 1920.

It has made immense contribution to the academic sphere of the region. Later the name was changed to Govt. College, Ludhiana. Under the aegis of the Principal A.C.C. Hervey, who served in this college with great dedication for 15 years (1927-1942), it developed into a premier institution and ever since it has grown from strength to strength. In 1976 in recognition of the service rendered to the nation by its alumnus Satish Chander Dhawan, a renowned Space Scientist, the college was rechristened as S.C.D. Govt. College by the Govt. of Punjab. Under the stewardship of very able principals the college has been serving thousands of students for ten eventful decades and is now heading for a century. This institution has provided the brightest minds to the world of science, humanities, commerce and IT sector. Set in the midst of this buzzing city of Ludhiana the college has become a byword for academic and extracurricular achievements. The college grounds with their sprawling lawns, lush trees and flowers provide a calm and tranquil environment. Service to the community is the hallmark of the students of this college. NCC (Army Wing), NSS, Sports Wing has encouraged individuals to reach out and make a difference. Those who are working in the morning can also receive education at SCD Govt. Evening College that started in 1966. Ten departments impart postgraduation opportunities to the students. A superbly equipped and expertly maintained library with computerized data caters to the academic needs of the young scholars. Smart classrooms, seminar hall, computer labs, gymnasium, stadium, auditorium, canteen, cafeteria, open air theater and qualified administrative staff provide infrastructural support to the institution. Separate hostel facilities are available for both boys and girls. The glorious tradition of the college has been maintained by holding National and International seminars, Youth festivals, Educational tours, interactive sessions, quiz contests etc. The counseling cell provides guidance for placement and career opportunities. Our greatest strength is the outstanding faculty of the college. The teachers research and

publish extensively, present papers at conferences worldwide, win accolades and yet consider themselves as teachers first. We are dedicated to maintaining, steering and moving in this joyful, eventful and productive academic quest in the challenging times to come. MIS : In session 20182019 S.C. D. Govt. college, Ludhiana was uploaded all the details on the Government Portal "Management Information System". In this Portal College was provided the various types of information regarding the infrastructure, students, faculty members, finance, Library and other resources of college. Some of the Modules of this portal are given below: MIS Form 1 : • Alumni Association • NIRF Ranking • Funding(Rusa ,Govt., Philanthropy, Tuition, CSR, Research Grant, Endowment) • Total No. of Students(Male, Female, General ,SC/ST, OBC) • Student Counseling Center • Placement Cell • Student Placed MIS Form 2: It Includes Institute Level of Data Like : • NAAC Accreditation • NAAC CGPA Grade • NAAC Detail Certificate • Total Faculty

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Panjab University, Chandigarh and follows the prescribed curriculum. For effective implementation of the curriculum, the college formulates a structured pattern of action plans as per the academic calendar provided by the affiliating university in every session. A meeting of College Council Members/ Heads of Departments was held under the Chairmanship of the Principal of the college Dr. Dharam Singh Sandhu on 1st July, 2018 to discuss the allocation of subjects to the teachers as per their choice and specialization as decided by the Departmental Academic Committees. After the approval of the allocation, it was decided that the curriculum be divided into various segments / units according to the number of working days available and each segment / unit be further divided date-wise tentatively. Courses of all streams are split into two terms in the semester system i.e. (July-Dec & Jan-May). Monthly departmental academic committee meetings are held to ensure the timely delivery of syllabus contents to the students in the classes within the decided deadline. Every teacher pastes the segment / unit-wise syllabus in the Attendance Register. Teachers are encouraged to impart curriculum through innovative teaching methods using oral and ICT such as Power point presentations and assignments, discussions, workshops, seminars, industrial visits apart from regular traditional methods. The college library has a good collection of books, journals and magazines. Being a member of UGC-approved N-LIST Programme under INFLIBNET, the faculty can access a wide range of e-

journals and e-books. The institution provides teachers with the necessary resources, such as helping them to procure the latest references on the subject, both in print and e-book form. The teachers are also given sufficient freedom to use their capacity for initiative and innovation in the way they teach. Massive and continual renovation of the college infrastructure has ensured the timely and proper implementation of the curriculum. To meet with the requirements of the newly started M.Sc I Chemistry course, the lab was revamped / upgraded and necessary resources procured. 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 then to fix the Internal Assessment of students and records submitted to the concerned authority. Regarding documentation, details of internal Assessment are pasted by every teacher in the Attendance register and they made sure that every student is aware about the internal assessment system. Students are encouraged to give feedback of their respective teachers which is analyzed by the teachers themselves so as to ensure the effective implementation of the curriculum. Every Month a departmental Academic Committee Meeting is held to review the delivery of the syllabus and discuss the problems faced by the students regarding the availability of contents etc. Every member of the department is given free hand to suggest the changes in the syllabi so that recommendations can be sent to the different Boards of Studies for appropriate changes in the syllabi.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	01/01/2018	00	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	CHEMISTRY	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Finishing School offers courses like personality development, Communication Skills, Sales Marketing, Retail	01/01/2018	207

Mgmt, Tally IT Skills

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	COMMERCE	80
MSc	INFORMATION TECHNOLOGY	19

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Representation of college/faculty members on the Board of Studies: Members of Academic Council: • UG PG Board of Studies Members: 07 • Board of Studies Management Members: 01 • Members of Admission Guidelines Committee: • Members Punjab University sports selection Committee: 01 • Life members of National Society: • Members Research Degree Committee: 01 • Members of Faculty of Business Mgmt Comm: 01 Added Members of Faculty of Arts: • Added Members of Faculty of Science: Many members of our college faculty serve as Members of Board of Studies (BOS) and Research Degree Committee not only in affiliating university, but also in other universities. Every year during the session, the college follows an efficient feed back system to improve the curriculum delivery and to achieve an effective teaching learning environment within the courses as per the students' needs. 1. For obtaining student feedback regarding curriculum delivery, suggestions and views are elicited for the same in the classrooms and during tutorial meetings. At the end of each semester, students are given feed back Proformas to understand their view point which is analysed in the departmental academic committee meetings. The Proforma are available for inspection with the respective heads of the departments. Regular Class Tests and Mid Semester Tests are held and the teachers convey their results to the students, their answer scripts are shown to them, their strengths and weaknesses discussed with them so that they could improve their attempt in the semester examination. 2. It is also also ensured that every student is given due opportunity to participate in the feed back process. Thereafter, the results are discussed in the respective departments under the chairmanship of the HOD and duly reviewed. 3. The progress report of the college is presented / discussed with the Higher Education authorities during the meetings called by the latter from time to time. The parents are also given due opportunity by participating in the Parents Teachers Meetings and give their feed back. Alumni Meet is organised in every session. Suggestions are invited from the parents and the members of alumni to make curriculum development more effective. The mechanism of feed back is listed as follows: A Common Suggestion Box placed in the Administrative Block helps to have a clear understanding of the students' and parents' problems to improve the quality and efficiency of the courses. The

suggestions and recommendations of the college faculty members are conveyed to the the university authorities by the faculty who serve as members of Board of Studies. The college principal, being exofficio member of Academic Council of the affiliating university, also voices their opinion. The college organizes Parent Teacher Association and Alumni Meet once a year to gauge the stakeholders opinion. Suggestions are invited from the parents and the members of alumni to make curriculum development more effective.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	800	3019	800
BSc	SCIENCE	350	1159	350
BCom	COMMERCE	140	1474	140
BBA	MANAGEMENT	40	710	40
BCA	COMPUTERS	40	494	40
MCom	COMMERCE	80	584	80
MSc	SCIENCE	210	747	210
MA	ARTS	400	961	400

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3536	1087	77	6	53

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
136	136	12	15	15	12
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our College has a welldefined policy of mentoring undergraduate and postgraduate students. The College admits students from various socioeconomic backgrounds, from rural, urban and metropolitan regions, and from various states of the country. There is a vast variety in students admitted in the College at UG as well as PG level. On the very first day, the Principal of the College addresses fresh students giving them the basic information about the College, various courses conducted in the College and relevance of these courses. In the

same session, the Heads of all departments also brief to the fresh students about their individual department, their courses, laboratories and library facilities. • Under the Mentor system, the fulltime teachers of the college have been engaged as mentors of each class. The classes, where there are huge numbers of students, have been assigned more than one mentor. In this way, each faculty is assigned with a small group of students for a complete year. The students meet mentors frequently and get their support in overcoming the emotional and other difficulties of them. So, faculty members mentor the students in timely manner regarding various issues experienced by the students during the academic year. • Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Teachers discuss with parents during parentteacher meetings and try to identify the problems faced by students and related issues. Advice need based mentoring is done on personal issues of the students. • Besides faculty, there is also a team of elected representatives of the Students' Council of the College which is engaged with extra cocurricular activities of the students. These Students' Council representatives also perform the work of mentors in their absence. • The College has two hostels which accommodate most of the students who come from outside Ludhiana and its suburban areas. Students face many emotional, behavioural, language, economic and other difficulties. For all these, they need mentors to help them to come out of these situation and gain confidence of facing such situations bravely. • The College has a Book Bank where Teacher gives support in the form of books and notes facilities to the needy students. • The College has a Finishing School which imparts coaching of competitive exams, Tally, IELTS, Personality development, Facing Interview, UGC (NET). • The College also has a Career Counselling Cell where teachers provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. • The mentors encourage the students to take part in games, NCC, NSS, Red Ribbon Club as these programmes help in their character building. • Remedial Classes are organised for underperforming students and Special tests classes and tasks for outstanding students. Teachers use audio video aids, movies and movie clips etc to literature students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4623	136	1 : 34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
129	120	9	0	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	00	06/2019	01/06/2019	30/06/2019
BSc	00	06/2019	01/06/2019	28/06/2019
BCom	00	06/2019	31/05/2019	17/06/2019

MA	00	04/2019	31/05/2019	16/07/2019
MCom	00	04/2019	31/05/2019	01/08/2019
BBA	00	06/2019	27/05/2019	10/06/2019
BCA	00	06/2019	22/05/2019	03/06/2019
MSc	00	04/2019	31/05/2019	13/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is a Govt. College affiliated with Panjab University, Chandigarh. Our College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal assessment of students according to University guidelines. Students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website. • As per the guidelines of Panjab University, Chandigarh the College framed a committee comprising Registrar for Examination, Deputy Registrar and Assistant Registrar for smooth conducting the Examinations and making policy decisions in regard to organizing examinations and improving the systems of examinations. The college adopted Centralized Continuous Internal Evaluation (CIE) System to assess student's development in both the semester. • The standard continuous internal evaluation process that has been in place at our College for several years has been continued in the academic year 20182019 as well. All the departments conducted class tests during academic session 20182019. Some of the departments adopted student centric teaching learning methods and included mockteaching as part of their CIE process. • The College has faculty wise internal exam committees who made aware of the CIE and evaluation process. The Examination Branch of the College informs the students about examination pattern, schedule and regulations and Academic Calendar with CIA Exam dates. Schedule is displayed in the College and Departmental Notice Board. Result Analysis is done by the class tutors after CIA Test. The Principal conducts department wise Review Meetings to give necessary feedback for the improvement of students' performance. Whenever necessary, the tutor shall recommend the visit of the parents to the college for a discussion about the Student's performance. Remedial Classes are conducted for the slow learners and absentees if any. Assessments of group discussions, seminars, assignments and periodically held written tests help to know the performance of the students and to take remedial measure if needed. Supplementary or Re Examinations are conducted for the absent students as per university guidelines.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Academic calendar had been prepared well in advance by Panjab University, Chandigarh before commencement of every academic year. It is displayed on the website of the University. Our academic calendar provides important information about admission guidelines, teaching dates, examination dates, extra cocurricular activities, list of holidays and semester examinations. Before the commencement of every semester, the respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. • On the basis of this routine, a committee of the teachers prepares a detailed

prospectus and timetable for the entire year. Finally, this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal/VicePrincipal. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities. An orientation cum Induction programme for 1st year students of U.G. and P.G. has been conducted for all students before the commencement of regular classes. • The college was chosen as one of the examination centres for conducting Semester Exams in four Blocks for all U.G. and P.G. courses available in the College. The University also sets up an Evaluation Centre in the College premises where teachers from different colleges assigned by University undergo the Evaluation work.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.scdgovtcollege.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	BA	ARTS	368	349	94.84
00	BSc	SCIENCE	286	278	97.20
00	BCom	COMMERCE	136	133	97.17
00	BBA	MANAGEMENT	38	38	100
00	BCA	COMPUTERS	37	37	100
00	MSc	SCIENCE	111	109	98.20
00	MA	ARTS	299	293	98

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.scdgovtcollege.ac.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	90	ICMR	10000	10000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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Panjab university sponsored Multidisciplinary international Conference on skills in management and Applied Sciences	HEIS	10/03/2018
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Direct Trainer Skill	Prof. Ashwani Bhalla	Mahatma Gandhi State institute of Public Administration, Punjab, Chandigarh.	26/11/2018	One Week Course in direct Trainer Skills
Value Added Course on Personality And Soft Skill Development	Prof. Ashwani Bhalla	Guru Kashi University, Talwandi Sabo, Bathinda	12/03/2018	Resource Person
Issues and Challenges of Ecommerce	Prof. Ashwani Bhalla	Swami Premanand Mahavidyalaya , Mukerian, Hoshiarpur	09/02/2019	ChairPerson of National Seminar
FEMINISM AND POST COLONIALISM	Dr. Reetinder Joshi	Guru Teg Bhadur Khalsa College(Autonomous), Anandpur Sahib	23/02/2019	Resource Person of national Seminar
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physical Education	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	HINDI	3	2.6
National	ENGLISH	2	0
International	ENGLISH	6	5.5

International	MATHEMATICS	1	1.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics	4
Punjabi	2
ENGLISH	6
COMMERCE	1
HEIS IT, MANAGEMENT, PHYSICS AND CHEMISTRY	14
HINDI	2
GEOGRAPHY	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
MACHISMO AND WOMENS SUBVERSION	DR TANVIR SACHDEVA	INDO AMERICAN REVIEW	2019	0	INDO AMERICAN REVIEW	0
VOICES FROM THE THRESHOLD	DR TANVIR SACHDEWA	ZAA GERMAN JOURNAL	2019	0	ZAA GERMAN JOURNAL	0
ROLE OF MEDIA	AMITA RAWLLEY THAMNAN	AJANTA	2018	0	AJANTA	0
THE PSYCHOSIS OF POVERTY	DR NEELAM BHARDWAJ	AJANTA	2019	0	AJANTA	0
INSTAGRAM	DR NEELAM BHARDWAJ	AJANTA	2019	0	AJANTA	0
A QUEST FOR THE LOST IDENTITY	DR SUMIT BRAR	INTERNATIONAL CONFERENCE KHALSA COLLEGE	2019	0	INTERNATIONAL CONFERENCE KHALSA COLLEGE	0
CONSTRUCTING CONSTRICTED SPACES	HARMEET JHAJJ	INTERNATIONAL CONFERENCE GGN KHALSA COLLEGE	2019	0	INTERNATIONAL CONFERENCE KHALSA COLLEGE	0
DIASPORAS ORPHANS	DR NEELAM BHARDWAJ	INTERNATIONAL CONFERENCE KHALSA	2019	0	INTERNATIONAL CONFERENCE KHALSA	0

		COLLEGE			COLLEGE	
ROBBING THE SHEEN	AMITA RAWLLEY	NATIONAL SEMINAR GGN COLLEGE KILLIANWALI	2019	0	NATIONAL SEMINAR GGN COLLEGE KILLIANWALI	0
A SUBALTERN VOICE	DR NEELAM BHARDWAJ	DIFFERENT DIMENSIONS ATLANTIC PUBLISHERS	2019	0	ATLANTIC PUBLISHERS	0
OSCILLATION BETWEEN TWO CULTURES	DR NEELAM BHARDWAJ	IMMIGRANT LITERATURE	2019	0	UNISTAR BOOKS	0
AADHUNIK HINDI SAHITYA	DR SAURABH	SHUBHAM PUBLICATION	2019	0	SHUBHAM PUBLICATION	0
BETIYON KADAR	DR SAURABH AND MS SONDEEP	AYAN	2019	0	AYAN	0
SUDHA ARORA KI KAHANIO	DR SAURABH	AYAN	2019	0	AYAN	0
URMILA SHRISH KI KAHANIO	DR SAURABH	THE ETERNITY	2018	0	THE ETERNITY	0
PUNJABI KAV DA URDU SHAYARINAM SAMBANDH	DR HARJINDER KAUR	PUNJABI DA BHARATERI BHASHAVANAM SAMBANDH	2018	0	MANPREET PARKASHAN	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	4	0	0
Presented papers	23	0	0	0
Resource persons	0	2	0	0

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Extension Lecture on Drug Abuse by Former DGP Punjab Mr. D.R. Bhatti	RED RIBBON CLUB	7	90
Swachh Bharat Summer Abhiyan - Summer internship of students	NSS	5	100
Tree Plantation drive 50 saplings planted (300818)	NSS NCC ENVIRONMENT CLUB	5	200
Ek Bharat Sresheth Bharat (Poster making) (29/09/18)	NSS	4	20
Vigilance Awareness Week(29/10/201903/1 1/2019 Integrity pledge on 29/10/2019 poster making)	NSS	4	220
Gandhi Jayanti Cleanliness Pledge and cleanliness drive (2/10/2018)	NSS	4	190
Rashriya Ekta Diwas (31/10/2018)	NSS	7	230
Breast Cancer Awareness Camp (Lecture as well as poster making) (29/10/2018)	NSS	5	120
Education Day (Postermaking to promote literacy (12/11/2018)	NSS	4	30
NSS Camp(25/12/1831 /12/18) Eradicating Social Evils Self Defense Swachta Abhiyaan Yoga Balanced Diet Best out of Waste	NSS	4	190
District Youth Parliament (24/01/2019)	YOUTH WELFARE DEPARTMENT	0	0

Voters' Day (Oath taking) (25/01/2019)	NSS	1	250
Aan Milo Dariyao (It was a Buddha Nallah cleanliness drive students participated Poster -making) (27/01/2019)	NSS	8	50
Traffic Awareness Lecture by ADCP Sukhpal Singh Brar and ACP Gurdev Singh (06/02/2019)	NSS	4	200
SWEEP marathon participation (31/03/2019)	NSS	2	30
AIDS Awareness (Poster Making Competition SAY NO TO DRUGS)	RED RIBBON CLUB	6	90
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
One Week Course in direct Trainer Skills.	Direct Trainer Skill	Mahatma Gandhi State institute of Public Administration, Punjab, Chandigarh.	50
Resource Person	Personality And Soft Skill Development RESOURCE PERSON	Guru Kashi University, Talwandi Sabo, Bathinda	250
ChairPerson of National Seminar	CHAIRPERSON Issues and Challenges of E commerce	Swami Premanand Mahavidaylaya , Mukerian, Hoshiarpur	400
Resource Person of national Seminar	RESOURCE PERSON Feminism and Post colonialism	Guru Teg Bhadur Khalsa College(Autonomous), Anandpur Sahib	100
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Swachh Bharat Abhiyaan	NSS	Swachh Bharat Summer Internship of Students	5	190
Tree Plantation	NSS,NCC,ENVIRONMENT CLUB	Tree Plantation drive 50 saplings planted (300818)	5	200
Ek Bharat Sresheth Bharat	NSS	Ek Bharat Sresheth Bharat (Poster making) (29/09/18)	4	20
Vigilance Awareness Week (29/10/201903/11/2019 Integrity pledge on 29/10/2019 poster making)	NSS	Vigilance Awareness Week(29/10/201903/11/2019 Integrity pledge on 29/10/2019 poster making)	4	220
Gandhi Jayanti Cleanliness Pledge and cleanliness drive (2/10/2018)	NSS	Gandhi Jayanti Cleanliness Pledge and cleanliness drive(2/10/2018)	4	190
Rashriya Ekta Diwas (31/10/2018)	NSS	Rashriya Ekta Diwas (31/10/2018)	7	230
Breast Cancer Awareness Camp (Lecture as well as poster making) (29/10/2018)	NSS	Breast Cancer Awareness Camp (Lecture as well as poster making)(29/10/2018)	5	120
Education Day (Postermaking to promote literacy (12/11/2018)	NSS	Education Day (Postermaking to promote literacy(12/11/2018)	4	30
NSS Camp (25/12/1831/12/18)	NSS	Eradicating Social Evils Self Defense Swachta Abhiyaan Yoga Balanced Diet cleanliness Drive Best out of Waste	4	190
District Youth Parliament (24/01/2019)	YOUTH WELFARE DEPARTMENT	District Youth Parliament(24/01/2019)	0	200

Voters' Day (Oath)(25/01/2019)	NSS	Voters' Day (Oath)(25/01/2019)	1	250
Aan Milo Dariyao (It was a Buddha Nallah cleanliness drive (27/01/2019)	NSS	Aan Milo Dariyao (It was a Buddha nullah cleanliness drive students participated Poster -making)(27/01/2019)	8	50
Traffic Awareness	NSS	Traffic Awareness Lecture by ADCP Sukhpal Singh Brar and ACP Gurdev Singh (06/02/2019	4	200
SWEEP	NSS	SWEEP marathon participation(3 1/03/2019)	2	30
AIDS Awareness	RED RIBBON CLUB	AIDS Awareness(Poster Making Competition SAY NO TO DRUGS)	6	90
Drug Abuse	RED RIBBON CLUB	Extension Lecture on Drug Abuse by Former DGP Punjab Mr. D.R. Bhatti	7	90
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	PROJECTS	PUBLIC AND PRIVATE ENTERPRISES	01/06/2018	31/12/2018	115
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3714308	3714308

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	61256	10037964	188	81513	61444	10119477
Reference Books	12396	2500000	0	0	12396	2500000
e-Books	0	0	100000	5900	100000	5900
Journals	4	4520	0	0	4	4520
e-Journals	0	0	6237	0	6237	0
Library Automation	73652	12537964	188	81513	73840	12619477

Weeding (hard & soft)	20768	1008000	235	105000	21003	1113000
Others (specify)	0	0	1	14500	1	14500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	104	6	8	1	1	2	4	100	0
Added	0	0	0	0	0	0	0	0	0
Total	104	6	8	1	1	2	4	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
87413	87413	3714308	3714308

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>1. Construction, maintenance and repairing of academic buildings, library, classrooms, laboratory, sports complex, etc and other physical infrastructure of S.C. D. Govt. college is done by PWD Department, Government of Punjab. Principal of S.C.D. Govt. college intimates the construction, maintenance and repairing related requirements as per requirements to the respective PWD, Govt. of Punjab. 2. The college receives grant from the Higher Education Department (HEIS), Govt. of Punjab under Plan Head and nonPlan Head Schemes. Plan Head</p>

Schemes mentions the assigned budget which includes procurement of different items such as Sports equipments, Books and Journal and other contingencies. For the year 20182019 the total amount receives from the state government under HEIS Scheme was 3154124 RS, for both Plan and non plan head. Many services are carried out from the PTA (Parent Teacher Association) Fund Like Solar Paneling, Furniture purchase , water filters etc. and maintenance for security services .

For the 201819 total budget allocated under the PTA fund was 560184 RS. , travelling allowances and seminars presentations and Lectures by eminent Persons, this PTA fund is used. 3. While Purchasing equipment from any fund, it is always ensure that the installation charges and maintenance charges are provided by the company which delivers the equipment. Such clause is inserted in the work order of the equipment. 4. Committees are formed by the Principal and the college council for the purchase of equipments at least three members are insured in each committee. They undertake the project and follow the guidelines given by the government department and DPI office While doing any task. 5. Transparency is insured in every project at details are shown in college official website. Student council and members of the PTA association are duly consulted while doing any major and minor college related welfare project.

<http://www.scdgovtcollege.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Dr. Ambedkar Scholarship Portal Punmajab Government	365	4557918
Financial Support from Other Sources			
a) National	NIL	0	0
b)International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development, IELTS, Tally, Basic computers	01/08/2018	207	College faculty, Vikrant Bhatia, PO Banking exam specialist

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	Finishing school	207	207	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	03	29	8
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	113	B.A., B.Sc, B.Com	Arts, Commerce, Science	S.C.D. Govt. College, Ludhiana	M.A, M.Sc., M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	41
SET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Activities	Zonal	170
Cultural Activities	INTER ZONAL	40
SPORTS	Inter College	130
SPORTS	STATE	28
SPORTS	ZONAL	22
SPORTS	UNIVERSITY	22
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	IST	National	40	16	LIST ATTACHED	LIST ATTACHED
2018	2ND	National	23	11	LIST ATTACHED	LIST ATTACHED
2018	3RD	National	15	10	LIST ATTACHED	LIST ATTACHED
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' council has been active from the last ten years under the leadership of Dr. Mukesh Arora, Dean Students Welfare and Associate Dean Prof Inderjit Kaur. It is not an elected body. All the students who are the toppers from different classes automatically become the members of the council. Representatives are taken from various activities like NSS, NCC, sports, hostel prefects, 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 it has taken an initiative to organize book bank help desk. Books are collected by the council members from various departments as well 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 active 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 show their hidden talents. These council members get their ID cards issued from the Principal of the college. Every year all council members are honored with a merit certificate and a memento on the convocation

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

S.C.D Govt. College Alumni Association, S.C.D. Govt. College, Ludhiana is registered under the society registration Act (XXI of 1860) and as amended by the Punjab amendment Act 1957. Registration no is 20150019663/439.

5.4.2 – No. of enrolled Alumni:

524

5.4.3 – Alumni contribution during the year (in Rupees) :

28500

5.4.4 – Meetings/activities organized by Alumni Association :

8/3/18 Annual Alumni Meet 24/10/18 Paid Tribute to Sahir Ludhanavi on his death anniversary.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500

words)

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 institute along with teacher's council provides leadership and able guidance including budget and resources planning for wellness of the college. a) The college has a Parent Teacher Association which raises funds from parents teachers and also from Punjab government to provide remunerations to Guest Faculty and to purchase the required infrastructure of the college. The Parent Teacher Association (PTA) has members from Teachers of the college, parents of the students, with chairperson as principal. All the decisions are taken unanimously. For this a monthly parent teacher association meeting is held to access the necessary requirements of the college. It has its own Bursar and clerical staff for smooth functioning and proper utilization of funds. b) The college also has a Higher Education Institute Society (HEIS) for providing applied and higher education of BCA, BBA, M.SC (IT), M.Sc Physics and M.Sc Chemistry to deserving students . The society is decentralized by having its own financial secretary, bursar, Purchase committees and ministerial staff. The society has members and dignitaries from the city along with Principal as its Chairperson.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development : The college is affiliated to Punjab University Chandigarh and follows the curriculums prescribed by the university . However college plays a crucial role by having its faculty as members of board of studies both for graduate and post graduate studies. Faculty members also attend syllabus revision meetings and faculty development programme held by the university. Teachers of the college have also authored syllabus related reference books and text books of the university and play a significant role in curriculum development.
Teaching and Learning	Teaching and Learning: There are frequent interaction of heads of the department to evaluate and improve the teaching learning processes for the students of the college. Computer aided methods of teaching and learning are employed through smart room classes using smart boards, projectors etc. Various extension Lectures, seminars and Workshops are being held. Student visit various NGO's and undergo corporate and industrial training for applied learning. Field tours are organized by departments of Botany and

Geology. Laboratory renovations of Physics and chemistry departments and Purchase of equipments for Science practical classes is done from HEIS fund. Skill Development Programs are conducted and attended by teachers and students.

Examination and Evaluation

Examination and evaluation: Semester examinations are conducted by P.U. Chandigarh headed by examination registrar. The college examination wing conducts mid semester tests and these tests are conducted as per the schedule for internal assessment of students and minimum attendance requirements of 75 percentage are strictly enforced. Also class tests, student seminars, interactive sessions, practical examinations, debates and quiz contests are conducted by respective departments to evaluate the students. Students are told about the subject in which they need to make improvements.

Research and Development

Research and development : The faculty members of the college are encouraged to offer their services as resource persons, subject experts and to attend national and international conferences/workshops and to present their research papers. Research conferences are being held regularly in the college especially funded by HEIS. Duty leaves are granted to faculty members who want to attend conferences, seminars or workshops. The college has centers of excellence in research in Hindi , English and Punjabi departments where students do M.Phil, Ph.Ds and do excellent research work.

Library, ICT and Physical Infrastructure / Instrumentation

Library , ICT and Physical infrastructure / instrumentation : The college staff members assist the Librarian in processing the updation of university reference books, recent journals and magazines. The college library has access to e-publications and subscription to N-list data. The physical infra structure and computers has been purchased from RUSA fund. The ICT facilities are adequately available in the college for both academic and administrative purposes. There are LCD Projectors fitted in classrooms along with smart boards in most of the departments of the institute. Free internet facility is also available to both students and teachers

<p>Human Resource Management</p>	<p>Human Resource management : The services of Adhoc full time faculty is provided for self finance courses of BCA,BBA, MSc (IT), M.Sc Physics, M.Sc chemistry under HEIS. The institute organizes the international conferences, staff development programs, national seminars, workshops and extension lectures to increase the skill and experience of teachers and students. Students are facilitated for their academic and cultural achievements during Prize distribution and convocation functions of the college.</p>
<p>Industry Interaction / Collaboration</p>	<p>Industrial Interaction / collaboration: The college has Finishing School to provide regular training sessions on interview skills, resume writings etc to the students of final year classes. Carrier fairs are organized for students where they get guidance from the experts from different industries. Different departments of the college have taken the students on industrial visits to give them a practical exposure. The institute has invited experts from corporates, industries and banks to deliver guest lecturers to the students and also given projects to students especially of commerce department which require interactions with various industries. The placement cell of the college facilitates internships and placements for students with leading industries of the Ludhiana city.</p>
<p>Admission of Students</p>	<p>Admission of students : The admission to the different courses is strictly according to the Norms of Punjab University and Government of Punjab. On Line filling of the admission forms are done to ensure a transparent admission process purely on the basis of merit through counseling by different admission committees. The admission fee process is also done on On Line basis. About 5000 students are admitted for various UG and PG classes including evening college. Candidates for admission to the college has full online access about the courses offered, eligibility criteria as prescribed by Punjab University and facilities available in the campus.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Planning and development : Faculty of the college, alumni members, parents and representative of the corporate sectors are engaged in planning and development process of the institute. The academic, sport and cultural programs and other activities are uploaded and communicated to faculty members, students and other concerned members of the Institute.</p>
<p>Administration</p>	<p>Administration : The administrative cell of the college has digitize its records for easy storage and retrieval of data using desktops. Administrative circulars and notices are received and communicated electronically both using e-mails and whatsapp to faculty members and through e-mails to Punjab University, Punjab Government and UGC etc. The important information and schedules regarding admissions, examination and cultural programs etc. are uploaded on the institute's website and prompt response is sent electronically about emails received from students, parents and other concerned departments.</p>
<p>Finance and Accounts</p>	<p>Finance and Accounts : Salaries of faculty members and other staff is transferred directly to their bank accounts. The annual financial statements contains both revenues and expenditures are audited regularly by engaged CAs and Government Auditors. Accounts Department of the college ensures digitization of its records on timely basis for storage and easy retrieval of the financial data.</p>
<p>Student Admission and Support</p>	<p>Student Admission and Support : Applications for the admission to various courses are submitted by students through the On-Line admission Portal of college Website. This is done to make admission process transparent and convenient. Contact details of the concerned teachers are displayed on the website and help desks are set up to help students taking admissions. Merit lists for various courses are prepared strictly according to PU Chandigarh norms and uploaded by fully computerized system and SMS for admissions are sent individually to students on students on their given mobile numbers, and e-mail addresses.</p>

Admission Fees are also submitted by students online at any branch of SBI.College encourage students for extracurricular activities like sports , cultural and other competitions. There are tutorial groups and periods for students with teachers as tutorial in-charge. The Anti Ragging committee of the college maintain ragging free environment to the institute.

Examination

Examination : The institute being affiliated to P.U.Chandigarh,the semester system examination schedule is administrated by the University itself and displayed on the university portal in the form of date sheets . The college do give the Mid Semester Test to students, assignments etc to access internal assessments of the students to be sent to the university. The examination admit cards for the student containing details of the student of class, roll no, examination, paper, centre no. and other examination instructions are downloaded and after attestation by the concerned teachers are given to the students. The examination duties as invigilator, deputy superintended are intimated electronically to the teachers. Faculty members perform their duties as paper setters, as evaluations of Answer sheet, examiners, as head examiners when appointed by PU. Chandigarh.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Direct Trainer Skill	1	26/11/2018	30/11/2018	05
Value Added Course on Personality And Soft Skill Development	1	12/03/2018	22/03/2018	10
Issues and Challenges of Ecommerce	1	09/02/2019	09/02/2019	01
UGC SPONSORED WORKSHOP/SHORT TERM COURSE AT PU CHD	2	18/12/2018	24/12/2018	07
UGC SPONSORED WORKSHOP/SHORT TERM COURSE AT PUNJABI UNIVERSITY LDH	2	14/01/2019	19/01/2019	06
REFRESHER COURSE IN DISASTER MANAGEMENT FROM PU CHD	1	28/12/2018	17/01/2019	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college is a government institution. Financial Audit is done by Accounts General Punjab once in a year for receipts of P.U. 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 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 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 is done by HEIS Bursar. Similarly for Parent Teacher Association of the college external Audit is done by CAS for Receipt of PTA Fund and for expenditure as partial salaries of Guest faculty, Temporary class IV and Lab staff(DC rates),college infrastructure, functions and for college development. Internal Auditor is PTA Bursar.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PARENT TEACHER ASSOCIATION FUND AND HIGHER EDUCATION INSTITUTE SOCIETY	34641106	FOR THE DEVELOPMENT OF THE COLLEGE,SALARIES OF THE CONCERNED STAFF AND FOR THE PURCHASE OF INFRASTRUCTURE AND FOR ACADEMIC,CULTURAL FUNCTIONS.AND SPORTS.
View File		

6.4.3 – Total corpus fund generated

34641106

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DPI COLLEGES PUNJAB	Yes	PRINCIPAL
Administrative	Yes	PUNJAB GOVT AUDITORS AND CAS	Yes	BURSARS

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>Activities and support from the parents teacher association : Parent Teacher Association meetings are generally held on monthly basis for new suggestion regarding the overall development of the institution and for review of the expenditures done and approval of expenditures for various functions and requirements of the college for its better development • Partial payment of salaries to guest faculty appointed by the college. • Payment for purchase of Physical and electronics (CCTV cameras,computers etc.) infrastructure required by the college. • Payments for expenditure occurring during various cultural , scientific,academic and sports function held in the institute.</p>
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6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> • Introduction of PG courses in science of M.Sc physics and MSc chemistry by HEIS of the college. • Library is totally digitized electronically. • High speed internet facility in the campus for faculty and students of the institute. • Installation of CCTV Cameras and for electronic communication for various circulars of academics,cultural and sports activities between faculty

and students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Equal rights of men and women	29/12/2018	29/12/2018	96	102
Lecture on Self defence for Girls	26/12/2018	26/12/2018	96	102
Lecture on Human Strength and will power	27/12/2018	27/12/2018	96	102

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • Ten Percent of power Requirements have been met • Cleanliness and beautification drive is a regular feature. • Tree plantation program is a regular activity of NSS units. • Indefatigable efforts by the garden staff to maintain lush green campus. • Environment classes are being held by the college as an initiative of the Environment Club. • Conducted lectures on "Cleanliness is next to Godiness". • Hoardings meant to sensitize the students towards environment have been displayed at many places in the campus. • As alternate energy initiative, Evening college has installed the Solar street lights. • Solar panels Installation is in pipeline as an investment in eco friendly and renewable energy resources..

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	20
Provision for lift	No	0
Ramp/Rails	Yes	20

Braille Software/facilities	No	0
Rest Rooms	Yes	16
Scribes for examination	Yes	20
Special skill development for differently abled students	Yes	15
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	01/06/2018	01	Swach Bharat Interenship	Dhellon Village	200
2018	0	2	30/12/2018	01	Cycle rally	Clenlines of Buddha Nallah	100
2019	0	3	27/01/2019	01	Aan Milo Dariyao Campaign	Cleanline ss drive of reverse	100
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
• Camp on theme "Eradicating social Evils"	25/12/2018	31/12/2018	200
• Lecture on "Not me but You"	25/12/2018	25/12/2018	200
• Lecture on "Prevention from Drug Abuse by College Red Ribbon Club	29/12/2018	29/12/2018	90
• Poster Making competition on AIDS Awareness	16/12/2018	16/12/2018	90

• Integrity pledge was administered with an aim to eradicate corruption during Vigilance Awareness Week	29/12/2018	29/12/2018	190
• Education Day was celebrated by NSS Units through poster making competitions to celebrate and promote literacy	12/11/2018	12/11/2018	30
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• 'Best out of waste competitions' were held by NSS Units of the college to promote recycling of wastes. • Purchased blue and green dustbins in order to dispose of biodegradable non biodegradable garbage in an ecofriendly way. • Use of energy efficient LED Bulbs in the Campus. • Say No To Plastic Drive in the campus. • Rain water harvesting unit. • Efforts to conserve energy to reduce carbon foot print. • Production of compost – a natural fertilizer. • Planted 50 saplings in front of college RUSA Block

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Seminars and Conferences are conducted regularly by the college. • "Grievance and Redressal cell" is an integral part of us. • College has "Research Cell" in the department of Hindi, wherein students are provided facility to pursue their doctorates. • We keep on inviting eminent personalities, like Keki N. Daruwala, from diverse fields to enlighten our students through their extension lectures. • "Buddy Groups (An anti drug drive) are being taken. • We leave no stone unturned to achieve and maintain the top most positions in University examinations as well as in the fields of culture and sports. • We provide PG Courses in diverse fields and enjoy the status of mini university. • Ours is the only college to provide "Degree in Business Innovations in Punjab. • College is running Finishing School in its vicinity. Through it students are being trained • College is running FINISHING SCHOOL in its vicinity. Through it, students are being trained to crack various competitive exams like PCS , UGC, Banking etc. They are also being trained in diverse fields of their future utility like Communication Skills, Personality Development, Tally and Retail and Marketing. Marketing Fest was held in Feb, 2019 to develop the marketing and Business skills in our students wherein about 5000 people visited. About 22 stalls were put up by the students. Through Finishing School, we focus on grooming the personalities of our students so that they are better equipped to meet Sine Qua Non of future life. Using Alumni as resources Our college takes pride in the rich culture of its alumni. Our Alumni not only get nostalgic to be in their alma mater occasionally but also contribute substantially to the college in many ways. College has the privilege to use its alumni as financial resources. During the zonal youth festival hosted by us in 2018, our alumni contributed generously. For instance, Mr. Charanjeet from RICO Computer Enterprises donated Rs 7500 .Mr. M.S. Bhogal, from Bhogal sales also donated Rs 10,000 to the college for the same. Shri Onkar S. Pahwa, from Avon Cycles helped renovating the old gates of our college and gave it its present grand form. Sh. J.R. Singhal, the owner of National Tapes donated to renovate

avantgarde New Seminar Hall. Dr. Reena Kansal ,a faculty and also alumnus of our college, donated Rs 11000 during the youth festival.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.scdgovtcollege.ac.in>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

We take pride in the Evening shift of our college wherein working students are given opportunities to pursue their degree courses in Arts Stream.

Provide the weblink of the institution

<https://www.scdgovtcollege.ac.in>

8.Future Plans of Actions for Next Academic Year

S.C.D. Govt. College always strives to provide its students a cutting edge in education. For this, the college endeavors to incorporate innovative ways of imparting knowledge. As has already been mentioned, the college keeps on inviting eminent scholars from diverse fields to deliver lecture to its students. We now plan to deliver lectures from the eminent personalities from foreign universities through video conferencing . Evaluation of teaching and learning process through students feed back is also under consideration. Feed back forms have been tabled in this regard. In order to promote research amongst students and teachers ,departmental libraries will be upgraded and internet facilities will be shortly provided to the students in this regard. In addition to this, the effort will be to promote research culture amongst faculty and students. In the area of student's progression, the college intends to activate its placement cell by establishing tie ups with different companies or organizations. Various placement opportunities through newspapers ,advertisements ,broachers will be conveyed to students through placement cell. Further, the college is also sensitive towards providing better and ecofriendly infrastructure to its students. The project of installation of solar panels is thus also in pipeline. Students will also be sensitized towards the need to do efforts towards sustainable development Using rich culture of its alumni, the college also has plans to provide its students more smart class rooms. The college also has a plan to provide psychological counseling to its students so that they are better equipped with the right mindset to combat problems.