



# **YEARLY STATUS REPORT - 2023-2024**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**S C D GOVERNMENT COLLEGE LUDHIANA**

• Name of the Head of the institution **Ms SUMAN LATA**

• Designation **PRINCIPAL**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **01614488999**

• Mobile No: **9463460922**

• Registered e-mail **scdgovtcollege@gmail.com**

• Alternate e-mail **scldldhhelp@gmail.com**

• Address **College Road Civil lines**

• City/Town **Ludhiana**

• State/UT **Punjab**

• Pin Code **141001**

#### **2.Institutional status**

• Affiliated / Constitution Colleges **Affiliated**

• Type of Institution **Co-education**

• Location **Urban**

• Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Panjab University Chandigarh**
- Name of the IQAC Coordinator **Poonam Mahajan**
- Phone No. **9464248240**
- Alternate phone No. **01612448899**
- Mobile **9417895165**
- IQAC e-mail address **naacscd@gmail.com**
- Alternate e-mail address **scdlldhhelp@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/2022-23.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://puchd.ac.in/includes/documents/2024/academic-calender-cetug-2024.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>85.20</b>	<b>2004</b>	<b>08/01/2004</b>	<b>07/01/2008</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.20</b>	<b>2016</b>	<b>19/02/2016</b>	<b>18/02/2021</b>
<b>Cycle 3</b>	<b>B++</b>	<b>2.96</b>	<b>2024</b>	<b>22/02/2024</b>	<b>21/02/2029</b>

**6. Date of Establishment of IQAC**

**01/01/2003**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Scheme for Career Counselling in Govt Colleges of Punjab	Punjab Government	2023	500000
Institution	Digital Class rooms	Punjab Government	2023	1404000
Institution	Industrial Tours	Punjab Government	2023	200000
Institution	Vocationalization and Skill	Punjab Government	2023	190000
Institution	Computerization	Punjab Government	2023	135200
Institution	Special Scheme of Vocationalization	Punjab Government	2023	63000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any** **No**

**of the funding agency to support its activities during the year?**

- If yes, mention the amount

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

1. The SSR of the institution was prepared and submitted on the website of NAAC, Bangalore on 2nd August 2023.

2. NAAC Inspection of the institution was conducted on 15th Feb & 16th Feb 2024 and the institution was accredited with B++ grade by the visiting NAAC peer team.

3. Numerous Seminars/Workshops were arranged under Career Advancement Scheme. Educational Tours relevant to the individual syllabi were also organized.

4. Ongoing work on RUSA-2 Block was completed and the block was named 'Guru Gobind Singh Hall'.

5. Many Smart Panels were installed in the institution.

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

Plan of Action	Achievements/Outcomes
1. To prepare the SSR of the institution for the NAAC inspection.	The SSR of the institution was prepared and submitted on the website of NAAC, Bangalore on 2nd August 2023. Pls confirm this date.
2. To conduct the NAAC inspection of the Institution.	NAAC Inspection of the institution was conducted on 15th Feb & 16th Feb 2024 and the institution was accredited with B++ grade by the visiting NAAC peer team.
3. To arrange various Seminars/ Workshops in different departments of the institution	Numerous seminars/workshops were conducted by different departments of the institution during the academic session.
4. To speed up the work for the upcoming RUSA-2 Block.	RUSA-2 Block construction completed. The Seminar Hall, Multi-purpose Hall furnished, and the block has been made functional.
5. To arrange more Industrial Visits for the students under IIC.	4 educational tours were conducted.
6. To install more ICT enabled tools in the institution.	5 smart panels

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	29/11/2024

**14. Whether institutional data submitted to AISHE**

Part A	
Data of the Institution	
<b>1.Name of the Institution</b>	S C D GOVERNMENT COLLEGE LUDHIANA
• Name of the Head of the institution	Ms SUMAN LATA
• Designation	PRINCIPAL
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• Name of the IQAC Coordinator	Poonam Mahajan

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• Mobile	9417895165				
• IQAC e-mail address	naacscd@gmail.com				
• Alternate e-mail address	scdlldhhelp@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/2022-23.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/2022-23.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://puchd.ac.in/includes/documents/2024/academic-calender-cetug-2024.pdf">https://puchd.ac.in/includes/documents/2024/academic-calender-cetug-2024.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.20	2004	08/01/2004	07/01/2008
Cycle 2	A	3.20	2016	19/02/2016	18/02/2021
Cycle 3	B++	2.96	2024	22/02/2024	21/02/2029
<b>6.Date of Establishment of IQAC</b>			01/01/2003		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

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<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
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<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
• If yes, mention the amount	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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Empty space for plan of action and outcome	

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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Council	29/11/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	03/05/2024

### **15.Multidisciplinary / interdisciplinary**

In compliance with the UGC guidelines, our institution has held Awareness Programmes for all classes to make the students aware about the importance of Academic Bank of Credits. They have been sensitized on how ABC facilitates the academic mobility of the students with the freedom to study across HEIs in the country with an appropriate "credit transfer" mechanism across programmes. However, the system will be fully functional when our affiliating university implements it in totality. Meanwhile during the session 2023-24, all enrolled students have successfully created their ABC ID.

### **16.Academic bank of credits (ABC):**

In compliance with the UGC guidelines, our institution has held Awareness Programmes for all classes to make the students aware about the importance of Academic Bank of Credits. They have been sensitized on how ABC facilitates the academic mobility of the students with the freedom to study across HEIs in the country with an appropriate "credit transfer" mechanism across programmes. However, the system will be fully functional when our affiliating university implements it in totality. Meanwhile during the session 2023-24, all enrolled students have successfully created their ABC ID.

### **17.Skill development:**

The college has always striven to offer holistic education that inculcates practical skills and hones the talents of the students. Finishing School was established in 2015 to empower students with soft and hard skills to enhance their employability and make them ready for the world outside. Different modules like Personality Development, Communication Skills, Retail Management and Marketing, and Basic IT Skills are imparted to the students. Guest lectures, workshops and sensitization seminars are organized. Coaching classes on How to Crack Competitive Exams are organized periodically as per the requirement of the students and availability of teachers. Yoga & self-defense workshops are organized. Marketing Fests give an opportunity to budding entrepreneurs to hone their business skills. 4 certificate courses offered to students of all streams: Computer Aided Accounting, GST Application, Creative Writing & Content Development, and Business Etiquette and Professionalism. The college offers NSS, NCC and an array of Sports activities to improve their physical fitness, confidence, interpersonal skills, sense of social responsibility and enhances opportunities for

possible career options. NSS students were given training regarding traffic rules, safe driving, road safety and prevention of accidents. NSS students were given BLS (Basic Life Support) training wherein they learnt how to give CPR (Cardio Pulmonary Resuscitation).

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

The institution follows the curriculum prescribed by the affiliating university. However, to integrate Indian Knowledge System in the extracurricular aspects the following activities are an integral feature: Youth and Heritage Festival is organized by the affiliating University every year whereby students participate in various cultural events and activities. The Heritage festival is dedicated solely to Indian folk culture and arts. Sanskrit, Hindi & Punjabi are taught as elective subjects. A three-months' certificate course is running in the college for the promotion of Urdu language in collaboration with Punjab Urdu Academy, Malerkotla as per the directive of Higher Education Department, Government of Punjab. Numerous Indian festivals like Diwali, Teej, Lohri, etc and Commemorative Days of national leaders, freedom fighters, saints, literary figures, etc are celebrated in the college. Akhand Path of Guru Granth Sahib ji and Langar (community kitchen) is organized every year. It is open to the public and is completely managed by the students, thereby inculcating the sentiment of Nishkam Sewa and community feeling. Langar was also organized on the occasion of Valmiki Jayanti. Students of Red Cross Society visited Manukhta Di Sewa Ashram for the destitute. Tours and excursions to places of historic and cultural value were organized. International Yoga Day is celebrated every year. Students were taken on a visit to a Meditation Centre in Ludhiana for learning various meditating techniques and their benefits. Hindi Diwas is celebrated every year on 14th September whereby students get an opportunity to meet experts from the field of Hindi literature and language. The month of November is celebrated as the 'Punjabi Maah' which is specially devoted to the promotion of the state language Punjabi. The college also celebrates Punjabi Mother Language Day on 20th February every year. Students are also given the choice of language of learning as education is offered in Hindi and Punjabi (the vernacular mediums) in addition to English.

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

SCD Government College is dedicated to offer knowledge that inculcates a sense of responsibility to the life of the

community. We attempt to create an environment where understanding is coupled with commitment and where academic excellence and refinement of character go hand in hand. We have embraced Outcome Based Education (OBE) concepts to enable students to have clear cut goals and objectives. The broad syllabi are offered by the affiliating University and the syllabus division is done by the respective departments with specific learning outcomes in mind. The different clubs, societies, cells, etc. also have specific outcomes of the programmes they offer and activities are accordingly organised. OBE strives to create and maintain a favourable and empowering learning environment and facilitates learner-centric teaching learning process while contributing to the total quality management of the institution. It, thus, initiates a wide concept for quality enrichment and enhancement of the institution. These fundamental Continuous Quality Improvement practices are carried out under the aegis of the IQAC of the college through regular meetings, reviews, feedbacks, need gap analysis and corrective actions in order to ensure that students experience an understanding of the subject that ventures beyond the classroom. From time to time, meetings with the affiliating university for upgrading syllabi; with government and non-government financing authorities; and student - interfaces with industrial stakeholders for employment and hands-on experience are also held.

## 20.Distance education/online education:

The college does not offer any distance learning module. However, during COVID and post covid, teachers and students connected through various online platforms like Zoom, Google Meet, Google Classroom, WhatsApp, etc. Teachers hold online classes as per requirement.

## Extended Profile

### 1.Programme

1.1

17

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

4350

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

1042

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

1359

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1

107

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

143

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1 17

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 4350

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 1042

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 1359

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 107

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	143
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

4.Institution	
4.1	60
Total number of Classrooms and Seminar halls	
4.2	357
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	104
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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

changes in the syllabi so that recommendations can be conveyed to the different Boards of Studies for appropriate changes in the syllabi.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://scdgovtcollege.ac.in/downloads/prspectus/2024-25.pdf">https://scdgovtcollege.ac.in/downloads/prspectus/2024-25.pdf</a>

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

The institution adheres to academic calendar of the affiliating university for the conduct of Continuous Internal Evaluation. The schedule of Mid Semester Tests within the semester and Practical examination at its end is religiously followed for conduct of Continuous Internal Evaluation. Class tests, projects, students' presentations etc. are used as part of the teaching-learning process for tracking the progress made by the students during the semester. Performance in these activities is used to fix the Internal Assessment of students. Provision is also made during the planning of academic calendar for conduct of co-curricular activities such as inauguration of subject associations, clubs and societies, guest lectures, workshops and field visits. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://puchd.ac.in/includes/documents/2023/academic-calender-23-24.pdf">https://puchd.ac.in/includes/documents/2023/academic-calender-23-24.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic**

**B. Any 3 of the above**

bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
17	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
7	

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1019

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1019

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The syllabus includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights etc. A compulsory qualifying paper on Environment, Road Safety Education & Violence against Women/Children & Drug Abuse is part of the curriculum for all under graduate students and it is mandatory for them to clear it. The Department of Botany, Geography along with the Environment Society and the NSS units collaborate to promote green practices through workshops, field visits and plantation drives. The Commerce and Management programmes include topics on the business etiquette and professionalism, fair pricing, competition and moral business practices etc. There are specific councils, societies and clubs like the Youth Welfare Dept, NSS, NCC, Students' Council, Red Ribbon Club, Environment Society, Women's Development Cell etc.

that make a collective effort to sensitize the students on areas of concern. Gender equality is promoted and stereotypes are decried through lectures on women's rights and gender-based prejudices. Various important days are celebrated and the students are sensitized towards a sense of appreciation of traditional and cultural inheritance of the nation

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

291

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/sssr-2023-24.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/sssr-2023-24.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

2180

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1007

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute adopts a structured approach to cater to the needs of slow, intermediate, and advanced learners by analyzing their academic performance, class participation, and results in mid-semester exams.

- The ADVANCED LEARNERS are encouraged to aim for higher academic and career goals. Such students are provided with advanced learning materials to realise their potential. They are guided towards appearing for prestigious competitive exams. They are encouraged to undertake dissertation writing in postgraduate classes, wherever applicable, to enhance their analytical and writing abilities. Advanced learners are also exposed to knowledge enhancement opportunities through national and international webinars, seminars, quiz competitions, and extension lectures by expert resource persons. In addition, such students are motivated to utilize Inflibnet and other e-resources available in the library for advanced learning.
- To cater to the needs of SLOW LEARNERS, they are offered

simpler reading materials and guided to use MOOCs, YouTube videos, and other e-resources. Remedial classes are arranged to address their specific challenges. Special tests are conducted to track their progress. They are given special assignments and projects, along with the opportunity to revise and resubmit them after making improvements.

Both advanced and slow learners are supported with targeted strategies to ensure holistic development and academic growth.

File Description	Documents
Link for additional Information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/Remedial-classes.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/Remedial-classes.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4350	107

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institute adopts a student-centric approach to enhance learning experiences, employing methods such as experiential learning, participative learning, and problem-solving strategies.

### 1. Experiential Learning:

- Emphasizing "learning by doing", students engage in hands-on activities like workshops, seminars, educational tours and industrial visits to deepen their understanding of concepts.
- For instance, English department organised two-days

language enhancement workshop; Punjabi department conducted a workshop on Punjabi language and Phonetics; Department of Chemistry conducted a seminar on Green chemistry in sustainable development; and Department of Physics organised a seminar on Journey to explore the mysteries of Universe.

- In theoretical subjects, teachers use mind maps as guides, encouraging students to expand their knowledge and explore new ideas.

## 2.Participative Learning:

- Students are encouraged for participative learning through activities such as research projects, paper presentations, business plan creation, group PPT presentations, and model-making competitions.
- Students of PG and UG(Geography) undertake village survey to collect and interpret primary data related to demographic issues.

## 3.Problem-solving strategies:

- A problem-solving abilities are fostered through business case scenarios, puzzles, knowledge-based treasure hunts and submission of research based project reports and also extend to social awareness initiatives.

The institute's focus on fostering comprehensive learning is evident in the outstanding achievements of its students in academics, co-curricular activities and societal services.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/2023-09_2024-03_merged.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/2023-09_2024-03_merged.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the institute, teachers utilize ICT-enabled tools to enhance the teaching-learning experience, making education more dynamic and engaging. The college features a Wi-Fi-enabled campus with

14 optical fiber connections, more than 130 computers (100 for student use), and 9 laptops. It boasts 25 smart classrooms and 2 seminar halls equipped with interactive boards, projectors, visualizers, and LAN/Wi-Fi, enhancing interactive and tech-driven learning experiences. Additionally, the college has a fully automated library system with SOUL 3.0 Library Management Software, ensuring efficient management and easy access to resources. The library provides access to online catalogs through N-LIST and KOHA memberships. Additionally, students and faculty can explore over 6,293 e-journals, enhancing academic research and learning.

These tools allow for a more interactive and visual approach to teaching, which caters to diverse learning styles and improves understanding of complex concepts. Additionally, the college also leverages online platforms like MOOCs, Google Classroom, WhatsApp Groups for seamless communication between teachers and students. These platforms allow for the sharing of study materials, conducting quizzes, and giving assignments, enabling continuous learning beyond the classroom.

Incorporating ICT into education at College ultimately fosters a more collaborative, efficient, and future-ready learning environment for both students and faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/ICT.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/ICT.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

107

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1261

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a well-organized examination department consisting of the Registrar (Dean of Examinations), Deputy Registrar, Assistant Registrar, and clerical staff to ensure the smooth conduct of both internal and external examinations. The college adheres to the guidelines provided by Panjab University, Chandigarh, and ensures that students are informed of these regulations through notice boards, circulars, and direct communication from teachers in their respective classes. On the first day of the new academic session, the college hosts an orientation program to familiarize all new students with the evaluation and assessment procedures. The college follows Panjab University's academic calendar, with Mid-Semester Tests (MSTs) held once each semester and twice annually. Students are notified about these assessments well in advance. Evaluation is done at multiple levels: knowledge, understanding, and application. Teachers conduct regular class tests, group discussions, and assignments to monitor student performance and implement remedial actions as necessary. Retests and supplementary exams are also offered. Internal evaluations are based on university guidelines, with assessments factoring in attendance, class participation, and performance in MSTs.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-2/INSTITUTIONAL-CALENDER-2023-2024.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-2/INSTITUTIONAL-CALENDER-2023-2024.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution has a well-established mechanism for addressing student grievances, queries, and examination-related concerns. Any discrepancies or grievances arising from house examinations are promptly addressed by the concerned teachers or departments.

To ensure transparency, evaluated answer sheets are shared with students in class, and teachers provide feedback and guidance on how to improve their performance.

Notices and circulars regarding deadlines for resolving discrepancies and submitting award lists to the Examination Branch are disseminated through classroom announcements, student notice boards, and departmental notice boards. Moreover, in case if the student could not appear for the examination due to any medical issue, such case is forwarded to the university by the college examination branch and within one month, their exam is rescheduled.

The office of the Controller of Examinations (Registrar/Dean Examination) is readily accessible to students for resolving exam-related grievances. Additionally, students can appeal to the Chief Coordinator of Examination (Principal) if they are not satisfied with the resolution provided by the Examination Branch.

To encourage student feedback, a suggestion box has been installed on campus, allowing students to submit their suggestions in writing.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-2/Prospectus-SCD-2024.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-2/Prospectus-SCD-2024.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- **Course Offerings:**

- The institute provides graduate and postgraduate courses in diverse disciplines including Science, Humanities, Commerce, Computer Applications, Business Administration, and IT.
  - Six-month certificate courses are also available.
- Defined Course Outcomes:
- Each course has clearly defined outcomes, which are accessible on the college website.
- Communication of Outcomes:
- Programme and course outcomes are effectively communicated to all stakeholders.
  - Prospective students can access information via the college website, prospectus, Counselling Cell, and Students' Help Desk during admissions.
  - Departmental meetings are regularly conducted at the beginning of each session to discuss course outcomes and objectives.
  - An orientation program, led by the Principal, familiarizes students with course expectations.
  - The syllabus of each course is also available on the website of the affiliating university and the link to the same is also accessible through the college website too.
  - PG departments are encouraged to map their programme outcomes with course outcomes to promote outcome based education (OBE).
  - Various extra and co-curricular activities are even designed keeping course outcomes in mind, thus enhancing student engagement and learning.
  - The career guidance and placement cell of the college endeavours to assist the students in achieving the course outcomes by organising various seminars, workshops, extension lectures and group discussions led by experts in their respective fields.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/Upload-COs-for-allProgrammes.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/Upload-COs-for-allProgrammes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

To evaluate the effectiveness of course outcomes, various direct and indirect methods are used.

Direct tools focus on assessing the knowledge and skills students gain in relation to specific courses. These include performance in end-semester exams, mid-semester tests, and periodic class tests conducted by both the college and university. Assignments on various syllabus topics also help teachers assess student progress. The institution's strong academic results and consistent university rankings reflect the successful attainment of Program Outcomes (POs) and Course Outcomes (COs), with a focus on Outcome-Based Education (OBE). The institution consistently outperforms university pass percentages, and many students' clear competitive exams like UGC-NET, UPSC, NDA, CDS, Bank PO, and CA, with many progressing to higher studies.

Indirect tools, such as feedback from examiners, employers, placement records, and alumni success stories, also contribute to evaluating student performance. The college is proud of its alumni who have excelled in fields such as civil services, sports, business, politics, and entertainment. Interactive sessions with senior students and alumni provide insights into career paths, while job fairs organized by counselling cell help students understand employer expectations and make informed career choices. The college's placement cell plays a key role in connecting students with suitable employers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/2.6.2merits_merged.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/2.6.2merits_merged.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1359

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/ANNUAL-REPORT-2023-24.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-2/ANNUAL-REPORT-2023-24.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://scdgovtcollege.ac.in/downloads/NAAC/sssr-2023-24.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

603000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

**4**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://pbhe.punjab.gov.in/">https://pbhe.punjab.gov.in/</a>

### **3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

#### **3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**72**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
2	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
7	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
<b>3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year</b>	
<p>NSS, NCC units of the college organises Tree Plantation Drives on a regular basis, Cleanliness drives are conducted in the locality in collaboration with Municipal Corporation, Ludhiana, Cyber Security, Awareness Campaigns Against Stubble Burning are carried out in village, students also spread awareness about Green Diwali. Students participated in a rally organised by District Administration as Tribute to Kartar Singh Sarabha and For a Drug Free Punjab. Numerous activities and sessions organised during the 7 day NSS camp enhance holistic development of students. Blood Donation Camp teaches students valuable lessons in social responsibility. NSS students are taken every year to Traffic Park</p>	

for Road Safety lessons,.NCC cadets participate in various regional and national level camps, carry out a cleanliness drive of war Memorial in Ludhiana. A Free Book Bank was organised for the needy student. Book Fairs are also organised on important commemorative days. Marketing Fests are a great learning experience for the students and provide them a hands on experience in entrepreneurship. Numerous Industrial visits are organised to give students first-hand experience of the production process and unit management. Our students visited Manukhta Di Sewa Ashram and learn important lessons in empathy for the disadvantaged and under privileged.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf">https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

84

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### **3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

#### **3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**5135**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.4 - Collaboration**

#### **3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**91**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### **3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Established in 1920, Satish Chander Dhawan Government College Ludhiana has a sprawling 42-acre campus with parks and natural green areas, 57 classrooms including 26 Smart Classrooms with state-of-the-art teaching and learning aids like LCD projectors and internet connectivity to accommodate theory classes and 22 laboratories for carrying out the practical work. The classrooms are airy, spacious and are equipped with proper number of desks for students, lights, and fans. There is a Conference Room, two Girls Common Rooms (multipurpose halls) for students. A Medical Aid Room, and a Quick Response Team (QRT) has also been established for emergency situations. The college regularly uses seminar halls and auditorium for conducting national and international seminars, conferences, and other functions. All the buildings in the campus are fully accessible to the persons with disabilities. Ramps and support for specially abled persons (Divyangjan) are in place throughout the campus.

Solar power plant (roof top) with a total installed capacity of 165 kw has been commissioned to mark a substantial contribution as institution's responsibility towards sustainable energy generation. In order to create and enhance the infrastructure that facilitates effective teaching and learning, a policy is framed annually according to needs of different departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-4/A---009-1_.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-4/A---009-1_.pdf</a>

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

Overall development of students is enhanced through cultural activities which are carried out at college level. Annual Youth festival provides platform for students to exhibit their skills in singing, acting and music club. Sports activities indoor and outdoor, gymnasium, yoga centre is also run in campus and a large number of students utilise these facilities on regular basis. The institution has provided enough space for outdoor games at 4 playgrounds of international fame with 8 net practice pitches. These grounds are used for games such as cricket, football, volleyball, kabaddi etc.

During recent period the growth in infrastructure has been in pace with academic developments. Sahir Auditorium has been equipped with air conditioning unit, digital podium and audio visual facilities. Gymnasium and various multipurpose play grounds cater to the health and fitness requirements. Separate boys' and girls' hostels with hygienic mess facilities are available. Canteen, cafeteria, and tuck shop is available for students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---IV/Cocurricular.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2020-21/CRITERION---IV/Cocurricular.pdf</a>

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

30

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-4/A---009-1.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-4/A---009-1.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.83748

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Guru Arjan Dev Library of the College is fully automated using updated software Soul-2.0. There is also facility of N-list programme where faculty and students can access all the reference material online. The library building has two stories, well stocked with latest books, journals, magazines, newspapers, as well as e-books and ejournals. The library has more than 1,07,400 books, 6300 e-journals, 2 lakh eBooks, subscription to

4 journals, 20 newspapers, and 40 magazines. The upper floor is devoted to reading room. The facility of e-material was used regularly during covid period from home. A separate library for evening college with 6230 books is also offered by the institution for Evening College.

Nature of automation (fully or partially): Fully Year of Automation: 2010

OPAC: Online Public Access Catalogue has been introduced since 2015.

Print Books: The library prides itself on a large collection of books.

E-books and E-journals: The library provides access to e-books and e-journals through N-List and INFLIBNET subscription.

Periodicals: The library subscribes journals and magazines of national and international repute. Nine newspapers are also available in the library.

Integrated Library Management System: is used in the library to automate its services

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

211668

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

46

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

With the wifi routers all around the campus of the institution, staff has the freedom of using digital gadgets without the worry of fading digital signals. The campus is equipped with 14 optical fibre internet connections having 100 Mbps speed. Computers, laptops scanners, printers, projectors, photostat machines, networking switches, access points, routers, multimedia speakers, web cameras, barcode readers, tonners, projector screens, external storage media and online/offline UPS are also available. The IT infrastructure and facilities are updated regularly. Continual up-gradation is done in the internet access and campus network. The LAN and wifi connections are available through central firewall (Nebero System purchased in the 2019) located in server room and the internet bandwidth is distributed throughout the entire campus. All the faculty

members and students of different departments as per their requirement use this facility through firewall. The college has added many new editions to its repository of licensed softwares during the last five years including Windows Preloaded and Paper Licence, MS Office, K7 Anti Viruses, Visual Studio Pro, Corel Draw, RedHat, Linux, Oracle, Windows Server and client, Adobe Director, Adobe Flash, Busy, Wings, Tally Prime, Quark. Apart from the purchased software, departments use a variety of Open-Source Packages.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-4/IT.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-4/IT.pdf</a>

#### 4.3.2 - Number of Computers

143

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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

**1. Laboratories (All Labs & Computer centre):** Each laboratory has one teacher as lab in charge, a laboratory assistant and attendant.

**2. Library:** Librarian with supporting staff has been appointed to maintain central library.

**3. Campus/Sport complex/grounds/equipment:** Head of Physical Education Department/ Convener of the Campus Committee of the institute looks after the sports facilities and the activities.

**4. Class Rooms:** Class rooms are allocated to all departments alongwith necessary ICT tools. The class rooms are utilized as per the time table of the department/college.

**5. IT facilities:** All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

**6. Electrical, drinking water coolers, Lift etc.:** Institute has employed the electrician and the plumber is provided by the Government of Punjab on need basis for up keeping and maintenance of electrical and water drinking facility

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

973

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

85

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf">https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**2135**

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

**2135**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**56**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**51**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

#### **5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

#### **5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

##### **5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

139

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The students' council is actively led by Dr. Sajla as Convener and associates Dr. Nitin Sood, Dr. Saurabh, and Prof. Neha. It is not an elected body. Its members include class toppers and students active in extracurricular activities, with representatives from NSS, NCC, sports, cultural committees, and youth activities. The council assists the college administration in maintaining discipline during events such as sports meets, convocations, and prize distributions.

For the past six years, the council has managed a book bank help desk, collecting books from departments and senior students. This year, it organized a Free Book Distribution Fair at SCD Government College, Ludhiana, where books donated by students and teachers were distributed to underprivileged students. NCC representatives also escort chief guests during key college functions, ensuring smooth coordination. Additionally, the council organises an annual Lohri celebration to promote awareness of Punjab's cultural heritage among students.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf">https://scdgovtcollege.ac.in/Downloads/Newsletter/2023-09.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

246

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

SCD Govt. College Ludhiana Alumni Association is registered under the society registration act (xxi of 1860) and as amended by the Punjab Amendment Act 1957 Registration no. 20150019663/439. There are 528 number of alumni enrolled in the Association till date. In 1976 in recognition of the services rendered to the nation by its alumnus Satish Chander Dhawan, a renowned scientist, the college was rechristened as Satish Chander Dhawan Government College Ludhiana by the Government of Punjab. The illustrious Alumni, the pride and strength of the college, have adorned some of the highest offices in the country. The college main hall is dedicated to Sahir Ludhianvi, the legendary Urdu poet who was an alumnus of the college.

The alumni association actively participates in the various activities related to betterment of college. Structured feedback is taken from alumni and their opinions are valued. Distinguished alumni are invited to give extension lectures and share their experiences and expertise. The alumni association also guides and assists the alumni who have recently completed the course of study to obtain employment and to initiate startups.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/alumni-association">https://scdgovtcollege.ac.in/alumni-association</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is in tune with the vision and mission of the institution. Our vision is to transform society and life through education and knowledge. With this vision, SCD Government College Ludhiana cultivates in its students a passion for learning and empathy towards society through community outreach. Students are encouraged to pursue excellence in curricular, sports and extra-curricular activities. There are various Clubs/ Societies/ Units such as NSS, NCC, Red Ribbon Club, Red Cross Society, Women Development cell, Youth services welfare club, Ek Bharat Shresth Bharat Club etc. that help in creating a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, "Dare to be true".

Our objectives are:

1. To inculcate values of courage, conviction and faith in the students so that they leave lasting footprints in the sands of time.
2. To raise stakeholder's awareness of global issues, providing

new learning opportunities.

3. To Enhance, Enrich and Empower the communication and computation skills amongst both rural and urban student communities.

4. To maintain academic standards through creative and innovative techniques.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/vision-mission">https://scdgovtcollege.ac.in/vision-mission</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/NAAC/IOAC/AOAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IOAC/AOAR/AQAR-2023-24/CRITERIA-6/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/NAAC/IOAC/AOAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IOAC/AOAR/AQAR-2023-24/CRITERIA-6/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Being a government institution, SCD Govt. College comes under Directorate of Higher Education, Punjab. Hierarchical setup is established from top authority to down with the levels clearly demarking the duties, responsibilities, accountability and authority at every stage. The college has an effective organizational structure which monitors and ensures the smooth functioning of the college activities (teaching, learning, testing and evaluation, administration and finance) and work to improve the institution as and when required. The appointments are made by Punjab Government through PPSC and Civil Services Rules are also followed by the institution. The organizational structure of SCD Government College mainly consists of the DHE

(Department of Higher Education) Punjab and Principal. DHE Punjab is the highest decision making body which is in constant touch with the Principal for smooth functioning of the College. The Principal is assisted by the College Council, Bursar, Department Heads, Committees Incharges/Conveners and Administrative staff. Functional committees are constituted for steady development of various process like admissions, examination etc. These committees are classified as Statutory and Non-Statutory Bodies. Statutory group mainly consist Anti-Ragging Committee, Grievance and Redressal Cell, Internal Compliant Committee, Caste Based Discrimination Prevention Committee, while Non-Statutory are College Council, Prospectus Committee, Youth & Cultural Committees, Time Table Committees, Discipline Committee, NSS/NCC, Admission Cell, Red Ribbon Club, Boys and Girls Hostel Maintenance Committee. The objective of these committees is to maintain the smooth functioning of the college administration and to create congenial atmosphere for the holistic development of the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://scdgovtcollege.ac.in/organogram">https://scdgovtcollege.ac.in/organogram</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures are followed as per Punjab Govt. Rules for teaching and nonteaching staff. Most of them come under the preview of Punjab Govt. Rules. These include:

1. Medical Leave /Ex-India leave/Earned leave/Casual leave/Half pay leave
2. Child Care leave for the eligible staff members
3. LTC Facility
4. Maternity and Paternity leave
5. Reimbursement of Medical Expenses
6. GPF/ CPF
7. Gratuity
8. Pension
9. ESI for Class-IV daily wage employees.

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

1. Indoor and Open-Air Gym facility is available for the Staff.
2. First-aid \ Medical Facility: Doctor on call facility is also available.
3. Residence facility: Principal Residence, Girls Hostel Warden Residence is available on campus.

Free accommodation in girls and boys hostel is availed by desirous staff members. Residence

quarters with no maintenance cost are provided to the non-teaching staff.

4. Canteen facility is available during the working and extended

hours. Separate comfortable area is

provided for the staff.

5. Internet and free Wi-Fi facilities are also available for the staff.

6. Faculty staffroom is fully air-conditioned.

7. Departmental staff rooms have computer, printer and internet facility for research and academic

purpose.

8. The college library has dedicated area for the faculty members. There is also provision for

photocopy of reference material.

9. Tuck Shop - stationery, and other essential goods of day-to-day requirement of the faculty, staff

and students are met by the tuck shop in the campus.

File Description	Documents
Paste link for additional information	<a href="https://hrms.punjab.gov.in/">https://hrms.punjab.gov.in/</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

14

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The teaching faculty is appraised on the basis of an ACR which is evaluated and graded by the Principal and other Govt. Officials on the basis of following indicators:

Teaching-learning and evaluation related activities

Co-curricular, Extension, Professional development related activities

Research publications and academic contributions

Contribution to Management of the Institution

Evaluation of individuals qualities:

Approach towards work

Spirit of responsibility

Ability of discharge the work in time

Stating ability (ability to give statements)

Explaining ability

Ability to work as a team

To maintain discipline

## Internal mutual relations

Besides this, the teaching staff also gets an opportunity for moving upwards in terms of grade pay under the CAS (Career Advancement Scheme) by Punjab Government on pattern of University Grants Commission as per Punjab Govt Rules. The Career Advancement is allowed after analysing merits and credentials of the teacher based on weightage on his/her performance in different relevant dimensions and his/her performance on a scoring system proformas based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology. The proformas of both these appraisal formats are attached for reference.

File Description	Documents
Paste link for additional information	<a href="https://hrms.punjab.gov.in/">https://hrms.punjab.gov.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial audit is done by the Accountant General of Punjab from time to time, as per the directions given by the Punjab Government, for various funds like Panjab University Funds, Punjab Government Funds, Local Funds and Expenditures for Salaries of Regular Staff, University and College Functions, Electricity Power Consumption etc. The College Bursar is the Internal Auditor. For Higher Education Institute Society in the College, the External Auditors are CAs for revenues in terms of admission fee and expenditure in terms of salary for its Adhoc Non-Teaching Staff, Faculty Members and purchase of apparatus and infrastructure for academic courses of BCA, BBA, M.Sc. (IT), M.Sc. Physics and Chemistry. Internal Audits are done by HEIS Bursar. Similarly for Parent Teacher Association of the college, the external audit is done by CAs for receipt of PTA Fund and for expenditure as partial salaries of guest faculty, temporary class IV employees and Lab Staff DC rates), college infrastructure, college functions and for college development. The internal auditor of PTA is the bursar.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

300000/-

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

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

The college is a government institution. The grants received from the government are utilized for the development of the college infrastructure, salaries of the staff and for the organizing academic, cultural and sports activities. The Principal and college council monitor the use of allocated funds. These funds are utilized to purchase equipments, for renovation of the campus and to organize seminars, workshops, conferences. Administration and Finance Committees (PTA and HEIS) review the use of resources including audit and make recommendations for better handling of resources and effective mobilization of available funds.

For smooth functioning of the institution various committees have been constituted by the Principal to analyses the requirements regarding different purchases. In case of any need where the financial support is required, the demand in writing is made from the concerned Department and proper procedure for purchases is adopted. Most of the purchases are done from

government's GeM portal.

File Description	Documents
Paste link for additional information	<a href="https://gem.gov.in/">https://gem.gov.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

It is one of the primary concerns of IQAC to adopt practices, to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution, which will provide quality education to students through an effective and meaningful teaching learning process. The IQAC is meant for planning, guiding and maintaining Quality Assurance (QA) and Quality Enhancement (QE) in the activities of the institution. SCD IQAC meetings are held from time to time. It prepares, evaluates and recommends the following for approval by the Institute and Govt. Statutory Authorities:

1. Annual Quality Assurance Report (AQAR)
2. Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)
3. Stakeholder's Feedback
4. Progress, Performance & Conformity
5. Action Taken Reports
6. New Programmes as per National Missions and State Govt. Policies.

The organizational structure of the College consists of Principal, College Council, Teaching Staff, NonTeaching Staff and the Students. The IQAC works for the realisation of the goals of quality enhancement and sustenance.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC also plays an important role in monitoring the teaching learning process, maintenance and up gradation of infrastructure, and ensuring quality of teaching and learning through constant feedback from students, regular departmental meetings and mentor groups. Feedback is collected from students and staff to increase the quality and efficiency of programs organized. In an effort to improve the feedback mechanism of the college, feedback links are activated on the college website for all stakeholders i.e. students, teachers, alumni and employers. Review of previous meetings and subsequent actions are taken on regular basis. IQAC plays a crucial role in connecting and coordinating with various departments and committees of the institution, and ensures, sustains and enhances the quality of teaching-learning, evaluation and infrastructure. IQAC motivates the faculty to adapt innovative teaching learning methods and upgrade their professional development through workshops seminars and conferences. During the last year numerous activities, seminars, conferences and extension lectures have been organised in the college for the holistic development of the students. Apart from this IQAC regulates the meetings of the institutional bodies (PTA and HEIS) were held and audits of their activities got done for a transparent utilisation of funds.

File Description	Documents
Paste link for additional information	<a href="https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**B. Any 3 of the above**

<b>Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/">https://scdgovtcollege.ac.in/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-6/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute is committed to fostering gender sensitivity through a range of initiatives and actions aimed at creating a safe, secure, and healthy atmosphere on campus. The college proactively addresses gender-related issues and conducts activities throughout the year to promote gender equity and awareness, including organising talks and programs on gender equality.

- High-end CCTV cameras are installed at prominent locations throughout the institution.
- It is mandatory for everyone to wear identity cards on campus.
- Suggestion boxes are strategically placed around campus.
- The college has a Grievance and Redressal Cell to address issues related to gender sensitisation.
- Each student is assigned a faculty member as a mentor, who will provide guidance until the end of the session.

- Students can meet with their mentors to discuss grievances regarding gender-related issues, personal challenges, general concerns, facility-related issues, academics, and more.
- A Student Welfare and Counselling Committee is constituted to monitor the student counselling process.
- Separate common rooms are provided for faculty and female students.
- There are separate washrooms for boys, girls, and staff.
- The institute has a Women's Development Cell dedicated to overseeing gender sensitivity on campus.

These measures reflect the institution's commitment to maintaining a gender-sensitive environment that supports equality and safety for all students and staff.

File Description	Documents
Annual gender sensitization action plan	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.1-Annual-gender-sensitization-action-plan.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.1-Annual-gender-sensitization-action-plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.1-facilities-for-women.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IQAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.1-facilities-for-women.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid**

#### A) SOLID WASTE MANAGEMENT:

##### COMPOST UNIT:

The institute has an effective mechanism for waste management. For degradable waste, College campus has functional Compost Unit. College composting unit should be made functional, which is working since 2015 to till date near the New Boys' Hostel. It is the method of bacteriology in which earthworms are used to clean the environment. In this process, tree leaves and grass clipping, paper toweling etc. are put in a pit along with earthworms to make compost in 2-3 months.

It is a mesophilic process utilizing earthworms which are active at 10-32°C. The earthworms consume organic waste and reduce its volume by 40-60%. Each earthworm weight about 0.5-0.6g, eats waste equivalent to its body weight and produces cast equivalent to about 50% of the waste it consumes in a day. The moisture content of casting ranges between 32% and 66 % and the PH is around 7.0.

The dimension of composting unit is length x Breadth x Depth = 32.40 x 03 x 1.5 meters. In this unit has 4 chamber and each chamber length is 08.10 meters long and 1.5 meters broad.

##### 1. LIQUID WASTE MANAGEMENT:

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

##### 1. E-WASTE MANAGEMENT:

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

##### 1. WASTE RECYCLING SYSTEM:

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

in the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.3-geotagged-photo.pdf">https://scdgovtcollege.ac.in/downloads/NAAC/IOAC/AQAR/AQAR-2023-24/CRITERIA-7/7.1.3-geotagged-photo.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- The college plays a significant role in bringing an inclusive environment which promotes tolerance, compassion and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities in the institution.
- The college celebrates Republic Day and Independence Day with pomp and joy which promotes national unity in the college.
- Students belonging to different religions, linguistic community, and socio-economic background get admitted to the college according to the policy of Punjab Government.
- The admission procedure of the college is completely online and purely transparent and merit-based.
- The College encourages students to participate in Expert Lectures, Poster-Making, Quiz Competitions, Marketing Fest and Exhibitions organized by different departments and clubs of college.
- The College NSS units (Boys & Girls) regularly organize awareness drives to awaken the masses against social evils and cleanliness etc.
- Red Ribbon Club of the College regularly holds events like screening of movie, poster making, and awareness rally to make students aware with the deadly disease AIDS.
- Activities like Blood donation camp, Tree plantation drive, Awareness rallies teach students to put service before self and the importance of the environment.
- Women Development Cell organised mehendi competition. Music club organised a poster making competition on the subject "Indian Folk Saaz".

- The college celebrates Commemorative days like Teacher's day, Yoga day etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college organises various programs for the promotion of Constitutional values.

- The college organising events like Blood donation camp, Plantation drive, Road safety awareness, Drug free Society and investiture day.
- NSS motivate students to practice democratic living. Campus cleanliness drive conducted by NSS camp.
- The celebration of International "yoga day" for healthy life.
- Voter awareness campaign and Voter pledge programs are organised to teach the students about the fundamentals of democracy.
- National Voter Day is celebrated every year on 25th January to encourage students to participate in democratic process.
- World Environment Day and Ozone Day are celebrated to save the environment.
- The extension activities organised throughout the year to sensitize the students.
- NCC units (Army and Air wings) prepare students for armed forces.
- College also celebrate 116th birthday of Sardar Bhagat Singh.
- We organise Marketing fest to promote values and responsibilities among students.

In this way SCD Government College ensured the constitutional

values, rights, duties, and responsibilities of students they are promoted or served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**The College celebrates all National and International days including Commemorative days and events with a spiritual approach.**

**1. NSS unit of college celebrated 'National Unity Day' and 'Veer Bal Divas' and Commemorated Martyrdom Day of Shahid-E-Azam**

Sardar Bhagat Singh ji.

2. National Voter Day is observed to create awareness on the need to maximise the enrolment of new voters on 25th January every year.

3. We celebrate 'Independence Day' and 'Republic Day' each year the National flag is hoisted by the principal of college with great honour.

4. Students with various cultural performances give tribute to the teachers on 'Teacher's Day'.

5. 'International Women's Day' is celebrated every year to show respect to female students and staff members.

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

7. 'International Yoga Day' is observed every year early in the morning.

8. 'International Red Cross Day' is organised and essay writing, poster making, slogan writing competition are held.

9. Constitution day 'Samvidhan Divas' is celebrated focusing the fundamental aspects of the Indian Constitution.

10. 'International Youth Day' is celebrated and Students take pledge to create drug free society.

11. National 'Poshan Mah' is also celebrated in the college.

12. National 'Sports Day' is also celebrated in the college.

13. National Science Day celebrated in the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practices implemented by the Institution

#### Best Practice: 1

##### Title of practice

Four wings of sports- volleyball, basketball, athletics, and handball.

##### Objectives of the practice

Develop leadership qualities, Promote physical & mental health, among students

##### The context

Enhance academic performance.

##### The practice

Sports kit, free diet & hostel are provided free of cost.

##### Evidence of success

Our College is getting medals from last 5 years in inter-college level competition of basketball and volleyball.

Problem encountered and resources required

Need physiotherapy to recover from sports injury.

Notes (optional)

We need synthetic athletic track for athletes.

Best Practice: 2

Title of the practice:

Cultural Heritage

Objectives of the Practice:

To make efforts for preservation of the indigenous knowledge, culture and heritage.

The Context:

To make students connected to the roots by traditions and culture

The Practice:

1. Various workshops organised to enrich students about traditions and culture.
2. Our students bagged top position in zonal & interzonal youth festivals.

Evidence of Success: It includes ethnic cooperation and harmony in the institution.

## Problems Encountered and Resources:

Our institute needs funding to increase resources.

### Note:

Required faculty members and financial resources for this practice.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

### Govt. Evening College

We take pride in the Evening shift of our College, where working students are given opportunities to pursue degree courses such as B.A., B.B.A., B.Com. and BCA. The pass percentage of students in University exams ranges between 96 and 99 percent.

The College consistently excels in sports and cultural activities. In cultural activities, students have won numerous prizes in the Panjab University Zonal and Inter-Zonal Youth Festivals. The College's Luddi team won many prizes in these festivals. In sports, students earned Gold, Silver, and Bronze medals in events like Shot Put, Discus Throw, 100-meter race, 400-meter race, 1500-meter race, High Jump, Long Jump, Relay race, and Basketball competitions at Panjab University. The college also won the prestigious Overall Championship Trophy.

In academics, the College also emphasizes skill development and practical learning. An Extension Lecture was organized on

"Optimizing Time with Time Management Strategies." To celebrate the historic landing of Chandrayaan-3, Dr. Arun Dhawan, nephew of Dr. Satish Chander Dhawan, was the special guest and spoke about ISRO and his uncle's contributions. The Evening College organized this commemorative event. The landing was streamed live for Evening College students, and the atmosphere was jubilant following the successful touchdown.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year

- To provide a supportive learning environment that fosters the holistic development of students, faculty, and support staff.
- To promote online learning through the introduction of add-on courses.
- To focus on value-based education that encourages holistic growth.
- To cultivate entrepreneurial skills in students to prepare them for corporate challenges.
- To enhance the academic environment to improve the quality of teaching and learning processes.
- To conduct quality-related research studies and training programs.
- To organize activities that support these initiatives.