Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**S. D. P. COLLEGE FOR WOMEN**
Name of the head of the Institution	**MANJU BHASHINEE**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01612741830**
Mobile no.	**9417048556**
Registered Email	**sdpcollegeldh@yahoo.co.in**
Alternate Email	**sdpcollegeldh@gmail.com**
Address	**S.D.P College For Women, Daresi Road, Back side Chand Cinema, Ludhiana.**
City/Town	**LUDHIANA**
State/UT	**Punjab**
Pincode	**141008**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Ms. Ruby**
Phone no/Alternate Phone no.	**01612743992**
Mobile no.	**9988820359**
Registered Email	**iqacsdp@gmail.com**
Alternate Email	**sdpcollegeldh@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sdpcollege.com/xelcms/uploads/aqar/122200568_AQAR18-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://sdpcollege.com/uploads/calendar/1877210042_New%20Doc%202019-09-03%2009.12.43.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**77.50**	**2005**	**26-Feb-2005**	**25-Feb-2010**
2	**A**	**3.04**	**2016**	**16-Dec-2016**	**15-Dec-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**09-Apr-2005**

7. Internal Quality Assurance System

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

IQAC		
Arranged Lectures on the topic Tree Plantation/Waste Management/Swacch Bharat	25-Dec-2019 5	150
Meeting with the Sarpanch of the village Noorwala for admission promotion	10-Apr-2019 1	30
Meeting with the Sarpanch of the village Noorwala for admission promotion	30-Mar-2019 1	30
Meeting with the Sarpanch of the village Noorwala for admission promotion	16-Mar-2019 1	30
IQAC COVID quiz	21-May-2020 7	1145
Meeting With The Stakeholders	05-Nov-2019 1	700
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC	000	Central Govt.	2020 365	0
Punjab Government	95% Deficit Grant in Aid Scheme	Punjab Government	2020 365	24501992
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• To work towards the holistic development of the learners taking into account all physical, mental, and social conditions affecting the learners. • To extend the horizons of academic programs of study. • To assist valueaddition to existing core curriculum • To facilitate greater information propagation and pragmatism during admission process • Issues concerning academics, coacademics and infrastructural development were taken up by the IQAC. Suggestions were taken into consideration by the Management Other contributions made by the IQAC include: • Contribution towards maintaining Academic and Assessment Record. • Faculty was trained in ERP System. Enterprise Resource Planning By JSR Solutions Pvt Ltd. • IQAC had been collecting and collating data from various departments of the institution from qualitative and quantitative point of view. • Efforts were made to check Absenteeism and work on the improvement of University Results. • Guided the students in fulfilling Social Responsibilities. • Made the students aware of the Environmental Degradation and work towards it. • Endless effort was made to improve and Monitor Quality Improvement in all aspects of institutional working. • Annual Plan for the Institutional Development was made and implemented. • Collected feedback from different stakeholders,analyzed and took remedial measures. • Drafted and implemented Academic and CoAcademic Calendars. • Sent Annual Reports regularly. • As always IQAC, through the departments of NSS and NCC, provided an opportunity to the students in the capacity of volunteers to venture out of their comfort zones and make a difference to society. Inspired by this philosophy, endeavour was made to sensitize the students to various social concerns through discussions, debates, talks, seminars, workshops, music, awareness campaigns, short plays and confluences especially during the days of National Importance and Diwali Mela. • The Central Association of students was elected to coordinate between the college and its students. From acting as the students voice and ensuring that each student gets the best out of their college experience, the Union worked with the elected representatives of every class to make each event of SDP a grand success. The CA helped in organising major events of the college like the Independence Day Celebrations, Fresher?s, Orientation and Graduation parties. • To redress the grievances of the students various Open Durbars were held

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

Plan of Action	Achivements/Outcomes
Welfare Schemes for Staff	The following welfare Schemes are available for the staff: 1. Provident fund is deducted for all the employees who fall under the eligibility criteria as per Govt. norms. 2. Subsidized education for the children of the Employees studying in our institutes. 3. No membership fee for availing facilities of Gym and Indoor games. 4. Free wi-fi facility to all the employees of the institution. 5. Duty leave to be given for attending orientation programmes/refresher

	courses/ seminars/ conferences/ training programmes/workshops/ acting as resource person. 6. Management funded training programs for teaching and non-teaching employees. 7. Uniform provided to peon and security staff.
Lectures on Intellectual Property Rights	Will be planned in coming session.
Convocation and Annual Prize Distribution Function	Due to spread of pandemic Covid-19, Convocation didn't take place. As soon as the conditions become normal, convocation and annual prize distribution function will be planned.
Introduction of Short term Courses	Free Hobby Classes were started in the by Department of Home Science , Cosmetology ,Computer Science, Music and Fine Arts..
Alumni Association may be Participatory	Alumni meet was conducted on 8th February, 2020. 120 students participated in the meet.
To arrange Lectures on Waste Management	Lectures and workshops organized by the Dept. of NSS from 25/12/2019 to 29/12/2019
Co curricular Rural Learning in Village Noorwala	Various activities were organized by active participation of students, community and Panches of the village. Some of the girls from the village attended free courses organized by the Home Science and Cosmetology Department. A survey was also conducted by the NSS Department to know the people of the village and have one to one relationship with some of them for rural education. Tree Plantation drive is a regular feature. The students also helped the some of the illiterate villagers to sign their names.Nukkad Nataks were also being conducted to educate villagers.
Research may be promoted in the PG Departments	Students and faculty members attended various workshops/seminars/conferences on Research Methodology and related topics.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
SDP Management	06-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-May-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• Students' Admission Data: All student data is maintained through JSR. The nominal roll of all the classes is computerized. • Students' Attendance Data All record of the student's attendance is kept in the Attendance Registers and monthly attendance and absentee data is collected by the teachers and Controller of Exam assimilates and collates all data. • Students' Internal Assessment Students are given monthly tests, assignments and project works. On the basis of the data collected and regular attendance of the students, internal assessment is assessed and put on the Notice board for the students to see and later assessment is sent to the University. • Time Table Management Time Table is prepared well in advance before the session commences and later on dictated to the students and then it is displayed on the Notice Board. • Library Information and Management Database Library is totally computerized. The students are issued ID cards and they can get their books issued from the Library. PG students can access the Journals through Inflibinet. • Accounting Management Data All accounts are maintained and operated through JSR Salary and Payroll Database All data is compatible with JSR

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Since our institution is affiliated to Panjab University, Chandigarh therefore it follows the curriculum approved by Panjab University, Chandigarh. In the beginning of the academic session, college plans its college level Academic Calendar which is synchronous with University Academic Calendar. For the effective execution of the Academic Calendar, Institute has constituted an Academic Committee (AC) comprising of Principal, Heads of the Department (HODs), Institute Academic Coordinator (IAC) which is responsible for planning and monitoring of overall academic activities and its functioning. As per the prescribed syllabus of the University, HOD allocates the teaching load to faculty members who prepare their course plan in-line with the departmental academic calendar. Schedule of internal, external and project examinations are displayed on notice board from time to time. Institute has adopted innovative and creative teaching learning process, tools and techniques by implementing advanced concept of pedagogy, use of ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience. Teaching programme is channeled through proper planning of academic activity well in advance. Through the submission of term- wise syllabus schedules, syllabus completion reports, monthly tests, house exams, and parent teacher meetings, efforts are made to sustain the quality of education. The effective implementation of curriculum is ensured by supplementing classroom teaching with expert lectures, seminars, mini projects, in-house and industry supported projects, industry visits, industrial internships, hands-on-sessions, tutorials, case studies, e-learning, quiz, assignments, internal-tests, tours etc. Contents beyond curriculum are identified and taught in the classroom. Continuous assessment for Practical, Term work, Projects, Seminars, internal examination, assignment evaluation is being continuously monitored by Academic Committee and results are analyzed and discussed with the parents in parent's teachers meeting. The college provides physical facilities (building, class-rooms, labs. library, playgrounds, seminar hall and required infrastructure etc.) along with books, newspapers, magazines, journals and software to enable teachers to ensure effective delivery of curriculum. The quality improvement strategies further focus on making the curriculum more applied, innovative oriented and synchronous to the developments in field of Education, Commerce and Economics. To accorded to provide contemporary and multidisciplinary subjects to Students College give freedom to choose from the list of subjects offered. The teachers are encouraged to participate, present papers in seminars and attend workshops and conferences for quality improvement. Our faculty members also participate in bodies of the university such as Board of Studies (BOS) who contribute in framing of syllabus regularly. Inputs taken from various stakeholders are summarized and recommendations are communicated to the BOS for curriculum revision. Institute has taken initiative to provide soft skill training, value added courses and counseling for holistic development of students. To effectively deliver the curriculum and improve teaching learning practices, the college receives support from University. As affiliated college of Panjab University, the Institution implements quality strategies to ensure timely and well-planned implementation of the curriculum as well as to enhance its utility and value.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill

No file uploaded.

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	19	3

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	Nill

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Marketing	9
MCom	HR	10
MCom	FINANCE	3
MCom	MARKETING	3
MCom	PRODUCTION	3

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Quality based feedback and suggestions are obtained from the various stakeholders like faculty, non- teaching (in meetings) staff, students, parents of the students, alumni through feedback forms. The management also conveys its feedback in Weekly/Monthly meetings. This feedback is analyzed to chalk out the

quality measures for the academic year ahead and align the interests of various stakeholders with the institutional interests. Feedback from the students are collected at the departmental level and mass level, Open Darbar is held almost every month wherein the grievances of the students are catered to, Feedback taken and issues are resolved. Some aspects of the Survey are department or discipline specific, whereas some aspects like Infrastructure, Library facilities, teaching -learning, Feedback on Examination and assessment etc were common. Each department has used its own methodology in terms of rating scale, qualitative feedback and checklist. Feedback Policy provides a framework for: (1). Monitoring and improving the quality of students' learning experiences through the timely collection, analysis and reporting of student feedback related to teaching, learning and assessment. (2). Providing students and stakeholders with the opportunity to actively participate in the continual improvement of programs. (3). Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University. Feedback is also sought from Alumni. During the Alumni meet, old students are invited in the college they share their experiences and gave suggestions for the improvement of the college. Alumni's are asked to fill the feedback form also. During parent's teachers meeting, parents are asked to fill the feedback forms and gave their valuable suggestions for the betterment of the institution. The Academic Coordinator and the Administrative officer are jointly responsible for the collection, analysis and reporting of stakeholder feedback relating to academic programs.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA	500	51	51
B.A.BEd	B.A.BEd	50	49	49
BCom	BCom	210	73	73
BCA	BCA	40	8	8
MCom	MCom	40	20	20
MSc	MSc Maths	60	5	5
MA	MA Hindi	60	6	6
PGDCA	PGDCA	30	7	7
BBA	BBA	40	9	9
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	534	94	30	6	16

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
47	40	Nill	4	5	Nill

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has distinct students mentoring system for undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the College to be tutorial wise mentors. Students are divided into groups and each group is allocated a tutor to look into the students grievances. Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavors. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College. In addition, the tutorial system the tutors discuss various topics and interact with a small group of students (normally 20 to 25 students per group). Personal advice is also given to the students by the teacher and the information is kept secret and confidentiality maintained. The institution has well-defined students mentoring system at all levels i.e. undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the College to be section-wise mentors. Students are divided into groups and each group is allocated a separate faculty member to look into the students grievances. Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavors. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College. In addition, the tutorial system where faculty members interact with a small group of students (normally 10-12 students per group) ensures one-to-one academic interaction and informal mentoring as well. Format of Mentoring Proformas Attached S.D.P College for Women, Ludhiana Student Mentoring Performa Session – 2018-19 Teacher_____ Faculty_____Class_____Term for which result discussed__ S.N Name of Student Roll No Problem areas discussed Suggestions Given Signature of the Student Analysis of data collected Signature of teacher with Date

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
628	47	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	13	8	5	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA

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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Master of Science(Maths)	iV	24/12/2019	09/03/2020
MSc	Master of Science(Maths)	III	24/12/2019	09/03/2020
MSc	Master of Science(Maths)	II	15/04/2020	23/12/2020
MSc	Master of Science(Maths)	I	24/12/2019	09/03/2020
BA	B.A	I	24/12/2019	05/03/2020
BA	B.A	II	15/04/2020	04/12/2020
BA	B.A	III	24/12/2019	17/03/2020
BA	B.A	IV	15/04/2020	17/12/2020
BA	B.A	V	24/12/2019	13/02/2020
BA	B.A	VI	15/04/2020	17/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms Initiated on Continuous Internal Evaluation at the Institutional level
• Evaluation is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopted Centralized Continuous Internal Evaluation (CCIE) System to assess all aspects of a student's development on a continuous basis throughout the year. • Students are made aware of the evaluation process at the beginning of the session through the brief orientation process. • The performance of the students are measured through the regular monthly tests, open book tests, mid semester tests, assignments, presentations and projects. • The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings, department wise, to give necessary feedback for the improvement of students' performance. •Progress report of the students was also discussed with their parents/guardian during parents teachers meeting. • Remedial Classes are also conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and youth festival. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

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

Recognizing the need for constant development and stimulation in academic areas, the IQAC , through the Academic In charge, drafted Academic Calendar of the college and the academic delivery involves careful introspection and sustained implementation of the planning and implementation process is spread over the period of the academic year. The College meticulously develops action plans taking into account the objectives of the curriculum, the number of teachers and students and infrastructure available. Teachers-In-Charge, plan and ensure effective and timely implementation of the curriculum through infrastructural planning in terms of aspects such as number of classrooms, tutorial blocks, availability of books and academic resources. In the next

phase, Internal Subject Meetings for each subject offered by the College are held to ensure that the subject specific objectives are imbibed within the broad academic framework. Broad guidelines of delivery, pace and assessment are decided in the internal subject meetings which are then documented in the form of minutes. Faculty has the freedom to decide the pace and transmission of the curriculum within the time frame and requirements of the University. The academic plan is transitioned into effective action through lectures, presentations, assignments, seminars, workshops and discussions. Documentation is maintained in the form of attendance records and analysis. Further, as a review mechanism, departmental meetings, Staff Council and informal feedback mechanism ensures changes in the strategy and action plan, if any, are incorporated on a timely and need-oriented basis. The perspicacious implementation of the curriculum engages beyond the classroom to innovative teaching practices employing a wide range of instructive methods and edifications to endear to a culturally diverse and intellectually heterogeneous student base. A liberal two-way feedback system ensures vibrancy in the pedagogy harmonized to be student and learning concentric. The curriculum is suitably enriched to be representative of stakeholders' expectations in catering to needs of the society, economy and the environment. Lectures, speaker sessions and workshops by eminent personalities from academics, corporate sector, are held regularly to enhance the curriculum to a more application-oriented framework.

2.6 – Student Performance and Learning Outcomes

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

http://sdpcollege.com/link.php?th=22

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Master of Science(Maths)	MSc	M.Sc (Maths) 4th Sem	15	15	100
Master of Science(Maths)	MSc	M.Sc (Maths) 3rdSem	15	15	100
Master of Science(Maths)	MSc	M.Sc (Maths) 2ndSem	5	5	100
Master of Science(Maths)	MSc	M.Sc (Maths) 1st Sem.	5	5	100
Bachelor of Arts	BA	B.A 6th Sem.	39	39	100
Bachelor of Arts	BA	B.A 5th Sem.	39	39	100
Bachelor of Arts	BA	B.A 4th Sem.	51	51	100
Bachelor of Arts	BA	B.A 3rd Sem.	48	48	100

Bachelor of Arts	BA	B.A 2nd Sem.	53	53	100
Bachelor of Arts	BA	B.A 1st Sem	54	54	100
[View File](#)					

2.7 – Student Satisfaction Survey

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

http://sdpcollege.com/link.php?th=23

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)

| National | B.A.B.ED. | 1 | 6.3 |

View File

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

Department	Number of Publication
Business Management	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	NA

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	32	Nill	Nill
Presented papers	Nill	2	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
MEDICAL CAMP	NSS	2	100
COMMUNAL HARMONY DAY ORGANISE DEBATE COMPETITION	NSS	2	50
TREE PLANTATION AT NOORWALA VILLAGE	NSS	2	35
SURVEY ON GENDER SENSITIZATION	NSS	2	35
CELEBRATE NSS FOUNDATION DAY	NSS	2	100

TREE PLANTATION	NSS	2	50
FIT INDIA MOVEMENT PLEDGE	NSS	2	110
CLEANLINESS AWARENESS	NSS	2	50
POSTER MAKING COMPETITION ON SAVE ENVOIRNMENT	NSS	2	20
ESSAY WRITING	NSS	2	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Youth Festival	12	Panjab University Chandigarh	30
[View File]()			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swach Bharat Mission	N.S.S Dept.	Essay Writing Competition under Swachata Pakhwada	3	30
Swach Bharat Mission	N.S.S Dept.	Students Rally under Swachata Pakhwada	3	30
Swach Bharat Mission	N.S.S Dept.	Poster Making Competition under Swachata Pakhwada	3	30
Swach Bharat Mission	N.S.S Dept.	Cleanliness Campaign under Swachata Pakhwada	3	30
[View File]()				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IBT Institute private limited, Ludhiana	11/03/2020	For career guidance and placement of students	85
Chopra Educationals, ludhiana	13/03/2020	For career guidance and placement of students	93
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1974407.1	290804

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
JSR	Fully	Upgraded	2020

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
e-Journals	Nill	6000	Nill	5900	Nill	11900
e-Books	Nill	6000	Nill	5900	Nill	11900
Reference Books	21295	2865823	3	2285	21298	2868108
Text Books	8889	4752304	74	26157	8963	4778461

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	62	4	3	4	1	3	19	6	0
Added	0	0	0	0	0	0	0	0	0
Total	62	4	3	4	1	3	19	6	0

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

6 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
SDP College for women,Ludhiana , Website	http://sdpcollege.com

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1485930.6	1055570	930531.8	546542

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

The institution obtains the necessary requirements of classrooms, laboratories and other infrastructure resources well before the beginning of the academic year. Any new facility to be acquired is provided by the management before the semester begins. Procedures and policies for maintaining and utilizing Physical, Academic and support facilities. 1. Physical Labs • The college has the facility of computer Labs with internet and projectors which help the students to learn the things better • Licensed software is also used for uploading students related information like results of Mid Semester test as well as monthly tests, attendance records and assignments also. • Smart classrooms have been added to the infrastructure to make teaching learning more interesting and effective. Our college provides latest technology to the students and thus benefiting them in keeping up with the pace of modernizing IT world. • Faculty make use of PowerPoint and multimedia presentations for better understanding and greater attention of the subject. • Multimedia shows are also used as a mode of interactive teaching by some departments. • Our college has English language lab, Hindi Lab which is very useful for assessing student's speech. It provides students with the technical tools to the learn the language easily. • Home science labs is the medium for the practical exposure for the students. This is to ensure that each student get to use the equipments individually. The students are imparted necessary skills which improve the employability of the students. Library • The aim of the library is that no Bonafide reader is allowed to be deprived of its rich resources. • • All books have been automated with barcode labels. • The library is also having the facility of INFLIBNET through which students can access e-books and e-journals. • For meritorious and economically backward students book bank facility is also available. The library also provides books to the needy students during the examination time. • Library and reading room are kept open to all the student from 9:00 a.m. to 5:00 p.m. on all working days. • There is a provision of Research Centre for faculties and students of PG classes. • Various reputed journals are also available for the guidance. Sports • The college provides counseling and guidance to the students regarding importance of physical activity for the better mental health. • Students attend sports lecture in the zero period that is early morning which act as a catalyst and energy booster for whole of the day. • Gym facility is also available for security and students as well. • Any student of any discipline can use the sports equipment free of cost. 2. Academic • Remedial classes are held for students who are weak in certain subjects. • Counselling is given to all the students on one to one basis regarding their choice of subjects at the time of admission keeping their interest in mind. Psychological problems are also resolved through counselling. • The college organized various extension lectures on career counseling with the objective to aware the students for various competitive exams like civil services, bank etc. 3. Support facilities • The college has established grievance redressal cell with the objectives to solve the problems of the students. • The placement cell of the college provides placement cum career counseling services to the students. The main objective of the cell is to organize various interactive sessions with the industry experts to apprise the students about the latest developments in the industry and skills necessary for obtaining gainful employment. • Youth club of the college is providing youth the opportunities and platform to utilize their energies. Youth club encourages the students to participate in various activities from time to time. • Tutorials are held with every Monday. During tutorials, students interact with their tutors freely. The students are given information about the general discipline in the college, functioning of the college, college activities and academic and non academic information. The tutor keep check on the academic as well as non academic performance of the students.

http://sdpcollege.com/link.php?th=24

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritorious Scholarship	171	552000
Financial Support from Other Sources			
a) National	NA	Nill	0
b)International	NA	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Seven days camp by NSS volunteers	24/12/2019	150	NSS Department
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Extension Lecture On Awareness Regarding Jobs In Government Sector	93	93	Nill	5
2019	Visit to District Employment Exchange Bureau, Ludhiana	33	33	Nill	Nill
2019	Indusrial Visit at Paramount Syntex Pvt. Ltd.	Nill	30	Nill	Nill
2019	Extension Lecture On Stress Management And Career Counselling	85	85	Nill	Nill

2019	Extension Lecture on Carrier Guidance and Counselling	495	495	Nill	Nill

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
20	19	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Career Power, Ludhiana	30	5	District Bureau of Employment and Enterprises, Ldh.)	33	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	SDP College for Women, Ludhiana	B.A.	SDP College for Women, Ldh	M.A. Hindi
2019	1	SDP College for Women, Ludhiana	B.A.	Khalsa College for Women, Ldh	M.A. History
2019	1	SDP College for Women, Ludhiana	B.A.	Partap College of Education, Ldh	ETT
2019	1	SDP College for Women, Ludhiana	B.A.	D.D. Jain College of Education for Women, Ldh	B.ED
2019	1	SDP College for Women, Ludhiana	B.A.	IGNOU	M.A. History

2019	1	SDP College for Women, Ludhiana	B.A.	MTS Memorial Girls College, Ldh	M.A. English
2019	1	SDP College for Women, Ludhiana	B.A.	SCD Govt College, Ldh	M.A. Economics
2019	1	SDP College for Women, Ludhiana	B.A.	SCD college Ludhiana	M.A. Economics
2019	1	SDP College for Women, Ludhiana	B.A.	P U CHD	M.A. Pol. Sci (Private)
2019	1	SDP College for Women, Ludhiana	B.A.	Khalsa College for Women, Ldh	Cosmetology Course
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
No file uploaded.	

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

Activity	Level	Number of Participants
Spiritual Discourse	College	70
Hawan	College	240
5th International Humanity Olympiad	College	103
Essay Writing Competiition under Swachata Pakhwada	College	30
Friendship Day	College	65
Students Rally under Swachata Pakhwada	College	30
Poster Making Competition under Swachata Pakhwada	College	30
Tree Plantation	College	103
Cleanliness Campaign under Swachata Pakhwada	College	30
Teej Celebration	College	360
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st Prize	National	Nill	1	247	Manpreet Kaur
2019	3rd prize	National	Nill	1	23	Lakhwinder Singh
2019	2nd Prize	National	Nill	1	242	Anjali
2019	1st Prize	National	Nill	1	1125	Charu Tiwari
2019	3rd prize	National	Nill	1	304	SHAILZA
2019	3rd prize	National	Nill	1	205	Priya

[View File](#)

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

Students Cell under the IQAC: In order to improve the quality framework of the college working students were also included in the IQAC so as to involve them in the Quality process. The cell was formed with an aim to facilitate greater access of quality initiatives amongst the students and promote a holistic ambience in the College. The role of cell was to help develop mindful and catalytic systems at the student level, in the College towards quality improvement and intensification. The cell has been elementary in organizing various functions in the college and other workshops for the benefit of the students. It has also helped seep into the information pertaining to IQAC amongst students in the College. The Students' Council works under the patronage of Principal and staff members. Student members very smartly and enthusiastically monitor and help in maintaining discipline during college functions. The Central Association of students was elected to coordinate between the college and its students. From acting as the students' voice and ensuring that each student gets the best out of their college experience, the cell worked with the elected representatives of every class to make each event of SDP a grand success. Proper Elections are made to the Student body at the commencement of the new session. Students are part of various committees of the college including IQAC. They also help in organizing Open Durbar in the college and cater to the grievances of the students and bring to the knowledge of the Management.All the members of the council try to bring awareness amongst the students on various social issues and arrange Nukad Nataks too. Student Council is very active throughout the year and they are responsible for Discipline during all the functions in the college The CA members are also working towards global Sustainability.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the Institution has a registered Alumni Association which is registered with Assistant Registrar of Societies Cum District, General Manager District Industries Centre, Ludhiana. Elected members of registered Alumni association are: 1. Usha Jain (President) 2 .Poonam (Vice president) 3.Bharti Saggar(Gen. secretary) 4. Suman Baweja (Joint secretary) 5.PoojaSondhi (Sports secretary) 6.PreetiNarula (Auditor) 7. Richa Nagpal (Executive member) 8.Rupali (Executive Member) 9. Ankita Sharma (Executive Member) 10. Mala (Executive Member) 11. Balwinder Kaur (Executive Member) Alumni network has a real life benefit for current students. Alumni also donate their valuable time to offer career support to current students. This enhances the students experience and give them that competitive egde in today's tough job market. The purpose of this association is to foster a spirit of loyalty and to promote the general welfare of institution. Alumni association exist to support the parent institutional goals and to strengthen the ties between alumni, the community and the parent institution. The collaborative efforts of alumni include programmes designed to improve the overall quality of student life, strategies designed to orient and welcome new students to the campus and retain them within the institution. Alumni meet is an event for old relationships to be celebrated and refreshed, the new ones to be formed. Alumni are merely students who have graduated or post graduated. They are often older, more robust, grayer and some time blade, but they are also generally wiser and financially better than they were. It is a time of reflecting, remembering the good old times and memories of the alumni and looking forward with a sense of purpose and anticipation. Keeping in view this thing, various meetings of the association are conducted every year. Discussions on various concerns are held. The alumni have been working in their capacity in the interest of the college. Alumni help for Admission promotion to raise the strength of the college. Many Alumni are employed as faculty in the college. They play an important role in the academic and institutional development. The institution arranges various cultural functions for the alumni. In the meet, various issues related to academic, cultural and social issues of the day are also discussed. Our institution has its reputation established on the achievements of its alumni, faculty and students. Alumni association is creating a powerful positive impact in the institution through its support, expertise, employability and scholarships. They still have an integral and inseparable connection to the institution from where they received a degree.

5.4.2 – No. of enrolled Alumni:

120

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings/activities organized by Alumni Association: Alumni meet is an event for old relationships to be celebrated and refreshed, the new ones to be formed. It is a time of reflecting, remembering the good old times and memories of the alumni's and looking forward with a sense of purpose and anticipation. Keeping in view this thing, various meetings of the association are conducted every year. Discussions on various concerns are held. The alumni's have been working in their capacity in the interest of the college. Alumni's help for Admission promotion to raise the strength of the college. Many Alumni's are employed as faculty in the college. They play an important role in the academic and institutional development. The institution arranges various cultural functions for the alumni's. In the meet, various issues related to academic, cultural and social issues of the day are also discussed. In the session 2019-20 alumni meet was held on 08.02.2020.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. The college vigorously promotes a culture of participative Management when it comes to the Faculty/Students relationship. They plan activities together and implement them with the active participation/involvement of the Management. Teaching, non- teaching members and Management representatives make Action Plans for the ensuing session and make best efforts to implement them. Participating Management involves students too. 2. The Students' Council cell works under the patronage of Principal and staff members .Student Council having outstanding communication with the college managing committee. The cell was formed with an aim to facilitate greater access of quality initiatives amongst the students and promote a holistic ambience in the College. The role of cell is to help develop mindful and catalytic systems at the student level, in the College towards quality improvement and intensification. They act as a link between Principal, Faculty and Students. They help in communicating orders/decisions taken by the Principal. They help in maintaining discipline/decorum in the college campus. They work together to make the campus clean, green and eco -friendly. They give their active cooperation during various functions like Diwali Mela, Republic Day and Independence Day as these grand functions are jointly celebrated by all institutions of the Sabha. 3. In order to improve the quality framework of the college working students were also included in the IQAC so as to involve them in the Quality process. The Central Association of students was elected to coordinate between the college and its students. From acting as the students' voice and ensuring that each student gets the best out of their college experience, the association worked with the elected representatives of every class to make each event of SDP a grand success. The Head Girl and Deputy Head girl are a part of IQAC steering Committee. Students' representative helps in disseminating the information pertaining to IQAC amongst students in the College.. Student members very smartly and enthusiastically monitor and help in maintaining discipline during college functions. 4. Open Interactive sessions are a regular feature of the college administration. The sessions are organized for the betterment of the college and students. In last week of every month, the members of the management are invited to preside over the session. The session is held in two parts. In the first part of the session, the grievances and problems of the students are presented by the students and they are listened to by the representative of the Management and in the second part of the session suggestions for the betterment of the institution and improvements in the academic standards are invited.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The college is proactive in ensuring the admissions of the students. Through the website, College Prospectus and interaction with the students, the students are made aware of the Admission Process in the College. The college Teachers visit many

	institutions. They also give presentations to attract the students for Admission.
Industry Interaction / Collaboration	At SDP the strategies focus on strengthening industry interaction and collaborations as well as building long term mutually beneficial ties for the collaborating institutions. The strategies also focus on creation of value for the stakeholders involved in the collaboration process. As such, regular industry academia interface programmes are organized to strengthen relations with industry.
Human Resource Management	Human Resource Management in the College focuses on attracting, training, developing, motivating and retaining its human resources. The mission statement of the college is in conformity with the requirement of society as it tries to maximise the potential of each individual in their respective fields to the benefit of self and society.
Library, ICT and Physical Infrastructure / Instrumentation	The quality improvement strategies for Library aim at constant improvement and development of library services. The quality improvement strategies also focus on inclusion of differently abled students. Similarly, Physical Infrastructure and ICT are well maintained and strategies for the quality improvement strategies of the infrastructure are timely up graded.
Research and Development	The quality improvement strategies emphasize the role of research and faculty development in the Institution. These strategies focus on encouraging and promoting high quality research in the Institution. A separate Research Committee has been set up to explore the possibility of new journals and improving the accessibility and impact of research in the College. • Teachers were encouraged to apply for Projects and were directed to publish their work in quality journals • The teachers applied for National Seminars. • Regular notices were put for the staff and meetings were held to encourage the staff to promote research, teachers were given duty leave to attend seminars/workshops and present papers. • Various Extension lectures were organized by the departments.
Examination and Evaluation	While the examination schedule is

	administered by Panjab University, the College takes upbeat measures to ensure relevant and timely information propagation amongst students. Notifications prior to Exams are displayed on College website and notice boards. Similarly, examination duties are circulated to faculty members. Further, internal assessment records viz. attendance records are also kept. The institution monitors and evaluates through Academic calendar for the conduct • which includes: • Term wise Division of Syllabus • Monthly tests • Syllabus completion Proformas • House exams. • Result analysis • The Following mechanism are used to communicate the program outcomes, program specific outcomes and course outcomes by the institution through: • Letters/Telephones to parents and Result Cards. • Parent Teacher meetings • The institution collects data from: • Result registers of both monthly and house exams. • Teachers regarding their participation in classroom and college activities. • The question papers for the Internal Examinations were prepared by the faculty so as to train them for Final Exams.
Teaching and Learning	The main focus of the college is on the regular up gradation of ICT learning infrastructure and familiarising teachers with them. It also focuses on transforming and subliming the pedagogical process to be more engaging, goal oriented and keeping the faculty updated with the latest developments in pedagogy, teaching methodologies and in their respective discipline. Faculty members further improve the quality of teaching by use of Information and Communication Technology, group discussions, industrial and institutional visits etc. Internal subject meetings are held for each subject on a periodical basis every Semester where the pace, orientation, methodologies and assessments are mutually decided. To enhance the multidimensionality of the discipline, eminent personalities from academics, corporate sector and government are invited for guest lectures and speaker sessions. Also, since training and development play a considerable role in improving the excellence of instruction and

education, the IQAC conducts workshops on a regular basis. The College further encourages the faculty to attend refresher and orientation courses, faculty development programmes and workshops to enhance their knowledge and skill set. Believing that learning is a incessant process, the quality improvement strategies focus on making the learning process more nourishing and holistic to the progress of student

• Hobby classes were started in the college free of cost to develop creative abilities of the students. The college organized talks with experts from various fields for the students to learn about their prospective careers. The students were made aware of the popular trends in education and were trained so that they can add new perspectives to world of knowledge. Their creative bent of mind was catered to and chiselled by the expert advice of the teachers. • Modern trends were adapted to in the teaching learning process apart from the traditional ones.. Role playing, Lectures, Seminars and various activities were done to make learning interesting. • Multimedia was used by all the departments at optimum level during the year. • Greater emphasis was made to impart quality education to the students so that they can compete with the global scenario. • All teaching was value based. Students were given topics in the Tutorials to discuss and ponder upon and also to adopt values in their lives. • Emphasis was laid on making the students recognize their true potential and become self dependent. • Reading and Listening skills of the students were improved. • Teaching is learner centric and dialogic method is used in teaching. Interactive sessions were held so that the students feel free to make queries and also add to the pool of knowledge. • Students were motivated to be confident in the classrooms and shun inhibitions and shyness. • Mentoring sessions were also held for the benefit of the students. The students were encouraged to make use of latest equipment in the college and prepare projects. For confidence building the students were encouraged to participate in seminars and exhibit their skills through PPTs. Inter

	department activities were organized to make teaching and evaluation interdisciplinary. • Open book tests were given in the class rooms. • Assignments prepared by the students were assessed. • Students were encouraged to prepare and present PPTs on their own. • Online question banks in various departments were created. • Students were motivated to visit library daily, read newspapers, magazines and books of choice. They were encouraged to solve University papers. • They were helped to prepare notes with the help of reference books. • The students are given free books, fee concessions and awards by Management. • Arranged various seminars for the students from different institutes. • The students were given opportunity to participate in academic extracurricular activities.
Curriculum Development	The college ensures a holistic development of students by offering strategies related to development of a curriculum from time to time to the university officials.. The Institution implements quality strategies to ensure timely and well-planned implementation of the curriculum as well as to enhance its utility and value. With this view, academic departments offer those Standard Electives, Ability Skill Enhancement Courses that are suited towards enhancing the knowledge of the students while simultaneously increasing their employability. Due thought is accorded to provide contemporary and multidisciplinary subjects to students who are given freedom to choose from the list of subjects offered.. The college is affiliated to Panjab University, Chandigarh, the curriculum is designed and developed by the affiliating university. In the beginning of the new academic session, the college plans its college level Academic Calendar which is synchronous with University Academic Calendar. In charge Academics is appointed by the Principal. Teaching programme is channeled through proper planning of academic activity well in advance. Through the submission of term wise syllabus schedules, syllabus completion proformas, monthly tests, house exams, distribution of report cards and parent teacher meetings,

efforts are made to sustain the quality of education. After result analysis, remedial classes are arranged. Principal of the college with In-charge Academic supervises the implementation of curriculum holding periodical meetings. Sometimes staff members send written representations to the Board regarding certain changes in curriculum. The teachers are encouraged to participate, present papers in seminars and attend workshops and conferences for quality improvement. To fulfil our goals of providing Quality Education, the college imparts curriculum through innovative teaching learning methods such as assignments, presentations, workshops, discussions, seminars, visits, tours, projects and practical apart from regular lecture method. The college provides physical facilities (building, classrooms, labs. library, playgrounds, seminar hall and required infrastructure etc.) along with books, newspapers, magazines, journals and software to enable teachers to ensure effective delivery of curriculum. Smart class rooms and interactive boards further support effective teaching learning process. To effectively deliver the curriculum and improve teaching learning practices, the college receives support from Univ. and Institution as well.

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

E-governace area	Details
Nill	NA

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

teaching staff	non-teaching staff					
Nill	NA	NA	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	2	03/06/2020	09/06/2020	7
ARPIT-Online Refresher Course in Commerce	1	01/09/2019	15/01/2020	112
4-Week Orientation Programme	3	04/06/2020	01/07/2020	28

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	47	10	26

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Free wi-fi facility to all the employees of the institution. 2. Duty leave to be given for attending orientation programmes/refresher courses/ seminars/ conferences/ training programmes/workshops/ acting as resource person. 3. Management funded training programs for teaching and non-teaching employees. 4. No membership fee for availing facilities of Gym and Indoor games.	• Uniform provided to peon and security staff. • Provident fund is deducted for all the employees who fall under the eligibility criteria as per Govt. norms. • Subsidized education for the children of the Employees studying in our institutes.	Free Books, Fee Concession and Scholarships and Cash Awards.

6.4 – Financial Management and Resource Mobilization

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

Internal Financial Audit is done through a registered CA. External authorities appointed by the Govt of India also are involved in the Auditing. Through ISO Academic and Non Academic audit is also done.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	Principal
Administrative	Yes	Audit Branch, Punjab	Yes	Principal

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

NA

6.5.3 – Development programmes for support staff (at least three)

1.Free Uniform 2.Fee Concession to their children 3.Advance Loans

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

Co curricular Rural Learning in village Noorwala, Environmental Sustainability, Infrastructural enhancement (Construction of Indoor Stadium, Newly built Students Washrooms), Introduction of new courses (B.A.B.Ed., B.Voc. (Tax, Laws and Management)

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Meeting With The Stakeholders	05/11/2019	05/11/2019	05/11/2019	700
2020	IQAC COVID QUIZ	21/05/2020	21/05/2020	27/05/2020	1145
2019	Meeting with the Sarpanch of the village Noorwala for admission	16/03/2019	16/03/2019	10/04/2019	30

| 2019 | Arranged Lectures on the topic Tree Plantation/Waste Management/Swacch Bharat | 25/12/2020 | 25/12/2020 | 29/12/2020 | 150 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Declamation Contest on Women Empowerment	25/12/2019	25/12/2019	110	Nill
Women's Day	07/03/2020	07/03/2020	210	Nill
Gender Sensitization	01/07/2019	31/05/2020	120	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
The students through the Student's Cell are motivated to save electricity and water. Lectures on Waste Management were organized. LED Bulbs were installed to save electricity. Enlightened on Water Harvesting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	628
Ramp/Rails	Yes	5
Rest Rooms	Yes	628
Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	10	6	Nill	Nill	Nill	Nill	Nill

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nill	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Friendship Day	06/08/2019	06/08/2019	65
Teej Celebration	14/08/2019	14/08/2019	360
Janmashtami Celebration	23/08/2019	23/08/2019	10
Teacher's Day	05/09/2019	05/09/2019	25
Seminar on Traffic Rules Awareness	03/03/2020	03/03/2020	250
Havan	29/07/2019	29/07/2019	628
Women's Day	07/03/2020	07/03/2020	628
Republic day celebration	26/01/2020	26/01/2020	628

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Lectures on Clean and Green Environment (Swachh Bharat), Water Harvesting, Save Water Drive, Tree Plantation, Reduction in the use of single use plastics. The college campus is totally eco-friendly. The management, staff and students are fully committed for this. The college has gardening committee. Its members constantly work for its beautification. We have a spacious play ground, central lawn facing class rooms, a triangular shaped lawn in front of the porch/entrance and another lawn opposite cafeteria. The N.S.S and N.C.C Depts. of the college regularly launch schemes to make it clean and green. Even the management of the college takes personal interest and from time to time, sends directions regarding planting of saplings, floral plants, trimming of trees and weeding of flowers. Besides this the following initiatives are taken to make the campus green, clean and eco-friendly: • Burning of dried leaves/wooden twigs is not allowed within the campus The College is planning to adopt vermin compost for its use. • Any leakage from taps is properly checked and repair ensured. • At present no hazardous material is used in the college. • Dustbins covered with lids are placed at different points in the college. • Weeds and stray plants are removed regularly. • Canteen contractor has been instructed to use less and less polythene covers/bags. • Students of Home Science department use waste material to make artistic things. Some students are using bicycles to reach the college campus. • Few students and staff members are also using public transport facility like E Rickshaw, bus facility as well. • Efforts are made to reduce plastic pollution on college campus with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and utensils and plastic food packaging. Rallies are also conducted to create the awareness among the students and public regarding plastic free environment. • In order to reduce paper work, documents and other papers are converted in digital form such process is known as digitization. • The campus is green eco-friendly. It is like an oasis in a desert. A good variety of vegetation –trees, plants, bushes etc. beautify the campus. Weeding of plants cleaning of lawns and flowers beds is a regular feature. Transition from normal bulbs to power conserving LED lighting. 1. Use of solar panels to generate energy. 2. Use of energy efficient and rated electrical equipments to conserve energy. 3. Minimization of energy consumption through systematic monitoring 4. Proactive

monitoring of lights and fans left switched on. Initiatives for Waste Management 1. Installation of color-coded dustbins to facilitate segregation of waste. 2. Waste management through proper segregation and disposal of waste. 3. Recycling of paper waste in the College.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The college is actively engaged in Community Services. National Child Labour School is being run by the college to impart primary education to the children belonging to weaker sections of society. 2. Open Interactive sessions (Open Darbar) are a regular feature of the college administration. The sessions are organized for the betterment of the college and students. In last week of every month, the members of the management are invited to preside over the session. 3. Various creative hobby classes involvement in different fields of student's part of interest which are free of cost, subjects like Home Science , Cosmetology , Computer Science , Fine Arts , Music , Free Gym , Playing games etc. 4. The college is also providing fee concession facility to meritorious students that will encourage them to excel in their field and get motivated to perform better ahead. 5. The positive approach of fee special concern for poor and needy students so that they may also get the equal right to flourish them and prove that they can perform as same as other ones.

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

http://sdpcollege.com/link.php?th=20

7.3 – Institutional Distinctiveness

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

Our college is fully committed in imparting quality education for the welfare of students, families, organisation and society at large. Our college always aims at bringing the inner talent out form the students and provide them opportunities to explore the new possibilities in the field of education. The institution maintains the balance between academic as well as co Academic growth of the students. Our college is actively engaged in Community Services. National Child Labour School is being run by the college to impart primary education to the children belonging to weaker sections of society. N.S.S volunteers during one day or seven days camp hold rallies, visit villages and sensitize villagers on different issues, arrange medical check-up camps for them and for the inhabitants of college surrounding vicinity, visit physically challenged schools, organize different activities for them and also share homemade eatables. The college management, staff students actively contribute to this noble cause extending personal services. These practices have contributed a lot to the achievement of the goals and objectives of the institution. • SDP College for Women has catered to economically backward classes of society wherein students are provided Quality Education, combined with moral ethical values, so as to produce skilled and better human beings so that they can further add to the education of progeny. • Free Books, Fee Concessions, Stipends and cash awards are given to the meritorious students. • They are also given training in Life skills, soft skills and co-academics so that they can become responsible citizens of tomorrow.

Provide the weblink of the institution

http://sdpcollege.com/link.php?th=21

8.Future Plans of Actions for Next Academic Year

Proposed Annual Action Plan for IQAC 2020-2021 1. To ensure the safety of students and teachers, proper safety measures to be adopted to prevent the spread of Covid-19 pandemic. 2. In this difficult situation of Covid-19, to maintain and increase the strength of the students is a challenge, so measures for online admission promotion through Social Media like Facebook/ WhatsApp/ Bulk SMSs/ Phone Calls/ Promotional videos/ Pamphlets/ E-quizes/ webinars to school students will be used more. 3. For promoting online teaching various training programme for the faculties to be conducted and required infrastructure to be made available for learning new technologies like Google Classrooms, Zoom, Google Meet, KineMaster, Google docs, Google slides, Google forms, OBS, OpenShot, etc. 4. For promoting research excellence among faculty and students, more research related activities to be organized. 5. To keep the students physically and mentally fit, Yoga/Meditation/Stress Management sessions to be organized Online and when the situation will become normal offline session can also be organized. 6. Efforts for getting more MOUs to be signed with Industry. 7. To make the students economically independent more placement drives to be organized. 8. For more exposure of the industry to the students educational and industrial visits to be organized offline. Meanwhile case studies of the industry will be discussed with students by the faculties. 9. To increase social awareness among community more Nukkad Natak/Awareness Campaigns and similar activities to be organized by N. C. C and N. S. S offline/online. 10. To inculcate various skills among the students various offline/online extension Lectures to be organized by the Departments and to see the possibility of starting the new courses specially skill courses. 11. Enhancement of infrastructural facilities of the institution. 12. To inform and educate the students regarding various career options, career guidance activities like Extension lectures/Mock Interviews/Guidance sessions to be organized by career guidance and placement cell of the college. 13. To educate and enroll the students for short term skill courses under Swayam Mooc Courses. 14. To encourage the faculties for getting enrolled in Various FDP (Faculty Development Programme), Refresher/Orientation Course, Short term Personality Development and Skill Courses under Swayam.