



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>	<b>SDP COLLEGE FOR WOMEN, LUDHIANA</b>
• Name of the Head of the institution	<b>DR. RAVI KANT</b>
• Designation	<b>PRINCIPAL (in-charge)</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>0161743992</b>
• Mobile no	<b>9023532440</b>
• Registered e-mail	<b>sdpcollegeldh@yahoo.co.in</b>
• Alternate e-mail	<b>sdpcollegeldh@gmail.com</b>

• Address	S.D.P College For Women, Daresi Road, Back side Chand Cinema, Ludhiana
• City/Town	LUDHIANA
• State/UT	PUNJAB
• Pin Code	141008
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Panjab University, Chandigarh
• Name of the IQAC Coordinator	Ms. Ruby
• Phone No.	01612743992
• Alternate phone No.	01612741830
• Mobile	9988820359
• IQAC e-mail address	iqacsdp@gmail.com
• Alternate Email	sdpcollege1dh@gmail.com

address							
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://sdpcollege.com/xelcms/uploads/aqar/1344918967_Updated%20aqar_report.pdf">http://sdpcollege.com/xelcms/uploads/aqar/1344918967_Updated%20aqar_report.pdf</a>						
4.Whether Academic Calendar prepared during the year?	Yes						
<ul style="list-style-type: none"> <li>if yes, whether it is uploaded in the Institutional website Web link:</li> </ul>	<a href="http://sdpcollege.com/uploads/calendar/817170860_academic%20calender.pdf">http://sdpcollege.com/uploads/calendar/817170860_academic%20calender.pdf</a>						
<b>5.Accreditation Details</b>							
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to		
Cycle 1	B+	77.50	2005	28/02/2005	27/02/2010		
Cycle 2	A	3.04	2016	16/12/2016	15/12/2021		
6.Date of Establishment of IQAC	09/04/2005						
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>							
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount			
Punjab Government	95% Deficit Grant in Aid Scheme	Punjab Government	2020 365	22376504.00			
UGC	-000	Central Govt.	2020 365	Nil			
8.Whether composition of IQAC as per latest NAAC guidelines	Yes						
<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>5</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>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<b>No File Uploaded</b>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>Various issues concerning Examination/Assessment/Administration/Infrastructure are discussed in the IQAC meetings for improving academic environment in the college. Proposals are sent to the Management, by the IQAC, to promote Quality in Education and the Management in return, acts on the proposals, by sanctioning approvals for various activities conducive to teaching and learning.</li> <li>Meetings are held regularly with the staff to implement, assess and evaluate the outcome of the action plans meant for Academics and Co academics.</li> </ul>	
<ul style="list-style-type: none"> <li>Efforts are made to inculcate and foster a sense of self-worth, pride and confidence in the students by correlating the syllabi with their practical lives.</li> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Remedial Classes are also conducted for the slow learners, absentees and the students who</li> </ul>	

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. • The IQAC through Departments organizes 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 chiseled by the expert advice of the teachers.

• Endless effort was made to improve and Monitor Quality Improvement in all aspects of institutional working. • IQAC had been collecting and collating data from various departments of the institution from qualitative and quantitative point of view.

• Faculty is fully trained in ERP System. Enterprise Resource Planning By JSR Solutions Pvt Ltd. Record of class tests and mid semester test is updated in JSR software on regular basis. • 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.

## 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
To ensure the safety of students and teachers, proper safety measures to be adopted to prevent the spread of Covid-19 pandemic.	3 Vaccination camps were arranged, sanitizers were placed at both the entrances and thermal scanning done for outsiders coming in the institution, various awareness camps and rallies were also organized to sensitize the people regarding covid-19.
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 SMS's/ Phone	For boosting the admissions in the corona period our institution adopted various promotional measures like • Bulk SMS was purchased and messages were send to the potential students on the daily basis • Videos regarding various courses and facilities available in the institution were uploaded on the you tube channel of the college and link was shared by the teachers on all the social media platforms like Whatsapp / Facebook / You tube etc. • Admission promotion campaigns and career counseling sessions were held in various schools. • Phone calls were done to the plus 2 pass-out students of different schools. • Online quizzes for the plus 2 students were also arranged by IQAC, Dept. of Computer Sciences, Dept. of Mathematics to attract the students for the admission.

<p>Calls/ Promotional videos/ Pamphlets/ E-quizes/ webinars to school students will be used more.</p>	
<p>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.</p>	<p>Faculty training programme was conducted by department of Computer sciences. Moreover to update oneself regarding online teaching, faculty members also attended the various FDP's organized by other institutions also.</p>
<p>For promoting research excellence among faculty and students, more research related activities to be organized.</p>	<p>For promoting research excellence among faculty and students, Extension Lectures/Webinars were organized by IQAC, Department of Economics, Social Sciences and Mathematics. Topics were "Reviving the Indian Economy", "How to write a research paper in Scopus Listed Journal".</p>
<p>Efforts for getting more MOU's to be signed with Industry</p>	<p>1. 3 Mous' were signed, 2 with the industry( Paramount Syntex and Bhadurke textiles and knitwear association regd.) and 1 with the skill Bharat Mission ( A dream project by Eksaar Shiksha Abhiyan Society). 2. 4 Mou's were also signed with our sister institutions for admission promotion, student exchange and faculty exchange etc.</p>
<p>To increase social awareness among community more Nukkad Natak/Awareness Campaigns and similar activities to be organized by N. C. C</p>	<p>To aware the general public regarding Solid Waste Management and Swacch Bharat Mission, our college participated in cleanliness Project of Budha Dariya (7 days campaign) organized by Panjab Govt. Activities like Nukkad Natak/Tree plantation Drives/Door to door Campaigning etc was conducted.</p>

and N. S. S offline/online.	
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.	<ul style="list-style-type: none"> <li>• Inter college declamation competition was organized on the topic "Atam Nirbhar Bharat" by Department of Hindi and IQAC.</li> <li>• 4 extension lectures/Webinars were organized by Department of Home Science on the topics "Immunity and Nutrition", "Diabetes and Dietary Mgt." , "role of Nutraceutical foods", "Health and Nutrition a Priority"</li> <li>• Department of Computer science conducted extension lecture on the topic "Search Engine Optimization", various workshops were also conducted.</li> <li>• Deptt. of IQAC , Social sci. and Mathematics in Collaboration with IBS conducted two days webinar on the topics "Reviving the Indian Economy" and "How to write a Research Paper in Scopus listed Journals".</li> <li>• 2 Workshops were organized by Department of cosmetology on the topics "self party makeup and Crystal facial".</li> <li>• 3 Extension lectures were organized by IQAC, Dept. of Computer science and career guidance and counseling cell on the topics "career options after graduation and post graduation" "MSME funding &amp; incentive schemes" and "career in IT sector".</li> </ul>
Enhancement of infrastructural facilities of the institution	New washrooms built for the students, white washing done, new classrooms built near seminar hall.
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.	<ul style="list-style-type: none"> <li>• Free coaching classes for various competitive exams were started in the institution.</li> <li>• Extension lecture on the topic of MSME Funding and Incentive Schemes was organized in collaboration with Skill Bharat Mission( NGO) and signed MOU also.</li> <li>• Extension lecture on the topic of career in IT sector was also organized.</li> </ul>
To make the students economically independent more placement drives to be organized.	<ul style="list-style-type: none"> <li>• Students from our college gave interview for the post of Mathematics/ Computer Science conducted in our sister institution Sh. Ram Lal Bhasin Public School.</li> <li>• 1 student from M.Sc and 1 student from BCA was selected as an subject expert for Chegg India Pvt. Ltd. (Under the initiative work from home)</li> <li>• Students also participated in the various placements drives conducted under Ghar Ghar Rojgar Yojna by Punjab Government.</li> <li>• One of our</li> </ul>

	old student of M.Sc Mathematics (2016 passout) has been selected for the post of Assistant Professor in Mathematics (Adhoc) in our institution. • Time to time updates/information regarding various job fairs/placement drives were also shared in the Whatsapp/ Telegram groups.
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	Yoga day was celebrated by department of NSS and various yoga related activities were also conducted. Stress management sessions were also conducted by the teachers in their respective classrooms.
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.	Offline Industrial Visit couldn't be possible due to covid restrictions therefore online case studies related to industry were discussed with the students.
To educate and enroll the students for short term skill courses under Swayam Mooc Courses.	Information regarding various courses available in SWAYAM was given to the students. Some faculty members also joined the courses for increasing their skills and knowledge.
To encourage the faculties for getting enrolled in Various FDP (Faculty Development Programme), Refresher/Orientation Course, Short term Personality	Faculties get enrolled in various FDP's and short term courses organized by other institutions.



<b>Development and Skill Courses under Swayam.</b>	
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>SDP MANAGEMENT</b>	<b>21/03/2022</b>
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>2020</b>	<b>28/05/2020</b>

### Extended Profile

#### 1. Programme

1.1	<b>304</b>
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	<b>528</b>
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	<b>432</b>

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3	172
Number of outgoing/ final year students during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	33
Number of full time teachers during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	21
Number of sanctioned posts during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	75 . 42
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	61
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 institution ensures effective curriculum delivery through a well planned and documented process. The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. Our faculty members have worked on the Board of Studies.

The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

##### Academic calendar:

- The college follows the Academic calendar issued by the University.
- The Heads of Departments conducts the meetings for month wise distribution of syllabus.
- The institution has a practice of month wise distribution of co-academic and academic activities to be performed by various departments.

##### Time- Table Committee:

- The college constitutes the Time Table committee.
- The Time Table is prepared by respective departments and coordinated before being displayed on the notice board.

##### Daily Teaching Report:

- The institution has a practice and submission of daily teaching report to the principal about daily presence of students and topics planned, covered and follow up taken .
- Syllabus completion report is collected by academic in charges through HODs at the end of each semester.
- The faculty engages extra periods and practicals as and when necessary and maintains their records.

**Laboratories:**

There is optimum utilization of well-equipped laboratories for curriculum delivery of practical.

- The students maintain the practical files and the results are certified by the faculty.

**Teaching Aids:**

- Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum.
- Educational field visits, industrial visits, tours are organized.
- Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills. • Social sites such as YOUTUBE, Whatsapp etc. are used for effective teaching.
- Guest lectures, Expert lectures and guidance by departmental Alumni are engaged.
- Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis.

**Teacher support:**

- The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject.
- The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops.
- New recruits are given orientation regarding teaching methodologies.

**Feedback:**

- The college collects the feedback from the students, alumni and parents for the efficient working.
- Advanced Learners are Motivated to visit E- library daily, read newspapers, magazines and books of choice.
- Encouraged to solve University papers.
- Helped to prepare notes with the help of reference books.
- Given free books, fee concessions and awards by Management.
- Given opportunity to participate in academic& extra-curricular activities.

**Slow learners**

- **Develop Lessons that Incorporate Students' Interests, Needs, and Experiences.** This helps address the short attention spans of slow learners.
- **Provided need based extra guidance for slow learners.**

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

- **Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.**
- **SDP College follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE).**
- **The college prepares an academic calendar and co-academic calendar.**
- **The calendars comprise guest lectures, workshops, and industrial visits, other co-curricular and extra-curricular activities.**
- **The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.**
- **The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities.**
- **Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members.**
- **Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.**
- **Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students.**

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum**

**B. Any 3 of the above**

## 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>

### 1.2 - Academic Flexibility

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

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

0

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>

#### 1.2.2 - Number of Add on /Certificate programs offered during the year

##### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

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

24

File Description	Documents
Any additional information	No File Uploaded

Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
<b>1.3 - Curriculum Enrichment</b>	
<b>1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</b>	
<p>The college has been working for the development of the students. The various programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics.</p> <ul style="list-style-type: none"> <li>• The college teachers engage the students in various activities through Expert lectures, N.S.S., N.C.C., programmes.</li> <li>• The environmental issues are dealt in detail in the classroom through a regular subject entitled 'Environmental Awareness' this subject is taught by special teachers in the class.</li> <li>• The said subjects include the chapters such as, Scope &amp; Nature of Environment Science, Natural Resources, Ecosystem, Bio-Diversity, Pollution, and Social Issues &amp; Population.</li> <li>• Environmental Awareness is a compulsory subject for B.A, B.COM. BCA, B.A.B.Ed students. The results of the students are not declared unless students clear this subject.</li> <li>• The current issue of environment awareness has been thoroughly addressed by the college, in curriculum sustainable development is of much importance.</li> <li>• The students must understand the human values &amp; follow professional ethics in their relevant field. Various departments organize the lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college.</li> <li>• A special 10 days camp is conducted by the N.S.S Department for their students to familiarize with the prevailing problems of rural India.</li> <li>• The students are also engaged in value added programmes to make them aware of responsibilities and the professional ethics. Especially we are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments.</li> <li>• The college is running a B.A.B.Ed. course from the session 2017-18. In this course, we have one subject i.e. Life skills training. B.A,B.Ed. course has 8 semesters and life skill training is the subject of each semester. For happy and healthy life, it is very important to have knowledge of life skills. Hence, in B.A,B.Ed course various life skills are practiced. These skills are skills of social relation skills of cooperative and team work skills of creative thinking, skills of self management, skills of communication skills of decision making skills of problem solving etc.</li> </ul> <p>Thus the college has a special arrangement to work after the issues relevant to Gender Equality, Environment and such related social issues. They learn practical aspects from their study tours and field visits. The college works with the objective of generating Social awareness among the students.</p>	

File Description	Documents
Any additional information	No File Uploaded
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

3

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

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

39

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File



Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sdpcollege.com/uploads/weblinks/27424770_Feedback%20Analysis_compressed.pdf">http://sdpcollege.com/uploads/weblinks/27424770_Feedback%20Analysis_compressed.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 students admitted during the year

528

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

191

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

**Advanced Learners are:**

Motivated to visit E- library daily, read newspapers, magazines and books of choice. E-Journals and e-books are also provided.

Encouraged to solve University papers.

Helped to prepare notes with the help of reference books. Given free books, fee concessions and awards by Management.

Arrange various seminars for the students from different institutes.

Given opportunity to participate in academic& extra-curricular activities.

Encouraged to apply for Govt./Semi-Govt./Private Scholarships

**Slow learners**

Develop Lessons that Incorporate Students' Interests, Needs, and Experiences

This helps address the short attention spans of slow learners. Also, these students should be made to feel that some of the instruction has been designed with their specific interests or experiences in mind.

**Incorporate Audio and Visual Materials**

One common characteristic among slow learners is that they often learn better by seeing and hearing than by read.

- Provided need based extra guidance for slow learners.

File Description	Documents
Paste link for additional information	Nil
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
528	33

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 college combines traditional and modern modes of imparting education with greater emphasis on independent learning.

These methods are:

- The departments have been equipped with computers with Wi-Fi facility to enable the faculty to access the latest research and other advancements in their respective subjects.
- Computers with internet facility are also available in the college library to provide browsing and computing facilities to the staff and the students.
- The college is also a member of UGC-approved INFLIBNET N-LIST Program which provides the access to a wide range of e-journals and e-books.
- Lecture Method

Black Boards, Interactive Boards, Smart Class Rooms

- Online Platforms e.g Zoom app, Google Meet, GotoMeeting app.
- Language Labs.
- Tutorials
- Demonstration/Practicals
- Experimental Methods-

Trips

Practicals

- Participative Learning-

Assignments

Projects

Models

- Others

o

Paper Reading

Preparation of Charts

Posters and Wall Papers

- Problem Solving Methodologies-

Questionnaires

Project Report

Industrial visits

Practical Training

- Group Discussions

Quiz

- Computer Assisted Methods

Innovative practices i.e. Smart Class Rooms, Smart Boards,

Computers, Visualizers, DVD/CDs and other interactive methods are

used to make teaching-learning more effective & interesting.

- Online learning platforms like Zoom, Google Meet, Google Classroom is used for online teaching.
- JSR Software is used for MST, monthly test record and for attendance.
- Teachers prepare lesson plans as per division of syllabus and discuss with the students.
- Computer, language, library, internet facility help teachers and students both in teaching learning process.
- Students are motivated to visit library daily. Even the Governing Body expects the staff to update themselves visiting library daily.
- Group discussions are organized to enhance inter-personal skills

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

[Link for additional information](#)

Nil

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

The Institute follows ICT enabled teaching in addition to the traditional classroom education. The ICT facility was extended to cover all the departments. This provided the impetus for an augmented adoption of ICT in the teaching learning process.

ICT tools and resources available

No. of computers-61

No. of printers-10

No. of smart rooms-10

Projectors

Institutional website- [sdpcollege.com](http://sdpcollege.com)

LCD

Graphic Tablets

LAN facility

JSR Software

Visualizers

Scanner, DVDs

WiFi enabled Classrooms, Labs, Admin Office, Naac Room, IQAC Room,

Seminar Room, Director Room.

E-Resources used-Zoom ,Google classroom,Google Meet,Moodle,Wise app,EJournals,

Online Newspaper,E-Dicitionary,E-Books

Academic management system = Academic calendar Session Wise prepared

and implementation of calendar is through academic incharge, term-wise,

month wise regularly regulate and execute the instructions of Panjab

University Chandigarh.

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	No File Uploaded

### 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

21

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

33

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	No File Uploaded

#### 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

5

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

	<a href="#">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

270

File Description	Documents
Any additional information	No File Uploaded
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.

Internal assessment is prepared ascertaining students' performance on the basis of parameters mentioned in curriculum scheme.

The Following mechanisms are used for internal assessment-

- Class Performance
- Result analysis
- Lecture Shortage Statement
- Monthly tests
- Assignments, project work and practicals have ensured instilled confidence in students.
- Student's report cards or progression reports have provided a comprehensive view of students' academic performance.
- Organization of seminars, webinars, workshops, PPTs. and extension lectures have brought out hidden qualities of leadership and organizational abilities of students.
- For the semester system, the University conducts the written examination twice (one after each semester). At the College level, pre- semester exams are held for the Post Graduate and Under Graduate Courses.

These endeavors by the college give a clear outline of what the student knows, understands and is able to do. They further help identify students learning needs and help to prepare the students for better performance in the University exams.

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

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

The College follows the guidelines laid down by Punjab University, Chandigarh for redressal of Grievances related with examination. The grievances regarding internal practical examinations are resolved by the concerned departments. Marks of Internal assessment of various subjects are submitted through Online Portal of the University. Grievances of the students such as online examination form, incorrect entry of marks, rechecking and revaluation of answer sheets, wrong entries in names, hall tickets, absenteeism etc. are addressed in stipulated time by the college and the university. The college has an Examination Committee which consists of senior staff members. The staff members monitor the Examination process and interact with students from time to time. The Examination procedure is also communicated to students by teachers in their respective classes

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs and COs are helpful in developing the framework of teaching and learning. The program outcomes, program specific outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building student's competence and personality. There is also an emphasis on holistic development of the students as the learning outcomes focus on imparting values and ethics and enhancing their interpersonal and communication skills.

The Following mechanism are used to communicate the program outcomes , program specific outcomes and course outcomes by the institution through:

- Result display on website.
- Letters to parents and result cards.
- Parent teacher meetings



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://sdpcollege.com/link.php?th=78">http://sdpcollege.com/link.php?th=78</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The institution collects data from:

- Result registers of both monthly and house exams.
- Teachers regarding their participation in classroom, Seminars, Class Presentation, workshops are conducted for internal assessment and used to measure attainment of outcomes. To measure the subject knowledge class tests, group discussions, debate competitions are conducted.

#### Analysis

- The data is analyzed through meetings and result analysis sessions.

#### Outcomes

- Result cards are mailed to parents.
- Letters to parents whose wards fail to qualify for appearing in university exams.
- Parent teachers meetings are fixed and parents are duly informed either through phone calls or letters.
- Arrangement of remedial classes/extra guidance are made

As per learning outcomes of students, changes are made in the academic calendar of the next session.

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

### 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

172

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	No File Uploaded
Paste link for the annual report	<a href="http://sdpcollege.com/link.php?th=78">http://sdpcollege.com/link.php?th=78</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)**

<http://sdpcollege.com/link.php?th=89>

## 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)**

0

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

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

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

The Institution provides a conducive environment for promotion of Innovation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs.

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities helps students to understand the various problems faced by the society. It enables them to find out solutions on them.

N.S.S. Sports Skill and Entrepreneurship development centre through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing.

N.S.S. conducted various activities in innovative ways ,tree plantation, Swacch Bharat Abhiyan , awareness programmes about cleanliness, construction of toilets , etc. All these activities are conducted for the benefits of community and society.

Various competitions essay writing, debating ,elocution etc. are organized to bring out the hidden potentials of students. Workshops and various seminars are conducted by college which have proved helpful to the students. It has raised their confidence and expanded their horizons of creativity.

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

Paste link for additional information	Nil
---------------------------------------	-----

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

04

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The National Service Scheme was started by Government of India, Ministry of Education and Culture, Govt. of India, in Collaboration with State Government in the year 1969 in 37 selected Universities. At present the scheme is run by the ministry of Youth Affairs & Sports in Central Government and Department of Higher & Technical Education in State Government.

#### AIMS AND OBJECTIVES

1. Understand the community in which they work.
2. Understand themselves in relation to their community.
3. Identify the needs and problems of the community and involve them in problem solving process.
4. Develop among themselves a sense of social and civic responsibility.
5. Utilize their knowledge in finding practical solutions to individual and community problems.
6. Develop competence required for group living and sharing of responsibilities.
7. Gain skills in mobilizing community participation.
8. Acquire leadership qualities and democratic attitude.
9. Develop capacity to meet emergencies and natural disasters
10. Practice national integration and social harmony.

#### Enrolment drive and Orientation program:

Enrollment drive was conducted in the month of July and enrolled 200 in 2019-2021, In order to orient the newcomers an orientation cum training program is organized in the beginning of every year.

#### Awareness :

NSS Volunteers of our College underwent training for ongoing Malaria Awareness Campaigning and conducted rally.

**Save Girl Child:**

NSS cell of our college always has participated in the initiative "Save Girl Child" and has conducted several programmes to spread awareness.

**Road Safety Program:**

NSS Volunteers of College conducted various Road safety programs such as Poster Competition, sending SMS, rally and Seminar on road safety to aware citizens of India regarding various safety measures.

**Voting Awareness Programme:**

NSS unit of the college conducted rally on voting awareness programme. 22 NSS volunteers participated in this awareness rally.

**Swacch Bharat Abhiyan:**

- Pledge was administered at college by students and staff.
- Posters were put up on the notice boards and camps to aware students about cleanliness. Class to class awareness programmes were organised to aware students.
- Our college also participated in 10 days Buddha dariya cleanliness campaign in collaboration with MCL

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

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

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

03

File Description	Documents
Any additional information	No File Uploaded
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>
<b>3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year</b>	
<b>3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year</b>	
<b>37</b>	
File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>
<b>3.4.4 - Number of students participating in extension activities at 3.4.3. above during year</b>	
<b>3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year</b>	
<b>254</b>	
File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>
<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
<b>33</b>	
File Description	Documents

e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

07

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.

S.D.P. College provides the latest infrastructure and facilities that contribute to the academic growth of students and faculty.

- o Spacious class rooms with adequate number of lights and fans for conducting teaching learning, guidance and counseling cell.

- o Wi-Fi Campus.

- o Well Equipped seminar hall for organizing special lecturers, meetings , workshops, seminars with a seating capacity of 300.

- o Various labs of different departments such as Computer labs, Home science lab, Psychology lab, Fine arts lab, Conference Room, Dispensary, Gymnasium and Language labs such as communication lab attached with the add on subject of communication skills and one language lab is attached with the subject of Functional Hindi.

- o Two Music Rooms equipped with various musical instruments are available in each section for curricular and co-curricular purposes.



- o The Common Room offers recreation and relaxation to students. Individual departments with computer facility and internet facility.
  - o NCC Room along with one store room for facilitating NCC cadets for Enrollment and keeping their accessories
  - o NSS Department having a well managed store room for keeping records and ensuring availability of NSS programme officers to their volunteers.
  - o Small cells to keep water coolers with filters. Indoor sports stadium.
  - o Double storey library with spacious reading room. The campus also houses women hostel.
  - o Well equipped with research centre provide INFLIBNET access to staff and students. The library has a subscription for online resources such as e-journals, e-books etc. in addition to regular books journal, magazines, newspapers etc. which contribute and facilitate quality of education . But every year In the beginning of the new academic session, a policy is framed as per needs of different departments and institution.
  - o The College Canteen caters to students with a variety of snacks, hot and cold beverages at reasonable rates .This offers a meeting hub for students after academic sessions to relax and have fun.
  - o Meditation room is a multipurpose room available for students for their convenience. Small sessions of meditation like Pavitra and Utkarsha in collaboration with Art of Living, Bangalore, an International Organization are used to be organized in this room. Students practice to prepare for items of Zonal Youth Festival in this room and Various talks by different faculty members on relevant issues are also organised here.
- Departments Such as Fine arts, Music and Home Science organize hobby classes to distress students and enabling them to become mentally productive. Having hobbies promotes better health and may lower the risk of having high blood pressure.

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

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

**Facilities for sports and Games**

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium as well as a meditation centre. Various sports facilities are provided to the students within the campus focusing sports as one of the extracurricular activities. The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students.

#### Facilities for cultural and Heritage activities

The college contributes to the field of academics, research, technology, co-curricular activities and sports by engaging student's creative activities and engaged them in the noble cause of fighting against poverty, ignorance, illiteracy, corruption, intolerance, fundamentalism and terrorism. Institution makes all possible attempts to build a neat and clean, peaceful and pollution free environment. For the promotion of art, culture and aesthetics institution ensures the participation of the students in Inter college contests and Zonal Youth festivals. Various campaigns, workshops and seminars organized by the all departments play a significant role in engaging the students in creative, artistic and cultural activities. While participating in zonal, inter-zonal and national youth festivals, students get an opportunity to show their talent and interact with their counterparts in other states, thus promoting the spirit of peace, tolerance, national integration, communal harmony and humanism.

#### Fine Arts

An exclusive room is available to train students for cultural competitions. Students participating in various competitions organized in the college or in other colleges in the city.

#### Gymnasium

The college offers the facility of Gymnasium which has latest fitness equipments and is open for students as well as faculty members. The students who desire a healthy lifestyle and those who want to improve their athletic ability regularly go to the gym.

#### Music Instrumental and Music Vocal

Department of Music provides various platforms to aspiring students of college. College has two music labs with highly qualified faculty and labs are equipped with latest instruments like Sitar, Harmonium, Tabla, Banjo, Dilruba, Sarangi, Keyboard, Patti tarang and folk instruments of Punjab. The department provides stage to the students to perform in various activities like Group Songs, Bhajans, Shabad, Folk Songs, Geet, Gazal, Classical Vocal and Instrumental, Percussion and Non percussion, Kali, Kavishree, Vaar and folk instruments orchestra at college level, university level, state level and National level youth festivals.

Apart from this, students of college got exposure in interdepartmental functions as well as national days i.e Independence Day and Republic Day celebration. The department introduces the folk and Indian culture and heritage through music to the students.

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

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

10

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

14.36

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

The Library recognizes the importance of functioning in a thoroughly professional way taking into consideration the interests of all departments.

· The Library Committee consists of the Principal, various faculty members and the Librarian. The Committee also has representatives from each department.

- SDP College library is well-equipped with latest infrastructure and well-stocked with a good collection of books.
- The Library is housed in the main building of the College with seating capacity for reading purpose.
- Library is fully automated with all its subsystems like Wi-Fi.
- The Library has a wide collection of Books, Journals, Audio-video materials, photocopying facility, News Papers, reference books v such as encyclopaedia, dictionaries and yearbooks. e-resources, previous years question papers etc.
- A specialized service provided by the Library includes INFLIBNET. Barcode online circulation system is in practice in the Library.
- The library is fully automated with ILMS System.
- It has a diverse collection of 32661 books with and 10 journals and magazines etc.
- Library facilities are open to the students from 9am to 5pm.
- Maintenance and utilization of library resources are done strictly following the library rules.
- The maximum period of loan for books is fourteen days. The students can access the reference books in reference section.

Name of ILMS software -- Cloud LMS(ERP) Nature of automation (fully or partially) Fully

Version - Upgraded

Year of Automation - 2020.

File Description	Documents
Upload any additional information	No File Uploaded
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**

**D. Any 1 of the above**

File Description	Documents

Upload any additional information	No File Uploaded
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)

0.28

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<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

27

File Description	Documents
Any additional information	No File Uploaded
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

To meet the growing demands of technically skilled professionals in the modern competitive world, the college ensures that its students and faculty are facilitated with latest computers and software.

- IT facilities including Wi-Fi with date and nature of updation.
- The college provides internet facility to all staff members and students ( computer labs).

- The principal office, Administrative block, Library is fully equipped with the facility of internet, ICT, Printers and scanners.
- The whole campus enjoys the facility of WI -Fi and LAN internet facility.
- The branch of information technology needs up gradation in routine manner. With the demand of change in technology and according to the change in student's curriculum requirements the institution upgrade the infrastructure.
- There are smart classrooms equipped with computers, visualize, digital boards, speakers and projectors etc.
- There is one language lab equipped with LCD, Computer, DVD , CD's and headphones. There is a seminar hall with projector, computer and sound system.
- The institution always have greater emphasis on teaching quality, learning an evaluation process. The vision and mission of SDP college for women, Ludhiana has always to be provided holistic knowledge to students. With the changing time us of technology and teaching learning process has made a remarkable place.
- Faculty development programmes are conducted time to time based upon latest technology awareness .
- The ratio between number of students and number of computers is 10:1.
- The college has licensed software installed on all system. There are around sixty computers are available in the whole campus with internet.
- The band width of internet connection in the institution is greater than 10Mbps.
- Old computers have been written off and replaced with new ones from time to time. Upgradation in ICT services, Lease Line connectivity and hardware improvement has been taken care of.
- The college website is maintained and upgraded regularly under an annual maintenance contract. It has different portals with latest updates.

The College library has licensed software.. The Library uses cloud LMS software which is fully upgraded. The library has a photocopier machine and printer, barcode scanner and barcode printer etc.

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for additional information	Nil
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### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

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

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

1.48

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

Proper care is given to the maintenance of equipment and infrastructure, so that optimal utility can be obtained.

.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.

- 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.

- 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.

- The college has English language lab which is very useful for assessing students 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.

- 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.

- The college provides counselling and guidance to the students regarding importance of physical activity for the better mental health.

. Gardening Club of the college ensures the maintenance & proliferation of green cover in the college. Regular plantation is conducted and gardeners are instructed regarding proper upkeep of



**lawns**

- Gym facility is available for students .
- Any student of any discipline can use the sports equipment free of cost.
- 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.
- The college organized various extension lectures on career counselling with the objective to aware the students for various competitive exams.

The college has established grievance redressal cell with the objectives to solve the problems of the students.

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

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government**

**agencies during the year****234**

File Description	Documents
Upload any additional information	No File Uploaded
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="http://sdpcollege.com/link.php?th=90">http://sdpcollege.com/link.php?th=90</a>
Any additional information	No File Uploaded
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**

**407**

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

**407**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of**

**A. All of the above**

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	No File Uploaded
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

03

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

24

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<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****01**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**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.**

**0**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<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 Student Council is the representative body of students in the College. It consists of members elected by the students from all classes and heads of various committees. The Students' Council works under the patronage of Principal and staff members.
- They have been actively engaged in the academic and administrative functions as the college strongly believes in democratic values and gives opportunity to students in supporting the co curricular and extracurricular activities conducted in the college.

- Student members very smartly and enthusiastically monitor and help in maintaining discipline during college functions like Independence Day, Republic Day and Teachers Day celebrations.
- Noble values like patriotism, equality and respect to the teachers are nourished through these programs.
- 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.
- The NSS unit is active in organising various activities. Annual NSS camp is held every year where in the students are involved in cleaning of village with the active involvement of community members. The NSS unit also carries out activities like Blood Donation camps, Tree plantation, cleanliness campaigns and traffic safety awareness programs.
- The students also contribute to Placement and Alumni Committees by actively helping in organising their activities. In the Website Committee, students contributed towards designing the website of the College along with faculty members. Thus, students are encouraged to actively participate in various academic, co-curricular and extracurricular activities. The objective is to foster holistic and all round development of students.
- Students are also a part of IQAC committee and take part in IQAC meetings also.

File Description	Documents
Paste link for additional information	Nil
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

37

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<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

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. Pooja Sondhi (Sports secretary)
6. Preeti Narula (Auditor)
7. Richa Nagpal (Executive member)
8. Rupali (Executive Member)
9. Ankita Sharma(Executive Member)
10. Mala(Executive Member)
11. BalwinderKaur(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 edge 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 only those students who are passed out, graduated ,post graduated etc. 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 in separable connection to the institution from where they received a degree.

File Description	Documents
Paste link for additional information	<a href="http://sdpcollege.com/link.php?th=68">http://sdpcollege.com/link.php?th=68</a>
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### 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

S.D.P. College for Women, an institution devoted to meet the needs of higher education has attained great heights in the past years. The prime aim of the college is to propagate knowledge to the girl students in the socially and economically challenged area with the motto "Educate the Girls and empower the Nation". The number of women in higher education has been on a constant rise, therefore our responsibility has increased.

The college was established in 1968 and run by Sanatam Dharma Pracharak Sabha (Regd.) The constitution of the Sabha was passed unanimously in Feb. 2, 1914 and got registered on March 07, 1917. SDP College for Women was conceived in 1968 with a view to ensure quality education to the girls. The college has qualified faculty for teaching learning process etc. , with its commitment to develop a fully equipped Centre of learning. It has the pride to secure Reaccredited "A" Grade by NAAC in 2016.

The college is committed to impart quality education to students in order to empower the youth and women in the region. The college is well reputed with extraordinary characteristics like eminent and stable staff, consistent up gradation of lab equipment's, large number of books and special efforts for to develop communication skills of students. The college also aims delivering education through effective teaching learning process to compete with global standards. A well maintained playground for various outdoor games and excellent facilities for indoor games ensure that our students deliver consistent good performance in extra-curricular activities. The governance of the institution contemplative according to the below mentioned vision and mission of the institute.

**Vision:**

- · To translate dreams in to reality and produce complete human beings.
- · To create an atmosphere conducive to teaching, learning and research. To develop all round personality of its learners.
- · To strive for integrated and inclusive approach towards various disciplines.
- · To adopt innovative methods of teaching.
- · To support curricular with the co-curricular and extracurricular activities.
- · To promote the culture of self-reliance through need based vocational education.
- · To inculcate moral and ethical values among learners and enabling students to meet the requirements of community, country and global market.

**Mission:**

- · To take the college on the Path of Potential for Excellence in Education.
- · To create national and global environment for teaching and learning by adopting ultra-modern techniques and modes of teaching, learning and evaluation
- · To make efforts to draw out the best in the students and make them complete human beings who are committed and dedicated to the service of society.
- · To enable students to respect and preserve Indian culture and heritage. To promote social and national integration

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

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

The institute supports a trend of decentralized governance system with proper well defined relationships. The management of the institute consists of President, Secretary, Principal and Representatives of staff.

Regular meetings of these committees are held for the effective and smooth functioning of college. There are three levels of administrative structure under which all the activities are carried out.

**Society Level:** The college is run by Sanatam Dharma Pracharak Sabha (Regd.) which was founded in 1904.



**Institute Level:** All the main decisions related to college are taken by Principal in consultation with Head of Department. Principal is academic and administrative head of college.

**Department Level :** The Department heads are responsible for to look day to day administration of department and report to the principle. In addition, any college staff member can give suggestions and idea for improvement.

#### Participative Management

- The college always promotes the culture of participative management by involving staff and students in various activities. All decisions of college academics are governed by management in consultation with heads of the Deptt. The students and faculties are allowed expressing themselves for any suggestions to improve the excellence in any aspect of the Institute.

#### 1. Strategic Level

The Principal, HODs and staff members are involved in defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, academic delivery system, placement, discipline, grievance, counselling, training & development, and library services etc., Staff members are also involved in deciding academic activities and examinations to be conducted in institute.

#### 2. Functional Level

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. All the staff members devote their full efforts for day to day functioning of college.

#### 3. Operational level

All the staff members actively participate in implementing the policies, procedures, and framework designed by the management / University in order to maintain and achieve the quality standards and mission of the institution. Staff members give suggestions and monitor the procurement, introduction of new programs and welfare activities. Office staff is involved in executing day to day support services for students and faculties.

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

### 6.2 - Strategy Development and Deployment

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

To accomplish the desired goal of institutions, the management of the Institution, Internal Quality Assurance Cell, College Development Committee, Purchasing Committee and various committees works on the annual action plans of the IQAC. IQAC holds regular meetings, agenda put up for the discussion and action taken on the points discussed was followed.

#### Deployment Perspective/Strategic Plan

**Management :** The management endeavors best substantial independence to the Institution in all decision making process.

**Various committees:** The college assigns responsibilities to various committees for the smooth and effective functioning Academics and Administration.

**Admission Committee:** The Institutions has mechanism for the newly admitted students .The Institute has assigned a responsibility to the various departments and Heads of the department for the admissions. The groups of Faculty members counsel the students while admitting in the institutions.

**Examination Committee:** The Examination Department is the backbone of College. The Primary function of this department is to conduct the Examination and Evaluation Process of the stakeholders. There is sufficient number of Staff members to support the examination. The committee bound to follow the Rules and Regulations laid by Panjab University Chandigarh ,DPI and Commission.

**Anti-ragging Committee:** As per the guidelines of Hon'ble Supreme Court of India

**And Concerned notification from University Grants****Commission and Panjab University Chandigarh.**

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The President, S.D.P. Sabha (Regd.) and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day-to-day running of the college. There is team of Departmental Heads, the IQAC Coordinator, the advisory committee and the office superintendent to assist in the discharge of work.

**The Functions of Various Bodies:**

The college has different committees for proper functioning and smooth flow of activities on time.

**Service Rules, Procedures, Recruitment and Promotion Policies:**

Service rules and procedures are guided by the Panjab University, DPI and the rules of the State Government as amended from time to time in this regard.

**Grievance Redressal Mechanisms:**

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell ; the Anti- Ragging Cell; a Grievance Redressal Cell,, Open Darbar with complaints boxes prominently placed .

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://sdpcollege.com/link.php?th=36">http://sdpcollege.com/link.php?th=36</a>
Upload any additional information	No File Uploaded

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

A. All of the above

**Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<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 college provides Fee concession to the wards of non-teaching staff in addition to this books facility also available in the library. The PF loan facility is available for teaching and non teaching staff.

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

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

2

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

2

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

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 teacher, as a person and teacher as performer, performs many task. That's why It is mandatory for college to assess his/her performance through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered.

The Performance appraisal report is filled by employee in a given prescribed proforma which includes all the above related points and sub points.

Performance appraisal system for non-teaching staff:

- A few strategies are observed in appraising non-teaching staff's performance. This includes technical contribution of individuals such as subject knowledge, awareness, productivity, innovation, willingness to learn etc. Besides this college also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

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

#### 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 Institution conducts Internal Audit from Chartered Accountant regularly i.e. month wise salary audit, cash book, journal, bank voucher audit. College conducts audit of utilization certificate of salary disburse on month wise. Our institute also get audited the income expenditure account along with balance sheet from the Chartered Accountant.

The Institution duly conduct the external audit from the Accountant General Office, Chandigarh year wise regarding the account books of Punjab Govt. grant a/c.

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

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)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded

Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded
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### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College mobilizes its funds received mainly from State government and University Grants Commission (UGC) on various Heads of Expenditures of the College. Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the college. Each and every amount of fund received from State government and UGC are as par with budget allocation.

The College also mobilizes its resources from funds generated from Self-financing and Vocational courses run by the institution. All expenses of contingent nature are spent from this fund.

Resource mobilization is also carried out by following means:

- • Students fees
- • Interest on corpus fund
- 
- • Fund generated from above are principally used for maintenance and development of college.
- 

Optimum utilization of funds is ensured through:-

- • Adequate funds are allocated for effective teaching- learning practices that include Orientation Programmes, Workshops, Inter-disciplinary activities, training programs that ensure quality education.
- • Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- • Enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year.
- Adequate funds are utilized for development and maintenance of infrastructure of the college. Some funds are allocated for social service activities as part of social responsibilities through NSS and NCC

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

### 6.5 - Internal Quality Assurance System

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

## processes

1. Introduction of new courses: The main aim of IQAC is to empower women by offering skill based programmes so that they assume leadership and provides a context of learning that enhances professionalism, humanism, humility and responsibility. As a result of IQAC quality initiatives two new courses were started in the college. One is B.A.B.Ed. (Four year Integrated Professional Degree Programme) which is started in the session 2017-18 and running very successfully. The second is B.VOC. (Tax, laws and Management) which is started in the session 2020-21. Our college is the only institute offering both innovative courses in the district. These courses were started with the aim of providing skill based and vocational education. IQAC also brings out the development in academic and non-academic area by conducting IQAC meeting quarterly.

2. Introduction of Management Information System: To maintain all types of records digitally, JSR software was purchased. The following are the uses of the software;

- 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.

- Students' Internal Assessment record: 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 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

3. Adoption of the village NOORWALA: As a result of IQAC quality initiatives, through NSS Noorwala Village was adopted in 2018. Various activities like awareness campaigns, nukkad nataks on cleanliness, admission promotion campaigns, vaccination awareness camps, how to sign a document, tree plantation drive, webinar on the awareness of covid-19 symptoms and precautions, free mask distribution drives were arranged by the NSS volunteers for the benefits of the villagers. Moreover, the students of noorwala who came for the admission are given scholarships and concession in fees also.



4. Open interactive session is a best practice of the institution where students can come up and share their problems with the management members. It is a way to solve the problems faced by the students as soon as possible. Two class representatives are also nominated as members of IQAC.

5. NCLP (National Child Labour School) is the best practice of the institution. The college is actively engaged in imparting primary education to the children belonging to the weaker sections of the society.

File Description	Documents
Paste link for additional information	Nil
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

- 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 is 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 parent's 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.
- The IQAC through Departments organizes 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 chiseled 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.
- Multi-media 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 made to make 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 are 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 inter-disciplinary.
- Various issues concerning Examination/Assessment/Administration/Infrastructure are discussed in the IQAC meetings for improving academic environment in the college. Proposals are sent to the Management, by the IQAC, to promote Quality in Education and the Management in return, acts on the proposals, by sanctioning approvals for various activities conducive to teaching and learning.
- Emphasis is made to follow the Academic/Co Academic Calendars.
- Meetings are held regularly with the staff to implement, assess and evaluate the outcome of the action plans meant for Academics and Co academics.
- Efforts are made to inculcate and foster a sense of self-worth, pride and confidence in the students by correlating the syllabi with their practical lives.
- ICT and e-learning is promoted.
- Open House was conducted for parents and students and suggestions were worked upon.

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

**6.5.3 - Quality assurance initiatives of the institution include:**  
 Regular meeting of Internal Quality Assurance Cell (IQAC);  
 Feedback collected, analyzed and used for improvements  
 Collaborative quality initiatives with other institution(s)  
 Participation in NIRF any other quality audit recognized by  
 state, national or international agencies (ISO Certification,  
 NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual	<a href="http://sdpcollege.com/xelcms/uploads/aqar/1344918967_Updated%20aqar_report.pdf">http://sdpcollege.com/xelcms/uploads/aqar/1344918967_Updated%20aqar_report.pdf</a>

reports of Institution	
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

##### Women's Grievance Committee

To address grievances of the students "Grievance Redressal Committee" has been formed. Moreover, once in a week there is a tutorial period, in which students discuss their problems with the tutor. Tutor solve their problems by counseling or by discussing with the concerned authorities. In this tutorial period, each tutor is to have 40 students. Students discuss their personal problems as well as study related problems.

##### CCTV Installation

The entire college campus has full CCTV coverage. The cameras have been installed in college and hostel premises to ensure safety of girls so that trespassers could not enter the college.

**Academic Counseling:** The admission committee gives academic counseling to students at the time of admission at the beginning of every academic year in the choice of subjects considering their need, performance in the previous examination and interest. The faculty in all the departments monitors their academic progress throughout the year. Formal and informal interactions help identify their strengths and weaknesses and provide guidance accordingly. Unit tests and open-book tests help the faculty to do academic counseling.

**Psychological counseling:** Counseling cell is constituted in the college. The members of this cell handle the psychological problems of their students. This cell provides the measures to the students to get rid of depression of the burden of studies.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sdpcollege.com/link.php?th=69">http://sdpcollege.com/link.php?th=69</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="http://sdpcollege.com/link.php?th=35">http://sdpcollege.com/link.php?th=35</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

D. Any 1 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 waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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 playground, central lawn facing class rooms, a tri-angular 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
- 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 Fine Arts and Home Science departments use waste material to make artistic things.
- Lectures are organized for the ban of plastic objects.
- Rallies are conducted to aware students and local community to make the environment neat and clean.

- NCC Cadets organized Shramdaan Day to spread the message of cleanliness in and around their locality.

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="#">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**

C. Any 2 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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<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**

D. Any 1 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
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

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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

- Tree plantation was organized on 27-11-20 in which 36 students were participated to make the environment clean and green.
- Cleanliness Drive under Swachhta Pakhwada on 08-12-20 in which 35 students were participated.
- Hand wash day was celebrated on 09-12-20 in which 40 students were participated.
- An activity regarding Cleanliness of public paths was organized on 10-12-20 in which 37 students were participated.

- Two days cleanliness camp was organized on 09-02-21 to 10-02-21 in the college campus in which 30 students were participated.
- Teej festival is celebrated every year in our college to enhance the cultural values among the students.
- Friendship Day is celebrated every year in our college to enhance socioeconomic values among the students.
- Our college perform a hawan at college campus to mark the commencement of every new session to bless and guide the new students to imbibe the principles of diligence, punctuality and discipline to achieve success in life.
- English communication lab is available in the college that helps in learning the English language in an effective way. Students learn much faster with the help of this lab.
- Functional Hindi lab is also available in the college for students. Students use this lab for news reading and to enhance their vocabulary.

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	No File Uploaded

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

- Cancer awareness day was organized on 07-11-20 in which 30 students participated to create awareness regarding such chronic disease among masses.
- An Extension lecture on Road safety was organized on 01-12-20 in which 100 students were participated.
- Pulse Polio awareness camp was organized on 18-01-21 in which 50 students were participated.
- Statue cleaning activity was organized in the college campus on 13-02-21 in which 20 students were participated.
- War Memorial Statue cleaning activity was organized at Rakh Bagh on 05-03-21 in which 20 students were participated.
- Covid 19 Vaccination awareness camp was organized on 05-06-21 at Noor Wala Village in which 15 students were participated.
- Covid 19 Vaccination camp was organized on 18-06-21 in the college campus in which 50 students were participated

File Description	Documents
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Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://sdpcollege.com/link.php?th=92">http://sdpcollege.com/link.php?th=92</a>
Any other relevant information	<a href="http://sdpcollege.com/link.php?th=93">http://sdpcollege.com/link.php?th=93</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**

C. Any 2 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	No File Uploaded

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

- Joint celebration of Independence day

Under the banner S.D.P. Sabha (Regd), all S.D.P institutions viz S.D.P Sr. Sec School Hazuri Road, S.D.P Sr. Sec School Basti Jodhewal, Sh. O.P. Gupta, S.D.P Model Sr. Sec School, Qilla Mohalla, S.D.P Collegiate Sr. Sec School College campus and R.L. Bhasin Public School, Dugri celebrate National/State level festivals in the premises of S.D.P College for women. Sole purpose of this festival is to make the students aware of the sacrifices made by legendry heroes and gallant warriors who made sacrifices and left legacy that the coming generations can feel proud of.

- Joint celebration of Republic day

Under the banner S.D.P. Sabha (Regd), all S.D.P institutions viz S.D.P Sr. Sec School Hazuri Road, S.D.P Sr. Sec School Basti Jodhewal, Sh. O.P. Gupta, S.D.P Model Sr. Sec School, Qilla Mohalla, S.D.P Collegiate Sr. Sec School College campus and R.L. Bhasin Public School, Dugri celebrate National/State level festivals in the premises of S.D.P College for women. Sole purpose of this festival is to make the students aware about the importance of Republic day.



- International women day

It is a day to recognize the extraordinary acts of women and to stand together, as a united force, to advance gender equality around the world. So this day is celebrated every year in our college. Students performed different activities to celebrate this day.

- Teachers Day

Teachers Day is celebrated every year but it was celebrated online on 5th September 2020 due to Covid 19. All classes were participated. Our Principal presided over the occasion and threw light on the importance of a teacher in life through the preachings of the Bhawad Geeta, to achieve various targets and to become a successful person.

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	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

- Open Inter-active session

Open Inter-active 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 listened and in the second part of the session suggestions for the betterment of the institution and improvements in the academic standards are invited.

#### Purpose

To provide fast track solutions to the problems faced by students regarding teaching, infrastructure and other essential services, the college holds Open Inter-active session/Open Darbar in the last week of every month. Fast track solutions are provided on the spot or speedy redressal of grievances is ensured.

Apart from this Complaint/Suggestion boxes have been installed near Administrative Block. Students can drop slips containing complaints or suggestions which are worked upon and kept secret.

- Joint celebration (National Festivals) Independence Day and Republic Day celebrations

Under the banner S.D.P. Sabha (Regd), all S.D.P institutions viz S.D.P Sr. Sec School Hazuri Road, S.D.P Sr. Sec School Basti Jodhewal, Sh. O.P. Gupta, S.D.P Model Sr. Sec School, Qilla Mohalla, S.D.P Collegiate Sr. Sec School College campus and R.L. Bhasin Public School, Dugri celebrate National/State level festivals in the premises of S.D.P College for women. A gala function held on the occasion of Independence Day, Republic day and Diwali festival. Staff and students of all S.D.P Institutions actively and very enthusiastically participated in these celebrations. The students commemorate the spirit of patriotism and nationalism through speeches, poems, songs, dances and choreographies. They also paid glowing tributes to the legendary heroes of independence/founders of constitution who scarified their lives for the sake of their country/embedded Indians with the right to govern themselves.

### Community Services

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. N.S.S volunteers during one day or seven days camp hold rallies, visit villages and sensitize villagers on different issues, arrange medical checkup 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.

File Description	Documents
Best practices in the Institutional website	<a href="http://sdpcollege.com/link.php?th=50">http://sdpcollege.com/link.php?th=50</a>
Any other relevant information	Nil

## 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

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. N.S.S volunteers during one day or seven days camp hold rallies, visit villages and sensitize villagers on different issues, arrange medical checkup 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.

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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

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

#### Future Plans of action for next academic year (200 words)

1. For strengthening the teaching- learning environment, more seminars/Extension Lectures/Workshops of Academic and Co-Academic importance to be organized for students and faculties.
2. As per the requirements of NAAC, budgets for different heads like Physical, Infrastructure and Academic to be prepared in advance and separate fund for each heads to be created.
3. To start and set up some renewable energy sources in the institution.
4. To start the working of newly constructed rooms under MPLAD grant.
5. To activate the already approved seed money and motivate & sponsor the Faculty Development Programme so that teacher's participation in seminars/FDP/Conferences can be increased.
6. To plan regarding infrastructure augmentation of guest room.
7. For strengthening the green practices, environment friendly initiatives to be increased by NSS/NCC and ensuring participation of maximum students in such initiatives.
8. To sign MOU's with research Institute, Academic and schools other than sister institutions.
9. To upgrade the college website as per NAAC requirements: - all Web-links related to Academic/Co-academic/MOU's/Placement/NSS/NCC to be created and updated simultaneously.
10. For giving the students exposure State/Local/department-wise/Historical trips and excursions to be arranged more.
11. To promote Community and social services through NSS/NCC and institution should sponsor the activities to publicize the college name.