Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**S. D. P. COLLEGE FOR WOMEN**
Name of the head of the Institution	**Manju Bhashinee**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01612743992**
Mobile no.	**9417048556**
Registered Email	**sdpcollegeldh@yahoo.co.in**
Alternate Email	**sdpcollegeldh@gmail.com**
Address	**Daresi Road**
City/Town	**LUDHIANA**
State/UT	**Punjab**
Pincode	**141008**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Geeta Bhandari**
Phone no/Alternate Phone no.	**01612741830**
Mobile no.	**9417916563**
Registered Email	**sdpiqac@gmail.com**
Alternate Email	**sdpcollegeldh@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sdpcollege.com/xelcms/uploads/aqar/1688854887_AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://sdpcollege.com/academic

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.04**	**2016**	**16-Dec-2016**	**15-Dec-2019**
1	**B+**	**77.50**	**2005**	**26-Feb-2005**	**25-Feb-2010**

6. Date of Establishment of IQAC

09-Apr-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Medical Health and Check up Camp	**21-Nov-2017** **1**	**90**

Medical Health and Check up Camps Organized	09-Nov-2017 1	90
Open Darbar	31-Aug-2017 1	726
Open Darbar	15-Nov-2017 1	701
Open Darbar	01-Feb-2018 1	707
Open Darbar	19-Mar-2018 1	723
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Punjab Government	95 Deficit Grant in Aid Scheme	Punjab Government	2018 365	14257555
UGC	DEVELOPMENT OF SPORTS INFRASTRUCTURE AND EQUIPMENT	UGC	2017 120	3473031
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Contribution towards maintaining Academic and Assessment Record. ? Faculty was trained in ERP System. Enterprise Resource Planning By JSR Solutions Pvt Ltd. ? IQAC had been collecting and collating data from various departments of the

institution from qualitative and quantitative point of view. Continuous efforts were made to empower women by offering skill based programmes so that they assume leadership and provide a context of learning that enhances professionalism, humanism, humility and responsibility. Emphasis was made on the aim to provide Quality in Education so as to produce responsible citizens with a critical bent of mind towards issues of public concern. ? ? Issues concerning academics, coacademics and infrastructural development were taken up by the IQAC. Suggestions were taken into consideration by the Management.

[View File](#)

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

Plan of Action	Achivements/Outcomes
TO APPLY FOR MINOR/MAJOR PROJECTS	Motivated
TO PROMOTE RESEARCH	Motivated and done
TO INITIATE INFRASTRUCTURAL DEVELOPMENTS	Initiated
TO ENHANCE THE COMPETENCY OF THE STUDENTS IN COMPUTER AND SPOKEN ENGLISH	Done
TO CHECK ABSENTEEISM AMONGST STUDENTS	Done
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
SDP College Management	11-Nov-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**No**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Students' Admission Data . All student data is maintained through JSR. The nominal roll of all the classes is computerized. Students' Attendance Data All record of the students attendance is kept in the Attendance Registers and monthly attendance and absentee data is collected by the teachers and the Controller of E. Controller of Exam

assimilates and collates all data. Students' Internal Assessment Students are given monthly tests, assignments and project works. On the basis of the data collected and regular attendance of the students, internal assessment is assessed and put on the Notice board for the students to see and later assessment is sent to the University. TimeTable Management Time Table is prepared well in advance before the session commences and later on dictated to the students and then it is displayed on the Notice Board, Library Information and Management Database Library is totally computerized. The students are issued ID cards and they can get their books issued from the Library. PG students can access the Journals through Inflibinet. Accounting Management Data All accounts are maintained and operated through JSR Salary and Payroll Database All data is compatible with JSR

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The SDP College for women, Ludhiana is affiliated to Panjab University, Chandigarh. It conducts five UG, 3 PG and PGDCA. The institution follows the curriculum approved by Panjab university, Chandigarh. our faculty members participate in bodies of the university such as board of studies (BOS) who contribute in framing the syllabus regularly. Institute has constituted an academic committee comprising of Principal, Heads of the department. Institute academic coordinator which is responsible for planning and monitoring of overall academic activities and its functioning. Principal receives input from IQAC, Academic committee. Based on these inputs co-curricular and extracurricular activities are planned. Principal of the college with in charge academic supervisors the implementation of curriculum holding periodical meetings. In the beginning of the new academic session, the college plans its college level Academic Calendar which is synchronous with University Academic Calendar. In charge Academics is appointed by the Principal. Teaching programme is channelled through proper planning of academic activity well in advance. Through the submission of term wise syllabus schedules, syllabus completion proforma, monthly tests, house exams, distribution of report cards and parent teacher meetings, efforts are made to sustain the quality of education. After result analysis, remedial classes are arranged. Principal of the college with In-charge Academic supervises the implementation of curriculum holding periodical meetings. Sometimes staff members send written representations to the Board regarding certain changes in curriculum. The teachers are encouraged to participate, present papers in seminars and attend workshops and conferences for quality improvement. To fulfil our goals of providing Quality Education, the college imparts curriculum through innovative teaching-learning methods

such as assignments, presentations, workshops, discussions, seminars, visits, tours, projects and practical apart from regular lecture method. We have been providing academic flexibility and variety to students introducing different courses from time to time as per needs of students and society. The college provides physical facilities (building, class-rooms, labs. library, playgrounds, seminar hall and required infrastructure etc.) along with books, newspapers, magazines, journals and software to enable teachers to ensure effective delivery of curriculum. Smart class rooms and inter-active boards further support effective teaching learning process. To effectively deliver the curriculum and improve teaching learning practices, the college receives support from University. As a constituent college of Panjab University, the Institution implements quality strategies to ensure timely and well-planned implementation of the curriculum as well as to enhance its utility and value. The quality improvement strategies further focus on making the curriculum more applied, innovative oriented and synchronous to the developments in field of Commerce and Economics. With this view, academic departments offer those Standard Electives, Ability Skill Enhancement Courses that are suited towards enhancing the knowledge of the students while simultaneously increasing their employability. Due thought is accorded to provide contemporary and multidisciplinary subjects to students who are given freedom to choose from the list of subjects offered.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Advanced Diploma Course in Cosmetology	22/12/2017	2	both	cosmetology skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
B.A.BEd	Education	05/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	Nill
B.A.BEd	NIL	Nill
BCA	NIL	Nill
BCom	NIL	Nill
BBA	NIL	Nill
MA	NIL	Nill
MSc	NIL	Nill
MCom	NIL	Nill
PGDCA	NIL	Nill
PG Diploma	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	Nil	8

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
B.A.BEd	05/07/2017	23
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Marketing,Finance and HR	24
MCom	Marketing,Finance and HR	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The IQAC solicits quality based feedback and suggestions from faculty, non-teaching(in meetings) staff, students, parents of the students, alumni through feedback forms. The management also coveys its feedback in Weekly/Monthly meetings. This feedback is analysed to chalk out the quality measures for the academic year ahead and align the interests of various stakeholders with the institutional interests. Further, departmental level feedback is taken from faculty and students to enhance the teaching learning process. The College employs a systematic feedback mechanism to yoke its efficacy. Various departments of the college have collected feedback from the graduating students of the session 2018-19. The feedback was taken in the months of April/May 2018. Some aspects of the Survey are department or discipline specific, whereas some aspects like Infrastructure, Library facilities, Teaching Learning. Feedback on Examination and Assessment etc. were common. Each department has used its own methodology in terms of rating scale, qualitative feedback and checklist. Open Darbar is held almost every month wherein the grievances of the students are catered to, Feedback taken and issues are resolved Various feedback boxes have been kept at strategic places such as IQAC office, Administrative office. These feedback boxes are opened periodically and the feedback so received is duly recorded. The analysis of such feedback is done on an institutional level and in case of any grievance, the Principal tries to redress the grievances and recommends the required action to be taken. The students contact the senior

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	MCom	80	33	33
MA	MA (Hindi)	60	8	8
BBA	BBA	40	9	9
BA	BA	500	52	52
BCA	BCA	40	7	7
BCom	BCom	210	127	127
B.A.BEd	BABEd	50	13	13
MSc	MSc (Maths)	60	24	24

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	672	125	27	7	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
48	40	4	7	4	4

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The institution has distinct students mentoring system for undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the College to be tutorialwise mentors. Students are divided into groups and each group is allocated a tutor to look into the students grievances. Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavors. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College. In addition, the tutorial system the tutors discuss various topics and interact with a small group of students (normally 2025 students per group) ensuing onetoone scholastic interface and unceremonious mentoring for the well being of the learners. Personal advice is also given to the students by the teacher and the information is kept discreet and confidentiality maintained.The institution has well-defined students mentoring system at all levels i.e. undergraduate and postgraduate level wherein individual attention is being provided to each and every student.

Faculty Members are nominated by the College to be section-wise mentors. Students are divided into groups and each group is allocated a separate faculty member to look into the students grievances. Students can seek advice of their allocated faculty not only in the field of education but also towards their career progression and future endeavors. Orientation programmes and regular workshops are also conducted in order to sensitize the students about the various aspects of the College. In addition, the tutorial system where faculty members interact with a small group of students (normally 10-12 students per group) ensures one-to-one academic interaction and informal mentoring

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
797	48	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
1	33	14	9	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	BA	1 sem	21/12/2017	14/06/2018
BCom	BCOM	I SEM	21/12/2017	10/04/2018
BCA	BCA	I SEM	21/12/2017	28/03/2018
BBA	BBA	I SEM	21/12/2017	28/03/2018
[View File](#)				

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

• **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. • Open book tests were given in the class rooms. • Assignments prepared by the students were assessed. • Students were encouraged to prepare and present PPTs on their own. • Online question banks in various departments were created.**

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

• **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

2.6 – Student Performance and Learning Outcomes

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

http://sdpcollege.com/link.php?th=31

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Bachelor of Arts	BA	V Sem	96	96	100
Bachelor of Commerce	BCom	V Sem	126	126	100
Bachelor of Computer Application	BCA	V Sem	17	17	100
Bachelor of Business Administration	BBA	V Sem	24	24	100
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2.7 – Student Satisfaction Survey

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

http://sdpcollege.com/link.php?th=33

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date

NIL			

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Peer Review Journal	7	Nill
National	Peer Review Journal	1	Nill
International	e-Journal	1	Nill
International	Conference proceedings	3	Nill
National	Conference proceedings	4	Nill

View File

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

Department	Number of Publication
MATH	1
HOME SCIENCE	1
COMMERCE	1

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

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

					the publication	citation
NIL	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

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

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	5	2	1
Presented papers	Nill	6	3	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS	SWACHH BHARAT	3	42

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nill	Nill	Nill

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	SWACHH BHARAT	TREE PLANTATION	3	42

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Essay Writing Competition topic -	23	United India Insurance company	1

My vision corruption free India		Ltd. Regional Centre Ldh.		
CATC-TSC Training camp at Malout	1	3 Punjab Girls Bn NCC, Ludhiana		10
CATC-TSC Training camp at Malout	1	3 Punjab Girls Bn NCC, Ludhiana		20
Inter group TSC at Ropar	1	3 Punjab Girls Bn NCC, Ludhiana		10
Pre TSC - II at Ropar	1	3 Punjab Girls Bn NCC, Ludhiana		10
TSC at Ropar	1	3 Punjab Girls Bn NCC, Ludhiana		7
Directorate General National Cadet Corps at Delhi	1	3 Punjab Girls Bn NCC, Ludhiana		13
CATC - 96 at Malout	1	3 Punjab Girls Bn NCC, Ludhiana		10
[View File](#)				

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
ON THE JOB TRAINING	BBA	DETAILS ENCLOSED	01/01/2018	30/03/2018	24
ON THE JOB TRAINING	m.COM	DETAILS ENCLOSED	01/06/2017	15/07/2017	28
[View File](#)					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Deepak Investment and Nehru Distant Kender Feroze Gandhi market, Ludhiana SDP College for Women	05/02/2018	Guidance and Councelling Cell incharge	34
Chamber of Industrial and Commercial , Gill Road, SDP College for Women, Ludhiana	02/02/2018	Guidance and Counselling Cell	22

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1833759.4	1454673

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
JSR	Partially	Nill	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8780	453153	68	20099	8848	473252
Reference Books	20943	2743658	316	104656	21259	2848314
e-Books	1	10900	1	5900	2	16800
Journals	48	39738	Nill	Nill	48	39738
e-Journals	1	10900	1	5900	2	16800
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	70	Nill	Nill	Nill	70	Nill
Others(specify)	14	16304	Nill	Nill	14	16304

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

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

nil	nil	nil	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

6 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
981644.4	981097	153715.1	94631

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

The institution obtains the necessary requirements of classrooms, laboratories and other infrastructure resources well before the beginning of the academic year. Any new facility to be acquired is provided by the management before the semester begins. Procedures and policies for maintaining and utilizing Physical, Academic and support facilities. 1. Physical Labs • The college has the facility of computer Labs with internet and projectors which help the students to learn the things better • Licensed software is also used for uploading students related information like results of Mid Semester test as well as monthly tests, attendance records and assignments also. • Smart classrooms have been added to the infrastructure to make teaching learning more interesting and effective. Our college provides latest technology to the students and thus benefiting them in keeping up with the pace of modernizing IT world. • Faculty make use of PowerPoint and multimedia presentations for better understanding and greater attention of the subject. • Multimedia shows are also used as a mode of interactive teaching by some departments. • Our college has English language lab, Hindi Lab which is very useful for assessing student's speech. It provides students with the technical tools to the learn the language easily. • Home science labs is the medium for the practical exposure for the students. This is to ensure that each student get to use the equipments individually. The students are imparted necessary skills which improve the

employability of the students. Library • The aim of the library is that no Bonafide reader is allowed to be deprived of its rich resources. • • All books have been automated with barcode labels. • The library is also having the facility of INFLIBNET through which students can access e-books and e-journals. • For meritorious and economically backward students book bank facility is also available. The library also provides books to the needy students during the examination time. • Library and reading room are kept open to all the student from 9:00 a.m. to 5:00 p.m. on all working days. • There is a provision of Research Centre for faculties and students of PG classes. • Various reputed journals are also available for the guidance. Sports • The college provides counseling and guidance to the students regarding importance of physical activity for the better mental health. • Students attend sports lecture in the zero period that is early morning which act as a catalyst and energy booster for whole of the day. • Gym facility is also available for security and students as well. • Any student of any discipline can use the sports equipment free of cost. 2. Academic • Remedial classes are held for students who are weak in certain subjects. • Counselling is given to all the students on one to one basis regarding their choice of subjects at the time of admission keeping their interest in mind. Psychological problems are also resolved through counselling. • The college organized various extension lectures on career counseling with the objective to aware the students for various competitive exams like civil services, bank etc. 3. Support facilities • The college has established grievance redressal cell with the objectives to solve the problems of the students. • The placement cell of the college provides placement cum career counseling services to the students. The main objective of the cell is to organize various interactive sessions with the industry experts to apprise the students about the latest developments in the industry and skills necessary for obtaining gainful employment. • Youth club of the college is providing youth the opportunities and platform to utilize their energies. Youth club encourages the students to participate in various activities from time to time. • Tutorials are held with every Monday. During tutorials, students interact with their tutors freely. The students are given information about the general discipline in the college, functioning of the college, college activities and academic and non academic information. The tutor keep check on the academic as well as non academic performance of the students.

http://sdpcollege.com/link.php?th=26

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	Nill	Nill
Financial Support from Other Sources			
a) National	Panjab University Dewan Som Nath Scholarship	4	16000
b)International	Nil	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
NIL	Nill	Nill	Nill
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	HDFC Bank LCET Joint Campus Placement Drive	Nill	46	Nill	Nill
2018	Informed Students about the Recruitment of Junior Associates (Customer Support and Sales Personnel) in State Bank of India	Nill	50	Nill	Nill
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Guidance and Counselling Cell Incharges	46	Nill	Visit to Neva Garment Ltd.	30	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2017	2	BA	Arts	GGN Khalsa	MA English
2017	24	B.Com.	Commerce	SDP College	M.Com.
2017	3	B.Com.	Commerce	PCTE, Badowal	MBA
2017	2	BBA	BBA	GNIMT,Model Town,lLudhiana	MBA

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

Items	Number of students selected/ qualifying
Nill	Nill

No file uploaded.

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

Activity	Level	Number of Participants
Hawan	College	426
Training Session on Communicative English	College	66
Teej Celebration	College	527
Ex-tempore Speech Competition	College	21

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Zonal Youth Festival	National	Nill	1	908	Charu Tiwari
2017	Zonal Youth Festival	National	Nill	1	1554	Varinder Kaur
2017	Zonal Youth Festival	National	Nill	1	326	Arshia
2017	Zonal Youth Festival	National	Nill	1	1553	Satnam Kaur

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)
The Students' Council works under the patronage of Principal and staff members. Student members very smartly and enthusiastically monitor and help in maintaining discipline during college functions. The Central Association of students was elected to coordinate between the college and its students. From acting as the students' voice and ensuring that each student gets the best out of their college experience, the cell worked with the elected representatives of every class to make each event of SDP a grand success. Proper Elections are made to the Student body at the commencement of the new session. Students are part of various committees of the college including IQAC. They also help in organizing Open Durbar in the college and cater to the grievances of the students and bring to the knowledge of the Management.All the members of the council try to bring awareness amongst the students on various social issues and arrange Nukad Nataks too. Student Council is very active throughout the year and they are responsible for Discipline during all the functions in the college The CA members are also working towards global Sustainability.Students Cell under the IQAC: In order to improve the quality framework of the college working students were also included in the IQAC so as to involve them in the Quality process. The cell was formed with an aim to facilitate greater access of quality initiatives amongst the students and promote a holistic ambience in the College. The role of cell was to help develop mindful and catalytic systems at the student level, in the College towards quality improvement and intensification. The cell has been elementary in organizing various functions in the college and other workshops for the benefit of the students. It has also helped seep into the information pertaining to IQAC amongst students in the College. Many delegates and representatives of different companies interacted with the students. Mock Tests and interviews are also conducted for the welfare of the students. Students are made aware of the emerging trends in education and job market. Workshops on Communicative English are also conducted. Campus recruitment drives are also organized, Counselling Cell has been actively guiding the students in groups and on one to one basis on various personal and general issues. Placement Cell guided the students on various career opportunities. Students were guided by the Principal and the teachers while issuing the DMCs.The teachers are deputed to visit various schools for admission promotion and they guide the students and help them in choosing the stream and counsel them for their career.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
No

5.4.2 – No. of enrolled Alumni:
150

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Deliberation through series of meetings was done on various issues pertaining to curriculum operationalization, targeting academic excellence for quality enhancement in education. Planning for the session was made in advance and all academic

	activities became part of the Academic Calendar, which was implemented during the session. Time table was put in place and also dictated to the students during Orientation Session. Term-wise syllabus was planned and completion reports were taken from the teachers by the Academic In charge. Regular teaching was complemented with role based activities. Class level seminars and activities were promoted for effective curriculum development. Students made PPTs and presented them in the class rooms.
Teaching and Learning	Methods adopted for teaching are interactive, project based and with the use of Multimedia. Guest lectures and Extension lectures are a regular feature. Hands On training is also given to the students in many subjects. Web based learning was also promoted. The learners are at the core of all teaching and learning process and all activities are learner- centric. The main aim of the IQAC is to make learning a ruminative activity where the learners are equipped with the skills to evaluate, ponder and analyses and teaching becomes a ruminative experience for them. Keeping this in mind the IQAC coordinated with various committees to make learning a totally satisfying experience for the learners. Departmental and college level duties were fixed and after reaching a consensus and shared understanding, the students were made aware of their curriculum modules. Industrial visits were arranged. Arranged professional trainers, from different fields, to make teaching interesting. Class level seminars were organized to instill confidence. New pedagogic techniques were adopted by the teachers. Slow learners were identified and Remedial classes for weak students were organized Curriculum operationalization was done by a series of staff meetings and endeavor was made to make teaching learning reach optimum level/standard. Lively interactions and group discussions were followed by assignments, class tests and quiz Special English Language Proficiency and Computer Literacy Skills were acquired by the students. Students were tested periodically.

Examination and Evaluation	• Monthly /weekly tests and mid semester exams were a regular feature of the Examination system during the session. • Attendance in examination was reinforced. • Students were assessed for their performance in the classes. • Assignments were given and seminars were also organized. • Result analysis was done. • Internal Assessments were done on the basis of performance of the learners in the tests, assignments and classrooms. • Remedial classes were started
Research and Development	Seed Money was also earmarked for the development of research activities. Staff members were encouraged to attend seminars, workshops and conferences. Many teachers presented papers and got their papers published during the session. Some teachers are working on their books. Few members of the staff are pursuing their PhD course work.
Library, ICT and Physical Infrastructure / Instrumentation	• Bar Coding was completed in the Library. It was equipped with NLIST Programme. New Journals were added. • Construction of Indoor Sports Stadium is nearing completion. • ICT infrastructure include LCD, computers, laptops, Projectors, Interactive Boards, Internet Switches, Printers and application software.
Human Resource Management	Seminars/Workshops were held to boost the morale of the staff both morally and spiritually.
Industry Interaction / Collaboration	Formal Consultancy with the Banks and LIC was done. Job Fair was organized by the SBI. Students were sent on industrial visits. Two linkages were created in the session.
Admission of Students	As per the regular practice personal efforts were made by the staff by visiting various schools in the adjoining localities for the promotion of Admission. Career Guidance and Counselling was also done by the staff in different schools. .Advertisements/hoardings were placed for the same. Personal contacts of the staff were also used to promote admission in various classes. College website highlighted Admission dates, rules, eligibility criterion from time to time.

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

E-governace area	Details
Administration	Office work, Correspondence to the university, DPI,local administration
Student Admission and Support	Record maintenance data of students year wise, All student data is maintained through JSR. The nominal roll of all the classes is computerized.
Finance and Accounts	All accounts are maintained and operated through JSR Salary and Payroll Database
Planning and Development	Time Table is prepared well in advance before the session commences and later on dictated to the students and then it is displayed on the Notice Board, Library Information and Management Database Library is totally computerized. The students are issued ID cards and they can get their books issued from the Library. PG students can access the Journals through Inflibinet.
Examination	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.

6.3 – Faculty Empowerment Strategies

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

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

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

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	8	12	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3	3	2

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nill	Nill
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6.4.3 – Total corpus fund generated

40012925.52

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	PU ISO Chandigarh	Yes	Management/Principal/AcademicIncharge
Administrative	Yes	Auditor General	Yes	CA

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

Parent Teacher meetings were held periodically after the mid semester exams, to make them aware of the performance of their children. Feedback was also taken from the parents on various aspects of the college working and suggestions were invited.

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

Uniform is given to the staff. Loans are also given to them to meet exigencies and fee concessions are given to their wards.

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

1. Curricular aspect- a. Instructional material provided to the students. b.Remedial classes are taken for the back learners. 2. Teaching Learning Evaluating- a. publicity through prospectus, website and advertisement etc. b. the college has introduced the practice of mentoring students. 3. Infrastructure and Resource use- a. Wi-fi connectivity is available in library, office, and computer rooms b. The college provides separate space for IQAC and NAAC committee.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nill
b)Participation in NIRF	Nill
c)ISO certification	Yes
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	medical checkup camp	09/11/2017	09/11/2017	09/11/2017	90
2017	medical checkup camp	21/11/2017	21/11/2017	21/11/2017	90
2017	open darbar	31/08/2017	31/08/2017	19/03/2018	770

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Day	08/03/2018	08/03/2018	100	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	17/08/2017	1	Tree Plantation in the college campus	To make the Balance between the oxygen and carbon dioxide	42
2017	1	1	25/09/2017	1	Cleanliness awareness in the college and nearby areas	Spread the message of cleanliness among the society	50
2018	1	1	21/03/2018	1	Tree Plantation in college	Spread the awareness about the benefits of planting more trees among the students	62
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Not Applicable	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Havan	25/07/2017	25/07/2017	110
Women Day	08/03/2017	08/03/2017	100
Teej celebration	11/08/2017	11/08/2017	160
Republic day celebration	26/01/2018	26/01/2018	500
Seminar On Health Check Up Camp	26/09/2017	26/09/2017	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
Initiatives taken by college to make the campus clean • Any leakage from taps is properly checked and repair ensured. • At present no hazardous material is used in the college. • Dustbins covered with lids are placed at different points in the college. • Weeds and stray plants are removed regularly. • Canteen contractor has been instructed to use less and less polythene covers/bags. • Students of Home Science department use waste material to make artistic things. Some students are using bicycles to reach the college campus. • Few students and staff members are also using public transport facility like E Rickshaw, bus facility as well. • Efforts are made to reduce plastic pollution on college campus with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and utensils and plastic food packaging. Rallies are also conducted to create the awareness among the students and public regarding plastic free environment. • In order to reduce paper work, documents and other papers are converted in digital form such process is known as digitization.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
1. 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. 2. Various creative hobby classes involvement in different fields of student's part of interest which are free of cost, subjects like Home Science , Cosmetology , Computer Science , Fine Arts , Music , Free Gym , Playing games etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://sdpcollege.com/link.php?th=28

7.3 – Institutional Distinctiveness

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

Provide the weblink of the institution
http://www.sdpcollege.com

8.Future Plans of Actions for Next Academic Year

Future Plans • More infrastructural improvements to be made. • Efforts to promote admissions to be taken rigorously. • Problem of the absenteeism to be curbed. • Skill based projects to be initiated. • Efforts are made to provide education to the girls belonging to the under-privileged and backward sections of society so that they know their self-worth. • The students are made aware of various govt. schemes for empowerment. • All efforts were made for the

enhancement of the results. • Involve students in decision making and committees and their real issues and concerns will be catered to. • Alumni Association to be made stronger. • Stakeholders to become part of the decision making.