Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**S. D. COLLEGE**
Name of the head of the Institution	**DR.NAND KISHOR**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01882249968**
Mobile no.	**7380278212**
Registered Email	**principal@sdcollegehsp.net**
Alternate Email	**sdcollegehsp@gmail.com**
Address	**Deep Nagar Phagwara Road**
City/Town	**HOSHIARPUR**
State/UT	**Punjab**
Pincode	**146001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. Prashant Sethi**
Phone no/Alternate Phone no.	**01882248068**
Mobile no.	**9872104467**
Registered Email	**iqacsdcollegehsp@gmail.com**
Alternate Email	**principal@sdcollegehsp.net**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sdcollegehsp.net/aqar.aspx

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://sdcollegehsp.net/doc/ac2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**79**	**2006**	**02-Feb-2006**	**01-Feb-2011**

6. Date of Establishment of IQAC

15-Mar-2006

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
Workshop for Tally for students	**05-Feb-2019** **39**	**25**
National seminar by Commercee department	**31-Oct-2018** **1**	**110**

National seminar by Computer department	27-Aug-2018 1	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
NIL	NIL	NIL	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Improvement of infrastructure for college students Collecting feedback forms from stakeholders Conducting extension lectures and national seminars Developing spirit among students to participate in social welfare activities Conducting career oriented workshops for students

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

Plan of Action	Achivements/Outcomes
Improvement of infrastructure	outcome achieved Computer lab was

Conducting workshops, extention lectures and seminars Holistic develoment of students Career oriented workdhops for students Alumni engagement	updted with 12 new PC with software costing more than 6 lakh Purchases of new printer, scanner and photostat machine for library Language lab is established as suggested by IQAC. UPS batteries were updated Orientation program was organized National seminar is organized by Computer department. Legal awareness club organized lecture to create legal awareness Extension lecture was organized by Science department on environment change Extension lecture by Global award winner Mr. Sukhdev Gandhi was organized Extension lecture by commerce department wass organized on the topic of capacity of minor. For environment Lecture was organized with help of district administration for swachta swarwekshan. National seminar was organized by commerce department Lecture was conducted to spread awareness among students about public participation on eradication of corruption Various extention lectures and workshops were conducted . Martayar day of Sheed Udham singh was observed in the college Plantation drives was conducted inside and outside campus independence day was celebrated in college Teej was also celebrated Blood donation camp was organized Hindi diwas was celebrated Birth day of Sheed Bhagat singh Shanti ki Diwas was set on 2nd October to celebrate birth day of Mahatma Gandhi. Awareness of effect of stubble burning and motivated for green diwali. Drugs awareness drives was conducted. Many social initiatives were taken by the college career counseling seminar was conducted Tally workshop was concluded Workshop by fashion desiging Alumni meet was organised Convocation was organised
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	12-Feb-2019
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)	The college has management information system. Time to time management collects information through principal. information relating to admission, financial matters, and other information is collected from time to time. Internal audits and external audits are conducted periodically. The system is used to coordinate control and visualize data for decision making..

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to Punjab University, Chandigarh and follows the curriculum prescribed by the university. The Academic Calendar of university is followed. The college strives to impart quality education to students depending upon the resource potentiality of the institution. The teachers are encouraged to prepare a well-structured unit plan of their concerned subjects related to each semester before its commencement. This plan is prepared with a view to ensure effective distribution of syllabus and timely completion of the course The Heads of various departments document curriculum plan of their respective course along with academic calendar. Besides this, respective teachers prepare course material, class notes, and ICT material for effective teaching. The lesson plan provides an insight on how the course is delivered in a semester. Effective implementation of curriculum is periodically reviewed through departmental meetings in order to be fully prepared for teaching. Continuous evaluation is maintained throughout the year by conducting tests after completion of every unit to ensure thorough understanding. Transparency and impartiality are maintained in the evaluation process. Committees as a result of their rigorous assessment evaluate each student's performance and advise teaching plans based on their ability for effective teaching and learning process to ensure better results. Attention to students' needs is given by the faculty. Interaction with students is compulsory in each aspect because it makes learning process easier and healthy which helps the students in achieving goals. It also strengthens the link between students and faculty that creates overall positive environment. To promote this interaction the following programs are conducted by the institution. Field projects are allotted to students and guide is also allotted to them. Students can also choose topic of their own choice. These field projects give them real life work experience.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

		Introduction		ability/entreprene urship	Development
0	0	05/12/2019	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA		09/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	MARKETING , HRM , INTERNATIONAL BUSINESS, ACCOUNTING FINANCE , APPLIED ECONOMICS,B I	07/07/2018
BBA	MARKETING MANAGEMENT, FINANCIAL MGT, HRM ,	07/07/2018
BA	HINDI , PUNJABI ,. ENGLISH , ECONOMICS , , POLTICAL SCIENCE , HISTORY , PHYSICAL EDUCATION	07/07/2018

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

	Certificate	Diploma Course
Number of Students	0	2

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
WORKSHOP ON SURFACE ORIENTATION	04/09/2018	16
WORKSHOP ON TALLY ERP9 GST	05/02/2019	25
BIOINFORMATICS MODULE WITH POSTER PRESENTATION	18/09/2018	5
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom		17
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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 institution collects feedback from different stake holders. These include students, faculty, parents and Alumni. Feedback from students regarding faculty and infrastructural facilities for the respective course is taken once in a year. It is analysed by the HODs, Academic Council and IQAC. Corrective measures, if any, are communicated to the respective faculties and committees for further improvements. A self-appraisal is prepared by each teacher every year. The Principal addresses the possible areas of improvement after analysing them. After discussion with each teacher, he motivates her/him to look at specific areas where growth is required. The interactive sessions are organised for the teachers to keep them well informed regarding the various ways to boost their professional development. The parents are encouraged to provide feedback to the college. Their feedback is collected during Parents Meet. Informal interactions are also made with parents to know the level of satisfaction with the teaching, evaluation, co-curricular and extra-curricular activities. Their valuable suggestions are analysed by the Principal and management for taking appropriate decisions to improve the quality of infrastructural facilities and teaching-learning process. The instructions are conveyed accordingly to the different councils and committees to enhance the quality of education and facilities. An Alumni Meet is conducted every year wherein feedback is collected from the alumni of the college. The provided feedback data is presented to the Academic Council to implement necessary improvements in curriculum. The feedback from different stakeholders helps to understand the need and scope for improvement in the overall functioning of the college.

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
PGDCA	COMPUTERS	30	2	2
MCom	COMMERCE	80	49	49
BSc	BIOTECH	90	7	7
BBA	MANAGEMENT	120	67	67
BCA	COMPUTERS	120	76	76
BA	ARTS	300	79	79
BCom	COMMERCE	420	392	392
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	621	51	28	0	11

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
39	30	100	4	1	10
[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)

Many students enter their graduate programmes with little understanding of complex landscape of higher education. Many graduate students are initially unsure of what they will do with a graduate degree. Mentoring is important not only because it enhances the knowledge and skills of the students but they can learn a great deal from the mentors. Our quality mentoring helps students to enhance with chances of success. The strong mentoring system of the college has helped the students in receiving financial support in the form of scholarship or assistantships, performing better in academic coursework linking students in research activities like conference presentations, paper writing and publications. The college students' mentor is both friend and role model. Mentors and students develop relationships as they participate together in social, cultural and recreational activities. Mentoring supports good citizenship and helps students to achieve the potential and make important decisions about the future. This includes: • Subject choices • College life/ courses/ finances • Job/Career choices • Study skills and may more The college conducts the mentoring program at 2 levels – group and personal and every mentor is assigned mentoring not more than 25 students. All teachers conduct more than 4 meetings periodically in a year. Mentor keeps confidential data sheet of their students which are also evaluated periodically. Mentoring program is monitored by committee consisting Principal and group of experienced faculty members.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
672	39	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
39	39	0	9	4

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
2018	Nil	Lecturer	Nil
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2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Commerce	4th Sem	09/05/2019	17/07/2019
BCom	Commerce	3rd Sem	07/12/2018	05/02/2019
BCom	Commerce	2nd Sem	09/05/2019	12/07/2019
BCom	Commerce	1st sem	07/12/2018	05/02/2019
PGDCA	Computer	1st Sem	07/12/2018	03/04/2019
MCom	Commerce	4th Sem	09/05/2019	01/08/2019
MCom	Commerce	1st Sem	07/12/2018	05/04/2019
MCom	Commerce	2nd Sem	09/05/2019	06/09/2019
MCom	Commerce	3rd Sem	07/12/2018	28/03/2019
PGDCA	Computer	2nd Sem	09/05/2019	14/08/2019

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

Assessment of performance is an integral part of teaching and learning process. As a part of ongoing educational system the institute adopts CIE (continuous internal evaluation) system to assess all aspects of students development on a continuous basis throughout a year. Introduction to evaluation process To aware the students on the following points: • Students orientation • Teaching plan • Academic Calendar • Mentor-Mentee Meetings • Display of necessary information on the notice boards Result Analysis Pass percentage of the students is calculated and monitored by the principal and feedback is given to the concerned faculty member. Progress Report and Parent Teacher Meeting Progress report is sent to the parents and they are advised to visit the college at twice in a year. Remedial Classes Remedial classes are conducted for slow learners, absentees and students who participated in extra curricular and other academic activities. MST (Mid Semester Tests) MST's are conducted in every in every semester. Students must satisfy eligibility criteria and 75 percent attendance. Reappearing/ Recounting Reappearing in MST's through special test is an opportunity provided to the students who by one or the other reasons were not able to appear in the MST's. Also, all the papers are re evaluated in the MST's by another teacher and students are given opportunity of recounting at the disbursement of the papers also.

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

The institution strongly trusts in transparency in the functioning of various activities. The institute has well defined standard operating procedures to develop teaching plans and follow well defined academic calendars. The calendar reveals start and end of each semester stating the tentative schedule of activities to be undertaken in the various departments relating to various aspects like cultural, academics and others. The tentative schedule of examination is given in academic calendar. Syllabus is provided to the students through university web link. Assignments are given to the students which they duly submit in every semester. Internal assessment is displayed for all the students. All the activities are given priorities and all academic activities are performed without disturbing classes.

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://sdcollegehsp.net/doc/SA.pdf

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
Arts	BA	Arts	31	20	62
Science	BSc	Bio Tech	5	5	100
Computer	BCA	Computer	16	16	100
Computer	PGDCA	Computer	1	1	100
Commerce	BCom	Commerce	127	125	98.43
Commerce	MCom	Commerce	28	28	100
Commerce and Mgmt	BBA	Commerce and Mgmt.	19	18	94.7
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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://sdcollegehsp.net/doc/FB/SSS.pdf

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
Any Other (Specify)	181	Malhotra Electronics	0.48	0.48
Any Other (Specify)	181	Gupta Electrovision	0.5	0.5
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual property and innovation	Economics	24/08/2018
Intellectual Property Rights in Software	Computer	10/09/2018
Plagiarism Detection Technique 12/11/18	Commerce	12/11/2018

Intellectual Property Rights Patent Rights	Commerce	24/11/2018
Intellectual Property Rights in Teaching	Economics	01/05/2019

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
0	0	0	04/12/2019	0

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	04/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
nil	nil	nil

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

Name of the Department	Number of PhD's Awarded
Commerce	1
Economics	1
Education	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	6	5.08
International	Social Science	3	6.54
International	computer science	6	5.31
International	Bio-Tech	1	7.58

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

Department	Number of Publication
languages	3
Computer Science	5
Social Science	5
Commerce	18

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2019	0	nil	0
0	0	0	2018	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2018	0	0	0
0	0	0	2019	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	90	3	6
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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
One day workshop on " stubble Burning"	Red Ribbon club	17	30
ATC at Jahankhelan	NCC	1	8
GP TSC CONTINGENT 2018	NCC	1	2
Go Green Drive	NSS	7	60
Extension Lecture On First aid and home Nursing	NSS	7	60
Annual TRG Camp -1	NCC	1	6
ATC-II LPU Phagwara	NCC	1	12
EK Bharat SHARAT SHRESHTH Bharat	NCC	1	2
CATC at LPU Phagwara	NCC	1	8
Buddy Groups Formation for generating anti- drug awareness	Red Ribbon club	21	213

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
Extension lecture on "use of Turnitin for plagiarism detection"	Appreciation Letter	Babe ke College of Education, Daudhar	45
Training program about Basic First Aid/fire safety/road safety and health awareness	Appreciation Letter	State bank of Patiala, Punjabi university Patiala.	40
Extension lecture on "use of Turnitin for Plagiarism Detection	Appreciation Letter	Babe ke College of Education, Daudhar	45
Extension lecture on " Discussion on New Education Policy	Appreciation Letter	Moga College of education for girls	45
Participation in various Community and social Outreach programs	Appreciation letter	Nehru Yuva Kendra Hoshiarpur	40
Swachh Bharat Compaign	Appreciation Letter	Municipal Corporation Hoshiarpur	45
Swachh Bharat Compaign	Appreciation Letter	Municipal Corporation Hoshiarpur	46
Lecture on " Challeges of Higher Education	Appreciation Letter	Principal, Moga College of Education for Girls	45
Cooperation in terms of infrastructure and Human resources	Appreciation Letter	Nehru Yuva Kendra Hoshiarpur	43
work related to C-vigil Team -043 during General election	Appreciation Letter	Sub Divisional magistrate	42

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

ATC at Jahankhelan	NCC	ATC at Jahankhelan	1	8
GP TSC CONTINGENT 2018	NCC	GP TSC CONTINGENT 2018	1	2
Annual TRG Camp -1	NCC	Annual TRG Camp -1	1	6
Extension Lecture On First aid and home Nursing	NSS	Extension Lecture On First aid and home Nursing	7	60
Go Green Drive	NSS	Go Green Drive	7	60
ATC at Jahankhelan	NCC	ATC at Jahankhelan	1	12
EK Bharat SHARAT SHRESHTH Bharat	NCC	EK Bharat SHARAT SHRESHTH Bharat	1	2
CATC at LPU Phagwara	NCC	CATC at LPU Phagwara	1	8
Buddy Groups Formation for generating anti-drug awareness	Red Ribbon club	Buddy Groups Formation for generating anti-drug awareness	21	213

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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
Research Project on "A survey of customer satisfaction with regard to Home appliances produced by LG in city"	01	Gupta Elecrovision	181
Research Project on "A Review of customer satisfaction regarding the kitchen and home appliances manufactured by Panasonic and Bosch home range in the Hoshiarpur"	01	Malhotra Electronics	181
Education co-operation, faculty and student exchange and quality improvement	02	nil	1825
Education co-	02	nil	1825

operation, faculty and student exchange and quality improvement				
Education co-operation, faculty and student exchange and quality improvement	021	nil	1825	
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Student intrenship	Student intrenship	JCT LIMITED	05/06/2019	15/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	06/06/2019	20/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	03/06/2019	16/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	03/06/2019	16/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	01/06/2019	15/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANKCOOPERAT IVE BANK	03/06/2019	16/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	11/06/2019	23/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	01/06/2019	22/07/2019	1
Student intrenship	Student intrenship	COOPERATIVE BANK	03/06/2019	16/07/2019	1
Student intrenship	Student intrenship	VARDHMAN YARNS THREADS LIMITED	03/06/2019	18/07/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
1. Malhotra Electronics	07/08/2018	To jointly work on projects required	1

		for the development of teachers and students	
2. Gupta Electrovision	13/08/2018	To jointly work on projects required for the development of teachers and students	1
3. Gupta Trading Company	12/11/2018	To jointly work on projects required for the development of teachers and students	1
4. Gupta Furniture House	28/03/2019	To jointly work on projects required for the development of teachers and students0	1
5. Kabir Textiles Mills	25/04/2019	To jointly work on projects required for the development of teachers and students	1
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1371950	2453553

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Laboratories	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	14838	1157040	229	82974	15067	1240014
Reference Books	18796	2314082	22	4679	18818	2318761

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	05/12/2019

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	73	65	65	65	0	5	3	10	0
Added	12	12	12	12	0	0	0	0	0
Total	85	77	77	77	0	5	3	10	0

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

10 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
0	[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
1889750	823933	2214737	2040281

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 college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas

regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: • The microscopes used for experiments are annually cleaned and maintained by the concerned departments • There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste. Computers-. Computer maintenance is done regularly and non-repairable systems are disposed off by following proper e-waste disposal procedure. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN. The library is also provided LAN facility for the computers and they are loaded with the library software. The departments and the staff can make use of the computer system with internet at their seating places or from NRC(Network Resource Centre) in addition that majority of the staff has their own laptops and the internet Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including UPS, batteries and broadband. Updating of software's is done by lab assistants. Classrooms: The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like scholarships etc Provisions: • Budget provisions are made for new as well as old facilities, repairs and maintenance. • Construction and Campus Beautification committee is formed whose purpose is to look after the new construction as well as maintenance work required in campus. • The college garden is maintained by the gardener appointed by the institute • Electrical and the Plumbing related maintenance is done with the help local skilled persons • Regular maintenance of the water cooler

http://sdcollegehsp.net/doc/Procedures.pdf

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	student Aided fund and meritorius students scheme	45	184249
Financial Support from Other Sources			
a) National	Post matric scholar ship(applied)	20	421262
b)International	00	0	0
No file uploaded.			

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	
Soft skill development	01/11/2018		70	S.D College, Hoshiarpur
Remedial coaching	01/11/2018		72	S.D. College Hoshiarpur
Language Lab	01/09/2018		88	S.D. College Hoshiarpur
Bridge Courses	01/08/2018		10	S.D. College Hoshiarpur
Yoga Meditation	21/06/2019		34	Akhil Bhartiya Yoga Sansthan
Personal Counselling	01/09/2018		50	S.D. College Hoshiarpur
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Orientation Programme on career counselling on Computer science	0	35	0	0
2018	Career Counselling in Commerce at SD College Hoshiarpur	0	30	0	0
2018	Career Counselling Workshop in Bio Technology	0	6	0	0
2018	Career Counselling in Social Science	0	30	0	0
2018	Workshop on Career Counselling in Computer Science	0	35	0	0
2018	Workshop on stress management	0	50	0	0

2018	workshop on fashion designing course	0	50	0	0
2018	workshop on fabric and free hand painting	0	50	0	0
2018	orientation programme	0	152	0	0
2019	seminar on career counselling and guidance	0	50	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
38	38	7

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
Reliance JIO	20	0	various institutions	150	52

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	33	B.com	PG Department of Commerce	S.D. College Hoshiarpur	M.Com
2018	1	BCA	Department of Computer	S.D. College Hoshiarpur	PGDCA
2018	1	PGDCA	Department of Computer	SGGS Khlasa College Mahilpur	M.A Punjabi
2018	2	Bsc Bio Tech	Department of BIo technology	PU Chandigarh	Msc
2018	2	B.com	PG	Rayat Bahara	MBA

| 2018 | 1 | BA | Department of Arts | KMV Jalandhar | Msc Fashion Designing |
| 2018 | 1 | BA | Department of Arts | Lovely Professional University | 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
NET	3

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

Activity	Level	Number of Participants
Republic Day	Intra College	112
Poem Recitation	Intra College	18
Youth Festival	Zonal Inter Zonal	103
Poster Making	Intra Level	15
Quiz	Intra Level	15
Talent Hunt Competition	Intra level	40
Molik Sahitiya Samiksha Competition	Intra level	5
Teej	Intra Level	204
Independence Day	Intra Level	68
Mehndi Competition	intra level	6

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
2018	0	International	0	0	0	0
2019	0	National	0	0	0	0
2019	0	International	0	0	0	0

No file uploaded.

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

The Institution has a practice of identifying the student Representatives for

each class and nominate them for student council. The council has an active participation in the conduct of activities in the campus related to curricular and co- curricular fields. All the activities of the council are well supported by the faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

97

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

43105

5.4.4 – Meetings/activities organized by Alumni Association :

01

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)

Co Curricular and Extra Curricular Activities Decentralized- The teachers in charge of co curricular and extracurricular activities made it a point to let every H O D conduct activity pertaining to his department free from any restriction and independently handle all the seminars, extension lectures, debates, quiz competitions and similar initiatives at their own level and just submit a summary of the event at its end to the principal for a better co-ordination at the departmental level and with the aim to develop a rapport between the concerned teachers and the students from all the departments. The teacher in charge of an activity seeks the names of the interested students at the college level and imparts them instruction about the rules and regulations pertaining to that activity. On the day appointed for the activity, the teacher organizes the concerned activity and reports the same at the end to the Principal and the in charge of the co curricular and extra curricular activity. This step of decentralization goes a long way in helping the college fulfill the purpose of participative management while at the same time giving the fresher teachers a platform to hone their skills with their senior teachers from the department. At the same time, the involvement of students in this activity makes them active participants in the mainstream of college life. This step helps the institution to fulfill the cherished aim of participative management in the institution. Decentralization through Administrative committees student participation in college functioning- The college is proud of the fact that it has administrative committees for the smooth conduct of day to day college working. These committees have this liberty to function within the scope of the college and for the general betterment of the students, staff and the college itself. The examples of library committee, discipline committee, purchase committee, fee concession committee and numerous such ones are a few of the examples where decentralization works for the interest of the college. These committees consider the demand from different quarters of the college and discuss the requirement in the light of the need. For example, the need of books in various courses is forwarded by the librarian to the Principal. The Principal calls the meeting of the library committee and discussion takes place about the titles and the general books to be bought

keeping in mind the budget allocated for books in the annual budget of the college. The committee then sanctions the purchase of books. Similarly, mentor mentee groups are functional in the college with students assigned to each teacher and the students meet their assigned mentor once in a fortnight and a detailed discussion on the institutional framework and the changes expected by the students in college are discussed at length. The mentors then pass this feedback of the students to the Principal. It can be the cleanliness aspect, parking space or tuck shop facelift in the college. As a result the Principal issues instructions to the concerned to get the things sorted out at the earliest. In NCC, NSS and Youth Service Club too, leadership qualities and participative management is encouraged among the students.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of students are made as per norms of Punjab University Chandigarh.
Research and Development	Encourage the staff for Resrach work.
Teaching and Learning	Use of ICT Establishment of the course plan for every subject well before the commencement of each semester along with the course in a form of Teachers dairy. Teacher?s study materials [Soft copy-PPT slides/PDF presentation] are shared with students. Organizing conferences, seminars, workshops and guest lectures Deputation of students and faculty for conferences, seminars and workshops. Remedial classes, student counseling and internal tests are being conducted on a routine basis. Organizing student seminars on recent trends and developments in respective subjects.
Curriculum Development	Introduction of new options in B Com Courses Introduction of new honors subjects in B Com
Examination and Evaluation	Weekly test. Unit test. Prefinal Examination

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

E-governace area	Details
Planning and Development	The vision and mission statement is uploaded on the institutional website. Main activities of the every academic year are uploaded on the website of the institution. Recruitment criteria of new faculty is also uploaded on the official website. Registration and Students return are through online.

Administration	Leave applied through email. online prospectus is available on college website. All important administrative information including notices is regularly published on the website. Bio- Metric attendance for all staff members . The college office is linked through CCTV with the principal office for online supervision.
Finance and Accounts	The accounts of the institution are maintained through the Tally software. Most financial transactions of the government and other organizations is through the PFMS software.
Student Admission and Support	Online registration on college website or portal - college.sdcolegehsp.net 2 Smart classrooms 1Virtual classroom with video conferencing facility.
Examination	The forms for Punjab University examination are now filled online and the detail need to be submitted in both hard and soft copy. House test examination details uploaded on our website introduced since 2016. Results of semester, assessment of students , promotion and admission forms are available on college website.

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
2018	Asst. Prof. Nisha	Quality in Technical education through NAAC	AIACTR New Delhi	2440
2018	Dr. Nand Kishore	Quality in Technical education through NAAC	AIACTR New Delhi	1020
2018	Dr. Nand Kishore	Awareness Programme / Workshop by NAAC	GNDU, Amritsar	2580
2018	Asst. Prof. Prashant sethi	Quality in Technical education through NAAC	AIACTR New Delhi	9120
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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)
2018	Extention lecture on How to write resarch paper and its public ation	NIL	18/08/2018	18/08/2018	23	0
2018	nIL	Administra tive training workshop	01/06/2018	15/06/2018	0	9
2019	NIL	IT Literacy workshop for support staff	18/03/2019	30/03/2019	0	10

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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 !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	17	8	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gratuity, Leave Encashment, Provident Fund, Medical Leave, Loan, Earned leave.	Gratuity, Leave Encashment, Medical Leave, Loan facility.	Group Insurance, Scholarship for SC/ST, Physical Handicaped. Fee concession for weak and Financial poor and Meritorious students.

6.4 – Financial Management and Resource Mobilization

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

Internal audit is done by the CA duly appointed by the college, the audit is done yearly and objections are settled accordingly. BRS is duly completed by the end of every month. Trial balance is also prepared quarterly. At the end of the financial year, financial statement duly audited by CA is provided. External audit is done by the govt agencies and discepancies if any are sorted as per the information received from the concerned agencies.

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
VARIOUS PHILANTHROPIES	32000	STUDENT FINANCIAL ASSISTANCE

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6.4.3 – Total corpus fund generated

372613

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	No	NIL	Yes	Dean Academics, Associate Registrar
Administrative	No	NIL	Yes	Principal,IQAC Coordinator,

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

1. Orientation of students and parents towards the beginning of the session. 2. Parents- Teachers meeting after the MST to apprise the parents of the performance of their ward. 3.Seminar on Career Counseling to share employment possibilities for students after graduation.

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

1. Administrative training workshop for non teaching and administrative staff from June 01, 2018 to June 15, 2018. 2.IT Literacy Workshop for support staff from March 18, 2019 to March 30, 2019. 3. Self grooming sessions for support staff in April, 2019

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

1.Post Graduation in Commerce 2.The college applied for UGC assistance for girls hostel. 3.Computer facility in IT Lab may be used to start a few more certificates/Diploma Courses in computer science. 4.Students, Staff and Supportive staff may be given computer training by a fixing a suitable short term programme. 5. More books may be added in all subjects, particularly in the subjects of Commerce, Economics and English language. 6.Steps may be taken for full computerization of office and central library at the earliest. 7.internet accessibility may be used by the students and staff members more effectively. 8.A well equipped English language will be useful to train students in communication skills. 9.The college may focus on the evolution of performance appraisal of all teachers by adopting a suitable mechanism. 10. Faculty members should become members of professional bodies and they should attend regularly

seminars/conference for their respective subjects by using the UGC funds. 11. It would be in the academic interest of the college to organize yearly seminars, conference workshops. 12. Alumni initiatives are done as Alumni meet at college on 3.2.2019, 2.9.2019 , Alumni feedback, Alumni Registrations etc.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

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

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Girl students from SD College Hoshiarpur participated in Hiking and Trekking Camp at Himachal Pradesh	29/07/2018	08/08/2018	6	0
Teej celebrations	13/08/2018	13/08/2018	200	4
Mehandi Application by Dept. of Fashion Designing	13/08/2018	13/08/2018	14	0
Rangoli designing and Poster making competition	14/08/2018	14/08/2018	4	0
A Book Display organized by SD College Library on the eve of Women Day Celebration	08/03/2019	08/03/2019	39	30
Pryaas: Ek Koshish, an exh	03/04/2019	03/04/2019	12	0

ibition-cum-sale based on "Earn while you learn" was organized by Department of Fashion Designing					

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
In order to create environment awareness, the college undertakes initiatives like competition named "Re-Generate" to make beautiful models out of waste material (August 11, 2018), an extension lecture on environment (September 6, 2018), a workshop on stubble burning in association with Youth Welfare Services (October 5, 2018), an extension lecture on Green Diwali (November 2, 2018), various activities under NSS camp (January 7 to 13, 2018), panel discussion on sustainable development (February, 2019), etc. during 2018-2019. The college has made adequate arrangements for the solid, liquid and e-waste management. The iron, wooden, plastic, paper scrap is properly disposed so that it can be recycled. Most of this scrap is biodegradable. The amount generated by selling this waste material is credited to the college account. The horticulture waste, including dried and fallen leaves, dried grass, as well as clippings of plants, are dumped in two compost pits to produce the manure that is used for soil conservation and enriching the yield of plants within the campus and outside the campus. The kitchen waste including used tea leaves, waste of vegetables and fruits, leftover food, is also used to produce organic fertilizers containing nitrogen, potassium and sodium that are ultimately employed to feed the plants. The campus has installed adequate number of bins to collect this horticulture and kitchen waste. The compost so produced does not only protect the environment but also serve the purpose of enriching the soil quality. The college has adequate supply of RO water in the campus. However, the waste water from these ROs is reused in various forms. For instance, it is used to water the plants in the campus. This water is also very useful in the canteen where it is used to wash the utensils. There are buckets installed to collect this waste water that is later used to mop the floor or clean the toilets. The reuse of this RO waste water helps providing ecologically aesthetic environment in the campus. In addition to this, the drainage from canteen is also properly reused in the campus for various motives. Besides, condensate water from AC drain pipes is also utilized for cleaning and gardening purposes. All these practices help reduce the use of drinking water for the aforementioned purposes. No computer in the campus uses floppies or CDs for transferring data. Emails or pen-drives are used for this purpose. Cartridges are refilled and toners are repaired for as many number as possible. Low configuration computers or out of order hardware is used for teaching the students about the functioning of the same. Therefore no such e-waste is stacked for recycling. The College is working on installing the solar light panel in the campus, which will be done within a few months.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	600
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Any other similar	Yes	25

	facility						

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	10/08/2018	1	Extension lecture on freedom struggle and partition by Associate Professor Manoj Kumar, DAV College, Jalandhar	To make the students aware of the freedom struggle and partition	87
2018	1	1	20/08/2018	1	Creative Writing	To enhance the creativity of the students	27
2018	1	1	21/08/2018	1	Extension lecture on Legal literacy and functioning of legal aid clinics organized by Legal Aid Club of SD College wherein Advocate Poonam Sharma delivered the lecture on the topic	To make the students aware of legal literacy and functioning of legal aid clinics	53
2018	1	1	08/09/2018	1	Blood Donation	To make the	150

					Camp	students and society aware of the importance of Blood Donation in saving life	
2018	1	1	13/09/2018	2	Hindi Diwas Celebrations	To stregnthen the bond of students with Hindi language	62
2018	1	1	26/09/2018	1	An extension lecture on Capacity of Minor under Indian Contract Act by Dr. Poonamdeep Kaur, Principal, College of Law, Rayat Bahra, Hoshiarpur	To spread awareness among the students on Capacity of Minor under Indian Contract Act	67
2018	1	1	29/09/2018	1	Birth Anniversary of Shaheed Bhagat Singh	To make the students aware of the contribution of Shaheed Bhagat Singh in Indian Freedom Struggle	105
2018	1	1	31/07/2018	1	Shaheed Udam Singhs Martyrdom Day	Social issues and their relevance in Nation Building	98
2018	1	1	02/08/201	1	Orientati	To	152

| 2018 | 1 | 1 | 10/08/2018 | 1 | Extension lecture on Literature and Folk Literature by Associate Professor Rajan Sharma, DAV College, Jalandhar | To make the students aware of the local literature and folk literature | 93 |

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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)
Code of Conduct for Faculty, Administration, Support Staff and Students	25/06/2018	The college publishes directives under the given title for various stakeholders and fosters the same in the various partakers through several activities and committees. These directives ensure discipline in the institution and help achieve the coveted goals in desired manners which further result in the smooth functioning of the institution. In addition to this, these directives are open to be revised every year as per the requirements.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Shaheed Udam Singhs Martyrdom Day	31/07/2018	31/07/2018	98
Orientation Programme	02/08/2018	02/08/2018	152

Extension lecture on Literature and Folk Literature by Associate Professor Mr. Rajan Sharma, DAV College, Jalandhar	10/08/2018	10/08/2018	93
Extension lecture on freedom struggle and partition by Associate Professor Mr. Manoj Kumar, DAV College, Jalandhar	10/08/2018	10/08/2018	87
Creative writing competition	20/08/2018	20/08/2018	27
Extension lecture on legal literacy and functioning of legal aid clinics organized by Legal Aid Club of SD College wherein Advocate Poonam Sharma delivered the lecture on the topic.	21/08/2018	21/08/2018	53
Talent Hunt Program	05/09/2018	05/09/2018	98
Blood Donation Camp	08/09/2018	08/09/2018	150
Hindi Diwas Celebrations	13/09/2018	14/09/2018	62
An extension lecture on Capacity of Minor under Indian Contract Act by Dr. Poonamdeep Kaur, Principal, College of Law, Rayat Bahra, Hoshiarpur	26/09/2018	26/09/2018	67

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

In the direction of keeping the campus eco-friendly, a large number of students and teachers commute using public transportation and shared vehicles. This practice helps protect the environment. In addition, the college campus is covered with lush green landscapes including approximately 100 species of trees and plants. Students and staff members are made aware of the energy conservation with the use of various initiatives including extension lectures, NSS activities, workshops, etc. The building provides spacious and airy rooms with ample natural light which saves electricity. The college has the least use of single-use plastic to make the environment clean. In lieu of plastic disposable glasses and plates, eco-friendly plates and glasses are used which are completely biodegradable. Students are made aware of the hazardous effects

of single-use plastic on the environment and life on earth. Various sorts of initiatives inspire students to minimize the use of plastic bags, straws, coffee stirrers, soda and water bottles. Besides, packaging of food in plastic material is completely banned in the campus. The college is constantly making efforts to make the office paperless. To realize this aim, the office staff is provided adequate training to use electronic means of communication such as emails. Most of the times, the messages are conveyed orally or electronically and the use of paper is only applicable where it is highly required. Five activities: 1. Tree Plantation 2. Single-use-plastic free campus 3. Havana 4. Re-Generate Competition 5. Use of public transportation and shared vehicles

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Life Skills Programmes • To build confidence among the students as well as staff members and enable them to work independently. • To develop knowledge and core skills among the students as well as the staff members. • To involve the students and staff members in a wide range of recreational, sporting, cultural and social-service activities. • To help the students as well as the staff members to strengthen their personal qualities and functional skills. • To help the students learn communication skills for personal and professional uses. • To provide the students with vocational training, work experience, college courses and careers guidance. • To help the students manage their own behaviour efficaciously and cope with emotions as well as stress. • To create a holistic, safe and secure living and learning surroundings. • To employ positive behaviour for a positive change in the society. Context The college believes in training the students as well as faculty members for the social and interpersonal skills in order to help them cope with the rapidly changing demands of everyday life. Thus, it has embarked on various life skills programmes with the aforementioned objectives. Practice In an effort to meet the given objectives, the college has initiated a wide range of activities under various heads. For instance, the Department of Computer Science and Applications organized special classes of "Tally 9.0 with GST" from February 5, 2019 to March 15, 2019 to teach the students how to maintain journals, ledgers, trial balance, and balance sheet electronically. The students also learnt to handle Tax entries like GST and VAT. Owing to the growing importance of computer literacy, this department also organized an IT Literacy workshop for the support staff from March 18, 2019 to March 30, 2019. Besides, Department of English delivered special classes for the English Grammar and Communication Skills to the interested students from March 5, 2019 to March 18, 2019. The Department of English also organized an extension lecture on Communication Skills, skill development and career guidance for the students. Department of Career Guidance Cell, LPU, also organized an FDP on High Order Thinking Skills at SD College, Hoshiarpur on February 2, 2019. The Students and other social groups have been encouraged to participate in various activities like Earn While You Learn, especially curated for girl students, various activities under Talent Hunt and Youth festival, a vast array of activities under NSS, Yoga Day Celebration, celebrations of various days bearing the state, national and international importance, visit to Old Age Home as well as Kushat Asharam, Blood Donation Camp, Eye Check Camp and Havana. These activities not only bolster the confidence of the participants but also help them identify their potentials. Working together in these activities, helped them acquire positive behavioural changes which surely contribute in a better individual and society. Evidence of Success All the staff members and students involved in these life skills have experienced various positive changes in their personal, professional and social lives. The large number of participants in these activities is itself a testimony of the success of the same. However, many of the activities became so attractive that the

participants had to compete to join the same. Besides, evidence of success of these life skills is very much visible in the campus, adopted village, surrounding areas, and more prominently, in the behaviour of the participants. Problems Encountered and Resources Required Although the said activities were concluded with a great success, yet the journey throughout the year was swarming with various challenges. The major challenge being the channelization of the youth for the aforementioned activities. Most of the students were not interested in the ground level undertakings. Besides, other social groups involved in these activities were least aware of the significance of the same. However, the organizing teams did their best to achieve the optimum results. Best Practice 2: Environmental Awareness Objectives: • To encourage the students and other social groups to acquire knowledge of pollution and environmental degradation. • To aware the students and other social groups to acquire sensitivity to the environment and its problems and help them to acquire a set of values for environmental protection. • To provide students and other social groups with an opportunity to be actively involved in environmental protection. • To make the surroundings cleaner and greener for the current as well as future generations. • To aware the surrounding people of the rapidly depleting natural resources and make them contribute to the conservation of the same. Context All of us have a moral obligation to protect the environment and elevate the sustainable development of our planet for future generations. The degradation of environment is jeopardising the long-term health and security of almost all the species on the earth. Thus, it becomes necessary that we take notice of the impact of our actions on the environment. In order to spread environmental awareness and protect the nature around us, we need to take certain measures and make efforts to undo some of the damage already caused by humans. Therefore, with the said objectives, the college has initiated various environmental awareness and protection programmes during the academic year 2018-2019. Practice The present lifestyle and industrialization has rendered the environment in very pathetic conditions. Working in the direction of the aforementioned objectives, the college is making massive investments in various activities to protect the environment. The first and foremost among the other important ones is the Havana that is performed on the very first day, i.e. Sankranti, of each Vikram Sambat month, which, along with strengthening the spiritual connections, also cleanses the environment. Besides, the college has undertaken various initiatives including the a wide range of activities under NSS, such as tree plantations, rallies, poster making, extension lectures, cleanliness, etc. An extensions lecture on environment by Retd. Prof. Daljit Singh, Govt. College Hoshiarpur on 6/09/18, a workshop on stubble burning, and Blood Donation organized by Youth Welfare Services on 5/10/2018 wherein Captain IS Dhami, Asst. Director, youth welfare services addressed 22 nodal officers, Green Diwali Awareness Program in association with Karwat-Ek-Badlaw Society on 2/11/2018, scientific poster presentation organized by science and environmental club in collaboration with department of biotechnology on 16/3/19, seminar on water conservation on World Water Day on 22/3/19 in the presence of Mr. Avinash Rai Khanna, An intra-college competition named Re-Generate on 11/08/2018 wherein students created beautiful models out of waste material, Panel discussion on Sustainable Development on 16/2/19, etc. Apart from the said activities, the faculty members also promote the environmental awareness and protection while teaching their syllabus. Evidence of Success The college has ensured the active participation of maximum number of students and other social groups in the initiatives undertaken to protect the environment. To a large extent, it has successfully sensitized the participants towards the issues concerned with the conservation of environment and encouraged them to spread the message of saving the environment and natural resources. Problems Encountered and Resources Required Although the said activities were concluded with a great success, yet the journey throughout the year was swarming with various challenges. The major

challenge being the channelization of the youth for the aforementioned activities. Most of the students were not interested in the ground level undertakings. Besides, other social groups involved in these activities were least aware of the significance of the same. However, the organizing teams did their best to achieve the optimum results.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://sdcollegehsp.net/BP.aspx

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

Earn While You Learn Objectives • To provide opportunities to students to earn while learning to meet their expenses. • To expose the students to the world of work before actual employment. • To give students hands on experience to boost confidence to face the world of competition. • To instill the students with a sense of belongingness and involvement in the development of the College. • To inculcate in the students values of hard work and dignity of labour. • To channelize the energy of the young students in positive activities. Context In the present context, owing to the increasing rate of inflation, many students are unable to pursue higher education. In order to address this problem, the Dept. of Fashion Designing, SD College Hoshiarpur provides a great opportunity to the students to meet the expenses of their studies through an initiative called "Earn While You Learn". Besides, this program is aimed at improving the skills of the students, boosting their self-confidence and making them independent. In this direction, the department organizes a number of workshops and exhibitions. Practice This initiative of "Earn While You Learn" teaches students to make handicrafts which can bring them a handsome earning. Students can learn bakery items, pottery, making decorative items, and various types of fashion designing items. Besides, skills like rangoli making, poster making, clay modeling, rakhi making, etc. are also taught to the students. The items prepared by the students are mostly sold out in various exhibitions organized in the college. During 2018-2019, the Department of Fashion Designing conducted a Mehandi Application on 13/8/2018 Preparation of Cupcakes on the eve of Blood Donation Camp on 8/9/2018 Pryaas: Ek Koshish, an Exhibition-cum-Sale under "Earn While You Learn" program held on 3/2/2019 and 3/4/2019 and Preparation of Gifts for Vice Chancellor, Panjab University on the eve of Convocation on 3/4/2019. All these skills are aimed at meeting the aforementioned objectives. Evidence of Success "Earn While You Learn" attracts variety of students because it does not only provide them with an earning but also boost their confidence to support themselves and their families as well. Every year, the college organizes various exhibition-cum-sales in the college which is a testimony that the college is providing the students with a truly meaningful skill. Resources Required This initiative does not require any resources which are beyond the reach of the students. The college has already provided them with a fully-equipped fashion designing lab. The raw material is easily available and the students also make good use of discarded items to develop attractive pieces of art. Challenges Owing to the absence of an adequate job market, the skills learned under this program rarely become the ultimate career options for the students to earn their livelihood. Moreover, students enrolled in these programs do not find fair markets to sell their products. Though the college is making sincere efforts to fulfil this gap, yet these challenges pose a great hurdle in the success of this program.

Provide the weblink of the institution
http://sdcollegehsp.net/ID.aspx

8.Future Plans of Actions for Next Academic Year

To work for enhancement of quality benchmark in teaching and administration activities. Chalk out strategies for the holistic development of students. Capacity building exercises for students and teachers Work for continuous enhancement in teaching and learning environment Conduct seminars and workshops for teachers and students Promotion of research in the college Take steps to improve and create infrastructure in the college Impetus on introduction of new courses and programs in the college To build and nurture quality culture in the college To build infrastructure for green initiatives