



Yearly Status Report - 2019-2020

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 HOSHIARPUR
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.PARSHANT 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/ac2019.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC	15-Mar-2006
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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
Water Harvesting System in Campus	05-Nov-2019 57	5
Earthworm Compost Pit	01-Dec-2019 47	4

Solar Power Harvesting Plant	09-Mar-2021 100	6
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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	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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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 Promoting environment friendly activities

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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
Academic initiative	The college organized a book exhibition and talk to mark the 550th birth celebrations of Guru Nanak Dev ji. The MSTs for the session witnessed changes

	like double evaluation, Secrecy of roll numbers. The college applied for Vocational courses in the subjects of Computers and Commerce. The manure from the worm pits was used in flower beds and under the trees. academic and administrative audit done in the college
Environment friendly activities	Soler plant inititated Vermi compost project completed 1. The junk material in the campus was disposed of to create more open spaces. Roof top rain water harvesting project installed
Holistic develoment of students	The college NSS unit conducted a cleanliness and awareness drive at the Hoshiarpur railway station. An awareness lecture was organized with Dr Naresh Sud as resource person to awaken the staff and the students to donate blood and platelets
Conducting workshops, extention lectures and seminars	Orientation program was organized Languages and Humanities organized an ICSSR sponsored national Seminar on History, Culture and Literature of the Marginalized Computers organized a DCDC, PU, CHD sponsored seminar on ICT in classroom Teaching.
Improvement of infrastructure	Water purification system in the college for drinking was assessed and new water filters were installed. The outer space for parking lot was reinforced with concrete slabs to enhance parking space.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Office bearers	02-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	15-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has management information system. The management is updated on admission in courses. Various academic and financial matters are discussed and decided by management.

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 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 Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Web Designing and Multimedia	-	16/07/2019	45	The candidate with Web Designing and Multimedia will have scope in the	The Course enables the students to develop web based applications using various

				field of Web Designing, Web Development and animation. Advanced skills will help the candidate to procure job in Multi-national Companies.	tools and helps in learning fundamentals of multimedia and creating multimedia applications using FLASH.
Computer Based Accounting	-	16/07/2019	45	Computer Based Accounting offers the candidate a great advantage to get a job as administrative executive, finance manager and accounts manager in India as well as Multi-national Companies across the world easily.	The course is aimed at developing skills regarding Preparation of Final Accounts, Accounting Database Management MS excel and its applications in Accounts, use of Tally Software in managing books of accounts.
E-Commerce	-	16/07/2019	45	The candidate with E-commerce will have job opportunity in financial sectors and others jobs involving matrimonial, insurance, online classifieds and online transactions. The scope also includes the travel	The course helps to promote understanding the basics of commercial websites, Handling Electronic payments via debit and credit cards.

industry,
digital
downloads
and e-
retailing.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA	Nil	16/07/2019
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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 , BI	16/06/2020
BBA	MARKETING MGT , HRM , FINANCIAL MGT	16/06/2020
BA	HINDI , PUNJABI , ENGLISH , ECONOMICS , POLITICAL SCIENCE , HISTORY , PHYSICAL EDUCATION , PSYCHOLOGY, PUBLIC AD , EDUCATION , MATH	16/06/2020

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

	Certificate	Diploma Course
Number of Students	11	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 ART CRAFT	01/08/2019	15
MICROBIOLOGY TEST LAB PRACTICES FERMENTATION TECHNOLOGY	27/08/2019	6
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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	Nil	20
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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

Response: 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 analyzed 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	Computer	30	3	3
BA	Arts	300	56	52
BBA	Commerce	120	75	75
BCA	Computer	120	80	80
BCom	Commerce	420	367	367
MCom	Commerce	80	35	35
BSc	Bio Tech	90	6	6
BSc	Non Medical Non Medical	30	10	8

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	594	38	31	Nil	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	Number of smart classrooms	E-resources and techniques used
42	42	4	4	4	19
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Each teacher in all departments is assigned with the task of mentoring 15-20 students. This programme is conducted at two levels group and personal. All teachers conduct at least three group level interviews of his group every year. The personal level interviews with the students are also conducted periodically. As 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 many more. All mentors keep a confidential data sheet about their students, "mentors assessment of students" which records a report of mentoring done by the teachers. These reports are periodically evaluated by a team of teachers selected from each department. The mentoring programme is monitored by a committee consisting of the Principal, Vice Principal and a band of experienced faculty .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
632	42	1:15

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
42	42	Nil	15	7

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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2020	Dr Nand Kishor	Principal	IMHRD
2020	Mr Parshant sethi	Registrar	IMHRD
2020	Ms Manjit Kaur	Assistant Professor	IMHRD
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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
MCom	Commerce	4th sem	10/05/2020	24/12/2020
BCom	Commerce	6th sem	10/05/2020	21/10/2020
BBA	Commerce	6th sem	10/05/2020	08/10/2020
BCA	Computer	6th sem	10/05/2020	09/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation(CIE)The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The Institute Exam cell framed guidelines for conducting the CIE in line with calendar of the Affiliate University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE: Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the question paper for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy. Scrutiny of the prepared question paper is carried out by HoD/ Subject expert to ensure quality of the Question paper. Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction. The faculty submits the re-corrected scripts to the examination branch and marks are displayed on the notice board. Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty, HoD and Principal. Upload of assessment marks in university web portal and subsequently communicated to parents. The evaluation for theory courses are assessed covering both internal and university examinations. The evaluation for laboratory courses are assessed in the similar pattern followed for theory courses. For each laboratory sessions, the student is assessed through viva questions, observations. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations , understanding of the project, presentation skills, communication of ideas , technical knowledge , team work and project management. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counseling. Counseling Sessions are used to sort out the personal issues, academic and non-academic

problems. 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 Students must satisfy eligibility criteria and 75 percent attendance.

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

College opens and normal admission for ongoing classes begins from 08th July,2019-23rd July 2019. With Hawan and Orientation of students Teaching start for ongoing classes 23.07.2019. Late admission with approval of principal 24.07.2019 to 13.08.2019. Late admission with approval of Vice-Chancellor 14.08.2019 to 31.08.2019 Academic Term of Odd Semester 23.07.2019 to 30.11.2019.(teaching days105). End semester examination 02.12.2019 to 21.12.2019. Winter break 22.12.2019 to 08.01.2020. Academic term 2 Even Semester, College reopen 09.01.2020 to 10.05.2020(Teaching Days99). End semester Examination Online mode for only exit classes. 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. Last date for UG and PG course for admission in First year courses have been extended to 07/12/2020 with VC permission. University Final examinations(practicals) for exit classes of Graduation and Post graduation classes commenced w.e.f 11/09/2020 and University Final examinations(Theory) or exit classes of Graduation and Post graduation classes commenced w.e.f. 17/09/2020 . For continuing UG and PG courses , no examinations were conducted by the university and evaluated results were declared by university.

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://www.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
BA	BA	arts	12	12	100%
Mcom	MCom	Commerce	14	14	100%

PGDCA	PGDCA	computer	2	2	100%
BCA	BCA	Computer	25	25	100%
B.comm	BCom	Commerce	115	115	100%
BBA	BBA	Commerce	20	20	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://sdcollegehsp.net/doc/FB/f1920.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	Gupta Trading Company	0.35	0.35
Any Other (Specify)	181	Vijay Enterprises	0.5	0.5
Any Other (Specify)	181	Gupta Furniture House	0.35	0.35
Any Other (Specify)	181	Kabir Textiles Mills	0.35	0.35
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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
Patent Laws in Research	commerce	17/08/2019
Techniques of Plagiarism Detection	Economics	18/09/2019
IPR and Emerging trends in Information Technology	computers	04/12/2019
IPR and Investor Awareness	Commerce	12/02/2020
Intellectual Property Rights in Teaching	Economics	18/08/2020
Patent Rights : Issues and Challenges	Biotechnology	12/12/2020

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	nil	nil	Nil	nil
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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
nil	nil	nil	nil	nil	22/12/2020

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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
Economics	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	1	0
International	computer	1	5.47
International	Bio-tech	1	0
International	Social science	2	0

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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
liberary	2
Physical education	1
bio-tech	1
languages	8
Computer Science	4
Social Science	10
commerce	14

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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	0	Nil
0	0	0	2020	0	0	Nil

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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
A Bolasso based Consistent feature selection enabled random forest classification algorithm: An Application to credit risk assessment	Nisha Arora and Dr Pankajdeep kaur	Applied soft computing	2020	1	10	GNDU , Regional campus, jalandhar
0	0	0	2019	Nil	Nil	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	37	174	1	2
Presented papers	9	47	1	Nil
Resource persons	1	Nil	1	Nil
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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
lecture on Drug addiction	NSS/NCC	7	93
Youth leadership camp from 1st August to 10th August at Manali	NSS	1	6
old age home visit on 8th August, 2019	NSS/NCC	7	25
Swachh Pakhwara from 1st to 15th Aug. 2019	NSS	7	100

celebration of independence day	NSS/NCC	38	62
pledge on sadhwavna diwas on 20th August	NSS/NCC/Red Ribbon club	30	100
Eye donation awareness camp on 24August,2019	NSS	7	100
Fit India movement on 29th August.2019	/NCC/Red Ribbon Club	40	110
Lecture on drug addiction and female feticide on dated 3rd September,2019	NSS/Red Ribbon Club	5	35
Poster making competition on save environment on dated 9thSept ,2019	NSS	5	16
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood donation camp	Appreciation letter	Bhai Ghanaiya ji Charitable blood bank and Hospital	200
Extension lecture on Action Research	Appreciation letter	Moga College of Education for girls	50
NCC Officers Training	Appreciation letter	NCC Officers Training Academy	1
C-vigil Team -043	Award of Honour	Sub divisional magistrate, Hoshiarpur	1
Extension lecture on new education policy	Appreciation letter	babe ke college of education	54
Social Service Education Award for social work	Appreciation Letter	international Human Right organization	100
Social Service Education Award for social work	Appreciation letter	international Human Right organization	100
clean , green and pollution free campus	Appreciation letter	Municipal Corporation, Hoshiarpur	150
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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 activities	Number of students participated in such activities
Lecture on drug addiction	NSS/NCC	Extension lecture on Action Research	7	93
Youth leadership camp from 1st August to 10th August at Manali	NSS	Youth leadership camp from 1st August to 10th August at Manali	1	6
old age home visit on 8th August, 2019	NSS/NCC	old age home visit on 8th August, 2019	7	25
Swachh Pakhwara from 1st to 15th Aug. 2019	NSS	Swachh Pakhwara from 1st to 15th Aug. 2019	7	100
celebration of independence day	NSS/NCC	celebration of independence day	38	62
pledge on sadhwavna diwas on 20th August	NSS/NCC/Red Ribbon club	pledge on sadhwavna diwas on 20th August	30	100
Eye donation awareness camp on 24 August, 2019	NSS	Eye donation awareness camp on 24 August, 2019	7	100
Fit India movement on 29th August, 2019	NSS/NCC/Red Ribbon club	Fit India movement on 29th August, 2019	40	110
Lecture on drug addiction and female feticide	NSS/NCC/Red Ribbon club	Lecture on drug addiction and female feticide	5	35
Poster making competition on save environment on dated 9th Sept, 2019	NSS	Poster making competition on save environment on dated 9th Sept, 2019	5	16
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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 Trends in sale of VIVO smart	01	Gupta Trading Company	181

phones vis/a/vis other brands in Hoshiarpur			
Research project on Customer satisfaction survey with regard to culinary and entertainment services provided by Vijay enterprises	01	Vijay Enterprises	181
Research project on Customer requirement and satisfaction	01	Gupta Furniture House	181
Research project on Customer needs and preferences in clothing in the city Hoshiarpur	01	Kabir Textiles Mills	181
Education cooperation, faculty and student exchange and quality improvement	02	nil	1826
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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
nil due to COVID-19	nil	nil	Nil	Nil	NIL
No file uploaded.					

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
G.G.D.S.D. College, Haryana	04/01/2020	Purpose of Educational co-operations	150
Xenea Technologies Pvt. Ltd., Delhi	16/10/2019	seeking expertise in vocational field and to provide teachers and students a platform	150

for professional growth.

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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
1893092	2044657

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15067	1240014	57	30296	15124	1270310
Reference Books	18818	2318761	87	33267	18905	2352028

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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
Keshav	Linux Operating system in Hindi	Youtube	31/03/2020
Keshav	How to set file and directory permissions in linux	Youtube	29/03/2020

Keshav	Linux commands tutorial [HINDI]	Youtube	03/04/2020
Keshav	Linux umask tutorial [Hindi]	Youtube	06/04/2020
Keshav	How to change file permissions in Linux	Youtube	10/04/2020
Keshav	Basic linux commands in hindi for beginners-2	Youtube	12/04/2020
Keshav	vi editor basics	Youtube	16/04/2020
Isha	Benefits of Operations Research	Youtube	12/06/2020
Isha	Meaning of Operations Research	Youtube	12/06/2020
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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	85	67	85	85	0	5	13	50	0
Added	0	0	0	0	0	0	0	0	0
Total	85	67	85	85	0	5	13	50	0

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

50 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 incurred on maintenance of physical facilities
1647402	3133017	2364969	2526358

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)

<p>The college ensures optimal allocation and utilization of the available financial resources 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</p>

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 calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises. • 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.Lab Assistant is appointed whose duty is to monitor the systems periodically .Updating of software's is done by lab assistants. If any fault is detected by him, immediate action is taken to repair those parts through suitable vendors. For new purchases, quotations are taken from suitable vendors and order is then placed. 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 nongovernmental organizations for conducting the exams like scholarships Provisions: • Budget provisions are made for new as well as old facilities, repairs and maintenance.

<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	Fees concession	64	240075
Financial Support from Other Sources			
a) National	Post Matric Scholarship	8	177974
b)International	Nil	Nil	Nil

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 enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation	21/06/2019	50	Akhil Bhartyia yoga sansthan

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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 passed in the comp. exam	Number of students placed
2019	Career Counselling at Arts Department	Nill	50	Nill	Nill
2019	Orientation for students of first year	Nill	200	Nill	Nill
2019	Seminar on Aptitude building and faster Mathematics	Nill	100	Nill	Nill
2019	visit of the students to DBEE	Nill	40	Nill	Nill
2019	visit to Mega Rozgar Mela at Rayat Bahra Institute, Hoshiarpur	Nill	40	Nill	Nill
2020	Placement drive at Rayat Bahra, Hoshiarpur	Nill	30	Nill	Nill
2020	Seminar on career counselling at SD collegiate school	Nill	50	Nill	Nill
2020	Visit of the students to DBEE	Nill	40	Nill	Nill

2019	carrer counselling at Computer Science Department	Nill	40	Nill	Nill
2019	Career Counselling at Commerce Department	Nill	150	Nill	Nill

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
203	203	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nill	Nill	visit to DBEE	120	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	31	Nill	Nill	Nill	Nill
2020	32	Nill	Nill	Nill	Nill

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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	1
No file uploaded.	

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

Activity	Level	Number of Participants
Celebration of Teej	college level	185
Independence Day	college level	45
Talent hunt competition	college level	100
Fitness pledge programme	College level	150

Youth festival	Zonal and inter zonal	100
Lohri celebration	college level	45
Republic day celebrations	college level	50
Athletic Meet	College level	200
Short story writing competition (online)	inter college	39
Poem recitation	inter college	18
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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
Nil	nil	Nil	Nil	Nil	Nil	Nil
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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 student council of SD college, Hoshiarpur is a part of several committees such as IQAC, Anti ragging committee ,Cultural Committee, Training and Placement. They carry out the important task of coordination among heads of different committees and play a decisive role in the smooth conduct of events, functions and activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

18

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

71600

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting of Alumni Association held on 2/9/19

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 NSS unit of the college devised a plan to conduct seven day NSS camp in Dec 2019 in the college premises. The programme officers deputed senior volunteers as heads of different groups and made it mandatory for these heads to chalk out the strategy for the day in consultation with the programme officers and get the task cut out for the day from the team assigned to them. This practice of

decentralization was helpful as the members of the group were ably led by their prefects in accomplishing the task for a particular day. The programme officers could easily oversee the performance of the groups from an objective stance and judge them on their merit exclusively. The students also appreciated this practice of decentralization in the campus and asked the teachers to continue this practice in the years to come. The Departments of Languages and Social sciences organised a National Seminar in the month of March, 2020 on the topic of Marginalisation. To facilitate the smooth organisation of this event, the office told the team to form a committee . Teachers were given tasks from inviting papers to publishing certificates, arrangements at venue and facilitation of resource persons, editing of the book published and secure the release of the book on the day of the event. It was a memorable event which was greatly inspiring to one and all for its neat arrangements and right person at right place. The fresher staff learnt a lot from their seniors in managing this event in the college premises. major events are possible through participative management and this national Seminar was a perfect example of it.

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
Examination and Evaluation	Internal tests are being conducted on a routine basis. Unit tests and pre final tests are also conducted. Evaluation of internal and external exams are on fair basis.
Curriculum Development	Introduction of new courses in computer application and commerce or business manegment
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. study materials like PPT/ PDF are shared with students. organizing conferences, seminars, workshops and guest lectures. Deputation of students and Faculty for conferences, seminars, workshops. Remedial classes. Student counselling and Internal tests are being conducted on a routine basis. Organizing student seminars on recent trends and developments in respective subjects.
Research and Development	Encourage the staff for research work

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.

	Registration and students return are through online. Recruitment criteria of new faculty is also uploaded on the official website.
Administration	Leave applied through email. Online prospectus is available on college website. All important administrative information including notices are regularly published on the website. Bio- Metric attendance for all staff members. The college office is linked through the CCTV with the Principal office for the 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 and portal - college.sdcollegehsp.net 2Smart classrooms, 1 Virtual classroom with video conferencing facility.
Examination	The forms of 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. Result 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
2020	Asst. Prof Harjyot Kaur	4 weeks orientation course	S. D College, Hoshiarpur	1000
2020	Mrs. Sunita devi (Librarian)	2 days seminar cum workshop on Intellectual Property rights and Plagiarism	S. D College, Hoshiarpur	1000
2020	Asst. Prof. Jyoti Bala	2 days workshop at GST	S. D College, Hoshiarpur	1000
2019	Asst. Prof. Isha	6 days FDP on latest trends in teaching	S. D College, Hoshiarpur	1000

		pedagogy		
2019	Asst. Prof. Pooja	6 days FDP on latest trends in teaching pedagogy	S. D College, Hoshiarpur	1000
2019	Dr. Palwinder Kaur	7 days National workshop on Advanced Statistical tools and methods	S. D College, Hoshiarpur	1000
2020	Asst. Prof. Vipan kumar	One day National Seminar on Hashiagat samuha de chaitana	S. D College, Hoshiarpur	1000
2020	Asst. Prof. Manjit Kaur	2 days workshop at GST	S. D College, Hoshiarpur	1000
2020	Dr. Gurcharan Singh	One day National Seminar on Hashiagat samuha de chaitana	S. D College, Hoshiarpur	1000
2020	Asst. Prof Parashant sethi	Seven day fdp on structural equational modeling	S.D College, Hoshiarpur	1000
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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)
2019	National Seminar on Investor Awareness	Nil	05/08/2019	05/08/2019	30	Nil
2020	Nil	IT literacy workshop	20/01/2020	05/02/2020	Nil	15
2020	Ten day workshop on online teaching applications	Nil	17/06/2020	26/06/2020	Nil	25

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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
Certificate Course	1	Nil	Nil	07
Symposium	3	Nil	Nil	07
orientation	7	Nil	Nil	172
Seminar	31	Nil	Nil	79
Refresher course	10	Nil	Nil	1099
conference	10	Nil	Nil	44
short term course	2	Nil	Nil	5
workshop	17	Nil	Nil	92
FDP	15	Nil	Nil	225
webinar	21	Nil	Nil	194

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	13	9	15

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, Physically handicapped, 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 discrepancies 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
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Principal, S.D Collegiate, Pt. Amritanand Sr. Sec. School/Dr. Gurcharan Singh/Adesh Behl/Naveen Jairath/Anupam J.M. Upadhyay	279700	donations
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6.4.3 – Total corpus fund generated

376088

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	Nil	Nil	Yes	Principal and HoDs
Administrative	Nil	Nil	Yes	Principal and HoDs

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 Meet after the MST to apprise the parents of the performance of their ward
- 3.

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

IT Literacy workshop for support staff of the college from 20.1.2020 to 1.2.2020

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

- 1.The college applied for UGC Assistance for girls hostel.
- 2.Students and staff may be given computer training by a fixing a suitable short term programme.
- 3.Internet accessibility may be used by the students and staff members more effectively.
- 4.Faculty members should become members of professional bodies and they should attend regularly seminars/conference for their respective subjects by using the UGC funds.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Water Harvesting System in Campus	05/11/2019	05/11/2019	31/12/2019	5

2019	Earthworm Compost Pit	01/12/2019	01/12/2019	16/01/2020	4
2020	Solar Power Harvesting Plant	09/03/2020	09/03/2020	16/06/2020	6
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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
Youth Leadership Camp at Manali	01/08/2019	10/08/2019	7	Nil
Art and Craft Workshop under theme Earn While You Learn	02/08/2019	03/08/2019	22	Nil
Mehandi Designing Competition on the eve of Haryali Teej	14/08/2019	14/08/2019	10	Nil
Teej	23/08/2019	23/08/2019	170	15
Mehandi Application on the eve of Karva Chauth under theme Earn While You Learn	16/10/2019	16/10/2019	29	Nil
Eggless Baking Workshop under theme Earn While You Learn	16/11/2019	16/11/2019	18	Nil
NALSA Compensation Scheme for Women Victims/Survivors of Sexual Assault	24/01/2020	24/01/2020	15	5
Students prepared gifts for resource persons during National Seminar	19/02/2020	19/02/2020	2	Nil

organized by Dept. of Computer Science				
A National Seminar on Women's Rights, Child Abuse and Drug Addiction in collaboration with Interanation Human Rights Organization (Affiliated to UNO)	27/02/2020	27/02/2020	41	16
Students prepared gifts for resource persons during National Seminar organized by Dept. Languages	07/03/2020	07/03/2020	2	Nil
Women Day Celebration	08/03/2020	08/03/2020	90	10

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

During the session 2019-2020, in order to create environment awareness, the college undertakes various initiatives like Swachhta Pakhwada (1/8/2019 to 15/8/2019), Jal Shakti Abhyan (20/8/2019), Poster-making competition on save water (9/9/2019), A Lecture and Group Discussion on Save Water and Rain Water Harvesting (16/9/2019), Lecture on No Use of Plastic Water Conservation (18/9/2019), Poster making competition against the use of plastic (18/9/2019), cleanliness program and save water awareness program at railway station, Hoshiarpur (19/9/2019), national seminar on "Swachh Bharat Swasth Bharat" (4/10/2019), Lecture on Save Water and Pledge ceremony on the occasion of 550th birth anniversary of Guru Nanak Dev Ji (16/11/2019), nukad natak on environment (27/2/2020), distribution of pamphlets to prevent corona virus (5/3/2020), tree plantation (5/6/2020), mask distribution (20/6/2020), a campaign against coronavirus and stubble burning (22/10/2020), various activities and lectures under NSS camp (27/12/2019 to 2/1/2020), etc. Besides, the college has also invested in Vermi-compost unit to produce organic manure, water-harvesting project to increase the level of ground waters, and Solar energy plant to produce electricity during this session to protect the environment. 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 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 serves 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.

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	Nil
Any other similar facility	Yes	22

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	11/07/2019	1	Seminar on Drug-Addiction	Drug-Addiction	100
2019	1	1	15/07/2019	1	National Seminar on Higher Education Policy	Myths about Higher Education Policy	98
2019	1	1	22/07/2019	1	Akhand Bharat	Unity among Indians	40
2019	1	1	28/07/2019	1	Orientation	Introduction of staff and administration of the college to the new students	200

2019	1	1	01/08/2019	10	Youth Leadership Camp at Manali	To bolster the sense of leadership among girls	7
2019	1	1	09/08/2019	1	Technical Competition titled Tech Extempore	Competition among students	30
2019	1	1	15/08/2019	1	Independence Day	Importance of freedom and martyrdom	100
2019	1	1	20/08/2019	1	Importance of freedom and martyrdom	Behavioral improvements	130
2019	1	1	20/08/2019	1	Jal Shakti Abhyan	Water Conservation	59
2019	1	1	23/08/2019	1	Teej	Unity among women	185

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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	25/06/2019	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
Seminar on Drug-Addiction	11/07/2019	11/07/2019	100
Akhand Bharat	22/07/2019	22/07/2019	40
Orientation	28/07/2019	28/07/2019	200
Swachhta Pakhwada	01/08/2019	15/08/2020	107
old age home visit	08/08/2019	08/08/2019	32
Independence Day	15/08/2019	15/08/2019	100
Sadbhawna Diwas	20/08/2019	20/08/2019	130
Jal Shakti Abhyan	20/08/2019	20/08/2019	59
Teej	23/08/2019	23/08/2019	185
Eye donation awareness camp by NSS	24/08/2019	24/08/2019	107

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

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. The College has invested in the Solar power plant which does not contribute in the depletion of natural resources to produce electricity. The electricity so produced is used within the campus and helps reduce the electricity bills. Similarly, the water harvesting project and vermi compost unit help conserve the natural resources and save the funds of the institute. Five activities: 1. Tree Plantation 2. Single-use-plastic free campus 3. Solar power plant 4. Rain water harvesting 5. Vermi compost unit

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 a technical competition titled "Tech Extempore" on 9/8/2019 to impart technical know-how to the students.

Besides, this department also conducted a workshop on Programming language (python) for the students on 29/8/2019 and a 15-Day Computer literacy workshop for support staff from 20/1/2020 to 5/2/2020. Department of Commerce organized a national seminar on Investor Awareness on 24/8/2019 to develop the investment skills of the students. 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, Blood Donation Camp, Eye Check Camp, Havana, etc. 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 behavioral 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 Fadman, surrounding areas, and more prominently, in the behavior 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 was posed by the pandemic of COVID-19 towards the second half of this session. This pandemic had catastrophic impacts on the execution of major activities like seminars, workshops, camps, career-counseling programmes, etc. The channelization of the youth for the aforementioned activities was another challenge as 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 jeopardizing the 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 2019-2020. Practice The present lifestyle and industrialization has rendered the environment in very pathetic conditions. Marching ahead to achieve 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 like Swachhta Pakhwada (1/8/2019 to 15/8/2019), Jal Shakti Abhyan (20/8/2019), Poster-making competition on save water (9/9/2019), A Lecture and Group Discussion on Save Water and Rain Water Harvesting (16/9/2019), Lecture on No Use of Plastic Water Conservation (18/9/2019), Poster making competition against the use of plastic (18/9/2019), cleanliness program and save water awareness program at railway station, Hoshiarpur (19/9/2019), national seminar on "Swachh Bharat Swasth Bharat" (4/10/2019), Lecture on Save Water and Pledge ceremony on the occasion of 550th birth anniversary of Guru Nanak Dev Ji (16/11/2019), nukad natak on environment (27/2/2020), distribution of pamphlets to prevent corona virus (5/3/2020), tree plantation (5/6/2020), mask distribution (20/6/2020), various activities and lectures under NSS camp (27/12/2019 to 2/1/2020), etc. Besides, the college has also invested in Vermi-compost unit to produce organic manure, water-harvesting project to increase the level of ground waters, and Solar energy plant to produce electricity during this session. These major investments have enabled the college to significantly protect the environment. 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 was posed by the pandemic of COVID-19 towards the second half of this session. This pandemic had catastrophic impacts on the execution of major activities. Besides, it delayed the completion of Solar energy plant. The channelization of the youth for the aforementioned activities was another challenge as 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://www.sdcollegehsp.net/detail1.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

Distinctive Practice: 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 2019-2020, the Department of Fashion Designing conducted an Art Craft Workshop on 2/8/2019 a Mehandi designing competition on 14/8/2019 a Mehandi Application on Karva Chauth on 16/10/2019 an Eggless Baking Workshop on 16/11/2019. Besides, students prepared gifts for resource persons during National Seminars organized by Dept. of Computer Science on 19/2/2020, and by Dept. Languages on 7/3/2020.

Apart for this, under this scheme, students also prepared masks which were donated to the general masses during the lockdown period. 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 use discarded items to develop attractive pieces of art. Challenges Although, the said activities were successfully concluded, yet the journey throughout the year was swarming with various challenges. The major challenge was posed by COVID-19 which hit the various activities under this initiative like workshops and exhibitions. Besides, the absence of an adequate job market, and fair markets to sell the products are major challenges for this scheme.

Provide the weblink of the institution

<http://www.sdcollegehsp.net/doc/EWYL1.pdf>

8.Future Plans of Actions for Next Academic Year

To set and strive to achieve 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