



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		S.D. COLLEGE, BARNALA
Name of the head of the Institution		Dr. Rama Sharma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01679-230005
Mobile no.		9876133122
Registered Email		sdcbnl@yahoo.com
Alternate Email		sdcbnl@gmail.com
Address		Near Railway crossing, KC Road
City/Town		Barnala
State/UT		Punjab
Pincode		148101
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Rajesh Kumar Gupta
Phone no/Alternate Phone no.	01679230005
Mobile no.	9872041777
Registered Email	sdcbnl@yahoo.com
Alternate Email	sdcbnl@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sdcollegeinstitutions.org//S.D.%20College/templates/ind/images/AQAR2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sdcollegeinstitutions.org/S.D.%20College/index-AcadamicCalender.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.22	2018	26-Sep-2018	25-Sep-2023

6. Date of Establishment of IQAC

18-Jul-2016

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
IQAC Meetings	16-Jun-2019 1	16

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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
S.D. College Barnala	B.Voc (Medical Laboratory Molecular Diagnostic Technology)	U.G.C	2019 365	180000
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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 :

5

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

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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)

• Preparation and submission of proposal for DBT Star College Strengthening Scheme. • Preparation and submission of proposal to UGC for starting vocational courses like Food Processing, Retail management and Hardware Technology Networking. • Developing E content and loading on Institute's YouTube channel • Conducting Internal Academic and Administrative Audit. • Conducting and analyzing Student Satisfaction Survey and taking feedback from students and analyzing it.

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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	Achievements/Outcomes
To appoint full time dedicated	For strengthening the B.Voc. ML MDT, Dr

Assistant Professor and laboratory staff for strengthening the B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) program.

Vandana Kukreja was appointed as a full time dedicated Assistant Professor. Laboratory and other supporting staff was also provided.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Academic Council	03-May-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

13-Mar-2020

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 a Management Information System that is used for decision making, and for the coordination, control, analysis, and visualization of information in the organization. Most of the required information is displayed on the college website. The following modules are accessible in the MIS portal of the college: About Us: This module contains brief information regarding college and managing committee. College vision, mission, objectives, affiliation certificate, 2b and 2f certificate and NAAC accreditation certificate are also displayed in this module. A sub module pertaining to brief information about our weekly news paper "Samaj Te Patrakar" is also present under module about us. Academic: The Academic Module provides information that helps in admission process of all UG and PG Courses. This module provides all the information about eligibility and process of admission in the various courses running under different departments of the college. Academic

calendar and coacademic calendar are also displayed under this module which provides information regarding various important dates and programmes to be organised in the current session. Detailed information regarding teaching and nonteaching staff is also available in this portal. Student Corner: This module provides all the information regarding various Cells and Committees working for the development and security of students in the college campus. Besides College Library, this module offers information about a range of Cells operational in the college that includes Training and Placement Cell, Career Guidance Cell, Grievances Redressal Cell, Anti Ragging Cell, Cell for Divyangjan, Student Counselling Cell, Student Welfare Cell, Women Welfare and Sexual Harassment Cell, NSS and NCC. Students can access all information regarding books available in the library with the help of library Web OPAC link accessible in the student corner module. Students can also access different resources subscribed by the college under sub module library corner. News and Notice board: All the information about all activities to be held in the college is offered in this module. This module also provides information regarding academic notices, examination and date sheet. Student Query Form: Students can ask for any information regarding admission or about the facilities available in the college by using student query module. Download: Students can download COs, POs and PSOs of all the courses and subjects through this module. Student satisfaction survey form is also available to download under this module. Online Registration Forms: All the students submit their university registration forms online at entry level. SMS and Email Service: Students and teachers are provided urgent information through SMS service and teachers are also intimated through email. All the information as regards Mid Semester Exams and Students' assessment is also submitted through emails. College website also provides link for SSR, AQAR and minutes of IQAC meetings and their ATRs.

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

S.D. College, Barnala is affiliated college of Punjabi University, Patiala and follows curriculum prescribed by it. The institute makes its best efforts for effective delivery and dissemination of curriculum made available to the college at the beginning of the session. The date of commencement and ending of semester/session is decided by the university. To support the needs of changing curriculum and pedagogy the college infrastructure and facilities are continuously upgraded. For the effective implementation of the prescribed curriculum following strategies are adopted: Time Table: - The Academic Calendar along with the time table of Arts, Commerce, Science, Computer, Management, B.Voc etc. is prepared at the beginning of each academic session according to the number of elective subjects and the options offered to the students. The same is displayed on the Student's Notice Board. All the departments pay due consideration to the specialization area of teachers, their experience and level of course to be handled while deciding teaching workload. Creation of sections: The Time Table committee divides different classes into sections of appropriate strength for each subject as prescribed by University/UGC. Rooms and laboratories are arranged to ensure the smooth conduct of classes. Classroom teaching: Department wise academic calendar is prepared. The teachers acquaint the students with the prescribed course content, texts and recommended relevant books. Wherever possible ICT facilities or e-resources are used for better understanding of topic. Many classrooms have overhead projector facility for both faculty and students. To facilitate the learning process the students are encouraged to actively participate in group discussions. Method of teaching: As most of our students come from the rural background so the bilingual method of teaching is adopted to enable the slow paced learners towards better understanding. Along with the successful completion of the curriculum, sufficient time is reserved for solving the problems and clearing the doubts of students. College library: College library is well equipped with books on various programs/courses taught in the college and the library committee ensures that latest books and journals related to the curriculum are procured by it. Books are issued to the students from Central Library and departmental book banks. Internet facility: Besides being a Wi-Fi campus, there is student and teacher centre in the computer department where students and teachers can access internet facility. Educational tours and trips: Field visits of students of various departments are organized to Universities, Industries, Science city, Hari ke Wetland, historical and other important places, etc., that not only broadens their mental outlook but also provide adequate exposure and knowledge. Academic Evaluation: The academic performance of student is monitored by conducting continuous evaluation and the internal assessment is monitored through assignments, classroom performance, class test and MST's etc. Semester end examinations are conducted as per university schedule. Mentoring: Teachers mentor the students and help the academically weak students. Remedial coaching is provided to the weak students to help them learn better. It is also given to meritorious students to excel in their fields.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Advanced	01/07/2019	365		After

Diploma in
Medical
Laboratory
and
Molecular
Diagnostic
Technology

Technicians doing
in private 1 diploma the
aboratories, students
Govt. jobs acquire
in appropriate
Hospitals, knowledge,
Private and
Nursing training, so
homes, Self that they
Entrepreneur are ready to
work in a
medical
laboratory
or assist a
pathologist.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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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
MA	English	01/07/2019
MA	Punjabi	01/07/2019
MSc	Mathematics	01/07/2019
BVoc	Medical Laboratory and Molecular Diagnostic Technology	01/07/2019
BLibISc	Library Sciences	01/07/2019
MCom	Commerce	01/07/2019
BA	Arts(Elective Course System)	01/07/2019
BSc	Non Medical(Elective Course System)	01/07/2019
BBA	Management(Elective Course System)	01/07/2019
BCom	Commerce(Elective Course System)	01/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	49

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
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Communication Skill and Personality Development	01/07/2019	80
Article Writing(Journalism)	01/07/2019	161
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management	31
BVoc	Medical Laboratory and Molecular Diagnostic Technology	11
BLibISc	Library Sciences	7
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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
<p>Feedback on the teaching-learning process is received from students as Students Satisfaction Survey based on a structured questionnaire framed and approved by the IQAC of this college. The feedback from students is also received on feedback performas available in the administration office of the college. Students can drop their filled in feedback form in the feedback receiving boxes present in the college campus. The received feedback is then analyzed by concerned HODs/Coordinators and it is also forwarded to the Head of the institution with necessary suggestions. Feedback and mentor performas are filled by the students throughout the session. Mentors keep mentoring the students and solve their problems in best possible manner. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Feedback regarding paper anomalies or grievances regarding DMC's is also given to the HODs of respective department. HODs, after getting it forwarded from the Principal, send it to University which takes the appropriate action. Members of Anti Ragging cell and Grievances Redressal cell also receive feedback from students. Grievances and necessary suggestions can be registered with the Grievance Redressal cell of the college through the Suggestion Box fixed outside the Principals office. Appropriate action is taken to solve the problems of the students. The suggestions received for the betterment of college are incorporated in college system. On request of students, parents and people of local area, HODs of various departments send proposal to start new courses. These courses are being provided to the students at very nominal fee structure. Starting of new courses aims to help the students, especially the girl students who cannot go to the far off places. Feedback is also provided by</p>

parents, persons of society, members from District Administration, Traffic police, Health department, etc., regarding various issues. These are taken care of by 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
MSc	Mathematics	60	41	39
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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	2138	268	50	1	24

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
76	76	107	9	1	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In our institute mentoring system is implemented to support the students to improve their learning and leadership skills and motivating them towards their future career development. This Mentor-Mentee scheme motivates our students to excel in curricular, co-curricular and extra-curricular activities as well. Effective mentoring in the college ensures a disciplined, healthy, fear free environment for students and helps the faculty members to develop a healthy relationship with the students. Each Mentor is allotted a batch of students and he/she resolves the academic, non-academic and personal problems of the Mentee quite compassionately. This student support measure is instrumental in providing aid to the mentees to understand the challenges and avail the opportunities in their lives. Our mentors guide the slow learners and encourage the advanced learner, that is the requirement for overall personality and growth of the students. A regular feature of our institute is to conduct Mentor-Mentee meet every session and every mentor maintains a detailed progressive record of the mentees in a prescribed format. The head of the institute reviews the proper implementation of this scheme. Proper measures are taken to resolve all kinds of problems faced by the students. If a student feels confused regarding his/her career options, he/she can approach the concerned mentor and seek guidance for the solution of the problem. During the admission of first year students (humanities group) mentors help them by advising in regards to the choice of subjects and introduce them to the facilities available in the college campus. In case of academic irregularities and negative behavior on the part of the students, mentor contacts the parents or guardians of the concerned student and resolves the issue amicably. This Mentor-Mentee System of our institute is regularly upgraded as per the requirement of the time.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
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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
83	76	7	Nil	18

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
2019	Prof. Rajni Gupta	Associate Professor	Certificate of Honour by Department of Immunohaematology Blood Transfusion (IH BT) Indira Gandhi Medical College, Shimla (H.P.)
2019	Dr. Manoj Kumar Gupta	Assistant Professor	Alumni Student Award by Govt. Sen Sec School (Boys) Sangrur.
2020	Dr. Manoj Kumar Gupta	Assistant Professor	Certificate of Appreciation by Thapar Institute of Engg Tech, Patiala, Punjab
2019	Dr. Manjeet Singh	Assistant Professor	Prize for Swachhta Pakhwada by 20 Punjab Bn NCC, Bathinda
2020	Dr. Sanjay Kumar Singh	Assistant Professor	Certificate of Appreciation by Thapar Institute of Engg Tech, Patiala, Punjab
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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
BA	Humanities	6	10/10/2020	06/11/2020

BCom	Commerce	6	10/10/2020	28/10/2020
BSc	Non Medical	6	10/10/2020	28/10/2020
BSc	Medical	6	10/10/2020	28/10/2020
BCA	Computer Applications	6	08/10/2020	04/11/2020
BBA	Management	6	18/09/2020	04/11/2020
BLibISc	Library Information Science	2	10/10/2020	04/12/2020
PGDCA	Computer Applications	2	14/10/2020	31/12/2020
MSc	Information Technology	4	12/10/2020	31/12/2020
MSc	Information Technology	4	12/10/2020	31/12/2020

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

As per the guidelines, directions and instructions of the Punjabi University Patiala, a continuous internal evaluation process has been adopted by the college. At present, all courses running in the semester system are as per scheduled university academic calendar for current session. The college has adopted internal assessment system by initiatives taken as such with the aim of making the evaluation process more exacting and objective. Internal evaluation process of the college consists of the following parts: Mid Semester Tests: The Mid Semester tests are scheduled every semester after having a thorough discussion with the Heads of all the departments. The question papers for these tests are set by the college faculty and are scrutinized by Heads of the concerned departments. Each question paper is of 30 marks. Before appearing in the University semester examinations, a candidate must have obtained at least 25 percent marks in each paper, or 33 percent marks in the aggregate of all subjects in the Mid Semester tests. The Principal at her discretion may allow a special test to be taken for that candidate who could not appear in the scheduled exam owing to unavoidable reasons or fails to secure the minimum marks as prescribed above. Assignments: Each student is assessed on the basis of written assignments, working/non working models, power point presentations etc. In the very beginning of the semester every teacher provides a list of questions for written assignments and illustrative list of topics on which students can prepare assignments. Each student is given at least one written assignment per course in each semester. Working/Non working models are also assigned to final year science stream students. Attendance Requirements: It is mandatory for every student to attend a minimum of 75 percent lectures delivered to that class in each subject paper as well as 75 percent of the laboratory work, seminars, etc. The college also provides a special chance to students separately, who have deficiency in attendance but it may be condoned by the Principal for special reasons, as per the relevant ordinances of the subject. Practical Internal Evaluation: In case of practical subjects every student is required to attend a minimum of 75 percent of the laboratory work along with the preparation of practical file consisting of experiments performed/result obtained by the student in laboratories. These practical files are evaluated by the college teachers and the practical examiners, and students are awarded marks as per their performance. In case of a student who has enrolled himself/herself for NCC/NSS or any other activities organized by the University / National /International fixtures in games and sports or a student

who is required to represent the university at the inter university youth festival, are given additional time for submission of written assignments and alternative chance for MST.

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

All the academic activities of the institute are regulated by academic calendar prepared by the university for the current session. This calendar is approved by Academic Council from time to time and is made available to the faculty and all the other concerned. The institution makes every possible effort to follow the academic calendar. It is mandatory for students/faculty to strictly follow the academic calendar for completion of academic activities. The committee consisting of the Principal, Academic council and the Registrar Examinations approve the academic calendar well before the commencement of the session on the basis of instructions given by the university. Academic calendar is uploaded on the college website so that aspiring students may get aware of the admission dates without or with late fees, autumn break, winter break, summer vacation, commencement of semester study, MST schedule, University exams schedule and tentative schedule of extracurricular activities. Various admission committees are formed to admit the students in different programs offered by the college. Members of these committees strictly scrutinize the documents of each student before admission. Students are admitted as per the schedule provided by the university. Timetable incharges of the college prepare the timetable as per the guidelines of respective courses prior to the commencement of the semester. Timetable is displayed on the notice boards. As a tool of continuous internal evaluation, the Mid Semester Tests are held according to academic calendar. Internal assessment is prepared on the basis of the performance of a student in the MST, assignments, attendance in the class, over-all behavior and conduct of the student etc. 75 percent of the syllabus is covered before the start of MST. Students who participate in NCC/NSS/Sports and Youth Festivals are given a special chance to appear in MST if they have missed it due to their activities. If the students miss the MST due to some ailment they are also given special chance after they produce medical certificate. Each department plans out its academic activities along with the curricular and co curricular activities as per the dates mentioned in the prospectus. To carry out these activities, various literary clubs and associations are formed. Semester Examinations (Theory and Practicals) are conducted according to the schedule provided by the University. The teaching work is suspended two weeks prior to the commencement of the final examinations so that the students get sufficient time to prepare for their exams. For conducting these examinations, the external invigilators are deputed by the university. Awards of the practical examinations as well as the students internal assessment are uploaded on the university portal, so that there is no delay in the declaration of the examination results by the 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://sdcollegeinstitutions.org/S.D.%20College/index-school_doc.html

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

Nil	BA	Humanities	266	266	100
Nil	BSc	Medical	30	30	100
Nil	BSc	Non Medical	65	65	100
Nil	BSc	Biotechnol ogy	5	5	100
Nil	BBA	Management	31	31	100
Nil	BLibISc	Library & Information Science	8	8	100
Nil	MCom	Commerce	18	18	100
Nil	MA	Punjabi	19	19	100
Nil	MA	English	18	18	100
Nil	MSc	Mathematics	14	14	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://sdcollegeinstitutions.org/S.D.%20College/index-school_doc.html

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
Nil	0	NA	0	0

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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
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA

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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
NA	NA	NA	NA	NA	Nil

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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
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	2	0
National	Hindi	4	0
National	Physical education	3	0
National	Punjabi	1	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
Physical Education	1
Commerce	2
Hindi	1
Punjabi	4
Physics	1
Biology	3

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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
E-Banking in India: An Overview	Mr. Swaran Singh	International Journal of Research Culture Society	2019	0	SD College, Barnala	Nil
Organization Culture: A Key Component of Success	Mr. Swaran Singh	International Journal of Research Culture Society	2019	0	SD College, Barnala	Nil

Darshan: Arth Evam Swaroop	Mr. Amandeep Sharma	Research Review Int ernational Journal of Multidisci plinary	2019	0	SD College, Barnala	Nil
Prem: Arth Evam Swaroop	Mr. Amandeep Sharma	Shod Shree	2019	0	SD College, Barnala	Nil
Ravinder Kalia Ke Upnias ABCD mein Vipathan	Mr. Amandeep Sharma	Sodh Samiksha Aur Mulyankan	2019	0	SD College, Barnala	Nil
Shailvig yan: Arth Evam Swaroop	Mr. Amandeep Sharma	Research Analysis and Evaluation	2019	0	SD College, Barnala	Nil
Comparat ive Study of Psychol ogical skills among Successful and Unsucc esfull Inter College Female Kabaddi Teams	Dr. Bahadur Singh	Mukt Shabd Journal	2020	0	SD College, Barnala	Nil
Effect of Yogic Exercises on Anxiety of Inter-C ollegiate Female Football Players	Dr. Bahadur Singh	Internat ional Journal of Physical Education Sports Sciences	2019	0	SD College, Barnala	Nil
Mitihaas diya Parta cho Smajik Yatharth di Parchhol	Dr., Taraspal Kaur	Alochana	2020	0	SD College, Barnala	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
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NA	NA	NA	Nil	Nil	Nil	NA
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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	6	44	2	51
Presented papers	3	Nil	2	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
National Level Mega Pollution Awareness Rally	S.D. College, Barnala with 20 Pb Bn NCC Bathinda	1	76
Lecture and Video documentary movie on drug abuse in Punjab	S.D. College, Barnala	1	17
Hiking Trekking Camp, Tara Devi, H.P.	S.D. College, Barnala with Scout Guide Department Punjab	3	Nil
Independence Day Celebration	District administration Barnala	50	25
Awareness Programme on "Covid-19" on National Science Day	S.D. College, Barnala with Civil Hospital, Raikot	20	110
Awareness Programme on "Tobacco Use"	S.D. College, Barnala	30	127
550th Year Birth Celebration of Sri Guru Nanak Dev Ji	S.D. College, Barnala	70	430
Awareness Programme regarding "Fraud by NRI's in Marriage"	S.D. College, Barnala	10	112
Fit India Movement	S.D. College, Barnala	30	100
International Yoga Day	S.D. College, Barnala In Collaboration with	12	198

Neighbouring
Institutes

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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
NA	NA	NA	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Akhand Paath (Shabad Gayan)	S.D. College, Barnala	Religious activity	70	430
Road Safety Awareness Week	S.D. College, Barnala	Awareness program	1	50
Career Counselling Industry Training	ACC Infotech Patiala	Seminar	2	Nil
National Science Day	S.D. College, Barnala	Science Awareness program	35	163
One day Workshop on "Safety First Aid"	M.G. College Fategarh Sahib, Punjab	Workshop	3	12
National Voter Day Celebration honouring PWD employees for their Services in 2019 Voter Cards Issuing	S.D. College with District Administration Barnala	National Voter Day	30	100
Religious functions: Janamashtmi Celebration, Annkoot Festival, Maha-Shivratri, Navratra Celebration	S.D. College Institutions, Barnala	Religious activity	100	350
Environment Awareness Rally against Stubble Burning in Villages	Punjab Pollution Control Board, Patiala, Punjab	Awareness program	6	54

(Pharwahi, Daangarh, Kattu, Uppli)				
Swachh Bharat Abhiyan on "Say No to Plastic"	S.D. College, Barnala with District Administration Barnala	Swachh Bharat Abhiyan	6	153
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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
NA	0	0	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic internship	Training in medical laboratory testing	Life care Laboratory, Inside Dr Partap Nursing Home, Barnala	05/08/2020	04/09/2020	3
Academic internship	Training in medical laboratory testing	SRL Diagnostics, Kalyan Healthcare laboratory, Barnala	01/08/2020	05/09/2020	1
Academic internship	Training in medical laboratory testing	Civil Hospital, Barnala	04/08/2020	05/09/2020	6
Academic internship	Worklife Balance	Verka, The Bathinda District Co-operative Milk Producers Union Limited.	05/01/2020	30/05/2020	3
Academic internship	Worklife Balance	Infowiz Software Solutions,	05/01/2020	30/05/2020	3

		Ist floor, Crown Tower, Bathinda			
Academic internship	Worklife Balance	Pro Ace Infotech Opposite ICICI Bank, Leele Bahawan, Patiala.	05/01/2020	30/05/2020	2
Academic internship	Worklife Balance	A2IT Private Limited, C-124, Industrial Area, Phase-8, Mohali, Punjab	05/01/2020	30/05/2020	23
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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
Shahed-E-Azam (Weekly Newspaper), Patiala	02/06/2020	To provide training related to Journalism and Multimedia technologies Designing the curriculum of B.Voc Course in Journalism and Multimedia technologies	38
Azad Soch (Daily Newspaper), Sangrur	04/06/2020	To provide training related to Journalism and Multimedia technologies Designing the curriculum of B.Voc Course in Journalism and Multimedia technologies	38
Industries Chamber, Distt, Barnala	06/06/2020	To provide training related to software development to the students Designing the curriculum of B.Voc Course in	32

		Software Development	
Infowiz-Software Solution, Bathinda	06/06/2020	To provide training related to software development to the students Designing the curriculum of B.Voc Course in Software Development	32
Rival Solutions, Barnala	06/06/2020	To provide training related to software development to the students Designing the curriculum of B.Voc Course in Software Development	32
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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
2407000	2281517

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
No file uploaded.	

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
KOHA	Partially	17.11	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text	14489	3338633	175	177754	14664	3516387

Books						
Reference Books	1554	265953	7	5059	1561	271012
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	3000	19470	Nil	Nil	3000	19470
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	12	1852	12	1852
Others (specify)	Nil	Nil	18	83654	18	83654
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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
Priyanka Baghla	Advertisement and sales Management	Youtube channel of college	07/04/2020
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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	103	3	9	4	1	8	7	50	22
Added	4	0	0	0	0	0	0	0	6
Total	107	3	9	4	1	8	7	50	28

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
Youtube Channel of College	https://youtube.com/channel/UC-laz2R2RpAt_KOMV9v6Jeq

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
6380000	6157066	1010000	994140

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

• The Institution has well established policy for maintaining and utilizing physical, academic and support facilities. For maintaining and utilizing physical academic infrastructure, Budget Committee of the College receives budget proposals from all the HODs, Co-ordinators etc. The committee get these proposals approved from the Principal and the Managing Committee of the College. For utilizing this budget proper procedure for sanction is followed by the respective departments. • Routine complaints of electricity, water, infrastructure of various departments are entertained on priority basis by the Maintenance Wing. • The College has well qualified technical staff to take care of the instruments. They are continuously engaged in the upkeep and maintenance of the equipments. The Institute has permanently arranged to call the service providers whenever required for keeping these gadgets ready to use. • The college has trained electricians for maintenance of electrical appliances. • Campus cleanliness including parking areas, toilets, washrooms etc. is undertaken regularly. • Garden maintenance, landscaping and beautification of the campus is undertaken by the committee specially constituted for the purpose. • General cleanliness of all classrooms, labs, offices, dept. rooms and corridors etc. is done by the staff appointed for the purpose under the supervision of the Office Superintendent. • The Physical Education Department of the institute has been provided with its own permanent staff to look after the college ground. • To ensure effective utilization and proper maintenance of science labs the concerned teachers have been provided with the assistance of JLas and lab assistants. They all work together to ensure that students' requirements are met satisfactorily. • Central Library has its own permanent supporting staff to look after and for maintaining library infrastructure. • The Institution has also provided the residence to Pujari (Priest) beside the Krishna Temple in the college premises for proper maintenance of the Temple. • The college has appointed security guards to keep a constant vigil and to ensure perfect discipline in the campus. • Silent eco-friendly gen sets are installed in the campus for uninterrupted power supply to the entire college. • We have installed UPS to facilitate the smooth functioning of devices like computers. • All the main departments of College are interconnected with EPABX (Intercom). • Campus is equipped with Fire Extinguishers, Cash Counting machine, Photocopier, Air Conditioners etc. • Sufficient number of Water Coolers are provided for drinking water in the college campus alongwith a centralized RO Plant of the capacity of 2000 litres/hour. One plumber is appointed in the campus to resolve all the problems related to water points. AMC exists for the regular maintenance and to have uninterrupted water supply of the safe drinking water throughout the year. • All the concerned incharges of canteen, staffroom and common room etc. register their problems in the maintenance register. After getting himself acquainted with the concerned problems, the technician sets to resolve them.

http://sdcollegeinstitutions.org/S.D.%20College/index-school_doc.html

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	College fee concession	256	1671400
Financial Support from Other Sources			
a) National	Aggarwal Sabha (Regd.) Barnala	16	125670
b) International	Nishkam Sikh Welfare Council	6	81000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance for competitive exams	01/07/2019	126	PGRKAM scheme Punjab Government
Life Skills	25/02/2020	100	Faculty member of SD college
Remedial Coaching	01/11/2019	1054	Faculty members of SD college
Mentoring	01/09/2019	2406	Faculty members of SD college
Yoga Meditation	21/06/2019	210	Art of Living
Career Counselling	01/07/2019	230	Career and Guidance Cell of S.D. College
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Punjab Ghar Ghar Rojgar and Karobar Mission (PGRKAM)	126	126	100	65
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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

5

5

4

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	Nil	Nil	INFOSYS PRIVATE LIMITED	7	2
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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	6	B.Sc.	Biology	Punjabi University Patiala, Mata Gujri College, Fatehgarh Sahib	M.Sc Zoology, M.Sc Forensic science
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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
Any Other	19
NET	4
GATE	2
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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
Annual Athletic Meet	Institutional	750
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Gold Medal	National	Nil	1	3058,140 02,3192,21 25,12217,1 823,1016,3 125,2049,7	Shivani Garg, Jasleen Kaur, Suruchi,

					122,2212	Lovepreet Kaur, Pooja Rani, Frankish Sharma, Maninderpreet kaur, Sukhdeep Kaur, Parveen Kaur, Gurpreet Kaur, Kamalpreet Kaur
2020	Participation	National	1	Nil	2217	Kulvir Singh
2020	Participation	National	1	Nil	3069	Raj Kumar
2020	Participation	National	1	Nil	2321	Balveer Singh
2020	Participation	National	1	Nil	2063	Balkar Singh
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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)

According to Punjab state government, student council or similar body cannot be elected in the college. In S D College Barnala there is no elected student council but students have appropriate representation in academic and administrative bodies/committees of the institution. Students are the members of different institutional and departmental associations like Social Science association, Young Scientist association, Commerce association, Maths association, Computer association, Management association and History association. Societies and clubs like English Literary society, Hindi Literary society, Punjabi Literary society, Music club and Eco club organize different events in which there is active participation of the students. Their active participation and representation in every function of college is ensured. Their concerns are communicated to the college authorities through these societies and clubs. In the absence of elected body of the students, they have various platforms through which their concerns, opinions and ideas can be conveyed to the college administration. Various programs are conducted for students under NCC and NSS in which students show active participation. There are various departmental societies like Physics, Chemistry, Biology, Hindi, English, Punjabi, History, Commerce etc where students of respective departments participate in different activities. These activities are organized by staff and students of these departments. Students also play an important role in planning and execution of various programmes held in the college. The college magazine 'The Stream' has student editors of all the sections which forms the editorial board of college magazine. They help the teacher editor of the respective section in making selection of articles to be published in their sections. They also motivate other students to write articles for the magazine. Students are also the part of various committees formed at institutional level for e.g. IQAC, Samaj Te Patrakar, and committee for differently abled persons etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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 institution believes in decentralization and makes it a reality through the practice of participatory management reflecting its belief in collective leadership and democratic tradition. The institution promotes the culture of participative management at the strategic level and the operational level. The college management committee of its own or with the feedback received from IQAC advises the institution in all-important decision-making processes. These are communicated to the faculty by the Principal, action plans are enumerated, analysed and implemented in co-ordination with the faculty. Practices of decentralization and participative management: Staff members of the college are encouraged to involve in administrative roles through committees. We have hierarchy of committees formed for the development of the institute besides College Academic Council, Internal Quality Assurance Cell, Heads of the Departments and office superintendent. The management gives freedom to the college Principal and the concerned committees to frame and implement administrative policies of the college. Heads of Departments are free to take decisions in synchronization with faculty members regarding academic matters. Teachers can invite resource persons for guest lectures, purchase library books, arrange educational trips and select assignments and projects for the students. The Office Superintendent is the head of the administrative unit of the college. The teaching staff and the support staff work in coordination while making recommendations about infrastructural development and other administrative matters. All the stakeholders of the institute such as teachers, students, parents and non-teaching staff have a right to express their views in the meetings held from time to time. Feedback forms are collected from the students regarding curriculum, teacher performance, library and infrastructural facilities. The students can make use of suggestion box for putting forward their suggestions for the betterment of the college functioning. Interaction of faculty members with external employers during placement activities and industrial visits is helpful for future planning of activities.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The college being affiliated to Punjabi University adheres to the curriculum designed and prescribed by the university. But towards the framing of this curriculum, faculty from the college make their contribution by being members of the Board of Studies and Members of Faculty by sharing their inputs during the meetings. The curriculum and syllabi are revised from time to time by the affiliating university. Relevant suggestions put forth by members of the Board of Studies are taken care of. The college aims at developing and deploying various plans for the effective implementation of the curriculum (while preparing the academic calendar) at the beginning of the academic year. The college has developed the curriculum of UGC sponsored B.Voc in Medical Laboratory and Molecular Diagnostics Technology(2nd year) introduced in the previous year.</p>
Teaching and Learning	<p>To enhance learning experience the faculty adopts student-centric methods such as experiential learning (educational tours, field visits), participative learning (student seminars, presentations, group discussions) and problem-solving methodologies (practical sessions, individual or group projects). Electronic and digital tools such as audio-visual aids and e-resources are used to make classroom teaching and learning more effective and interesting. LCD-enabled classrooms and smart classrooms are available. Teachers use Google Classroom and other ICT tools including YouTube. Some teachers have prepared and uploaded educational You Tube videos. Teachers from other departments are invited to promote interdisciplinary perspectives. Counselling is also provided to the students.</p>
Examination and Evaluation	<p>Sessional examinations and evaluations are done as per the directives of the Punjabi University. Unit tests/class tests are conducted regularly. Answer sheets after evaluation are discussed with the students to explore their strengths and weaknesses for further improvement.</p>

Semester examinations are conducted in the college as per the rules and regulations laid down by the affiliating university. Examination-related information such as schedule for filling forms, examinations etc. is sent to the students through SMS and WhatsApp groups and is also displayed on the notice boards. The college follows ICT enabled reforms introduced by the university such as submission of online examination forms, uploading of internal assessment awards and practical awards on the university portal. The examination branch of the college has been entrusted with the responsibility of conducting the online university examination during the current session due to COVID pandemic. Continuous evaluation is carried out through assignments, seminars, projects and internal tests. Reforms in the evaluation process are followed whenever the need so arises.

Research and Development

The college has a research committee which monitors the research activities in campus and encourages and motivates teachers to participate in conferences, workshops and to attend career advancement and training programmes, to enroll for PhD, to apply for research grants and minor/ major research projects etc. Many of our teachers are pursuing Ph.D during the session and are further involved in research works actively. Our teachers participate in seminars/conferences and present their papers. Some of our faculty members have got their papers published in National / International journals of their respective field. The college provides financial, infrastructural and instrumental facilities to the faculty.

Library, ICT and Physical Infrastructure / Instrumentation

The library serves as a Learning Resource Centre catering to the intellectual requirements of the students, faculty and researchers. It has computerised all its housekeeping activities and is equipped with DELNET, INFLIBENT, DOAJ, DOB, EPG and Pathshala e-resources. Latest books and journals are procured every year. The college has separate departmental libraries also. The institution facilitates the use of ICT resources by the staff and the students. There is a free wi-fi zone in the college campus. The

computer laboratories have state of the art hardware and software. Science laboratories are well equipped with latest instruments. Sophisticated instruments are purchased to upgrade the laboratories and to meet the needs of the students.

Human Resource Management

The college management is committed to the academic development of the college. The administration is fully decentralized and total functional freedom is given to the heads of the respective departments. Different committees of teaching, non-teaching staff and students are formed who work under the guidance of the IQAC. Periodic meetings of these committees are organised under the chairmanship of the Principal to discuss various issues and take decisions accordingly. Feedback is taken from the stakeholders regularly and if needed the suggestions are conveyed to the concerned persons. This, being a very sensitive area, the college adheres to the principle of rigorous discipline but with warm human touch. The administration takes care to keep all stakeholders comfortable, so that they can work efficiently to the maximum of their capacity. Moreover, the teaching staff and the support staff are motivated to enhance their qualifications.

Industry Interaction / Collaboration

For our institution, the industry is an important stakeholder. Industry interaction is an excellent exposure for our students to attain a practical perspective of the world of work as theoretical knowledge is not enough for making a professional career. Students get an opportunity to learn practically, by applying their theoretical knowledge through working methods, interactions and employment practices. Our institution works in tandem with industry through its association with Rival Solutions (Barnala), Infowiz-Software Solutions (Bathinda) and Industries Chamber (Barnala). MOUs have been signed with various companies, industries and health laboratories. We take our students for industrial and field visits for the enhancement of their employability and managerial ability. 56 students from the science stream visited NABI (National Agrofood

Biotechnology Institute), Mohali to attend an exhibition on "Nobel Prize Series-India 2019". Besides gaining knowledge on Nobel Prize Winners and their discoveries, students also visited the advanced laboratories and interacted with NABI scientists.

Admission of Students

The procedure, rules and regulations of admission policy (including online admission) prescribed by the university and government. from time to time are strictly followed. The college also follows the guidelines regarding reservation to the reserved categories. The closing date of admission as per university guidelines is also intimated to the students. Admission policy for self-financed courses is decided by respective departments in consultation with the Principal. Admission Committees are formed to monitor the admission process of every course. Installment facility for fee payment is provided to needy students. The Prospectus, college website and print media are used for the publicity of admission process. From time to time new courses and subjects are introduced to cater to the demand of the job market. The admission process followed by the institute is transparent.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The college uses electronic system for planning and development. The college has its own website www.sdcollegeinstitutions.org. The college maintains and updates the website regularly. The information connected with various activities of the college like admission notification, examination schedule, notices, reports, photographs of teacher student activities, news related to the activities, advertisements and latest happenings are displayed regularly. Important information is circulated through SMS, WhatsApp and emails as well.</p>
<p>Administration</p>	<p>The institute uses computer-based systems to manage records regarding curriculum, official communication to teachers, students, alumni and others. WhatsApp group has been created exclusively for college teaching and non-teaching staff for effective</p>

	information dissemination. The college campus is equipped with CCTV cameras in every place of need. To promote paperless work all notices are sent through emails and WhatsApp.
Finance and Accounts	Computerized techniques are used to keep records of all financial matters of the college. Maintenance of college accounts and finance is done with the help of Tally software. The administrative office maintains all account books systematically with this software.
Student Admission and Support	Online registration is implemented at the entry point by the college as per university regulations. Multiple help desks are being setup to guide students so that they may register online in the college itself and dont have to pay outside for this. All the relevant information related to admission, students scholarships, teaching learning, examinations, co-curricular and extracurricular activities, placement related activities, extension activities etc. is made available to students online. Information related to prevention of ragging is displayed at different places inside the campus.
Examination	As per the university rules and regulations the institute has adopted the semester pattern. Examination forms of the students are filled online. All important information regarding examination schedule and results is intimated to the students online. During COVID pandemic, when university exams of final year students were conducted online, memos, awards (theory and practical) and the internal assessment of the students were also sent online to the university. MST examinations were conducted in blended mode (online and offline) in addition to submission of assignments.

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
2019	Dr. Rajesh Gupta, Prof. Gaurav Singla	National Seminar on 'Revised	NIL	2215

		Accreditation Framework		
2019	Dr. Rama Sharma, Dr. Rajesh Gupta, Dr. Manish Kumar	MHRD MESC sponsored workshop "Manthan"	NIL	9456
2019	Dr. Rajesh Gupta	Capacity Building Workshop for NAAC Accreditation of Colleges	NIL	1000
2019	Prof. Gaurav Singla	Capacity Building Workshop for NAAC Accreditation of Colleges	NIL	1000
2019	Prof. Savita Sood Dr. Kulbhushan Rana	Workshop on Chemical Lab Safety Concerns and Practices	NIL	3000
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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	The Teacher as a Professional	Nil	12/07/2019	12/07/2019	43	Nil
2019	Pursuing Meaningful Research in our Area of Interest	Nil	10/08/2019	10/08/2019	38	Nil
2019	Academic Plagiarism : Causes and Consequences	Nil	14/09/2019	14/09/2019	54	Nil
2019	Academic Journal Impact Factor: Significance	Nil	12/10/2019	12/10/2019	42	Nil

	and Implications					
2020	Workshop on UGC Guidelines on Career Advancement Scheme (CAS)	Nil	07/02/2020	07/02/2020	48	Nil
2020	Two Day Workshop on Formulation of Program Objectives, Program Specific Objectives and Course Objectives	Nil	12/03/2020	13/03/2020	54	Nil
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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
Analytical Techniques in the Realm of Molecules and Materials (STC)	4	26/06/2020	30/06/2020	5
Faculty Development Programme for Student Induction (FDP)	1	04/01/2020	10/01/2020	7
Mathematical Computational Skills: A Practical Approach (STC)	1	08/01/2020	14/01/2020	7
Pedagogical Training for Mathematics Teachers	1	23/12/2019	03/01/2020	12
Faculty Induction Programme	1	10/08/2020	08/09/2020	30
Green literature: A Novel trend in criticism (FDP)	1	29/06/2020	03/07/2020	5

Developing skills for teaching, learning and well-being (FDP)	1	22/06/2020	28/06/2020	7
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
64	76	36	40

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. • Loan facility to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. is provided through a very easy mechanism. • ESI scheme is also made available to the employees. • Earned leave, medical leave, maternity leave, and duty leave are provided to the employees. • Free medical checkup facility for teaching staff • Death cum retirement gratuity to employees. 	<ul style="list-style-type: none"> • The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. • Loan facility to carry out family responsibilities. • ESI scheme is also made available to the employees (non-teaching) • Fee concession to the children of non-teaching and support staff • Earned leave, medical leave, maternity leave and duty leave are provided to the employees. • Free medical checkup facility for non-teaching staff • Job offers to one of the family members after the sudden death of an employee in service. • Financial assistance in case of medical emergency. 	<ul style="list-style-type: none"> • Fee concession to needy students • Scholarship to meritorious and needy students • Facility of depositing the fee in installments. • Free Wi-Fi facility • Competitive examination guidance • Sports kits are provided to the outstanding sportspersons. • Book bank facility • Special classes for slow learners • Prizes and awards • First aid facility • Free medical check-up facility • Clean urinals and filtered water • Financial assistance by teachers to needy students.

6.4 – Financial Management and Resource Mobilization

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

The internal and external financial audits are conducted regularly. The college management believes in continuous monitoring of financial aspects of the college. The internal audit is carried out by a chartered accountant duly appointed by the college for this purpose. In addition to it Comptroller and Auditor General of India conducts the audit of government and UGC grants. Besides, an annual audit is conducted by Deputy Controller (Finance and Accounts Branch) Department of Finance, Punjab. The objective of the audit is to get a true and fair view of the financial statements of the institute and to

check whether the financial statements are prepared in accordance with accounting standards.

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
Nishkam Sikh Welfare Council (International), Aggarwal Sabha(Regd.) Barnala	206670	Scholarships for 6 students, Fee Payment for 16 students
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

- Parents of the wards are involved in different activities of the college like college functions, religious festivals and other gatherings. Suggestions from the parents for the uplifting and development of the college are considered.
- In the case of attendance defaulters or discipline related issues, the concerned parents are called upon to intimate regarding their wards absence from classrooms or indiscipline and warned about the possibility of not being allowed to sit for the ensuing examinations or being disallowed for admission in the forthcoming year.
- Parents' support and permission to their wards for field visits, educational tours, youth festivals, university sports competitions etc.

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

- The laboratory staff of Department of Physics and Department of Vocational Courses were trained for the maintenance of instruments.
- On 20th June 2020 an online lecture was organised on the "Importance of Yoga-During the COVID 19 Pandemic" to celebrate International Yoga Day. The thrust of the lecture was on stress management and the upkeeping of physical and mental health of staff.
- The college celebrated Voters Day in January 2020 to make the staff aware of the importance of casting their votes.

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

1. Submission of Proposal for DBT Star College Strengthening Scheme
2. Submission of proposal for introducing B.Voc courses in Hardware Technology and Networking, Retail Management and Food Processing.
3. Initiative has been taken for conducting Academic and Administrative Audit (AAA).
4. Development of e-content by the faculty during the COVID pandemic.
5. Creation of college YouTube channel for uploading e-content.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

	Yes
b)Participation in NIRF	No
c)ISO certification	No
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	IQAC Meetings	16/06/2019	16/06/2019	16/06/2019	16
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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
District level Beti Bachao Beti Padhao Program	29/08/2019	29/08/2019	29	Nil
Participation of NCC cadet in Advance Leadership Camp 2019	07/09/2019	18/09/2019	1	Nil
Zonal Youth Festival	14/10/2019	16/10/2019	57	52
Interzonal Youth Festival	23/10/2019	25/10/2019	30	31
Inter University Youth Festival	30/01/2020	31/01/2020	2	2
42nd Naat Mela 2020	02/02/2020	02/02/2020	11	Nil
District Level Master Chef Competition, Barnala, 2020	05/02/2020	05/02/2020	6	Nil
District level Beti Bachao Beti Padhao Program	14/02/2020	14/02/2020	32	Nil
NCC demo class regarding ' B' and 'C' Certificate	15/02/2020	15/02/2020	25	20

exam				
Science day celebration(Women in Science)	02/03/2020	03/03/2020	100	30

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
Percentage of power requirement of the college met by renewable energy sources is 25.11. Power produced through solar panels is 65 units per day, approximately 23725 units in a year where as units consumed in the session 2019-20 are 94479.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	7
Ramp/Rails	Yes	7
Scribes for examination	Yes	Nil
Any other similar facility	Yes	7

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	26/06/2019	1	Celebration of International day against drug abuse and illicit trafficking	To Spread awareness against drug abuse among youth	17
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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)
Handbook on Code of Conduct For Teachers	01/06/2019	The college has published handbook of code of conduct for the teachers. This handbook indicates the standard procedures and practices to be followed by the teachers of S D College. This handbook is reviewed

and updated regularly. The soft copy of this handbook is also uploaded upon the college website and hard copy is given to all the teachers. Proper procedure is followed to implement code of conduct amongst the teachers.

Students Handbook on Code of Ethics and Conduct Along With Standard Procedures

01/06/2019

The College not only defined rights of the students but also specified some duties for them. This is conveyed to the students in the form of Students Handbook of Code of Conduct. Mentors/teachers apprise the students about this handbook. A soft copy of the handbook has been uploaded on website. A hard copy of it is kept with administrative office and in the library of the college for reference. Students generally follow the code of conduct. In case of any violation, enquiry is conducted by discipline committee and appropriate action is taken.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
District level Independence day celebration (participation in parade by NCC cadets)	15/08/2019	15/08/2019	75
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Waste Management: We have color coded dustbins to segregate the bio-degradable and non- biodegradable waste. A decomposing pit (measuring 12x8 Ft) has been constructed to decompose the biodegradable waste of the college campus. 2. Water conservation: The College has well maintained rain water harvesting plants which recharge the groundwater. We reuse the waste RO water for plants. 3. Energy conservation: We are promoting LED lights in place of normal bulbs. Solar panels have been installed for energy generation (65 units per day). Staff and students feel concerned to turn off the lights, fans, A.Cs and projectors when not in use. 4. Initiatives to create awareness towards environmental issues: The college has taken many initiatives such as tree plantation drive, rallies on pollution awareness, Swatch Bharat Mission,

Awareness rally regarding 'No Plastic' etc organized by NSS and NCC departments to educate the people about the need of protecting our environment. 5. Promotion of Cycles: Local students are motivated to use cycles instead of petrol driven vehicles for health, fitness, saving of petrol and precious foreign exchange, check on pollution and cleaner environment. To popularize the use of cycles, the college has waived off the parking fees on cycles. 6. Paper Saving Drive: The College has taken a lead to educate the students as well as its staff to save paper by minimizing its use. One sided paper sheets are reused to make full use of paper. Documents for proof reading are sent as soft copies instead of printouts. Most of the time messages as well as other information is conveyed to the students and teachers through emails/ SMS. Award lists for MSTs and internal assessment are sent and received through e mails by the registrar office. 7. Plastic Free Campus: The students are advised not to make use of polythene and other non biodegradable materials. They are motivated to use fabric bags. An awareness rally regarding 'No Plastic' was organized in which a total of 159 students and teachers participated. 8. Generator Sets: The college has installed noiseless and low carbon emitting generators which keep the environment clean and healthy 9. Use of Public Transport: Many of the students and employees use public transport system for commuting. Some staff members even opt for car pool system. 10.E-waste Management : The e-waste like damaged CDs, CPUs, hard disc drives, Monitors, Keyboards, cables, cartridges etc. is handed over to an external e-waste recycling agency.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: "Merit cum Means" Students Fee Concession. Our institution was started in 1956 with the sole motive of catering the needs of the people of Malwa belt by providing quality education at nominal fee structure. The aim is to achieve the objective of right to education and to fulfill the dreams of economically weak but meritorious and deserving students, especially girl students. To attain these goals our college provides fee concession to deserving students. At the time of admission needy students write application for fee concession. A committee comprising members of the Managing Committee, Director of S D Institutions and the Principal decide regarding the financial help to economically weak students on the recommendations of HODs of respective departments. During last five years college has given a concession of more than one crore rupees. During session 2019-20 concession of Rs. 16,71,400 was given to a total number of 256 students (131 girls and 125 boys). The success of this practice can be judged from the fact that many of students who have availed this facility have secured the positions in the University Merit List and many of them got jobs in Government as well as private sector. By providing assistance to girl students our college is also working towards women empowerment. Best Practice 2 Healthy Students Healthy Institute Department Of B Voc (Medical Laboratory And Molecular Diagnostic Technology) was started from the session 2018-2019. Various instruments (like Hematology Analyzer, Biochemical Analyzer, Electrolyte Analyzer, Microscope, BP Apparatus, Oxymer, Thermometer, Weighing Machine etc) as well as kits for routine tests were procured. Now free check up and basic tests are offered to the students and staff members of the institute. Blood group identification and complete blood count (which includes RBC count, WBC count, Platelet count as well as measurement of hemoglobin) of the students are performed before they are admitted to NCC. On Women's Day (8 March 2020) blood group and CBC Of 50 girl students were carried out. They were informed about anemia and its ill effects. Faculty members, staff members and students can get their BP, Temperature, Oxygen Level, Pulse Rate, Weight etc checked on regular basis along with Hematology report, Bio- Chemistry report, Renal Function Test, Liver Function Test, Lipid Profile. Two days i.e. Wednesday and Friday are dedicated for the

free checkups as well as for carrying out tests of students.

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

<http://sdcollegeinstitutions.org/S.D.%20College/index-BP1.html>

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

Weekly Newspaper Samaj Te Patrakar- SD College has the distinction of being the only institution in north India which has taken the initiative to publish a weekly newspaper Samaj Te Patrakar for the welfare of students and society. SD College Educational Society takes out this weekly newspaper in association with the Department of Journalism and Mass Communication. Its publication started on 13 April 2013 and it is registered with RNI under RNI no. PUNPUN/2012/59096. We are also using registered postal service to reach our readers with Postal Regd. No. PB/SRR/043. Published in Punjabi, the vernacular language of Punjab, this newspaper has 1500 copies in circulation. Shiromani Patarkar Awardee journalist and writer S. Jagir Singh Jagtar is the chief editor of this newspaper. Every year three students are nominated to assist the editorial team with motive to highlight the local issues often ignored by the main stream media. The department of JMC provides the practical knowhow to the students regarding the process of publishing a newspaper. Apart from teachers and students, prominent writers like Kuldeep Nayyar (Journalist), Jatinder Pannu (Journalist and Editor of Nawan Zamana), Dr Swaraj Singh (Scholar), Ravish Kumar (NDTV), Om Prakash Gasso (Punjabi Fiction Writer and Shiromani Lekhak awardee), Abhay Kumar Dubey (Journalist) and Gurbachan Bhullar (Punjabi writer) also contribute their articles in this newspaper. Students of Journalism and Mass Communication department are given the responsibility of covering the local news as well as the events of the college. A regular column in this newspaper "Jazba" by Prof Shoaib Zafar publishes inspiring stories every week. Prof. Taraspal Kaur writes about events and people of literary world. Editor Jagir Singh Jagtar and Prof. Gurparvesh Singh provide critical views on political scenario of Punjab and India through their write ups. Students get the chance to interact with many dignitaries like Poet Surjit Patar, Poet Gurbhajan Gill, Dr. Harinder Walia, Journalist Prabhjot Singh (PTC News), Author Sawraj Singh, Education Minister of Punjab Vijay Inder Singla, Journalist Baltej Pannu etc. through seminars organized on Press Day. From the session 2017-18 (16th April 2018) we have started a Web TV Samaj Te Patrakar News to make the students keep pace with contemporary trends in the field of journalism. It provides practical and field knowledge about broadcast to them. Currently we have a great number of subscribers of our channel. This venture has proved its worth by not just providing placement to the students but also being instrumental in overall grooming of the personality of the students. The successful careers of many of the alumni of this venture are a testimony to this part. A few which can be mentioned in this respect are Ruchi Yadav (Zee Punjabi), Kuldeep Singh (Chardikala Time TV), Puneet Gaur (BBC Punjabi) etc. We provide hands on experience to the students by making them report and write for our newspaper and Web TV. It also instills confidence, develops skill among the students, paving way for future achievements in their respective fields.

Provide the weblink of the institution

<http://www.sdcollegeinstitutions.org>

8.Future Plans of Actions for Next Academic Year

The institution has following plans for the next academic year: 1. Curriculum Aspects • To include more courses for skill enhancement under vocational

programmes. • Strengthening of existing programs. • Strengthen the feedback mechanism. 2. Teaching, learning and Evaluation • More use of ICT resources in teaching learning process. • To improve the curriculum by incorporating more tours, fields visits and guest lectures by the experts of respective field. 3. Research, innovations and Extension • To organize workshops/symposia for faculty, non teaching staff and students. 4. Infrastructure and learning resources • To enhance the infrastructure facilities of laboratories. • Repair and maintenance of building • To augment physical infrastructure such as language lab, extension of provisions for the differently abled • Upgradation of fire safety system of college. • Strengthening of already existing security and surveillance system. • To upgrade the library with new e resources. 5. Student support and progression • To do more efforts for the placement of students. • To motivate the students and faculty to register for online courses. • To motivate the students for selfless service towards society. • To motivate the students to pursue higher studies. • To help the students in improving the results by taking remedial classes. • More stress on cultural and sports activities 6. Governance, leadership and management • To conduct academic audit • To use more ICT based tools in the college. 7. Institutional values and best practices • Promotion of better environmental practices in the college as generation of more electricity through solar panels, waste management and water management. • Free health check up of students and staff members of the institute. • To involve students in extracurricular and extension activities.