YEARLY STATUS REPORT - 2020-2021

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 its own campus?	`Yes`
• Phone no./Alternate phone no.	`01679230005`
• Mobile no	`9876133122`
• Registered e-mail	`sdcbnl@yahoo.com`
• Alternate e-mail	`sdcbnl@gmail.com`
• Address	`Near Railway Crossing, KC Road`
• City/Town	`Barnala`
• State/UT	`Punjab`
• Pin Code	`148101`
2.Institutional status	
• Affiliated /Constituent	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`
• Financial Status	`Grants-in aid`

	• Name of the Affiliating University	**Punjabi University Patiala**
	• Name of the IQAC Coordinator	**Dr. Rajesh Kumar Gupta**
	• Phone No.	**01679230005**
	• Alternate phone No.	**01679241505**
	• Mobile	**9872041777**
	• IQAC e-mail address	**iqac.sdcbnl@gmail.com**
	• Alternate Email address	**sdcbnl@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://sdcollegeinstitutions.org/
/S.D.%20College/templates/ind/ima
ges/AQAR2019.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

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

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.22**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC   **18/07/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S.D. COLLEGE BARNALA	B.VOC IN SOFTWARE DEVELOPMENT	UGC	2020 (3 YEARS)	GRANT YET NOT RECEIVED
S.D. COLLEGE BARNALA	B.VOC IN NUTRITION AND HEALTH CARE SCIENCE	UGC	2020 (3 YEARS)	GRANT YET NOT RECEIVED
S.D. COLLEGE BARNALA	JOURNALISM & MULTIMEDIA TECHNOLOGIES	UGC	2020 (3 YEARS)	GRANT YET NOT RECEIVED
DEPARTMENT OF PHYSICS & mATHEMATICS	STAR COLLEGE SCHEME	DBT	2021 (3 YEARS)	GRANT YET NOT RECEIVED
DEPARTMENT OF BOTANY AND ZOOLOGY	STAR COLLEGE SCHEME	DBT	2021 (3 YEARS)	GRANT YET NOT RECEIVED
DEPARTMENT OF CHEMISTRY	STAR COLLEGE SCHEME	DBT	2021 (3 YEARS)	GRANT YET NOT RECEIVED

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities	No	

during the year?	
• If yes, mention the amount	

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

1. Start of B. Voc in Software Development. 2. Start of B. Voc in Journalism and Multimedia Technologies. 3. Start of B. Voc in Nutrition and Health Care Science. 4. Approval of Star College Scheme under DBT. 5. Introduction of Cloud based ERP software

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

Plan of Action	Achievements/Outcomes
1. Preparation and submission of proposal for the introduction of UGC sponsored vocational courses of Software Development, Journalism & Multimedia Technologies and Nutritional & Health Care Science. under the National Skill Qualification Framework (NSQF).	College submitted the proposals for three UGC sponsored vocational courses of Software Development, Journalism & Multimedia Technologies and Nutritional & Health Care Science. These courses were approved by the UGC.
2. To apply under Star College Scheme of Department of Biotechnology, Govt. of India.	The College prepared and submitted the proposal. In April 2021 Deptt. Of Biotechnology, Government of India granted approval for the introduction of above said scheme for the departments of Physics, Chemistry, Biology and Mathematics.
3. Staff should motivate and encourage the students to participate more vigorously in online curricular and extra-curricular activities such as debate, declamation, quiz, slogan writing, poem writing, essay writing, painting, rangoli etc. Moreover, college should actively participate in activities and programs organized/sponsored/directed by	Students participated in online and offline curricular and extra-curricular activities and celebrated various days such as, Service of Humanity in the time of Pandemic-19, E-Poster Making Competition, Indian Freedom Struggle and NSS-Quiz Competition, Online Slogan Competition, Fit India Rally, Seminar on Road Safety, Hindi Diwas-Quiz Competition, World

govt, district administration and university strictly following the Covid-19 guidelines.	Environment Day, World Tobacco Day, International Yoga Day, 3 Days Online Yoga Workshop, Cancer Awareness Day, Lecture on Swachhata Pakhwara, Kargil Diwas Celebration, Participation in District level Republic day Function, Participation in Online Training for Covid-19 Volunteers, etc.
4. During Covid-19 pandemic online theory and practical classes for this session be conducted from the college campus strictly as per Time Table through the use of online meeting apps.	Teachers conducted Online theory and practical classes for the session from the college campus as per Time Table through the use of online meeting apps such Google Meet, Zoom App, Free Conference App, etc.
5. To conduct workshop on Video conference platforms for teaching staff to train them to use these platforms for conducting online classes, to provide lectures to students, to receive assignments and solve problems and doubts of the students.	A three days Workshop on three different video conferencing platforms for virtual classes- Google Meet, Free Conference Call and Zoom App was to train the teaching staff to use these platforms to conduct classes in online mode was conducted from 20-22 August 2020. Two online workshops for staff and students were conducted on Advanced Excel & MS Word features and Microsoft Word Skills
6. To provide dedicated high speed Wi-Fi connectivity in the classrooms and laboratories for smooth conduct of online classes as per the Time Table.	Dedicated high speed Wi-Fi connectivity was provided in the classrooms and laboratories so that online theory and practical classes may be conducted smoothly as per the Time Table.
7. Wherever needed Computers and Web Cameras be provided for effective online teaching from classrooms & laboratories.	Computers and Web Cameras were provided for effective online teaching from classrooms & laboratories.
8. To conduct: a) Academic and Administrative Audit b) Energy Audit c) Environment Audit d)	All the four Audits were conducted. Audit reports were analysed. Efforts are on to

Green Audit	follow the recommendations of these reports for enhancing the academic and administrative functioning, for saving energy and environment for sustainable development and for accelerating the initiatives for green campus campaign.
9. To purchase student benches and office furniture for comfortable sitting of students of B.Voc. MLMDT program before the start of offline teaching classes.	Student benches and office furniture were purchased for the department of B.Voc. MLMDT.
10. To hire cloud-based College ERP software to completely automate and integrate most of the processes of our college, such as admissions, administrative, academic, financial, infrastructure, communication. As it may address the information and data processing needs of all stakeholders and end users –viz. students, teachers and support staff.	Software has been hired from Master Soft ERP Solutions Pvt. Ltd. Nagpur.
11. Filling of vacant grant-in-aid teaching posts at the earliest preferably before the commencement of the session.	One assistant professor each has been recruited on grant-in-aid posts in departments of Physics and Hindi respectively.
12. Conducting of webinars and on different issues by teaching departments for improving the teaching-learning process, for strengthening online teaching process and for moral boosting of staff and students during Covid-19 pandemic period.	Webinars were conducted on topics such as: a) Be A Winner During Lockdown. b) Art of Public Speaking c) Science and Research. d) Nanotechnology: A Multidisciplinary Technology of 21st Century. e) Health and Fitness: Challenges and Opportunities During Covid-19 Pandemic. f) Covid-19 & Indian Taxation System. g) Stress Management during COVID-19. h)

	Impact of Covid-19 on Indian Economy. i) Formation of Indian Constitution: A Historical Perspective. j) Sri Guru Tegh Bahadur: Travels and Martyrdom. k) Indian Parliamentary System: Structure and Functions. l) Mathematical Thinking
13. All the three newly approved B.Voc. programs be started from this very session although UGC approval was quite late and to make special efforts to run these courses on professional lines.	All the three new B.Voc. programs of Software Development, Journalism and Multimedia Technologies and Nutrition & Health Care Science were started from this session and are running successfully.
14. Committee/committees be constituted to prepare and submit the proposal to meet the requirements of staff, infrastructure and lab facilities for running of these newly added skill based courses (B.Voc.), so that necessary arrangements be made for running these programs smoothly and effectively. They would also prepare syllabus/ordinance of these programs.	A committee comprising Prof Ashutosh Dharni, Prof Gurparvesh and Prof Niti was constituted on 26/09/20 to prepare and submit the proposal to meet the requirements. It also prepared syllabus/ordinance of these programs.
15. Journalism and Multimedia Technologies department may be shifted to the top floor of the new building for setting up of Studio, the infrastructure and other facilities in tune with the objectives of the B.Voc. program.	Department was shifted to the top floor of the new building for setting up of the Studio the infrastructure and other facilities in tune with the objectives of the program.
16. To fill grant-in -aid posts of Clerk and J.L.A. at the earliest.	Both the grant-in-aid posts of Clerk and J.L.A. were filled.
17. Students be facilitated and helped in appearing in online University exams. They may be advised to submit hard copies of	During the conduct of university exams for exit classes students were fully facilitated and helped in appearing in online

their answer sheets if they were unable to send the PDFs. However, no compromise be made in observing the Covid-19 guidelines.	exams. Students who were unable to send the PDFs of their answer sheets, arrangements were made to let them submit hard copies of their answer sheets in the college observing strictly the COVID-19 guidelines.
18. To shift departments and classes of Commerce, Management, Economics and Mathematics to the building vacated by School after renovation, repair, white wash and infrastructure updation as per the requirements of the departments.	After renovation, repair, whitewashing and furnishing of the building vacated by school, departments and classes of Commerce, Management, Economics and Mathematics were shifted to it.
19. Constitution of committees for nurturing, caring, strengthening & development of infrastructure and laboratories of three newly started B.Voc. programs of Software Development, Journalism & Multimedia Technologies and Nutrition and Health Care Science as well as already running B.Voc Course of MLMDT. These will be responsible for smooth running, acquisition of infrastructure and for purchases for these programs from time to time.	Four committees were constituted for smooth running, acquisition of infrastructure and for all type of purchases for these B.Voc. programs from time to time.
20. To provide winter uniforms to all the security guards.	Security guards were provided winter uniforms.
21. To conduct a Student Survey to collect the feedback from the students regarding online/offline conduct of classes in college.	An online Student Survey was conducted from 27th January to 3rd February 2021 in which 905 students gave their views and consent for online/offline classes. A significant proportion of students (41.5%) opted for online classes.
22. Submission of AQAR-2019-20	AQAR-2019-20 was submitted on 20/5/2021 after getting it

	approved by Academic Council of our college
23. Organization of Annual Sports Meet in the open college grounds at somewhat smaller scale observing strictly the Covid-19 guidelines.	Organization of Annual Sports Meet was extended from two days to four days i.e. from 16th March 2021 to 19th March 2021 in order to keep the gathering small. Covid guidelines were strictly followed during the event.
24. Organization of Corona Testing Camp for all the staff members in the college.	A camp regarding COVID-19 Testing was organized on 3rd May in the college in association with Civil Hospital Barnala. In this camp all the staff members got themselves tested for Covid.
25. Organization of a training Workshop for the training of Admin staff and teaching staff to make them familiar regarding all the aspects of software, thus enabling them to upload data on the portal so that from 2021-22 session students' admissions may be done using online Mastersoft software.	Workshop was organised from 17th March to 29th March 2021 for the training of Admin staff to make them familiar regarding all the aspects of the online Mastersoft software. Another two Weeks workshop from 17th March to 29th March 2021 was conducted for teachers to train them in admission process and maintenance of examination records using online software.
26. Arranging the conduct of 2-3 days' workshop in association with Mastersoft in the college for the concerned admin, exam and teaching staff to train them and clearing of doubts of different utility modules of the software.	College in association with Mastersoft company conducted 3-days Workshop from 30th March to 1st April 2021 in the college. Mastersoft ERP Solutions Pvt. Limited Nagpur, deputed Sh. Tushar S. Shirsale Software Trainer for this workshop.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	18/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	14/01/2022

Extended Profile

1.Programme

1.1	682
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	2435
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	1370
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	635
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**70**

File Description	Documents
Data Template	[View File](#)

| 3.2

 Number of sanctioned posts during the year | **76** |

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**36**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4382971.92**
4.3 Total number of computers on campus for academic purposes	**119**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SD College Barnala being an affiliated college of Punjabi University, Patiala follows curriculum prescribed by it. The date of commencement and ending of semester/session is decided by university. For the effective implementation of the prescribed curriculum following strategies are adopted:

- **Academic processes are streamlined with timetables, workloads and other supporting administrative tasks prepared well in advance of teaching session. Classes are divided into sections**

- of appropriate strength for each subject as prescribed by University/ UGC.
- Department wise academic calendars are 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.
- 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. Sufficient time is reserved for solving the problems and clearing the doubts of students.
- College library is well equipped with books on various programs/courses, procured on regular basis. Books are issued to the students from the Library and departmental book banks.
- Besides being a Wi-Fi campus, there is student and teacher centre in the computer department where students and teachers can access internet facility.
- Complementing the pursuit of effective curriculum transaction is the strong tutorial and mentoring system where each student is assigned a faculty mentor for academic and extra academic guidance.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ea618fb17ae.pdf

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

Being an affiliated college of Punjabi University, Patiala, SD College follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the Academic Session. The Principal conducts meetings with the Teacher-in-charge(s), faculty from individual departments, and entire staff including non-teaching to ensure smooth implementation of the activities as scheduled. For

the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criterion for internal assessment is also shared with the students. They are encouraged to seek guidance from teachers during free time. Project work, field work and presentation components of the syllabus and assessment are arranged keeping in mind the pre-planned academic calendars

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Gender Sensitization: - Extension lectures and seminars are organized to create awareness about Gender issues like health and to promote gender equity by Women Welfare and Sexual Harassment Cell. There is no specific course for this issue.

Environmental and sustainability: A qualifying paper entitled "Environmental and Road Safety awareness" is mandatory for all the streams of undergraduate levels. This paper covers topics such as Renewable and Non Renewable resources, Environmental Pollution and its effects, Social issues, Environmental laws and Road Safety awareness.

Human values: "Drug Abuse: Problem, Management and Prevention" is qualifying paper for undergraduate classes is through which students are informed about the ill effects of drugs.

Moral and Ethical Values: Value added enrichment Programmes offered for the holistic development of students are :

1. NSS units nurture a spirit of social service and a sense of fellow feeling among the students.
2. NCC imparts military training and inculcates a sense of discipline in life.
3. Community orientation programs like blood donation camps and various awareness rallies are organised.
4. Youth clubs and literary societies enrich the students with extracurricular opportunities.
5. Various Departmental Societies/Clubs/Associations organize various events for the students.

To inculcate Professional ethics into curriculum: Career guidance and placement cell guides the students regarding various career options apart from helping them to explore jobs. Students are given training on communication skills, personality development and aptitude test. They are trained about how to attempt online test.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

88

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61b316c14ac35.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61b316c14ac35.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2435

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

885

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

During this session in 2020 – 2021, the institute has followed the center and state government's guidelines to run the various

activities in the institution. Most of the activities like teaching, examinations and evaluation processes have been performed by online mode as per government norms. The students attended classes on apps like FreeConferenceCall, Zoom, Google meet etc. used by them as per their convenience. To uplift the students' prospective on future aspects and challenges, various programs such as webinars, FDPs, Teachers Training Workshops etc. were organized by the institution from time to time.

To assess learning level of the students online tests, quiz contests, presentations, assignments of students, MSTs etc. were conducted by the concerned teachers. The teachers organized special programs to filter out advanced learners and slow learners.

For advanced learners, teachers provided the students with reference books, conducted online quiz contests and sent them resource links of particular topics. Some faculty members indulged in discussions of advance topics by forming groups of such students.

For slow learners, remedial classes were conducted by the teachers. The students who were in the requirement of individual academic counseling the faculty members provided them with it and paid special attention to such students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2435	70

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To boost up young minds' capacity to learn many innovative teaching

methods have been adopted by the faculty. The academic system of the institute has been supplemented with practical skills employing different teaching methodologies. Multifarious activities are integrated into the academic agenda. Students are encouraged and motivated to join NCC, NSS and other youth service activities organized by center/state government based on specific social or environmental issues.

In the sphere of experiential learning the institute is richly equipped with the smart classrooms, computer labs and Wi-Fi connectivity in the various departments. In order to make teaching learning more interactive, audio visual aids like Power Point Presentations, concept based videos etc. are used by the departments. Experimental workshops and extension lectures are also organized for the students by the subject experts by the departments.

As far participative learning is concerned students are encouraged to participate in National and regional seminars and attend workshops. Departments organize quiz contests, debate, poetical and creative writing competitions.

Students are allotted topics to prepare Power Point Presentation by the respective department teachers.

Teachers employ various problems solving methodologies for the students. Special classes are conducted for advanced and slow learners. Mentors appointed by the institute provide counseling to the students, if they approach the concerned mentor with their problems. Students discuss their individual subject problems with teachers also.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

Due to COVID-19 pandemic during the session 2020-21, the teachers used ICT enabled tools. Under the guidance of IQAC, the institute conducted Faculty Training Programs to train the teachers how to use e-resources while providing teaching lessons to the students.

Consequently, the faculty members effectively used ICT enabled tools, like laptops, PPT presentations, video lectures, audio lectures, virtual labs, YouTube links, e-contents etc. Teachers delivered their lectures using FreeConferenceCall app, Google classroom, Zoom etc. Feedback was also collected from the students to examine whether they are satisfied with this online mode of teaching.

Moreover, faculty members attended various webinars and faculty development programs conducted by different departments of the parent institute as well as the other institutes. Though the country was undergoing a very critical phase facing COVID-19 pandemic challenges, teachers made all possible endeavors to make their teaching effective by using ICT enabled tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

693

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The system of internal assessment adopted by the college is absolutely transparent. The norms in this regard are followed as

directed by Punjabi University Patiala. In the beginning of academic session, the students' knowledge and skill are assessed on the basis of their merit in the previous class and the proofs provided by them to validate their claim. Students who are admitted to the first year of any program are given time period to make themselves comfortable with the subjects in which they are enrolled. During this period, the teachers guide them at every stage. If students find it difficult to continue with a particular programme, they are allowed to change from one stream to another (where ever possible) or from one subject to another. At the commencement of the session, the faculty members inform the students about the criterion to be followed in the evaluation process. The criterion is based on the attendance of the student during the semester, his/her performance in the mid-semester examination, assignment submitted, project/model submitted (for final year science students only), presentation,performance of the student in the academic as well as co-curricular activities etc. The transparent internal assessment system followed by the institute as per University academic calendar strengthens the effectiveness of both teaching and learning process.

The Career Guidance and Placement Cell of college ensure that our students should be advanced learners.

They are being made aware of challenging career options. The students are also guided to avail other opportunities like scholarships for higher education, crack competitive examination and secure jobs while they prepare for/appear in their final year examination. The teacher incharges of various activities identify the students for quiz competitions, singing, fine arts, folk arts, photography, theatre, debate, declamations, elocution, etc. are groomed in these areas. In this way, not only their innate talents flourish but they bring laurels to their alma mater also.

File Description	Documents
Any additional information	[View File]()
Link for additional information	Nil

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

The institute ensures the transparency in the internal assessment system. Teachers intimate the students about the standard internal evaluation process to be followed of the theory & practical subjects. In this context, the college prepares an Academic Calendar

in line with the University Calendar prior to the commencement of the academic session in consultation with the Heads of the Departments. Initially, in the beginning of the semester, faculty members inform the students about the various components of the assessment process for the semester. For internal assessment, the departments take Mid Semester tests. Date sheet of these tests is uploaded on the college website as well as is displayed on all the notice boards of college.

The examination branch of the college conducts all the internal assessment tests as per the schedule and circulates the invigilation duty chart for the faculty members. The pattern, quality and correctness of the question papers prepared by the faculty members for the internal assessment tests are verified by the concerned Head of the Departments. The college teachers are deployed for the purpose of conducting these tests.

The faculty members upload the score to enable the institute to keep a record of the students' performance in the internal exams. Evaluation is done by the course handling faculty members within one week from the date of examination. The evaluated answer sheets are distributed to the students for their information, providing sufficient transparency and accountability. Any grievance occurring during this process is taken care of and the problem is resolved immediately to the full satisfaction of the students.

The marks obtained by the students in MSTs are instrumental tool in preparing internal assessment of them for the final exams. As a result of this effort many of our students get positions in University Merit list every year. List of the meritorious students is uploaded on the college website.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The college offers various courses such as undergraduate, postgraduate and vocational courses. The Programmes offered by the institution are uploaded on the institutional website. The Syllabus

of each course is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to achieve. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme their attainment is assessed through various tests and examinations. Suggestions for further improvement are also taken from pass out students when they visit college to get their final degree.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Evaluation determines the extent to which Programme outcomes, Programme specific outcomes and course outcomes are being achieved, which is helpful to take the decision and action to improve the running programmes in the college.

Final evaluation of the student is done by the departments, for interpreting the data and evidences accumulated through internal assessment process.

The Programme outcomes, Programme specific outcomes are assessed with the help of course outcomes of the relevant course through direct or indirect methods. The knowledge and skills of the students examined by direct method through direct university examination, internal examination and assignments. The feedback from the faculty give rise an attainment in the indirect method.

Our career guidance and placement cell of the college supports the students in career choices and helps them to get private as well as government jobs. Our students have been placed in various companies like Infosys, Wipro, Amazon, TCS, Capgemini, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

635

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_6 1b316c14ac35.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

SD College Barnala constructed a Radio and Television Studio with preview room not only aimed for education purpose but also for

information and social awareness. The college spent a sum of approximately 20 lac to construct and equip the Studio with all high technology equipments like Camera, Lights, Mixer, Microphones, Editing Machines etc. With social responsibility in our mind we generally try to reach those masses which are usually ignored by the mainstream media. STP News, a YouTube channel is being used extensively by us as a medium to deliver message to our students and other audiences.We have invited for interviews eminent personalities who are part of the ground reality of the social media network and social realities. Teachers use this platform for career counseling also. In this time of pandemic, the studio is also utilized by teachers to create online lectures for students who can download them later at their convenience from YouTube. College has set up medical laboratory and Molecular diagnostic laboratory having various instruments such as hematology, biochemical, electrolyte analyzers etc. Free check up and basic tests are offered to the students and staff members of all the institutes under the SD College Management.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

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

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

0

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

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

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

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

07

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The College carried out some extension activities during Covid-19

pandemic in this session such as Covid vaccination drive, Fit India Awareness campaign, Cancer Awareness Campaign etc. For the success of Covid vaccination camp to be organized in the college, students convinced neighbourhood community about the necessity and urgency of vaccination at a time when the community was hesitant to have vaccination. The college organized two vaccination camps in April and May 2021 in coordination with Civil Hospital Barnala, benefitting more than 160 people. Success of these two camps highlighted the efforts made by studentsto sensitize people which was also reflected in next five camps organised after June 2021, which attracted huge number. To develop the immunity during Covid pandemic, the College organized Fit India & Yoga workshop to promote benefits of developing strong immunity in fighting the Covid-19. Further students also encouraged family members & neighbours to perform yoga at their homes in the peak times of Covid-19.An extension lecture has been organized on the theme of "Health and Hygiene" to celebrate 'Swachhta Pakhwara'. This motivational lecture encouraged the students to spread this awareness among the families and society for the betterment of the nation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

14

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

340

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

83

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. In session 2020-21, our college has thirty two classrooms along with four seminar halls. Two new seminar halls (One having LCD facility) are added during this year. There are various labs of Physics, Chemistry, Life sciences (Botany, Zoology), Psychology, Computer and Journalism. Five new labs are also added including three for Health and Nutrition, one for B.Voc. (Software Development) and one for B.Voc. (Medical Laboratory and Molecular Diagnostic Technology). The whole campus is Wi-Fi with 50mbps bandwidth. TV and Radio Studio having Preview Room is build up with specialized equipment for teaching and learning of Journalism & Multimedia Technologies (JMT) students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Due to Pandemic, very few activities were performed by students. At our college ground, Evening center was running successfully. Many posts of Police department were being advertised, our institution organized a physical training camp. Many students participated in this camp which was free of cost for college students and non-students. Yoga Day was celebrated on 21st June, 2020 by NSS, NCC & Sports department. Three day yoga workshop was organized to motivate students for yoga. Yoga was also promoted in B.Voc. (Nutrition & Health Care Science) course. A full-fledged subject Yog & Health was being taught there. Hall-I was allocated for yoga exercises. GK quiz held at B.Voc. (Medical Laboratory and Molecular Diagnostic Technology) on 18th July, 2020. To celebrate the 400th birth anniversary of Shri Guru Tegh Bahadur, the Departments of languages and the Department of Computer Application organized online Inter-College E-Poster making, E-Slogan writing and E-Quiz competitions on 20th July , 13th July and 17th July respectively. A large number of students participated in these competitions. A webinar was also organized on "The Travels and Martyrdom of Shri Guru Tegh Bahadur" on 11th July, 2020. Around one hundred fifty viewers attended this webinar. Dr. Daljit Singh, incharge Shri Guru Tegh Bahadur National Integration chair and Head Department of Punjab Historical Studies, Punjabi University Patiala was the key speaker. To celebrate Independence Day, E-poster making and online quiz by NSS department was conducted for students. Two Indoor Badminton Courts were added for students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

10

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1267935

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College has a large library as a knowledge center equipped with most modern facilities. The whole library area is Wi-Fi with 100 mbps speed. Library has rich collection of books, journals, magazines and e-resources. Library collection is classified with Dewey Decimal Classification Scheme. Library is automated with International software KOHA 17.5. The library has access to e- resources (e-books and journals) provided by UGC – INFLIBNET N- LIST program through which it provides access to about 5000 e-journals and more than 86,000 e-books. Computers are installed in the library for OPAC (Online Public Access Catalogue). Inter library loan facility is also provided to readers. College is the member of DELNET. Library subscribes 30 printed periodicals (Journals and Magazines) and 22

Newspapers. Open access system for both post graduate as well as under graduate students allows easy access of books. Laser printer cum scanner and photo copier is also available in library. CCTV cameras are installed in the library for effective surveillance. Library also provides Training/Apprenticeship to the students of Library and Information Science. This year also 04 students are undergoing training. Book bank facility is a unique feature of the institute wherein meritorious and economically weaker students are provided textbooks from the library. Every year a large collection of textbooks is added to the existing book bank of the library. Library Committee ensures that the outdated, old edition books or textbooks no longer prescribed by the university are weeded out and latest editions are added to the book bank for the benefit of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

52791

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Due to Pandemic, online classes were taken throughout the year. So during session 2020-21, the College has 20 Wi-Fi Connections. Out of that 11 new Wi-Fi connections were provided, 08 having 100 MBPS & 03 (50 MBPS) speed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

125

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3115036.92

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Policy for Systems & Procedures for Maintaining & Utilizing Physical Academic & Support facilities

- **The Institution has a policy for maintaining & utilizing physical, academic and support facilities. The Budget Committee of the College receives budget proposals from all the HOD's & Coordinators and the committee get these proposals approved by the Principal and the Managing Committee.**
- **During Pandemic, the institution took all precautionary steps like distance keeping, sanitization etc. Circle marks had been painted for the students and the faculty to ensure proper social distancing. Sanitiser were installed at different entry points of the institution. The sanitiser used by the college**

is being prepared by our Department of Chemistry.

- Routine complaints related to electricity, water & infrastructure by various departments are entertained by the Maintenance Wing.
- The College has well qualified technical staff responsible for the maintenance of the equipments. Moreover, the college has a permanent arrangement to call the service providers whenever required.
- The college has trained electricians for the maintenance of electrical appliances.
- 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, toilets, parking areas, corridors, etc. is done by the staff under the supervision of the Office Superintendent.
- The Sports Department make efforts to look after the ground and maintenance & upkeep of different types of equipment.
- For proper maintenance of science labs, the science departments have JLAs and lab assistants. All work together to ensure that students' requirements are met satisfactorily.
- Library has its own permanent staff to look after and for maintaining library infrastructure.
- The residence to Pujari (Priest) is provided beside the Krishna Temple for proper look after 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.
- The college has installed UPS to facilitate the smooth functioning of devices like computers.
- Several departments of the college are interconnected with EPABX (Intercom).
- As per requirement, the institution has installed new labs like TV & Radio Studio with Preview Room, Software Development Lab and Nutrition Lab for the students and the maintenance of these labs is in hands of expert staff.
- Campus is equipped with Fire Extinguishers, Cash Counting Machines, Photocopiers, Air Conditioners etc.
- Sufficient number of Water Coolers are provided for drinking water in the college campus along with 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 regular maintenance and to have an uninterrupted water supply of safe drinking water throughout the year.

- **All the concerned incharges of canteen, staff room 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.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

224

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

68

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61e90bd3d495c.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

349

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

349

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

B. Any 3 of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

23

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

96

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student council or similar bodies cannot be elected in the college, according to Punjab State Government Policy. In our institute, students are the members of a variety of institutional and departmental organisations, like Social Science Association, the Young Scientist Association, the Commerce Association, the Mathematics Association, the Computer Association, the Management Association, and the History Association. Besides these associations, English Literary Society, Hindi Literary Society, Punjabi Literary Society, Music club, and Environmental club conduct various activities in which students actively participate.

Students have a variety of channels via which they may communicate their problems, views, and ideas to the college administration. Under the auspices of NCC and NSS, a variety of programmes are held to engage students.The editorial board of the college magazine 'The Stream' is composed of student editors for all the sections. They assist the appropriate section's teacher editor in selecting articles for publication in their respective sections. They also encourage other students to contribute to the magazine by writing articles.Students are also members of several institutional committees, such as IQAC, Samaj Te Patrakar, and the Committee for differently abled students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college does not have any registered alumni association at present. Although the ex students of this college are well placed in different professions. Many officer bearers of the management committee of S D College educational Society completed their graduation from this college. Many sports persons excelled by getting National / International fame. The ex students of this college contributed significantly in the development of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

S.D. College, Barnala established in 1956 aims to transform lives and communities through learning and meet the needs of internal and external communities by providing lifelong education and skills necessary to sustain individual career success within a global economy. The institution keeps its perspective plans aligned with its vision and mission.

The college governing body including the President, the Vice-President, the General Secretary, the Finance Secretary, the Director, the Principal and the staff representatives plays a pivotal role in designing and implementing quality policies and plans of the institution.

Under the leadership of the Management and the Principal, the entire faculty of the institution undertake relevant initiatives for enriching the academic, co-curricular and administrative standards of the institution.

The uploaded document shows how Management, Principal and staff work in co-ordination when a new course is being introduced.

The institute planned to introduce B.Voc in Journalism and Multimedia Technologies. The department of JMC submitted the Project Report in this regard and an Advisory Committee was constituted under the chairmanship of Principal S.D. College. Proposal for the grant of B.Voc (JMT) was submitted and was duly approved by UGC and Punjabi University, Patiala.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22987ba831.pdf
Upload any additional information	[View File](#)

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

The institute has decentralized governance system for performing the various activities. The Management and Principal of the college promote the culture of participative management by dividing the academic and administrative work by forming different committees and cells who perform their respective duties efficiently. The uploaded document shows the planning and execution structure of the institute. The college leadership provides operational autonomy to the teaching departments by which the heads of different departments are authorised to prepare and plan schedule of work, enrichment programmes, educational tours, allocation of work load to teachers of the departments in the time-table, organisation of seminars and webinars etc. of respective departments in consultation with other faculty members. The Principal coordinates the activities of the institution with the governing body, local administration, Punjab government and the university. IQAC ensures participation of teaching and non -teaching staff in decision making. Heads of departments work in coordination for any new organisational change.

To show decentralisation, the document showing how Principal, Teaching and Non-teaching staff are involved while conducting Annual Athletic Meet has been uploaded.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f229bfb3bda.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Both the long term and short -term plans of the institution are focused on academic and infrastructural development of the institution. Before the onset of every academic year, emphasis is laid on bringing some new courses, preferring NET qualified candidates for recruitment as teachers, employing innovative teaching methods, encouraging faculty members to pursue Ph. D., strengthening Placement Cell, orienting NSS, NCC and Youth Club towards goal-oriented programmes, making infrastructural improvements etc. The institute keeps its strategic development and plans aligned with its vision and mission. The institute is

committed to ensure quality in all its initiatives in the extra co-curricular activities, sports, administrative and other domains of activity. Based on perspective plan of the institute, we are uploading one activity i.e. installing Radio and TV Studio.

For the better exposure of JMT (B.Voc) students the institute planned to instal Radio and TV Production Studio in the department. In this regard, Financial Proposal including the list of required equipments, faculty requirements, office furniture and office renovation charges was submitted to the higher authorities. After due consideration of all the aspects, the studio was established. The supporting documents have been uploaded.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ee42a79d2f0.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The entire organisational structure of the institute is based on collective decision making and individual responsibility. Different tasks are assigned to different committees and there is an efficient mechanism of co-ordination while monitoring various activities of the college. The college formulates its objectives and these are regularly reviewed and revised. The faculty members are included in the joint committees constituted for undertaking different development projects of the institution. Under the leadership of the Management and the Principal, the entire faculty of the institution puts co-ordinated efforts for designing and implementing the proposed plans and maintaining quality in institutional efforts. Meetings of the staff, IQAC and different departments are also held as per requirement. Organisational structure of the institute has been uploaded. Regarding appointment and service rules, procedures etc. we follow the calendar of Punjabi University, Patiala and are sharing the link of the same.

File Description	Documents
Paste link for additional information	http://punjabiuniversity.ac.in/calendar/Calendar%20Volume%20III%20Part%20II%20%282005%29%20English%20%20%28Uploaded%20on%2004%20October%202011%29.pdf
Link to Organogram of the institution webpage	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ee440647d2a.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution makes sincere efforts to enhance work efficiency and provide job satisfaction to its employees.

- **The college provides timely salaries and benefits as per Punjab govt./UGC norms and management rules.**
- **The temporary staff is provided handsome salary.**
- **Promotion is given to non-teaching staff to keep them committed and motivated.**
- **In case of death of an employee suitable employment opportunity is provided to the family member of the deceased employee on compassionate ground depending upon his/her qualification and experience.**

- If any employee needs financial help, the staff arranges funds for such a person on sympathetic basis.
- Periodic revision of pay is done for temporary teachers.
- Professional development of both teaching and non-teaching staff is taken care of under faculty/professional development programmes.
- The employees are motivated for their roles and responsibilities by appreciating them through circulars and staff meetings and ensuring their cooperation in various committees.
- Employees avail the benefits of Employees State Insurance (ESI) scheme as per law.

Employees avail maternity leave, medical leave and earned leave wherever applicable.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance of teachers is evaluated and assessed on the basis of Self Appraisal Proformas filled by them every year towards the close of academic session. Self-Assessment Proforma consists of following points:

- **Teacher's Personal Profile**

- **Innovation in teaching learning methodologies**
- **Updating of subject knowledge**
- **Participation in co-curricular activities**
- **Participation in seminars, workshops and conferences**
- **Participation in Orientation Programmes/ Refresher Courses etc.**
- **Research Projects undertaken**
- **Research papers published**
- **Service to Community**
- **Counselling to students**
- **Contribution in various committees of the college**
- **New teaching methods used by teachers.**

After due consideration given to the information filled by the teachers in these proformas, teachers are promoted to higher grades. Performance of non-teaching staff is also evaluated and assessed on the basis of ACRs. In this regard, ACR proforma and self -Assessment Proforma have been uploaded.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22a1ea1e95.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The 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 Auditor Journal (Audit), Indian Audit and Accounts Department, Punjab conducts the audit of government grants 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 form a true and fair view of the financial statements of the audited entity and to check whether the financial statements are prepared in accordance with accounting standards.

If any objection is raised by the concerned authority, an immediate

compliance is made. The audit report has been uploaded.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22a417a927.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.84600

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

For generation of funds, the college has four major sources:

- The college receives 95% grant-in-aid in respect of sanctioned posts from govt. of Punjab.
- UGC grants are received under various plans for specific needs of the college.
- Funds are collected from students under various heads as authorised by the Punjabi University and Punjab Govt.
- The income is also generated by self-financed courses to meet other requirements.

Additional funding resources of the institution include bank interest, sale of scrap etc. The funding secured through above means is utilised for development of infrastructure and for organising various academic and co-curricular activities.

The audited reports and balance sheets indicating income and

expenditure, details of sundry creditors and other liabilities have been uploaded.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22a6e56490.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has been making constantly sincere endeavours to uplift the academic and administrative standards of the institute. After the first cycle of NAAC under the guidance of IQAC the institute has adopted the practice of conducting Academic and Administrative Audit (AAA). The members of the IQAC Peer Team visit the institute to inspect the academic spheres and physical infrastructure. They gather information regarding teaching learning outcomes, sports facilities, classrooms, laboratories, library, NSS, NCC and Youth Welfare Club activities, ICT facilities provided to students, teachers and Administrative Office etc. The NAAC peer team provided its feedback and gaverecommendations in its report which helped the institute to improve its quality assurance strategies.

To achieve the vision and mission of the institute, the institute always works for the multi-dimensional development of its students by adding skill-based programs from time to time. In this respect, three more vocational programs were introduced i.e. B.Voc courses (Software Development, Journalism and Multimedia Technologies, Nutrition and Healthcare Science). Such career-oriented courses pave a way for the students while seeking jobs in the present globalized competitive world.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22a9cc409d.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institute keeps on reviewing its teaching-learning processes, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC. In this regard, the institute has taken many initiatives of which we are going to quote two initiatives.

Firstly, during the COVID-19 pandemic, IQAC conducted an online Student Survey from 27 January to 3 February 2021 before the commencement of the even semester taking the views of the students whether they prefer to opt online or offline mode of study. 905 students shared their views. A significant proportion of students opted for online classes. Consequently, an online mode of teaching was adopted using different platforms like Free Conference Call App, Zoom, Google Meet, Google Classroom etc.

To enhance the effectiveness of teaching learning outcomes, subject related material and links of videos related to certain topics were also shared with the students by the teachers.

IQAC conducted one more survey (Student Satisfaction Survey) from 15 September to 21 September 2021 after the completion of the semester. A Questionnaire of 15 questions was shared with the students to assess the satisfaction level of the students in regard to online classes. Around 474 students responded to this questionnaire expressing their satisfaction level.

Secondly, B.Voc Nutrition and Health Care Science organised One Week Training Programme for its students of the semester I at Partap Nursing Home, Barnala under MOU signed for this purpose. Students participated in this programme in order to acquire working knowledge of keeping clinical records, practical experience in measuring various physical parameters and preparation of diet plan according to nutritional requirements of patients' condition. Such programmes help the students to get exposure to latest techniques used in health care science. Students developed the skills which are required to improve the quality of health care. These training programmes also facilitate the adoption of eating and other nutrition related behaviours conductive to health. The supportive documents have been uploaded.

File Description	Documents
Paste link for additional information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61f22acba3bfa.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_623d5dce6e185.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our institute gives utmost importance to gender equality and makes efforts towards gender sensitization and upliftment of girl students. We provide scholarships and fee concession to students, especially to girl students so that they should not be devoid of the right to education.

We organize seminars to create awareness among girls about women rights. We especially concentrate on girls belonging to marginalized sections of society like SC, ST, OBC and minorities. We have a

special cell named as SC/BC Cell which assists students of these categories. We have a 'Women Welfare Cell' comprising of female teachers, with whom girl students can discuss their problems. We have separate common room, separate washrooms for girls.

Due to covid pandemic we organized webinars, online slogan writing competition, e-poster making competition in which girls prominently participated. In our institute we have a department of Medical Laboratory and Molecular Diagnostic Technology where we arrange medical testing for students free of cost especially for girl students for common problems like anemia. We are also running a course Nutrition and Healthcare where we educate students about nutrition for good health especially to girls. We arrange special session for discussing medical issues of girls.

File Description	Documents
Annual gender sensitization action plan	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ef85beb0a7c.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ef85beb0a7c.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management

There is a lot of waste material in the institute in the form of tree leaves, pruning of trees, cutting of grass etc. Different waste collection bins for biodegradable and non-biodegradable waste are placed in different departments. In order to manage the solid organic waste a 'Vermi composting Unit' has been constructed.

2.Liquid waste management:

We do not have much liquid waste in the laboratories. In the laboratories of chemistry department harmful chemicals are used in minimal amount.

3. Bio-Medical Waste:

Autoclaving of Spent media and used cultures of Medical Laboratory and Molecular Diagnostic Technology department is done before discarding. Needle destroyer is used to destroy the used needles. Waste of MLMDT laboratories is send to Civil Hospital Barnala to further dispose off.

4. E waste management:

With the increased use of e-mails and pen drives, the use of CDs and DVDs has become almost negligible. The printing cartridges are reused till they become non-functional.

5. Waste Recycling System:

In our Institute we sell our waste paper and news paper etc. to the vendor who further sells it to cardboard manufacturing unit.

We do not use any radioactive material in the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance	B. Any 3 of the above

of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

S.D.College, Barnala has always been the fore-runner in sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state. Our institute celebrates the cultural and regional festivals like Youth festival, Teej festival, Lohri etc. In order to promote harmony among students we celebrate

various days like Shri Krishan Janamashtami, Ram Navmi, Durga Ashtami, Murti sathapana diwas of ancient Krishna temple (situated in college campus) etc. During session2020-21 we organized special ceremonies to celebrate 400th year of Guru Teg Bahadur Ji's janam divas. Our college invites great personalities of our society to deliver lectures on the importance of moral values to sensitize the students about the importance of maintaining the same throughout their life. The admission policy clearly states that equal opportunity will be given to all students as per the Punjab Govt. guidelines. Our college also promotes gender diversity in the admission policy and it pays special attention to admit girl students(they are given special assistance through fee concession).Institute has a code of Ethics for students and teachers which has to be followed by each one of them irrespective of their cultural, regional , linguistic, communal, socio-economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

To sensitize the students and employees of the institution about their constitutional obligations, our institute celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day and Press Day. They aim at highlighting the constitutional spirit, liberty, equality, justice and fraternity. We organized webinars on Formation of Indian Constitution: A historical perspective, Indian Parliamentary System, Be a winner during lockdown, Stress Management during Covid-19, Health and fitness challenges during covid-19 etc. Our institute celebrates Flag Day. We collect the fund for the welfare of ex-servicemen and rehabilitation of battle casualties. During pandemic period our college with the help of administration, organized a number of vaccination camps at our campus. These camps helped in sensitizing the students regarding their social responsibility and value of human life. During the pandemic period we followed all guidelines issued by Govt. of India and State Govt. from time to time. In our institute we made it mandatory for our faculty members, students and non-teaching staff to wear mask, use sanitizer and maintain proper social distance from each other. We

closed canteen in our institute for safety purpose. We allowed entry in college after proper hand sanitization and thermal scanning which was mandatory for everyone.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ef89069b1f6.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our institution celebrates national commemorative days like 15thAugust, 26th January. Apart from these we celebrate International commemorative days like World Environment Day, World Tobacco Day, International Yoga Day and also organized three-day online yoga workshop. We solemnized Hindi Diwas in which around 500 students participated. We also organized online slogan writing competition dedicated to teachers day, Quiz competition regarding

Indian freedom struggle. We organized webinars on Science and Research, Nanotechnology, Mathematical Thinking and on Sri Guru Teg Bahadur ji.We also organized educational trips to Hi-tech lab and Civil Hospital Barnala. We conducted 'NCC enrollment cum Interview' to enroll NCC cadets with the help of Indian Army.To sensitize the students about Cancer manic we conducted poster making competition on Cancer awareness day. Dr.Harkanwal Singh delivered lecture on Swachhata Pakhwara to make students aware about importance of cleanliness and hygiene. Col. Jalbans Singh(Rtd.) online shared his views to commemorate martyrs of Kargil War on Kargil Vijay Diwas. Annual Training Camp (ATC-97) was organized from 15th -19thFeb 2021 in our campus and NCC cadets of our college participated in 7th EBSB Camp(Ek Bharat Sreshth Bharat) organized by NCC DTE Gujrat. Our NCC/NSS cadets rendered their services to the District Administration Barnala during covid pandemic.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE 1:

1. Title of the Practice

FREESHIPS AND FEE CONCESSION

1. Objectives of the Practice

1. To achieve the objectives of right to education which is also a fundamental right in Indian Constitution. Though it is mandatory only up to 14 years of age but generally right to education is considered as human right and much required in higher education also. Even vision of the founder members of this institution was to provide affordable education to the

maximum number of students.

2. To cater to the needs of economically weak but meritorious and deserving students, especially from rural background and socially weaker sections including girls

1. The Context:

This institution was started in 1956 with the sole motive of providing quality education in the backward Malwa belt. The vision of our founder members, Dr. Raghubir Prakash Ji and Pandit Anand Sarup ji was that no student who deserve higher education should be deprived of the same due to lack of resources. This institution has been imparting quality education for the last six decades. During this long academic journey the institute has proved to be an oasis of knowledge in barren stretch of illiteracy. Students especially from rural background come to this institute with quest for learning and shaping their future. The main aim of this institute is of holistic development of students so that they can positively contribute to the progress of the nation. Along with the prescribed syllabi the institute also provides value based moral education.

1. The Practice:

The institute is situated in a backward area where the problems of female foeticide and gender bias prevail. The female students are deprived of good education either because the parents are not capable or they are not willing to spend money on the education of daughters. So, this practice of providing free education, free books and fee concession to students was started by founder members in early years of inception of this college. Keeping these aspects in mind economically weak students especially girl students are given support by the college. In this way college is working towards women empowerment also.

Without any partiality, students are asked to give applications for fee concession at the time they fill their admission forms. At that time they are advised to fill only the university dues. Information regarding various schemes of fee concession is provided in the prospectus also. The students who apply for fee concession are called along with their parents for a meeting on a fixed date. Members of the Managing committee and Principal take decision regarding the financial help for the deserving students. The amount of the monetary help is also decided by them. After that, students and their performances are followed. It is checked whether they attend classes, and how do they perform.

From the session 2012-13 to 2017-18,Rs. 1,40,49,805/-has been offered to the students as fee concession. During this time 1614 girls and 1088 boys were benefitted.

From the session 2018-19 to 2020-21 (covid pandemic period) a total fee concession of Rs.40,99,130/- have been given to the students that included 348 girls and 283 boys.

1. Evidence of Success:

The students who availed this facility have secured top positions in the University Merit List. Many of students got government jobs like as Revenue Patwari(Harpal Singh),Punjab Police(Gurpreet Singh,Manpreet Kaur,Neetu Kaur,Jasvir Kaur),Teacher and Assist.Prof. in Colleges(Jaswinder Kaur,Namarata,Simarjeet Kaur) etc.The list is very long and it is not possible to mention all names so here we are mentioning just few ones.

1. Problems Encountered and Resources Required:

The aim of our college is to help the students to the best of its ability. However, because of less posts covered under Grant in Aid scheme, our institute has to arrange teachers of its own. Chunk of funds is used to pay the salary of these faculty members. As most of the students in our college belong to rural background and have less paying capacity therefore our institute faces the problem of shortage of funds. Our college started B.Voc courses and has spent a huge amount upon the infrastructure required to run these courses. However our college has not received any grant from the UGC till now. Under Punjab Govt.'s Post- Metric Scholarship Scheme for SC students aid of more than one crore rupees against this scheme is still pending with Punjab Govt. Covid pandemic has further aggravated the problem of scarcity of funds.

BEST PRACTICE 2:

1. Title of the Practice

JEEWAN KE RANG HARIYAWAL SANG(Celebration of life along with nature)

1. Objectives of the Practice

- The main objective is to create environmental awareness among students and faculty members.
- Practical involvement of students by contributing for

plantation and by planting the plants themselves.

- To establish an emotional connection between students, faculty members, institution and their green surroundings.
- Beautification of college premises and turning it into a green zone.
- Celebration of special events of life economically by embracing simplicity by connecting with nature and by nurturing it.
- Inculcating the value of dignity of labour among the stakeholders.

1. The Context:

From the current scenario around the world a general apathy for environmental concerns can be felt particularly among youth and people in general. It was considered essential to connect the students and the faculty members with nature around them.

As the practice demands voluntary participation from the students so it was a challenging task for the NSS department to convince them to shell money or for the investment of labour for plantation in the college premises on their birthdays etc in an unorthodox way, the day which they otherwise celebrate with grandeur in a very conventional manner along with their peer group. For that matter a number of meetings were held to make them aware about the practice and for their constructive approach towards it. Examples of faculty members who contributed for the purpose were brought before them. Moreover, the student volunteers participating in this drive were honoured.

1. The Practice:

The practice 'JeewanKe Rang Hariyawal Sang' was introduced in 2021 immediately after a traumatic period of Covid-19The practice was designed to attract students towards college campus where they invest a huge amount of their time daily. It was realized that they need to participate in the development of clean, green and serene surroundings. The practice involved them not only to contribute monetary for planting saplings and trees but to nurture them also voluntarily that helps in instilling constructive feeling for a better society rather than reflecting indifferent attitude towards environmental concerns.

Modernization and technological facilities have led younger generation towards a lethargic attitude for manual labour. The aim of the higher education is to educate the youth to become active and

productive members of the society. Considering this the practice is launched as an effort to teach them dignity of labour as they not only plant the trees but tend them also. Planting and caring generates a sense of belongingness among students and faculty members. For quite some time UGC has implemented Environmental studies as a qualifying subject for the undergraduate classes to create a general awareness regarding environment and environmental issues. Students were studying this subject theoretically as a part of their curriculum devoid of any practical approach which is otherwise main concern of UGC in introducing this subject. This practice bridges the gap between theory and practical approach and propels students to actively participate in environmental care. As the goal of higher education is to distinguish between right or wrong, and to embrace wisdom and knowledge for the training of mind and soul so this practice creates wisdom among students that sustenance of life thoroughly depends upon the sustenance of environment.

Main objective of higher education is to instill love for higher values of life. The Practice which encourages students and faculty members to adopt simplicity by rejecting complexities of modern life ultimately leads them to attain higher values of life. These values adopted by the students further lead to create a human chain of goodness and concern for others. Very few people are privileged to obtain higher education. Those who are privileged should hand over the good values in the society. The entire process of this drive is targeted to achieve a full and harmonious development of the students.

1. Evidence of Success

The practice was initiated keeping in view the benefits for both- the institution as well as the students. Before bringing this drive into practice several targets were fixed. To bring environmental awareness among students and at the same time to motivate them to participate for its maintenance was one of the main agenda of the practice. After the aftermath of Covid-19 a number of students realized the importance of life and the value of its sustenance. Therefore, their inclusion in the drive brought fruitful results. They further motivated other students to come forward and connect with this cause emotionally by sharing their special occasions through plantation. A number of students other than NSS volunteers contributed and participated to make this drive successful.

Initially small targets like plantation of 100 tress and installing new pots etc. with the volunteered amount in the passage were fixed.

NSS department through constant and persistent efforts by encouraging the students succeeded in achieving these desired targets. The biggest achievement during the entire drive was emotional involvement of students which led them to tend the plants after plantation and moving forward gradually in turning the college premises into green zone.

1. Problems encountered and Resources Required:

- As the motive of the practice is to involve students voluntarily so to propel them to come out of their cliché and to share their happiness through planting and tending plants is a difficult task. They are yet not ready to adopt unorthodox ways of celebrating their important moments.
- It was difficult to connect students who have not opted for NSS. It became a herculean task to convince them that the task is not only for NSS volunteers but for the entire student community in the college.
- As it needs a lot of courage to ask and involve others manually as well as monetary. Considering it a prestige issue and below their dignity they hesitate in taking initiative in generating monetary assistance and in creating human chain for the cause.

BEST PRACTICE 3:

1. Title of the Practice

Healthy students Healthy institute

1. Objectives of the Practice

- To make the best use of Medical laboratory and the instruments.
- To provide facility to the teachers, non-teaching staff and students for free medical tests.

- To train the students of B Voc (Medical Laboratory and Molecular Diagnostic Technology).
    1. Context:

Vocational course of Medical Laboratory and Molecular Diagnostic Technology was started in S D College Barnala from the session 2018-19. This course was funded by UGC. It was designed to provide skills and improve employability of the students. It not only concentrates upon theoretical knowledge but also focuses to sharpen

the skills and expertise of the students through practical training. From the funds received from UGC laboratories were established having all the instruments like Hematology Analyser, Biochemical Analyzer, Electrolyte Analyzer, Microscopes, BP Apparatus, Oxymeter, Thermometer, Weighing Machine etc. Kits have been also procured to carry out routine tests like blood glucose, liver function tests, renal function tests, widal test, test for measuring CRP, Rheumatoid antigen etc. One technician has also been appointed to carry out these tests.

1. The Practice:

Hematology Analyzer: it is used to carry out complete blood count that includes RBC count, WBC Count, Platelet count, haemoglobin concentration hematocrit, RBC indices and Differential Leucocyte count.

Biochemical Analyzer: it is an electronic instrument which is used to investigate various biochemical constituents like blood glucose, total proteins, cholesterol, triglycerides, enzymes like SGOT, SGPT, amylase, alkaline phosphatase etc.

Electrolyte Analyser: It measures electrolytes like sodium, potassium and chloride in serum, plasma and urine.

Microscope: It is used to count WBCs, RBCs, and other cells manually.

BP Apparatus is used to measure systolic and diastolic blood pressure levels in human body.

Oximeter: it is used to monitor the amount of oxygen in blood as well as pulse rate.

The students and technician carry out free check up of BP, Temperature, oxygen concentration, pulse rate etc of the students and staff members of the institute on regular basis.

The instruments and kits present in laboratories of Department of MLMDT are used to carry out the basic tests. This facility is offered to all the employees of the institute. Blood group identification and haemoglobin estimation is done for all the students who opt for NCC. On women's day, blood group and complete blood count of girl students are carried out. They are informed about anemia and its ill effects. Many staff members who suffer from diabetes can get their blood sugar level regularly checked up.

Various haematological tests (CBC), Biochemical tests like Renal Function tests, Liver Function Tests, Lipid profile and serological tests like widal test, CRP etc are carried out. This gives opportunity to the students studying the course to get an experience to carry out various tests.

1. Evidence of success:

Carrying out free tests help especially those employees who cannot afford to go for testing on regular basis. There are some employees suffering from Diabetes. For them getting their sugar levels checked at their workplace is a boon. Students who join NCC need to fill their blood groups in the form which can be done easily and free in MLMDT Laboratory. Everyone in the college has a benefit to get their BP, Temperature, oxygen level, pulse rate, weight etc checked on regular basis. Carrying out tests in the college also helps the students of the department of B Voc MLMDT. They get a chance to use their theoretical knowledge with their hands. We make the best use of the instruments and the kits available in the laboratories. Students learn to handle samples and their processing. This training further helps them to get part time jobs in the Medical laboratories in the city. Many students of the department of MLMDT work in the evening in testing laboratories.

1. Problems encountered and Resources Required:

Cost of the kits and other disposables.

File Description	Documents
Best practices in the Institutional website	http://sdcollegeinstitutions.org/S.D.%20College/uploads/document/1_61ef85e30ad46.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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. Apart from teachers and students,

prominent writers like Kuldeep Nayyar, Jatinder Pannu, Ravish Kumar, Om Prakash Gasso also contribute with their articles in this newspaper. From the session 2017-18 we have started a Web TV Samaj Te Patrakar News to keep pace with contemporary trends in the field of journalism. It provides practical and field knowledge about broadcast to them. The successful careers of many of the alumni of this venture are a testimony to this part. A few examples which can be mentioned in this respect are Ruchi Yadav (Zee Punjabi), Kuldeep Singh (Chardikala Time TV), Puneet Gaur (BBC Punjabi) etc. During the session of 2020-21 Journalism and Communication department established a Studio to train the students in the working of TV and Radio. Here we equip the students in the skills like News Anchoring, Scripting, News Reading, Video/Audio Editing and Interviewing etc. We also use STP News Web TV as an awareness tool while taking interviews with social activists and journalists like Dr. Sawraj Singh, S. Baltej Pannu, Sh. Jatinder Nath Sharma etc.

Our college Youtube channel is:STP News - Samaj Te Patrakar - YouTube

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The institution has following plans for the next academic year:

   1. Curriculum Aspects :

Strengthening of existing programs and skill enhancement under vocational programmes.

   1. Teaching, learning and Evaluation:

More use of ICT resources in teaching learning process. • Providing in hand experience of software MATLAB to students and upgradation of Chemistry, Physics, Botany and Zoology labs with help of DBT grant • To equip the students of JMC/JMT department with the skills like News anchoring ,scripting, news reading and interviewing etc.

   1. Research, innovations and Extension:

To organize workshops/webinars •To motivate teachers to attend more

FDP's and orientation courses.

1. Infrastructure and learning resources:

Establishment of 'Innovation hub' by physics department to enhance creativity and experimental skills in education of Basic Science • To upgrade the library with new e resources.

1. 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 to pursue higher studies.

1. Governance, leadership and management:

To conduct academic and administrative audit.

1. 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.