Prem Chand Markanda S.D. College

for Women, Jalandhar

(Affiliated to the Guru Nanak Dev University, Amritsar)

(Re-accredited by NAAC with A+ Grade with a CGPA of 3.52 on a 4 point scale)

Annual Quality Assurance Report

June 2017 – May 2018

(AQAR)

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore- 560 072 India

1. Details of the Institution

1.1. Name of the Institution | Prem Chand Markanda S.D. College for Women

1.2. Address Line 1 | Nehru Garden Road

City/Town | Jalandhar City

State | Punjab

Pin Code | 144001

Institution E-mail Address | pcmsdcollege@yahoo.com

Contact Nos. | 0181-2455122

Name of the Head of the Institution | Dr. Kiran Arora

Telephone No with STD Code | 0181-2241364

Mobile | 9417268885

IQAC E-mail Address | sdcollegeaqar@gmail.com

1.3. NAAC Track ID | PBCOGN12583

1.4. NAAC Executive Committee No & Date | EC(SC)/17/A&A/80.2 Dated Sept16, 2016

1.5. Website Address | www.pcmsdcollege.com

Web-link of the AQAR | https://pcmsdcollege.com/wp-content/uploads/2018/12/Final-AQ.pdf

1.6. Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	90-95%	Oct 2005	5 Years
2	2nd Cycle	A+	3.52	September 16, 2016	September 15,2021
3	3rd Cycle				
4	4th Cycle				

1.7.   Date of Establishment of IQAC | 20/03/2007 |

1.8.   AQAR for the Year | 2017-18 |

1.9.   Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

I.   AQAR   2016-17
II.   AQAR
III.   AQAR
IV.   AQAR

1.10. Institutional Status

Affiliated College   Yes   ■   No   ☐

Constituent College   Yes   ☐   No   ■

Autonomous College of UGC   Yes   ☐   No   ■

Regulatory Agency Approved Institution   Yes   ☐   No   ■

Type of Institution Co-Education ☐ Men ☐   Women ■

                     Urban ■   Rural ☐   Tribal ☐

Financial Status   Grant in Aid ☐   UGC 2 (f) ■   UGC 12 B ☐

                   Grant-in-aid+self financing ■   Totally Self Financing ☐

1.11. Type of Faculty/Programme

Arts ■   Science ■   Commerce ■   Law ☐   PEI (Phy Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others (Specify) | Computer Science and IT |

1.12. Name of the Affiliating University | Guru Nanak Dev University, Amritsar |

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1.13. Special status conferred by Central/State Government-UGC/ CSIR/DST/DBT/ICMT etc

Autonomy by State/Central Govt./University	N.A	UGC-CPE	N.A
University with Potential for Excellence	N.A	UGC-CE	N.A
DST Star Scheme	N.A	DST-FIST	N.A
UGC-Special Assistance Programme	N.A		
UGC-Innovative PG Programme	N.A	Any other	
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1. No. of Teachers — 07

2.2. No. of Administrative/Technical Staff — 01

2.3. No. of Students — 01

2.4. No. of Management Representatives — 02

2.5. No. of Alumni — 02

2.6. No. of any other stakeholder and community representatives — 02

2.7. No. of Employers/Industrialists — 02

2.8. No. of other External Experts — 01

2.9. Total No of Members — 18

2.10. No. of IQAC Meetings Held — 03

2.11. No. of meetings with various stakeholders   No. 01   Faculty 02

Non-Teaching Staff, Students 1+1   Alumni 1   Others Nil

2.12. Has IQAC received any funding from UGC during the year ? Yes ☐ No ■
       If yes, mention the amount Nil

2.13. Seminars and Conferences (only quality related)

(i)   No. of Seminars/Conferences/Workshops/Symposia organized by IQAC

       Total Nos - International -   National - State - Institutional Level 28

(ii)   Themes
       Details of the themes are attached in Annexure-V

2.14. Significant activities and contributions made by IQAC

> - Fulfilling Social Responsibilities
> - Participation from Stakeholders
> - Development Programmes for Staff, Faculty and Students
> - Minimizing Environmental Degradation
> - Digitization

2.15. Plan of action by IQAC/Outcome

Plan of Action	Achievements
Fulfilling Social Responsibilities	• Visit to Old Age Homes • Coaching for Competitive Examination preparation • Visit to Homes of Less Privileged • Blood Donation Camps • Books & Clothes Donations to the needy • Incentives and Scholarships • Celebrating National & State Festivals • NSS Camps • Free pre-coaching classes during summer vacations • Free coaching classes for Senior Citizens to make them computer saveey

Participation from Stakeholders	• Regular Alumni Meetings • Regular Meetings with Office Bearers of Central Association • Cultural Talent Hunt • Sports Meet • Regular Parents Teachers Meet
Development Programmes	• Participation in workshops, conferences, seminars by faculty • Workshops on ICT for Staff • Orientation Programme for Faculty • Faculty Development Programmes
Minimizing Environmental Degradation	• Go Green Club • Decreased use of paper and plastic • Tree Plantation • Environmental Studies Course • Water Harvesting
Digitization	• Availability of Teacher Profile and Student • Online Academic content/lecture notes • Online News Feed, Time Table, Event Management • Online Admission, Examination, Evaluation & Absentee Record are in process

Academic calendar is attached as Annexure I

2.16.   Whether the AQAR was placed in statutory body   Yes ■   No ☐

Provide the details of the action taken

- Allocation of more funds to research activities.
- Performance appraisal of the faculty members by fulfilling Self Appraisal Performas every year which includes all core activities- Academics, Research and Capacity Building.
- Training on usage of Smart Board and effective use of ICT in Teaching and Learning.
- Academic auditing manual for the college through result performas filled by the faculty every year.

Part-B
Criterion- I

1. **Curricular Aspects**

1.1.   Details about Academic Programmes

Level of the Programme	Number of Existing Programmes	Number of Programmes added during the year	Number of Self-Financing Programmes	Number of Value added/Career Oriented Programmes
Ph.D	-	-	-	-
PG	05	-	05	-
UG	08	-	07	-
PG Diploma	03	-	03	-
Advanced Diploma	07	-	07	07
Diploma	07	-	07	07
Certificate	13+1 (HR)	-	14	14
Other UG Diploma	02	-	02	-
Total	45+1 (HR)			
Interdisciplinary	09			
Innovative	01			

The list of courses offered by the college in 2017-18 is enclosed in Annexure II

1.2.   (i) Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options
        (ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	16
Trimester	
Annual	29+ 1 (HR for 3 Months)

1.3.   Feedback from stakeholders* Alumni ■ Parents ■ Employers ☐ Students ■

Mode of feedback: Online ☐ Manual ■ Co-operating schools (for PEI) ☐

Analysis of the feedback is in Annexure III

1.4.   Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi revised and updated by university

1.5.   Any new Department/Centre introduced during the year, if yes give details.

Nil

Criterion II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professor	Associate Professor	Others	Total
40	23	17	-	-

2.2 No. of permanent faculty with Ph.D

Total	11

2.3 No. of faculty positions recruited (R) and vacant (V) during the year

Assistant Professor		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	17	-	-	-	-	-	-	-	-

2.4 No. of guest and visiting faculty and temporary faculty.

	Guest	Visiting	Adhoc
	-	-	46

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended	10	28	-
Presented Paper	30	15	02
Resource Persons	02	01	-

2.6 Innovative processes adopted by the institution in teaching and learning.

- Faculty members make use of ICT to make teaching and learning more effective.
- Smart class rooms, well equipped with digital interactive boards, interactive panels, visualizers, projectors and mimeo pads are optimally used by the faculty.
- Practical skills are imparted to the students through practical session to compliment the academic system.
- Students are given assignments on case studies, small projects, power point presentations and preparation of project reports.
- 24X7 WiFi facility is provided to the students and faculty.

- Students participate in various competitions like E-Collage, Debate, Extempore, Group Discussions, Quiz, Ad-mad shows etc.
- Field visits and educational tours are organized for enrichment of knowledge of students.
- Guest lectures are also organized by various departments to impart knowledge about latest development in the economy.

2.7. Total No. of actual teaching days during this academic year : 165

2.8. Examination/Evaluation Reforms initiated by the Institution:

The institution has well framed internal system of teaching, higher learning and evaluation.

- Two Mid Semester Tests are conducted with practical examination and viva voce in the months of September and March respectively.
- Regular, weekly tutorials are conducted.
- Routine class tests are conducted.
- Paper presentations and seminars are also held.
- Meritorious students and slow learners are given special attention.
- Flexible examination schedule is provided to students participating in sports and extra-curricular activities.
- Parent teacher interactions are also organized in case there is a need.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development Workshop.

Board of Studies	Faculties	Resource Persons	Member Advisory Committee/council
03	05	03	03

2.10 Average percentage of attendance of the students: 75 to 80%

2.11. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No of Students Appeared	Divisions				
		Distinction %	I%	II%	III%	Pass %
MBEIT Sem I	05	02	40%	60%	-	100%
MBEIT Sem II	05	02	40%	60%	-	100%
MBEIT Sem III	07	02	100%	-	-	100%
MBEIT Sem IV	07	02	100%	-	-	100%
M.Com Sem I	32	-	93.75%	3.1%	6.25%	100%
M.Com Sem II	32	01	78.15%	21.85%	-	100%
M.Com Sem III	39	02	92.30%	7.7%	-	100%
M.Com Sem IV	39	09	89.74%	7.6%	-	97.43%
M.Sc (FD) Sem I	20	-	100%	-	-	100%
M.Sc (FD) Sem II	19	-	100%	-	-	100%
M.Sc (FD) Sem III	16	01	100%	-	-	100%
M.Sc (FD) Sem IV	16	14	100%	-	-	100%
M.Sc (IT) Sem I	04	-	100%	-	-	100%
M.Sc (IT) Sem II	04	-	100%	-	-	100%
M.Sc (IT) Sem III	05	-	20%	60%	20%	100%
M.Sc (IT) Sem IV	05	-	60%	40%	-	100%
M.Sc. (C.Sc) Sem I	05	-	60%	20%	20%	100%
M.Sc (C.Sc) Sem II	05	-	60%	20%	20%	100%
M.Sc (C.Sc) Sem III	04	-	100%	-	-	100%
M.Sc (C.Sc) Sem IV	04	-	100%	-	-	100%
B.Sc (FD) Sem I	19	2	63%	37%	-	100%
B.Sc (FD) Sem II	18	02	88.88%	11.12%	-	100%
B.Sc (FD) Sem III	31	02	90.32%	9.68%	-	90.32%
B.Sc (FD) Sem IV	30	02	100%	-	-	100%
B.Sc (FD) Sem V	39	01	100%	-	-	100%
B.Sc (FD) Sem VI	39	24	100%	-	-	100%
B.Com Sem I	102	-	22.54%	29.46%	4.90%	100%

B.Com Sem II	95	02	74.73%	13.68%	11.59%	100%
B.Com Sem III	158	-	21.51%	30.37%	48.12%	100%
B.Com Sem IV	154	01	70.77%	12.35%	-	100%
B.Com Sem V	94	-	54.25%	32.9%	12.85%	100%
B.Com Sem VI	92	03	32.60%	50%	-	82.60%
BCA Sem I	44	02	36.36%	20.45%	43.19%	100%
BCA Sem II	37	02	35.13%	24.32%	40.55%	100%
BCA Sem III	38	-	21.05%	44.73%	34.22%	100%
BCA Sem IV	37	01	45.94%	35.13%	18.93%	100%
BCA Sem V	44	-	63.63%	18.18%	18.19%	100%
BCA Sem VI	40	-	52.50%	25%	-	77.50%
B.Sc (C.Sc) Sem I	05	-	-	40%	60%	100%
B.Sc (C.Sc) Sem II	05	-	-	-	100%	100%
B.Sc (C.Sc) Sem III	07	-	14.28%	14.28%	71.44%	100%
B.Sc (C.Sc) Sem IV	07	-	28.57%	42.85%	28.58%	100%
B.Sc (C.Sc) Sem V	04	-	75%	25%	-	100%
B.Sc (C.Sc) Sem VI	04	-	75%	25%	-	100%
B.Sc (NM) Sem I	10	-	40%	40%	20%	80%
B.Sc (NM) Sem II	10	-	30%	20%	50%	100%
B.Sc (NM) Sem III	19	-	52.63%	47.37%	-	100%
B.Sc (NM) Sem IV	19	-	52.63%	5.26%	42.11%	100%
B.Sc (NM) Sem V	13	-	53.86%	23.07%	23.07%	100%
B.Sc (NM) Sem VI	14	01	60%	7.14%	-	67.14%
BA Sem I	87	-	29.88%	21.85%	48.27%	100%
BA Sem II	81	07	48.14%	23.45%	28.41%	100%
BA Sem III	75	-	32%	33.33%	34.67%	100%
BA Sem IV	68	-	36.76%	25%	38.24%	100%
BA Sem V	95	-	25.26%	60.84%	13.9%	100%
BA Sem VI	83	06	63.88%	33.33%	2.77%	43.37%
B.Sc (Eco) Sem I	18	-	5.55%	22.22%	72.23%	100%
B.Sc (Eco) Sem II	16	-	12.5%	56.25%	31.25%	100%
B.Sc (Eco) Sem III	19	-	26.31%	31.57%	42.12%	100%

B.Sc (Eco) Sem IV	19	-	26.31%	36.84%	36.85%	100%
B.Sc (Eco) Sem V	29	-	55.17%	37.93%	6.9%	100%
B.Sc (Eco) Sem VI	30	-	64%	36%	-	83.33%
UG Dip in Stitching & Tailoring Sem I	04	-	100%	-	-	100%
UG Dip in Stitching & Tailoring Sem II	03	03	100%	-	-	100%
PGDCA Sem I	09	-	100%	-	-	100%
PGDCA Sem II	09	04	100%	-	-	100%
PG Dip in Cosmetology Sem I	11	-	11	-	-	100%
PG Dip in Cosmetology Sem II	09	09	100%	-	-	100%
B.Com (Hons) Sem III	35	-	54.28%	17.14%	28.58%	100%
B.Com (Hons) Sem IV	24	-	100%	-	-	100%
B.Com (Hons) Sem V	30	-	76.66%	23.34%	-	100%
B.Com (Hons) Sem VI	30	-	73.33%	26.67%	-	100%
BA (Hons) Sem IV Punjabi	01	-	100%	-	-	100%
BA (Hons) Sem IV Eco	02	-	-	100%	-	100%
BA (Hons) Sem IV Sanskrit	02	-	100%	-	-	100%
BA (Hons) Sem VI Hindi	01	-	100%	-	-	100%
BA (Hons) Sem VI Eco	07	-	90%	10%	-	100%
BA (Hons) Sem VI Sanskrit	02	-	100%	-	-	100%

BA (Hons) Sem VI Pol Sc	03	-	100%	-	-	100%
PG Dip in Garment Construction & FD Sem I	02	-	100%	-	-	100%
PG Dip in Garment Construction & FD Sem II	02	02	100%	-	-	100%
DCA Sem I	09	-	44.44%	11.11%	44.45%	100%
DCA Sem II	09	01	100%	-	-	100%
BA (Hons) Punjabi Sem III	01	-	100%	-	-	100%
BA (Hons) Sanskrit Sem III	02	-	100%	-	-	100%
BA (Hons) Pol Sc Semm V	03	-	100%	-	-	100%
BA (Hons) Eco Sem III	02	-	50%	50%	-	100%
BA (Hons) Hindi Sem V	01	-	100%	-	-	100%
BA (Hons) Eco Sem V	07	-	100%	-	-	100%
BA (Hons) Sanskrit Sem V	03	-	100%	-	-	100%

2.12. How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning Processes:

- Planning forum committee meet at the beginning of each semester and chalk out plans for the college. The suggestions for improving the academic quality are translated into action.
- IQAC periodically evaluates faculty performance and correlate it with students performance.
- Efforts are being made to add new job oriented courses on the basis of requirements of the industry or economy every year.
- Monitors the promotion, implementation and improvement of the curriculum of various classes.

- Develops and applies various quality benchmarks/parameters for the evaluation of various academics and administrative activities of the organization.
- Organizes lectures, seminars and workshops on various key issues.
- Modernizes and upgrades the infrastructure equipments and advance teaching aids.
- Arranges training programmes for the faculty and students for the use of the upgraded equipments and technology devices.
- Helps to bring new and innovative co-curricular and extracurricular activities to enhance the overall personality of the students.
- Motivates the students and teachers to make optimum use of digital technology eg. E-Library etc.

2.13   Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of Faculty Benefitted
Refresher Courses	01
UGC-Faculty Improvement Programme	09
HRD Programmes	-
Orientation Programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer/Winter schools, Workshops etc	04
Others	-

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent Positions Filled During The Year	Number of Positions Filled Temporarily
Administrative Staff	32	-	-	07
Technical Staff	13	-	-	02

Criterion- III

3.   Research, Consultancy and Extension

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution

IQAC plays the key role in promoting research climate in Institution:

- Encourages faculty members to apply for Minor and Major Research Projects.
- Motivates faculty members to pursue higher studies like M-Phil and Ph.D.
- Encourages the departments to conduct national level seminars, workshops, inter-departmental competitions on current and vibrant issues and publish research journals.
- Inspires faculty members and the students of Post Graduate classes to participate in Seminars. Conferences, and Workshops and to publish research work. Initiates to add more research journals in the Library
- Seeks collaborations with industries and signing MOUs with them to give good exposure to the students.
- Facilities are made available to support the faculty and students for R&D including Internet Facility, Issuing of Reference Books, INFLIBNET, Reprographic Facility, CD Library, Video Studio for Recording, Smart class rooms with latest equipments.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	-
Outlay in Rs. Lakhs		6,00,000/-		

3.4. Details on research publications

	International	National	Others
Peer Reviewed Journals	08	-	-
Non-Peer Reviewed Journals	04	04	-
E-Journals	15	-	-
Conference Proceedings	-	02	-

3.5. Details on Impact factor of publications:

S. No	Name of Faculty	Title of the Paper	Journal	ISSN/ISBN	Impact Factor Total 14
1	Mrs. Divya Budhia	A Study of Growth of Different Sectors in India: A Pre and Post Reform Comparison	Printing Area Research Journal Vol. 06	2394-5303	4.002
2	Mrs. Parmjit Kaur	Statistical analysis of selected psychological parameters of different ball game players	International Journal of Physiology, Nutrition and Physical Education	2456-4419	RJIF-5.43
		An analysis of selected psychological parameters among interuniversity baseball, softball and cricket players	International Journal of Yogic, Human Movement and Sports Sciences	2456-4419	RJIF-5.43

		A cross-sectional analysis of selected psychological variable (self-awareness) of baseball, softball and cricket players	International Journal of Physiology, Nutrition and Physical Education	2456-4419	RJIF-5.43
		Effects of a pranayama interpolation on lipid profile of young adults	International Journal of Yoga, Physiotherapy and Physical Education	2456-4419	RJIF-5.24
		Effects of pranayama technique on lipid profile variables of young adults	International Journal of Yoga, Physiotherapy and Physical Education	2456-5067	RJIF-5.24
3	Annie Ahuja	A Review Paper on Open Source Intelligence: An Intelligence Sustenance	International Journal of Recent Trends in Engineering & Research (IJRTER)	2455-1457	4.101
		Going Server less: A Review	International Journal of Recent Trends in Engineering & Research (IJRTER)	2455-1457	4.101

		Parametric Analysis of Virtual Reality and Augmented Reality	International Journal of Scientific Research in Computer Science Applications and Management Studies (IJSRCSAMS)	2319-1953	0.654
		Fog Computing: Overview and Research Challenges	International Journal of Computer Sciences and Engineering (IJCSE)	2347-2693	2.638
		A Survey on the Challenges in Autonomic Computing	International Journal of Computer Sciences and Engineering (IJCSE)	2347-2693	2.638
		Analysis of Filtering Techniques for Spam Email Detection	International Journal of Computer Sciences and Engineering (IJCSE)	2347-2693	2.638
		Cluster and Grid Computing: A Detailed Comparison	International Journal of Computer Sciences and Engineering (IJCSE)	2347-2693	2.638

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations

Name of the Project	Duration Year	Name of the Funding Agency	Total Grant Sanctioned	Received 02
Major Project	-	-	-	-
Minor Project	2016-18	UGC	6,00,000.00	4,32,000.00
Interdisciplinary Projects		-	-	-
Industry Sponsored		-	-	-
Project sponsored by the University/College	-	-	-	-
Students Research Projects	MBEIT VI Semester B.Sc FD VI Semester Every Year	Self Funding and students are also paid as and when required	-	-
Any other (Projects)	-	-	-	-
Total	-	-	6,00,000.00	4,32,000.00

3.7. No. of books published i) With ISBN No ☐ 14 ☐ Chapters in Edited Books ☐ 11 ☐

ii) Without ISBN No ☐ - ☐

3.8. No. of University Departments receiving funds from: ☐ NIL ☐

3.9. For College ☐ NIL ☐

3.10. Revenue generated through consultancy ☐ 75340.00 ☐

3.11. No. of conferences/seminars/workshops organized by the institution:

Level	International	National	State	University	College
Number					28
Sponsoring Agencies					Details attached in Annexure V

3.12. No. of faculty served as experts, chairpersons or resource persons: ☐ 04 ☐

3.13. No. of collaborations : International: – National - Any other 43

 Detail of Industry collaborations is enclosed in Annexure IV

3.14. No. of linkages created during this year 03

3.15. Total budget for research for current year in lakhs

From Funding Agency Nil

From Management of University/College 85000.00

Total 85000.00

3.16. No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17. No. of research awards/recognitions received by faculty and research fellows of the institute in year

Total	International	National	State	University	District	College
11	02	01	-	06	02	-

3.18. No. of faculty from the institution who are Ph.D guides and students registered under them -

3.19. No of Ph.D awarded by faculty from the institution -

3.20. No. of research scholars receiving the fellowships (Newly enrolled+existing ones)

JRF - SRF - Project Fellows - Any other -

22

3.21. No. of students participated in NSS events

College Level [200] State Level [-]

National Level [05] International Level [-]

3.22. No. of students participated in NCC events

College Level [-] District Level [105]

State Level [05] National Level [13]

3.23. No. of awards won in NSS

District Level [02] State Level [01]

National Level [-] International Level [-]

3.24. No. of awards won in NCC

Battalion Level [17] District Level [46]

State Level [02] National Level [08]

3.25. No. of extension activities organized

University Forum [-] College Forum [ ]

NCC [07] NSS [04] Any Other [07]

3.26. Major activities during the year in the sphere of extension activities and institutional social responsibility:

The college is aware of the fact that extension activities are essential for all round development of the personality of the students. Incharges of NCC,NSS, Red Cross, Youth Club and Central Association apprise students of the benefits and scope of extension activities. The schedule of extension activities is planned and executed by the incharges of different cells Details of the extension activities and institutional social responsibility is attached as Annexure VII

Criterion – IV

4　Infrastructure and Learning Resources

4.1　Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus area	6958sqmt, 17066sqmt (Brahmkund) Play Grounds	-	-	-
Class rooms	67			
Laboratories	34			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Details attached in Annexure X			
Value of the equipment purchased during the year		591,361.00	College Funds	
Computers	177	64	UGC & College	241

4.2 Computerization of administration and library

- Effective steps have been taken for computerization of the library and administration.

- The process of the admissions, examination and sending students' results to the University is already computerized.

- Admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the University.

- The General Office is also fully computerized and most of the administrative work is done with the help of computers.

- The library is also computerized. All the records of books, cataloguing and other data is stored in computers. The browsing centre in the library has three computers with internet facility. Both students and the faculty can have access to e-learning resources in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No	Value
Text Books	203	65789	100	31653	303	97442
Reference Books	96	27948	50	23157	146	51105
e-Books	3300000+ titles (World e-books library)	NLIST Membership Rs 5900	26661564+	DELNET Membership Rs 13570	29961564+	NLIST Membership Rs 5900 & DELNET Membership Rs. 13570
Journals	60	120932	2	1150	62	122082
e-Journals	6400+	NLIST Membership Rs 5900	130753+ Thesis+ Dissertati-ons+ 984809 e-journals	Full text e-journals through DELNET	137153+ Thesis+ Dissertati-ons + 984809 e-journals	NLIST Membership Rs. 5900 & DELNET Membership Rs 13570
Digital Database						
CD & Video	57	2250	-	-	57	2550
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Others
Existing	241	13	5 Mbps+ 5 Mbps	1	1	5	-	-
Added	-	-	-	-	-	-	-	-
Total	241	13	-	1	1	5	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

4.6.Amount spent on maintenance :

i.   ICT

488016.00

ii. Campus Infrastructure and Facilities

26366.00

iii. Equipments

77009.00

iv. Others

740331.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Newsletter '**SD SUNSHINE'** indicating infrastructural additions, University Positions, Achievements in Sports, NCC, Youth Red Cross, Youth Club and others.
2. College Magazine '**Govind**' highlights the activities during the session.
3. Brochure distribution for new short term courses and hobby classes.
4. Prospectus exhibiting courses offered, fee structure, scholarships and concessions.
5. Announcements during Morning Assembly on every Monday.
6. Updates on Notice Boards to ensure active participation by the students in various activities.
7. Website **www.pcmsdcollege.com** has all information necessary for the students.

5.2 Efforts made by the institution for tracking the progression

The institution tracks the progression of students on the basis of factual information and subjective perception.

1. The Departments identify Advance learners and slow learners in respective subjects

2. For advance learners reference books and e-learning resources are made available.

3. For the slow learners extra classes are conducted.

4. Special incentives and relaxation in attendance is given to students who qualify Common Proficiency Test (CPT) or C.A (Inter) along with Graduation.

5. Relaxation in fees and attendance is also given to the students who excel in sports and extracurricular activities.

6. For Outgoing students, Placement cell keeps a touch with Industry at National Level and Local Level for their placements.

7. Industrial Training is conducted by the Department of Commerce, Computer Science, Fashion Designing, Office Management and Cosmetology for practical exposure to the students.

8. Coaching for Competitive Examination conducted by Institute of Banking Personnel Selection (IBPS), Railways, Insurance and Income Tax etc.

9. Skill Development is enhanced through courses like Beauty & Body Fitness-Community Colleges Scheme.

10. Alumni data base also helps in keeping track of progression of the students.

5.3 (a) Total Number of students

UG		PG		Ph. D		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
-	1015	-	153	-	-	-	81	-	1249

(b) No. of students outside the state

07

(c) No. of international students

	Students in Number	Percentage
Men	-	-
Women	-	-

Year (2016-17)													Year (2017-18)											
General		SC		ST		OBC		Physically Challenged		Total		General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
-	970	-	318	-	-	-	31	-	-	-	1319	-	863	-	318	-	-	-	32	-	-	-	1213

Demand ratio : Varies from class to class.   Dropout % : 1.93% (approx)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- **Civil Services and other State Level Services (like PCS) Examination Coaching Centre** under the able leadership of Sqn. Ldr. (Retd.) A.K. Trivedi, Former Head, Department of Geography, DAV College, Jalandhar.

- **UGC's Entry** Into **Service Scheme** helping the Non Creamy Layer of the Society (SC, ST, OBC and Economically Backward) for competing in Central and State Level Examinations in 'B' and 'C' Category. The institution has collaboration with IBS (Institute of Banking Services).

No. of students beneficiaries

	IAS/State Level	Banking/Others
No. of Students Attended	15	37
No. of Student Beneficiaries	01	04

5.5 No. of students qualified in these examinations

NET 07   SET/SLET -   GATE -   CAT -

IAS/IPS etc -   State PSC -   UPSC -   Others (CTET) 01

5.6 Details of student counselling and career guidance

A. Student Counselling

- The Department of Psychology helps in Redressal of Psychological problems like examinations stress, peer pressures.
- At the time of admission, the Admission and Counselling Cell helps the students in deciding the stream.
- Grievance Redressal Committee for resolution of complaints.
- Placement Cell Organised one day seminar on Career Counselling by Mahindra Education, Pvt. Ltd.

B. Career Guidance

Seminar and Workshops provide a vital link to the students to find jobs. Industry Information Seminars and other useful job related workshops are conducted throughout the year.

I. Seminars

Sr. No.	Activities	Date
1.	Seminar on Awareness regarding Civil Services Examination	9th August.2017
2.	One Day Seminar on Career Guidance was organised by Climbers Institute, Jalandhar.	17th August ,2017
3.	Seminar for Competitive Exams: Guidance & Career Counseling	23th August,2017
4.	Motivational Seminar on Career Counseling	9th October.2017
5.	Seminar on Growth Opportunities IN E-Commerce Sector	11th October.2017
6.	Seminar on Personality Development	21th October,2017
7.	Seminar for Competitive Exams Guidance and Career Counseling	6'th February,2018
8.	Seminar on Career Opportunities in Government Sector	7th February.2018
9.	Seminar on Interview Skills &Resume Writing	IOth February.2018
10.	Seminar on Tips on General Health & Lifestyle	11th March.2018

II. Workshops

S.No	Date	Event	Department	No of Participants
1.	10.07.16	3 Day workshop on dancing	Dance	15
2.	25.07.17	One day workshop on hair care and skin care product knowledge	Cosmetology	27
3.	26.07.17	Workshop on hair care ,skin care	Cosmetology	17

4.	15.09.17	Workshop on advanced haircuts and thermal hair styling	Cosmetology	30
5.	16.09.17	One day workshop on rebonding	Cosmetology	35
6.	06.02.17	One day workshop on 'Android App Development	Computer Science & IT	40
7.	10.10.17	One Day Workshop on Glass Painting Pot, Painting, Decorative Items	Home Science	10
8	12.10.17	One Day Workshop Advance Hair Cutting & Styling	Cosmetology	40
9	31.10.17	Workshop by IBI Institute on Cooking	Home Science	60
10	Oct.17	Workshop on best out of Waste	Fashion Designing	30
11	4.12.17	One Day Workshop at Collegiate School	Cosmetology	60
12	27.1.18	One Day Workshop on HD Makeup	Cosmetology	41
13	1.2.18	Workshop on Block Printing Tech	Fashion Designing	30
14	5-6 .2.18	2 Day Workshop on Android Development	Computer Science & IT	85
15	7 .2.18	Workshop on Skin Care with Himalaya Co.	Cosmetology	30
16	21.2.18	Workshop by IBS	Commerce club	100
17	24 .2.18	Hair Care & Makeup Techniques	Cosmetology	28
18	10.3.18	One Day Workshop on Hair Cutting	Cosmetology	44

III. Aptitude Tests

- On 4th September 2017, One hour Aptitude Test was organised by Jaipuria Institute of Management, Lucknow.36 students of B.Com, BCA and B. A. Participated in the quiz.

No. of students benefitted | 87

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Concentrix	150	3**6**	04 Joint Campus Placement at LPU.30 students participated.
Various Colleges	-	05	04, Self Employed Own Boutiques

5.8 Details of gender sensitization programmes

- The NCC Department of the College organised a lecture on 'Good Touch and Bab Touch' to sensitize girls on various issues and make them physically and mentally strong on 13th April, 2017.

- A Slogan Writing Competetion on the 'Beti Padhao, Beti Bachao' was organised by Youth Red Cross to make females raise their voice against gender discrimination on 14th October, 2017.

- 'Lohri Dhiyan Di' was celebrated with the objective to make the society aware of rights of Women and move towards gender Equality on 13th January, 2018.

5.9 Students Activities

No. of students participated in Sports, Games and other events

(A)Sports and Games

State/ University level `29`   National level `-`   International level `-`

(B) Other Events

State/ University level `118`   National level `-`   International level `-`

(C) Cultural events

State/ University level `205`   National level `10`   International level `-`

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level `Silver-2 | Bronze-12`   National level `-`   International Level `-`

Cultural:

Level	Youth Festival	Doaba Festival	Other Events	Total
State/ University level	09	15	16	40
National level	02	-	-	02
International Level	-	-	-	-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	319	12,45,983
Financial support from government	-	-
Financial support from other sources	64	17,56,400
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs : District | 02 | State/ University level | - | National level | - | International level | - |

Exhibition: District | 02 | State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 11 |

5.13 Major grievances of students (if any) redressed: | 07 |

> Average number of days for grievance redressal –Grievances of the students are redressed Immediately but a few grievances are to be discussed in the planning forum, they take few days and are redressed in a week's time.

Criterion VI

Governance, Leadership and Management

6.1. State the vision and mission of the Institution

Vision

- College Motto 'Do Your Job Well' helps to excel and transform learning and knowledge into skills.

- Empowerment and enlightenment of women through quality and value based education.

- Academic advancement and excellence in the field of Higher Education.

- The Institute envisions building a class of intellectually, morally and globally competent skilled human resource.

- The institute is committed to the multifaceted development of personality and responsible citizenship.

Mission

- To educate young women within a framework of liberal and republican values.

- To equip young learners to excel themselves in the service of the nation.

- To create competitive academic environment by continuous enrichment of teaching and learning through the medium of research and technological advancements.

- To inculcate moral, social and ethical value system.

- To ensure holistic development of students' personality.
- To inculcate respect for humanity.

6.2 Does the institution have a management information system ?

The institution has a well developed and organized Management Information System with the top management in Jalandhar that directs the faculty to develop innovative insights and to incorporate them is the day to day functioning of the institution.

6.3 Quality improvement strategies adopted by the institution for each of the following.

6.3.1 Curriculum Development

- Some faculty members are members of University Bodies. They attend University meetings to discuss the curriculum related to various streams.

- Faculty members are also actively involved in making proposals for new courses.

- Work load distributions as per specialization of faculty members.

6.3.2 Teaching and Learning

The college has made conscious efforts to make the learning process more student centric. Various support structures and systems are in place for the teachers to inculcate skill based learning in the students.

- Highly qualified and dedicated faculty.
- Healthy interaction between students and faculty members which goes beyond
- The college pays intensive care for the teaching and learning schedules to provide quality education and the same is ensured by preparing well planned Calendar, Time Tables, Lesson Plans and Internal Assessment Tests.
- Various support structures and systems are available for the teachers to inculcate skill-based learning in the students.
- Lecture method of teaching is supplemented with audio and video aids such as slides, overhead Projector, Video, AUDIO CDS, Models, Charts, Demonstrations, Guest Lectures, seminars & group discussions etc.
- E-Learning is also promoted among the students.
- Workshops, Industrial Training, Industrial Visits Exhibitions, Fashion Show & Fairs are organized for the students of Professional courses.

6.3.3 Examination and Evaluation

The college has a well framed internal system of teaching, higher learning and evaluation; Constructive steps are being taken to modify the evaluation system after taking stock of its effectiveness in the previous years.

- Two semester examinations of three hours duration in each subject along with the practical examination and viva voce are conducted.

- Examination committee of the college ensures smooth conduct of examination.

- Continuous evaluation through different methods like Internal Assessment Test, Assignments, Presentations, projects etc.

- Transparency is maintained in evaluation process.

- Flexibility in examination schedule is provided to students participating in sports, extracurricular activities and in case of emergency.

6.3.4. Research and Development

- Faculty members are encouraged to apply for Minor and Major Research Projects. Several minor projects have been funded by UGC.

- Faculty members are motivated to procure higher studies like M.Phil, Ph.D

- Faculty members and students are inspired to participate in Seminars, Conferences, Workshops, Publish Research work in Journals.

- Principal motivates heads of departments to conduct National Level Seminars, Workshops and Inter Department Seminars on current and vibrant issues.

- In the year 2017-18, 80 Research papers were presented and published by the faculty members.

S.No.	Particular	
1	Percentage of faculty invited as Resource Person in Workshops/Seminars/Conferences	3.51%
2	Percentage of faculty participated in Workshops/Conferences/ Seminars recognized by National/International/Professional Bodies	44.1%
3	Percentage of faculty presented papers in Seminars/ Workshops recognized by National/International/Professional Bodies	54.65%

6.3.5 Library, ICT, Physical Infrastructure/Instrumentation

Library

- Fully equipped library with automation facilities.

- Library subscribes to the N-List scheme of INFLIBNET, which enables faculty and students to assess valuable e-resources and download study material from websites falling under UGC-INFLIBNET.

- Faculty and students also have an access to OPAC- Online Public Access of the library for online material for teaching and learning.

ICT

- Well equipped Computer Labs, Smart Class Rooms, LCD's, Projectors, Printers,

- Scanners are available for computer aided teaching and to enrich teaching learning experience.

- 24X7 Wi-Fi facility is available in the college for the students and teacher.

Infrastructure/Instrumentation

Expenditure Head	Amount Spent
Computers, IT, S/W	488016.00
Furniture	26336.00
AC	67555.00
New Bus	-
Equipment	9454.00

6.3.6 Human Resource Management

- The top management, Head of the Institution and the Administrative Office have developed mechanism to take care of human resources and to make them comfortable as well as to make them efficiently work to the fullest so that their potential is utilized properly in the overall growth of the institution.

- The institution plans professional development programs for the personality development of the students.

- Administration supports the faculty and the students with necessary and relevant material to optimize their work.

- Faculty and staff are encouraged to participate in self development programs and research.

- Regular meetings are being conducted by the Planning Forum of the college to discuss issues related to the welfare of the staff and the students.

6.3.7 Faculty and Staff Recruitment

- Recruitment Process of Regular/Contractual Faculty

  Regular teachers are being appointed through a duly constituted Selection Committee as per DPI (c) Chandigarh/GNDU/UGC Norms

- Recruitment Process of Adhoc Faculty

  Recruitment of Adhoc Faculty is done by Selection Committee consisting of the Chairperson of the Governing Body or his/her nominee, the Principal of the College, the Head of the Department as subject expert and in some subjects, experts from outside are also invited.

6.3.8 Industry Interaction/Collaboration

The details of linkages/MOUs/Collaborations established by the college with institution of National Importance/Other University/Corporates are given in Annexure IV.

6.3.9 Admission of Students

- Admissions are made according to the directions and conditions laid down by the University.

- College Prospectus is available at the reception office.

- The Admissions and Counseling Committee guides the students in selection of courses keeping in mind the interests of the students and eligibility conditions laid down by the college/university.

- Screening Committee, which is a part of Admission and Counseling Committee, scrutinizes the forms and checks the eligibility conditions.

6.4 Welfare schemes for Teaching staff/Non teaching staff and students

Welfare schemes for Teaching Staff

- Study leave, Duty Leave, Maternity Leave

- Faculty Development Programs are organized on frequent basis

- Library Facility

- Internet Facility

- Payment of salary being made on the first day of every month

- Gratuity is paid on the day of superannuation

- Employee Provident Fund Facility (EPF)

- Employee State Insurance (ESI)

- Conducive Environment

- Group Insurance

Welfare Schemes for Non Teaching Staff

- PF Loan Facility

- Employee State Insurance Policy (ESI)

- Employee Deposit Link Insurance

- Concession to the wards of the staff

- Residential quarters for class IV employes

- Advance facility in emergency cases

- Payment of salary being made on the first day of every month

Welfare Schemes for Students

a) **Academic**

- Extra classes for slow learners

- Entry into service coaching classes for non creamy layer of SC, ST, OBC

- Book Bank facility for meritorious and economically backward students.

- Personality Development Programs

- Tutorials

- E-learning resources

- Placements and Counseling

- Accessibility to ERP

- Finishing school classes for the upgradiation of the students.

b) Social and Financial

- Scholarships and liberal fee concessions based on both merit and socio-economic status of the students.
- Financial Flexibility- Provision for concession in fee structure for economically weaker students and facility of payment of fee in installments is also provided on merit cum need basis.
- Student safety Insurance Scheme.
- Educational Tours & Trips.
- Enrolment in Red Cross, NCC, NSS
- Health services like free medical assistance and free medical checkup.

c) Cultural & Sports

- Special facilities for students participating in Inter University cultural activities.
- Free sports kits and refreshments for all prayers
- Refreshment to NCC students.

d) Others

- Convenient and secured bus facility with nominal charges.
- Book Shop
- Photostat Machine
- Internet Facility
- Free Telephone Facility
- Grievance Redressal Cell
- Public Address System
- CCTV cameras for safety and surveillance
- Generator facility
- RO purified water facility
- Suggestion boxes
- Tank clearing

6.5   Total corpus fund generated : 34,09,09,384/-

6.6   Whether Financial Audit has been done : Yes

6.7   Whether Academic and Administrative Audit (AAA) has been done

Audit Type	Eternal		Internal	
	Yes/No	Yes/No	Yes/No	Yes/No
Academic	No	-	Yes	Principal Faculty Members
Administrative	Yes	AG Deptt. Govt of Punjab	Yes	SD Management Committee

6.8   Does the University/Autonomous college declares result within 30 days.

Since the institution is affiliated to Guru Nanak Dev University, Amritsar it is the prerogative of the university to declare results.

6.9 What efforts are made by the University/Autonomous college for Examination Reforms:

Revaluation, Rechecking and Photocopy of students' answersheets available on demand.

6.10   What efforts are made by the University to promote autonomy in the affiliated/constituent colleges: NA

6.11 Activities and support from the Alumni Association

The Alumni Association was formed on 25th February 2003. It is a registered body. Office Bearers of the Association-President, Vice President, Secretary, Joint Secretary and Treasurer are elected. Healthy and Informal relations with Alumni have resulted in strengthening the network of old students. Both the Institution and Alumni are legitimately proud of its achievements and success. Some of the Alumni Contribute to community outreach programmes of the institutions and offer financial aid for development programmes. The Alumni association has expanded and strengthened itself with new enrolment.

6.12 Activities and support from parent teacher association.

As such there is no formal parent teacher association in the institution but parent teacher meetings are conducted twice a year after mid semester examination. Parents are informed about the performance and attendance of their wards regularly. Parents are cordially invited to the college functions. Parents are allowed to meet the Principal and faculty on any working day during college time.

6.13   Development programs for support staff

- Orientation and training programs are conducted from time to time.
- ERP classes are provided to the staff members to motivate them for their usage in teaching process.
- Internet access is available to all.
- Yoga and meditation sessions are organized from time to time.
- PG Department of Computer and IT organized a training program for clerical staff on Digital Awareness.
- The Administrative Office and Accounts Office are fully computerized. To update their knowledge, computer training is provided through short term courses to the staff.

6.14 Initiatives taken by the institution to make the campus eco friendly.

Energy Conservation

- The college has well lit and well ventilated class rooms which ensure use of natural lights during day time. The college building is cool because of high roofs. It helps us to conserve energy.

- Energy saving CFL tubes are used instead of conventional bulbs and tubes.

- Bus facility available for the students at reasonable rate to conserve fuel energy. Even the faculty members share the vehicles to save energy and avoid air pollution.

- Class representatives take responsibility of switching off lights and fans in the class rooms.

- The college has taken a big measure to save energy. All old Window ACs have been replaced by the Hi-Tech Energy Saving Split ACs.

- Location of the college is beneficial to save fuel energy. The college is situated in the thickly populated residential area and a number of students come on foot from the neighborhood localities.

- Rain water harvesting technique is successfully implemented in the college. It has been done to lift the depleting underground water level of the earth. There are three water tanks to store water. One is attached to the corporation well and the other two are attached to own tube wells. It checks the leakage or overflow of water. Sensors are installed to check the overflow of all the water tanks is undertaken by the experts. The plumber regularly checks all the pipes and thus there is no possibility of leakages. If there is any, an instant action is taken. For drinking purposes pure water is supplied. All water coolers are equipped with water purifying aqua guards.

Efforts for Carbon Neutrality

- The college has not left any stone unturned to make the campus eco friendly.

- The canteen contractor is strictly instructed to use only LPG Cylinder and not to use any other fuel which emits carbon.

- The college has eco friendly generators. They don't emit any carbon.

- Dry waste garbage is not put on fire.

Plantation

- Go Green Club owns the responsibility of plantation in the college. The plantation drives are organized regularly to make the campus green. The volunteers with the help of the college. NSS units and the Youth Red Cross Unit celebrate Van Mahotsav Day by planting trees. The students plant ornamental and flowery plants to beautify the campus.

Hazardous Water Management

- Under Swachh Bharat Abhiyan undertaken by Prime Minister Sh. Narendra Modi to make India clean, the students are to keep the campus clean and throw all the waste material in the dustbins. Garbage collected on daily basis is segregated into biodegradable waste and non-biodegradable waste. It is collected in separate bins and disposed off in the corporation bins, properly.

- Broken furniture is collected and repaired if possible; otherwise it is disposed off property.

- The waste from Department of Home Science and Department of Fashion Designing is collected and the students recycle it by using their innovative techniques. They make beautiful and decorative items out of the waste and put them on sale.

E-waste Management

- The electronic waste is managed very well by the IT Department. The e-waste identified and stored separately. The e-scrap which is piled due to up gradation of technology is sent to the labs meant for the junior classes of school. The left over scrap which cannot be utilized is sold to the junk dealer.

Criterion: VII

Innovations and Best Practices

7.1. Innovations and Best Practices

Innovations introduced during past academic years which have created a positive impact on the functioning of the institution. Give details

- Multimedia projectors and Wi-Fi connectivity are available to deliver lectures to the students.

- Latest videos and audio recordings are used for the practical exposure.

- Guest lectures by industrial and corporate professionals to bring in house industrial experience.

- Inter class group discussions and business quizzes to inculcate learning spirit amongst the students.

- Media watch and bulletin boards to create awareness of the happenings around the world, like Financial Indicators, Economics Indicators.

- Business & Management games help the students to think creatively and face challenges.

- Role plays are organized to make students stepout of their comfort zone and develop their interpersonal skills

- Finishing school of the college is good example for providing innovative ideas to the students.

- Many modern innovative modes and styles are adopted by Department of Fashion Designing, Department of Cosmetology and TV and Video Production to exhibit their skills and talent.

- Eco-friendly methods and techniques are adopted to keep the campus clean and green.

- Extension lectures on current challenges are arranged to provide opportunities to the youngsters to enhance their interactive skills.

7.2. Provides the action taken report (ATR) based on the plan of action decided upon at the beginning of the year.

The institution monitors and evaluates the quality of its enrichment programs through constitution of various committees like IQAC, Planning Forum, Advisory Committee, Grievance Redressal Committee, Library, and Examination Committee for the improvement in teaching learning method introduction of new courses infrastructural augmentation and other fields. During the year the efforts were made to implement the plan of action chalked out in the beginning of the session and action taken reports is as follows:-

- Participation of students in various activities at University, State and District level for eg Sports Fashion Designing, Home Science, Fine Arts, Music, Dance etc.
- Entire campus is equipped with Wi-Fi connectivity.
- The college website has been updated.
- Workshops have been organized by the departments.
- Placement of the students by Placement Cell and Personality Development Cell.
- Upgradation of equipment according to need in different laboratories.
- Presentation and Publication of papers by faculty members in National and International Seminars and Conferences.
- Organization of quiz competitions, workshops and guest lectures by different departments.
- Various activities have been conducted by NSS, NCC, Red Cross Unit, Central Association, Go Green Club and other subject societies.
- New books and journals have been purchased for the library.
- Upgrdation and maintenance of specialized systems like CCTVs, Biometric attendance system and smart classrooms have been undertaken.
- Annual functions- Havan Yajna, Felicitation, Talent Hunt, College Fete, Saraswati Poojan, Prize Distribution, Convocation and Valedictory functions have been successfully organized.
- ERP software has been installed.

7.3. Give the best practices of the institution

A number of healthy practices are adopted by the institution. These welfare schemes and healthy practices are in the line with the fine core values specified by NAAC. Among the best practices of the institution are :

- **Inculcating a value based Education system**
- **Marching forward with ICT**

(Details of two best practices are mentioned in Annexure IX)

7.4. Contribution to environmental awareness/protection

- The College has sincerely taken up the issues of environmental awareness. It is making dedicated efforts for reducing green house effect and air pollution.

- The institution spreads awareness and sensitizes both the students and the rural community regarding sustainable environment.

- A separate waste basket bas been put in each class room for segregating disposal of waste.

- No 'Plastic' initiative in the campus.

- The ground water is recharged through water harvesting system.

- NSS volunteers go door to door to create environmental awareness amongst the rural inhabitants.

- Undertook the cleaning of the park near the College campus under the '**SWACH BHARAT ABHIYAAN'.**

7.5. Whether environmental audit was conducted?

- Yes, internal audit was conducted through 'Go Green Club'

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis).

Strengths

- Dynamic Principal, committed management, experienced highly qualified and dedicated faculty.
- Competitive, learner friendly academic environment. Healthy interaction between students and faculty, learning beyond curriculum, well structured mentoring system.
- Counseling for students at both formal and informal level.
- Well equipped library with special softwares and equipment. Excellent collection of rare and latest books and journals.
- Focus on building better infrastructure for better learning. Fully ventilated classrooms, modular laboratories, 24X7 Wi-Fi connection and highly equipped computer labs.
- College offers financial aid and numerous need and merit based scholarships. Large number of scholarships disbursed to students from economically deprived sections.

- Fulfilling social responsibility particularly through the active NSS, Red Cross and NCC Units of the college. Free computer classes for senior citizens are organized.
- Large number of cultural, literary subject societies to perform extra-curricular activities.
- Well placed Alumni including distinguished personalities in various fields like Banks, Railway, Financial Institutions Government, Education, Literature etc.
- The only College to have **BBF (Beauty and Body Fitness)** program **Under Community Colleges Scheme.**
- The only College to have **UGC sponsored innovative PG course MBEIT** (Masters in Business Economics and Business Information Technology).
- The only college to have **12 Add On Career Oriented Courses** to make the students stand on their own.
- The only college to have an **Indoor Firing Range**.
- College is successfully running **TV & Video Production Department** imparting significant work experience in the field and strong networking skills to the young aspirants to get job opportunities in different TV Production such as Producer, Camera Operator or Video Editor.

Weaknesses

- College campus split in three separate buildings
- Lack of collaborations with foreign universities
- Need for more linkages with Industry and National/International Research Institutions

Opportunities

- Excellent Academic Environment
- Research and Innovation
- Active Alumni participation
- To share the wealth of knowledge and information with the world at large
- Increased focus on Inter Multi Disciplinary approach for better learning
- To encourage faculty to apply to different state and central funding agencies for research projects
- To have more collaborations with industries
- Centrally located college campus

Threats/Challenges

- Mushrooming of private universities in the city
- Rising cost of education
- To match up to the competition from other autonomous institutions
- To attract more students
- To introduce more UG and PG courses with special reference to applied Science
- To meet the diverse needs of students and to make them employable and globally competent

8. Plans of Institution for next year:

- **Institutional Social Initiatives**

  o To initiate cleanliness drive under SWACH BHARAT ABHIYAAN.
  o To encourage the use of more Eco-friendly measures.
  o To implement the existing awareness programs on environmental issues.
  o To enhance social extension activities through NCC, NSS and development clubs and societies.
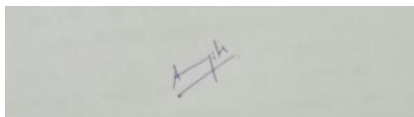
- **Welfare Programs**

  o Evolve schemes for the welfare of Teaching staff.
  o Explore housing benefits for more Non-Teaching staff.
  o To have more tie ups with NGO's to offer more scholarships to needy students.
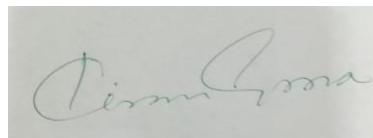
- **Administrative**

  o Infrastructural development.
  o Interactive feedback, analysis and monitoring.
  o Offer specific and targeted training.

IQAC- Plan of action to be decided upon at the beginning of the year

- **Academics**

  o To ensure higher standards in education with constant academic up gradation and evaluation.
  o To plan new UGC approved courses : Integrated B.A/B.Ed(4 years)and B.Voc (Website designing & Development and Tailoring & Merchandising).
  o To organize interdisciplinary seminars, workshops and conferences.
  o Add-on-courses: To increase the number of options/electives for students.
  o To start certification cum training of computer programs (Website and App Development) through outsourcing.

- **Development Programs and Collaborations**

  o Firm up collaborations with more companies and leading industries for career counseling.
  o To hold more programs for faculty Development.
  o To initiate vocational training of the students under the various schemes of community colleges.
  o To tie up with professional and institutional bodies.

- **Research and Innovations**

  o To organize more number of seminars/conferences at the National and International Level.
  o To enhance research funding by sending proposals for Minor and Major Research Projects.
  o To explore possibilities for active industry participation for various vocational courses
  o To motivate the faculty members to engage themselves in research work.
  o To install solar power plant to save energy.
  o To initiate digitized management system.

- **Holistic Development**

  o To focus on holistic development of the students by giving them opportunities and training in their areas of interests and talent.
  o To encourage students to participate compulsorily in the activities conducted by Finishing School.

- **Institutional Social Initiatives**

  o To initiate cleanliness drive under SWACH BHARAT ABHIYAAN.
  o To encourage the use of more Eco-friendly measures.
  o To implement the existing awareness programs on environmental issues.
  o To enhance social extension activities through NCC, NSS and development clubs and societies.

- **Welfare Programs**

  o Evolve schemes for the welfare of Teaching staff.
  o Explore housing benefits for more Non-Teaching staff.
  o To have more tie ups with NGO's to offer more scholarships to needy students.

- **Administrative**

  o Infrastructural development.
  o Interactive feedback, analysis and monitoring.
  o Offer specific and targeted training.

Name <u>MRS. SANGITA SHARMA</u>   Name <u>DR. (MRS.) KIRAN ARORA</u>

Signature of the co-ordinator IQAC   Signature of the Chairperson IQAC

Abbreviation

ICT   - Information and Communication Technologies

NSS   **-** National Service Scheme

NCC   - National Cadet Corps

FD   - Fashion Designing

PGDCA   - Post Graduate Diploma in Computer Application

DCA   - Diploma in Computer Application

BBF   - Beauty and Body Fitness

MBEIT   - Masters of Business Economics and Information Technology

GOC   - General Orientation Course

CA   - Chartered Accountant

CPT   - Common Proficiency Test

BVOC   - Bachelor of Vocational

NSDC   - National Skill Development Council

PMKY   - Pradhan Mantri Kaushal Vikas Yojna

Academic & Co-Academic Calendar 2017-2018	
Academic Calendar	Extension Lectures
Admission Schedule • Admission Date upto 12.07.2017 • With late fees: • Late fee of Rs. 50 with Principal's Permission : 13.7.17 to 20.7.17 • Late fee of Rs. 100 with permission of Dean, Academic Affairs: 21.07.17 to 03.08.17 • Late fee of Rs. 1000 with the VC's Permission: 4.8.17 to 11.8.17 • Late fee of Rs. 5000 with the permission of the Syndicate 12.8.17 to 17.8.17	• As per Departmental Schedule Educational Tours & Excursions • During Summer/Autumn/Winter Break/Sundays/Holidays Workshops/Seminars/Conferences • As per Departmental Schedule
Important Dates • Issuing of Roll No: 11th July, 2017 • Time Table issuing: 11th July, 2017 Teaching Learning Schedule • First Term: July 2017 November 2017 • Second Term: January 2018 April 2018 Examination Schedule • I Mid Term Exams: September 2017 • Semester Exams: November - December 2017	Co-academic Calendar • International Yoga Day : June 2017 • Foundation Day Hawan Yajna: July 2017 • Student/Faculty Orientation: July 2017 • Investiture Ceremony: July 2017 • Fresher Party: August 2017 • National Sports Day: August 2017 • Talent Hunt: August 2017 • Sadhbhawna Diwas: August 2017 • Teej Celebrations: August 2017 • Independence Day Celebration: August 2017 • Literacy Day Celebration: August 2017 • Hindi Diwas: September 2017 • NSS Day: September: 2017 • Saraswati Pujan: September 2017 • Teachers Day Celebration: September 2017 • IT Fest: September 2017 • Faculty Development Programme: October 2017 • Zonal Youth Festival: October 2017

• II Mid Term Exams: March 2018 • Semester Exam: May – June 2018 • The Institution follows the academic and co-academic calendar but certain changes are incorporated as and when required.	• Gandhi Jayanti Celebration: October 2017 • Felicitations Function: October 2017 • Karwachauth Celebration: October 2017 • Diwali Celebration: October 2017 • Blood Donation Camp: October 2017 • NCC Day Celebration: November 2017 • Aids Day Celebration: December 2017 • Human Rights Day Celebration: December 2017 • Lohri Celebration: January 2018 • Annual Fete: January 2018 • Voters Day: January 2018 • National Girl Child Day: January 2018 • Basant Celebration: January 2018 • National Youth Day: January 2018 • Republic Day: January 2018 • World Cancer Day: February 2018 • Career Guidance Programme: February 2018 • Punjabi Day: February 2018 • International Women Day: March 2018 • Holi Celebrations: March 2018 • Prize Distribution: April 2018 • Convocation: April 2018 • Valedictory: April 2018 • Alumni Meet: April 2018

Courses of Study

Post Graduate Courses
a) UGC Sponsored Multidisciplinary Innovative PG Course M.A. Business Economics & Information Technology
b) M.Sc. (Computer Science)
c) M.Sc. (Information Technology)
d) M.Sc. (Fashion Designing & Merchandising)
e) M.Com

Post Graduate Diploma Courses
a) Post Graduate Diploma in Computer Application (PGDCA)
b) Post Graduate Diploma in Cosmetology
c) Post Graduate Diploma in Garment Construction and Fashion Designing

Under Graduate Courses
Three Year Degree Courses and Accompanying Courses
a) B.Sc. (Economics)
b) B.Sc. (Computer Science)
c) B.Sc. (Non Medical)
d) B.Sc. (Fashion Designing)
e) BCA
f) B.A
g) B.A Honours in English, Hindi, Punjabi, Sanskrit, Political Science, Economics

Commerce Courses
a) B.Com
b) B.Com (Honours)
c) B.Com (Professional)

UGC Sponsored Beauty and Body Fitness Under Community College Scheme
Under Graduate Career Oriented Add on Courses Under Dual Degree Scheme
a) Communication Skills in English
b) Fashion Designing
c) Internet Applications
d) Cosmetology
e) Office Management and Secretarial Practices
f) Computer Applications (Data Care Mgt)
g) Interior Decoration
h) T.V and Video Production
i) Web Designing
j) Leather Processing Technology
k) Dance
l) Computer Aided Accountancy

UGC Granted Career Oriented Foundation Course in Human Rights Education One Year Professional Diploma Courses After +2
a) Diploma in Stitching and Tailoring
b) Diploma in Computer Application (DCA)

Analysis of Feedback Form of Stakeholders

- Feedback from the employers (PCM S.D. College for Women, Jalandhar) is continuously communicated to the employees of the college by Principal through Administrative Office. Any issue requiring view of the employees is discussed in the meetings of Advisory Committee and the Planning Forum of the college. Any other issue related to a particular staff member is discussed through Staff Secretary.

- Feedback from the students is communicated either directly to the Principal or Dean Central Association or Office Superintendent.

- Feedback from the students regarding discipline is discussed in the Discipline Committee headed by Professor Incharge Discipline Committee.

- Feedback regarding teaching learning process or university work or any other issue is also taken on feedback performa and is addressed by the Teacher Incharge.

- Feedback from the Alumni Association is taken care of by the Principal or Advisory Committee of the college.

Industry Interaction/Collaboration

PG Department of Commerce and Management

- Engineering and Export Promotion council, (EEPC) Regional Office Jalandhar.
- Drish Shoes Ltd, Jalandhar
- Crew B.O.S Products Ltd, Jalandhar
- G.K. Leather Company, Jalandhar
- Sunil Tondon and Associates Jalandhar
- Anoop Joshi and Associates Jalandhar
- Umesh Dada and Co Jalandhar
- Saurabh Aggarwal and Associate, Jalandhar
- Khanna and Annadhanam Jalandhar
- I.B.S Jalandhar
-

PG Department of Fashion Designing

- Sportking Pvt. Ltd Ludhiana
- International Institute of Fashion Designing Jalandhar
- Rituwears Big Life, Jalandhar
- Knitwear Apparel Pvt. Ltd, Jalandhar
- Ankita Impex Pvt. Ltd. Ludhiana
- Goyal Knitwears Pvt. Ltd. Ludhiana
- Eneline International Pvt. Ltd. Ludhiana
- Nimble Techocrats, Jalandhar
- Pinnacle Institute of Fashion Technology, Jalandhar
- Northern Indian Textile Research Association
- Neva Garment Pvt. Ltd, Ludhiana
- Duke Pvt. Ltd, Jalandhar
- Samunder Fabric Pvt. Ltd, Ludhiana
- Net Weaver Jalandhar
- Dream Weavers Group
- Golden Advance Technology Co. Jalandhar

PG Department of Computer Science

- Nimble Technorats, Jalandhar
- Itronix Solutions, Jalandhar
- O7 Services, Jalandhar

Department of Cosmetology

- 90 Degree Salon, Jalandhar
- 99 Institute of Beauty and Wellness
- Orane Institute of Beauty and Wellness
- Be Stylish Unisex Salon
- Shri Bala Ji Agencies (Matreix) Jalandhar
- BB (Corporate Agency), Jalandhar
- Milano Institute of Beauty and Wellness, Jalandhar

Linkages with organizations helping in Placements and Competitive Exam Preparation

- NIIT Jalandhar
- Jobsagar.com (A Discussion of Dream Weaver Pvt. Ltd)
- Making India Employable (MIE) Jalandhar
- Subsource Financial and Technology Outsourcing Jalandhar
- The Kites Jalandhar
- Birla Sun Life Insurance Jalandhar
- Sunil Tandon and Associate Jalandhar

Linkages with NGOs/Charitable Societies

- PAHAL
- Divya Drishti (NGO)
- Manav Sahyog Society

Linkages with Academic Bodies

- Guru Nanak Chair
- Swami Vivekanand Study Centre

Seminars/Conferences/Workshops organized by the Institution
Seminars

Sr. No.	Activities	Date
	2017-18	
I.	Seminar on Awareness regarding Civil Services Examination	9th August.2017
2.	One Day Seminar on Career Guidance was organised by Climbers Institute, Jalandhar.	17th August ,2017
3.	Seminar for Competitive Exams: Guidance & Career Counseling	23th August,2017
4	One day seminar on "Resume Writing and career in Govt. Sector"	2nd Sep 2017
5	One day seminar on trending technologies PHP & Java by Dream Tech Labs.	
6	Seminar on dengue was held in collaboration with Health and Family Welfare Department, Punjab under National Health Mission	September 2017
7.	Motivational Seminar on Career Counseling	9th October.2017
8.	Seminar on Growth Opportunities IN E-Commerce Sector	11th October.2017
9	One Day Seminar on 'Beti Bachao, Beti Padhao' in association with NGO 'Fly –Udan Zindagi Ki'.	14th October 2017
10.	Seminar on Personality Development	21th October,2017
11	Seminar for Competitive Exams Guidance and Career Counseling	6'th February,2018
12.	Seminar on Career Opportunities in Government Sector	7th February.2018

13	Seminar on Interview Skills &Resume Writing	IOth February.2018
14.	Seminar on Tips on General Health & Lifestyle	11th March.2018

Workshops

S.No	Date	Event	Department	No of Participants
1.	15.06.17	3 Days workshop on dancing	Dance	15
2.	25.07.17	One day workshop on hair care and skin care product knowledge	Cosmetology	27
3.	26.07.17	Workshop on hair care ,skin care	Cosmetology	17
4.	15.09.17	Workshop on advanced haircuts and thermal hair styling	Cosmetology	30
5.	16.09.17	One day workshop on rebonding.	Cosmetology	35
6.	06.02.17	One day workshop on 'Android App Development	Computer Science & IT	40
7.	10.10.17	One Day Workshop on Glass Painting Pot, Painting, Decorative Items	Home Science	10
8	12.10.17	One Day Workshop Advance Hair Cutting & Styling	Cosmetology	40
9	31.10.17	Workshop by IBI Institute on Cooking	Home Science	60
10	Oct.17	Workshop on best out of Waste	Fashion Designing	30
11	4.12.17	One Day Workshop at Collegiate School	Cosmetology	60
12	27.1.18	One Day Workshop on HD Makeup	Cosmetology	41
13	1.2.18	Workshop on Block Printing Tech	Fashion Designing	30
14	5-6 .2.18	2 Day Workshop on Android Development	Computer Science & IT	85
15	7 .2.18	Workshop on Skin Care with Himalaya Co.	Cosmetology	30

16	21.2.18	Workshop by IBS	Commerce club	100
17	24 .2.18	Hair Care & Makeup Techniques	Cosmetology	28
18	10.3.18	One Day Workshop on Hair Cutting	Cosmetology	44

Activities for gender Sensitization and Sensitization of cross cutting issues

S.No.	Activity	Organized by
1	Celebration of 3rd international yoga day	Youth Club
2	World literary day celebrated	Youth Club
3	Sadbhavana Divas	NSS
4	Lecture on Good touch Bad Touch	NSS
5	Seminar on Beti Bacho Beti padhao	NSS
6	Motivational lecture on Positive Thinking	NSS
7	Celebration of International Day of girl Child	Youth Red Cross
8	Diwali Celebration with Needy Families	Youth Red Cross
9	Celebration of Cancer day	Youth Red Cross
10	Earth Day Celebrated	Go Green Club & Youth club
11	Tree Plantation Drive	Go Green Club & NCC
12	Group Discussion on worlds aids day	Youth Club

Extension Activities

Activities of Youth Club

Celebration of 3rd International Yoga day

Various yogic exercises were performed by the students of the college, yogic exercises help in attention , focus and concentration. It also reduces stress.

Investiture Ceremony

Investiture Ceremony was held in which Office Bearers were given badges indicating that they were given duties and responsibilities for the forth coming session. Principal pinned the badges.

Hiking/Trekking Camp

Youth welfare department of GNDU organized a hiking/trekking Camp at Dalhousie from 25th July 2017 to 31st July 2017. Ten Students of our college got selected. In all 12 colleges affiliated to GNDU, Amritsar participated in this camp. Our College won the following prizes:

Dance- 1st

Singing – 2nd

Poetry- 2nd Miss. Gayatri

Poetry – Commendation Miss. Khushboo

Debate- Commendation Miss. Khushboo

Best Disciplined Team : Team III

Best Camper : Gayatri

Independence Day Celebration

Befitting the special occasion the Principal, staff and students celebrated the Independence Day. The Tri color set the pitch for Patriotic songs. Questions on the freedom struggle were asked to the students. The Patriotic dance was performed by the students

Talent Hunt

Two Day talent finding function was organized on 18th -19th August 2017 Freshers participated in this function enthusiastically and showed their talent.

Seminar on Dengue

Seminar on dengue was held in collaboration with Health and Family Welfare Department, Punjab under National Health Mission. CMO Dr. Raghbir Singh Randhawa urged the young students to work together and start a campaign for the end of these water borne disease. Dr. Satish Kumar gave information about the causes, symptoms and various home remedies of these diseases.

Inter College Collage making Competition

Inter college collage making competition was held at BD Arya Girls college, Jalandhar Cantt. Our Student Bhawna of B.A 5Th sem got consolation prize.

Celebration Of Teacher's Day

On 5th September 2017 Teachers day was celebrated with full zeal and enthusiasm . Students paid tribute to Dr. S Radhakrishnan. Students expressed their thankfulness to their teachers and also gave them greeting cards prepared by them.

Rising Star

Our students participated in the reality show 'Rising Star of Punjab'.

This biggest singing reality show was organized by Pollywood Sandeep and JK Records on 5th Sept 2017 at Lyallpur Khalsa College.

Selected Students:

Kamalpreet   BCA 3rd Sem

Komal   B.A 3rd Sem

Tamina   B.Com 3rd Sem

Nukkad Natak By Red Art Group

Red Art Group performed Nukkad Natak in the college premises. The theme of play was 'Curse of Poverty' and teacher-taught relationship .This was held in the open ground and taught a lesson to the learners.

World Literacy Day

World Literacy Day was celebrated .A declamation contest was organized on the topic "Literacy for everyone and everywhere. Students supported not only a literate world but also literate educators and leaders. Winners were awarded prizes.

Oath Ceremony "No To Chinese Goods"

An Oath was administrated to the students . They swore '**Not to buy Chinese goods.'**

Zonal Youth Festival

Our Students won following prizes

Fancy dress   Ist

Folk song   IInd

Phulkari   IInd

Poster Making   IIIrd

Installation   IIIrd

Cl. Dance   IIIrd

Painting Competition

Sant Namdev Society organised Painting competition. Our student won following positions. Priyanka of Vth Sem got Consolation prize. She also got Rs. 300/- Cash prize, books and certificate.

Mela Gadari Babeyan Da

In Painting competition, our student Muskan of 10+2 got consolation prize of cash Rs. 200/- books and certificate.

Inter Zonal Youth Festival

Inter Zonal Youth Festival

Folk Song - IInd

Fancy Dress - IIIrd

Inter College Cooking Competition at KRM DAV College, Nakodar

Our Student Deepali and Muskan of SSC-II, PCMSD Collegiate School participated in Inter School cooking Competition at KRM DAV College Nakodar. They got III prize.

Doaba Youth Festival

Doaba Youth Festival held at Doaba College Jalandhar. Our student won following prizes:

Installation	1st
Fancy Dress	IInd
Folk Song	IInd
Phulkari	IInd
Painting Still life	IInd
Sufi Kalam	IIIrd
Cartooning	IIIrd
Clay Modelling	IIIrd
Debate –	Consolation
Poetical Symposium-	Consolation
Folk Dance –	Consolation

Group Discussion on World AIDS Day

World Aids Day was observed by holding discussions, in which the causes and remedial measures to be taken to prevent AIDS were discussed. It was unanimously discussed that such patients should not be looked down upon.

Swachh Bharat Abhiyan Awareness Campaign

Students were given information regarding, '**How to download App Swachhata-MoHUA'** by Community Development Officer, Shri Pradeep Singh. This campaign was organized in collaboration with Alpha Mahindru Foundation. Students were advised to download this App and also to motivate others to make maximum use of this App to promote Cleanliness and help in making our City Smart.

Activities of Youth Red Cross

INTERNATIONAL DAY OF THE GIRL CHILD

A slogan writing competition was organized by the college youth Red Cross. Young girls of our college participated enthusiastically on this special day for girls. The theme of competition was 'Beti Padhao – Beti Bachao'. No discrimination was the basis of celebration the 2017 theme 'The power of the Adolescent Girl' Vision for 2030 was stressed.

DIWALI CELEBRATION WITH NEEDY FAMILIES

On 17th Oct, 2017 PCM SD College Red Cross Unit went in slum areas and celebrated Diwali with them. They give smile on their faces through Gifts , Diyas , Sweets , Cloths. Mrs. Sunita Sharma , Mrs. Sunita Bhalla , Mrs. Sushma Sharma and students happily spend time and enjoyed festival with them.

PCM SD YOUTH RED CROSS CELEBRATED CANCER DAY

A Lecture on Fatal diseases Cancer was held on 4th February 2018 Youth Red Cross Unit of the college to observe cancer day. Speaker Mrs. Sushma Sharma programme officer of Youth Red Cross Unit, informed the volunteers about the causes and clones of cancer. Students were guided about proper diet and daily routine. Dr. Mrs. Sunita Sharma, Mrs. Sunita Bhalla, Miss Priya and Miss Jyoti also present on that day.

Activities of NCC

NCC unit of the college has been active in the college form the very beginning of the institution this year. Keeping in view the outstanding performance of our NCC Cadets, 2nd Pb Girls Batallion almost doubled the strength of the college NCC Unit from 55 Cadets to 105 Cadets.

1. We are proud to make a mention of another feather in our Cap with our two cadets U/o Muskan Miglani & U/o Anchal were selected for the most prestigious camp of NCC i.e Republic Day camp 2018 at Delhi. Out of all women colleges in Jalandhar only 2 girls from our college were selected for this camp.
2. Inter Batallion Firing Competition was held at Phagwara on 19th & 20th May 2017. Our 5 cadets Senior U/o Vandana, U/o Muskan Miglani, Sgt Priya, Sgt Mangla & Mania participated in this competition. 2 Punjab Girls Bn. stood first in the competition.
3. Advance Adventure camp was held at Nehru Institution of Mountaineering Uttarkashi from 5th June to 19th June, 2017. Our cadet U/o Priya successfully completed this adventure course.
4. Our 2 cadets U/o Muskan Miglani and Sgt Aishwarya attended combined annual Training camp at Sant Baba Bagh Singh University from 13th June to 22nd June 2017. U/o Muskan Miglani Got 2 Gold Medal for standing 1st in Bhangra and for company senior. She stood 2nd in firing and also got silver medal for best command. Sgt Aishwarya got gold medal in Bhangra.
5. Combined Annual Training Camp was held at HMV from 28th June to 7th July 2017. Our 45 cadets participated in the camp and won following prize.

Group Dance	II Prize
Group Drill	II Prize
Solo Dance	U/o Anchal Got I Prize
Painting Competition	Sgt Nagma Got II Prize
Table Drill	U/o Muskan Got Gold Medal
Camp Senior	U/o Anchal Got Gold Medal
Company Senior	U/o Muskan got Gold Medal

U/o Anchal Got Special Appreciation Prize in culture from Group Commander's wife.

6. Inter Group competition was held at Ropar Academy from 21st June to 30th June 2017. Our 2 cadets Sgt Mangla and Maina participated in the competition on behalf of 2 Punjab (G) B. Our Bn stood 2nd in group competition. Sgt Manina and Mangla got 3rd and 4th prize in individual firing competition.

7. Our 20 cadets participated in International Yoga Day on 21st June 2017.

8. Inter Batalion Drill competition and Inter Batallion Gourd of Honour competition was held at Sant Baba Bagh Singh University. On 28th July 2017 total 28 cadets participated in the competition on behalf of 2 Punjab Girls B, Out of which 11 cadets were from our college. In both competitions 2 Punjab Girls Bn. Stood 1st. Our cadet Anchal was the commander of Drill team and U/o Muskan Miglani was commander of Guard of Honour Team.

9. 10 cadets participated in Independence Day Parade held at Guru Gobind Singh stadium on 15th August 2017.

10. Tree plantation dirve was conducted in the college on 14 August 2017 in collaboration with Go Green Club. Cadets planted saplings in the college.

11. Combined Annual Training Camp was held at Sant Baba Bagh University for selecting cadets for RD Camp from 8th August to 18 August. Our 8 cadets Senior U/o Vandana, U/o Aanchal, U/o Muskan, Priya, Sgt Novi, Aishwarya, Manisha and Anmoljeet attended the camp and got selected for next camp.

12. Finishing School Classes were held from 7th August to 25th August 2017 to enhance Personality and Communication Skills of cadets. Our 2 cadets Priyanka and Shahin attended the workshop.

13. Our 3 cadets Sgt Sunanda, Reeta and CPL Manjeet attended Military Hospital attachment camp at Military Hospital Jalandhar Cantt from 17th August to 30th August 2017.

14. Mini camp for preparation of cadets for inter group competition held at Ly. Khalsa College, Jalandhar from 28th August to 2nd September 2017. Our 8 cadets Senior U/o Vandana, U/o Anchal, U/o Muskan, Priya, Sgt Novi, Aishwarya, Manisha and Anmoljeet attended the practice.

15. Our 4 cadets Senior U/o Vandana, U/o Anchal, Muskan and Novi attended Mini Camp for Inter Group Competition from 11th September to 30th September 2017 at LKC Jalandhar.

16. 15 cadets participated in cleanliness drive held at Bolina Village organized by 2 Punjab Girls Br on 9 September 2017.

17. Inter Bn. cultural competition was held at Baba Bagh Singh University on 26th September 2017. In the Ballet competition our 16 cadets participated and got 1st prize for 2 Punjab Girls Bn.

18. To give message to society that cleanliness is next to godliness, NCC unit of the college organized a rally on 29 Sep 2017. 100 cadets alongwith Associate NCC Officer Lieutenant Priya Mahajan and Sukhvir Shergill, took a pledge that they would neither

add to the letter collection on city roads nor allow anyone to do it. Counselor Sh. Arjun Singh Puppi flagged off the Swach Bharat Rally. Cadets were carrying self prepared placards and banners displaying message and banners displaying message of cleanliness. Cadets also distributed hand made dustbin boxes to the shopkeppers. Setting example of cleanliness before onlookers, cadets picked up all the rapers lying on the road and put them in dustbins.

19. Personality development and SSB coaching two days workshop was organized by 2 PB (G) Bn at B.D Arya College. On 13th and 14th Oct 2017, Sh. Ankit Pal from Indore gave information to cadets for SSB preparation. Our 7 cadets attended the workshop.
20. NCC cadets alongwith Lt PiryaMahajan attended 1 CATC at Guru Nanak College Banga. Cadets participated in all cultural events and won following prizes.

Squad Drill	I Prize
Group Song	I Prize
Piloting	Gold Medal Sgt Rajni
Table Drill	Gold Medal Sgt Anmol
	Gold Medal Sgt Priyanka
Drawing Competition	Silver Medal Sgt Nagma
Solo Song	Silver Medal Sgt Priyanka
Declamation	Bronze Medal Sgt Rajni
Company Senior	Gold Medal Sgt Sunanda

21. Cadets Senior U/o Vandana, U/o Muskaan, U/o Anchal attended DECAT I & II from 12th Nov to 18th Nov, 2017 at Ropar and got selected for Pre RD I.
22. Senior U/o Vandana, U/o Muskaan & U/o Anchal attended Pre RD I at Ropar from 19th Nov to 2nd Dec 2017. U/o Muskaan and Anchal got further selected for Pre RD II.
23. 7 Cadets participated in Flag Day Function held at War Memorial , Jalandhar on 7th Dec, 2017.
24. 4 Cadets did piloting in Spark II organized by District Administration. Senior U/o Vandana got special commendation prize.
25. U/o Muskaan and Anchal attended Pre RD II at Ropar from 9th Dec to 22nd December and Pre RD III from 22nd Dec to 30th Dec, 2017 and finally selected for Republic Day Camp, Delhi.

26. 2 Cadets U/o Hardeep and U/O Renu attended National Integration Camp at Maharashtra from 22nd Dec2017 to 4th Jan, 2018 and got 2 Gold Medals in National Integration Presentation.

27. 6 Cadets Sargent Monika, Deepmala, Rajwinder, Manisha, Tanya and Bharti attended NIC at Ropar from 10th Jan to 21st Jan, 2018. Sargent Manisha stood first in Directorate Drill Competition and got Gold Medal. Sargent Deepmala received Gold Medal in Singing.

28. 15 Cadets participated in Republic Day Parade held at Guru Gobind Singh Stadium. Senior U/o Vandana commanded the Parade.

29. 2 Cadets U/o Novi & U/o Rajni attended National Camp at Delhi. They participated in Prime Minister Rally representing the rich culture of Punjab.

Activities of Go Green Club

Earth Day Celebration

The Go Green Club and Youth Club celebrated the World Earth Day. On this occasion Principal Dr. Kiran Arora and staff members planted sapling in the college courtyard. The message was that we should contribute towards making our environment pollution free so that our future generations can live a happy and comfortable life.

Tree Plantation Drive

The Go Green Club and NCC Unit of PCM S.D. held a go green drive. Plantation was undertaken at a large scale. The students were informed and guided about the importance and necessity of going green by Madam Principal Dr. Kiran Arora.

Information on Swachh Bharat App

The Youth Club and Go Green Club in collaboration with Alfa Mahindru NGO helped the students understand the importance of the Swachh Bharat App launched by the Government of India. This was done in a bid to involve students actively in the Swachh Bharat campaign. Community Development Officer, Mr Pardeep advised the students to make use of this app to lead Jalandhar to a clean Jalandhar. Their message of garbage lying here and there would directly reach the Municipal Corporation for an immediate action.

Activities of Placement Cell

Career Guidance Seminar

On 17th August,2017 a one day seminar was organised by the student welfare institute in the name of Climbers Institute, Jalandhar. They guided the students in two batches: one of B.Com Ist year, B.com IIIrd Year, M.Com Ist and IInd year, MBEIT I&II for applying for government jobs like Income Tax Inspector, Excise Inspector, CBI Enforcement officers and many more. Second Batch consisted of students of BA I & III, BSc Economics & Computer Science I & II and BCA I&III. First of all Madam Shveta (Head) made the students aware about various jobs available in the Public Sector then Mr. Aman (Training head) guided the students regarding preparation for appearing in Staff Selection Commission exams. They also guided the students to attend a Career Guiding Seminar organised by DC on 25th Aug,2017 in Red Cross Bhavan so that they get more knowledge about these exams.

Aptitude Test by Jaipuria Institute of Management, Lucknow

On 4th September,2017   One hour Aptitude Test was organized by Jaipuria Institute of Management, Lucknow. 86 students of B.com, BCA and BA III participated in the quiz. A team of two students participated in the quiz. Two students Meghna and Jyoti of B.Com III got first prize of Rs. 2,500 each. Both are eligible for second round at Noida in the month of November for national level quiz free of cost along with their parents. The Prize at the level is First Prize Rs. 25000; Second Prize Rs 15,000 and Third prize Rs 10,000. Madam Principal congratulated the winners and wished them luck for the next round. All students got participation certificate.

Career Counselling Programme

On 11th October,2017   Placement Cell organized one day seminar on "Career Counselling" by Mahendra Educational Private Ltd. Mr. Charandeep Singh (Branch Authority Jalandhar) and team from the organization guided the students regarding competitive exams and information related to pre examination training for various nationalized banks. They discussed the topic related to banking, reasoning and financial awareness. The objective of the seminar was to enhance knowledge of students on general awareness, English grammar, quantative aptitude and reasoning which will help them in their competitive exams. The students of PG Department of CS & IT attended the seminar.

Interview in VISTARA

On 27th October, 2017, 8 Students of BCA final year were sent to LPU by the placement cell to appear for interview in VISTARA. VISTARA is a full service airline is a joint venture between Tata Sons Ltd. and Singapore airlines. The job location is PAN INDIA and package offered to the students is 4 to 5 lakh. The procedure of placement included group discussion, personal interview and HR interview. The selected students will be on 3 months training period commencing from June 2018. The selected students will be informed online.

Jobs by British Telecom

On 6th November 2017, 30 students of BCA and B.Com Final year were sent to LPU for joint campus placement through British Telecom. The designation offered by company is Associate under the role of Blended Process for Back office & chart process for company's captive set up at Gurgaon. The package offered by company is Rs. 2, 11,000 per annum plus retention bonus along with life insurance/medical insurance up to Rs. 6, 00,000. The selected students will be informed online. Four students Nisha, Shreya, Palak and Deepika cleared the written test and they will join the company after completion of their degree.

Placement Drive by Concentrix

On 17 Jan 2018 , Concentrix visited PCM S.D College for Women for Placement drive headed by Mr. Bala Supramaniam (Hiring head of the Co.) .Around 150 students of M.Com, M.sc(C.S), B.Com ,BCA ,B.SC(Economics) and B.A participated .The drive started with a Powerpoint Presentation about the company. In the first round the students were personally interviewed followed by written Aptitude test. In the last round the students were telephonically tested which consisted of listening ability ,speaking ability ,use of articles and use of tenses. 36 students were selected under packages varying from 1.4 to 2.6 Lacs depending upon the location of the Job . Madam Principal Congratulated the Placement Team and the students. Name of the Students are:

Kritika (B.com), Simran (B.com), Shreya (B.com), Deepika (B.com), Aishwarya (B.com) ,Vishakaha (B.com), Palak (B.com), Neetu(B.com), Navneet(M.SC (CS)), Priya (BCA) , Areena (B.com), Jaspreet (B.com), Mahima (B.com) , Pooja (BCA), Jyoti Bsc (Eco), Jasmine (M.com), Kanika (M.com), Pooja (M.com), Anchal (B.com), Tanu (B.com), Tejinder (B.com),

Tanuja (B.com) , Lovdeep (B.com) Manmeet(B.com) ,Veena (B.com), Mehak (B.com), Nidhi(B.com), Nidhi (B.com), Shubhagini (B.com), Mansi (B.com), Twinkle(B.com), Rohini (B.com), Upindetr Kaur B.Sc (Eco), Swati B.Sc (Eco), Pooja (BCA), Hitakshi (BCA)

Activities of NSS

PCM S.D. College was honored by MCJ, Jalandhar for Smart City Project

PCM S.D. College was honored by MCJ, Jalandhar for the contribution to put Jalandhar in the list of smart cities. The management committee, Principal, professors, students and volunteers of the NSS of PCM S.D. College put great efforts. College staff, students and volunteers of NSS voted for the same. The importance of smart cities was explained to shopkeepers and senior citizens. The volunteers went door to door to aware people. A seminar was organized in collegiate school by Nodal officer Surinder Narula, she explained them the need to make Jalandhar a smart city. Dr. Kiran Arora, the principal of college congratulated all for the contribution.

Deputy Commissioner, Jalandhar Honours the College on World Blood Donation Day

In a programme being organized by NGO Pahal on World Blood Donation Day, PCM S.D. College for Women was honored by Deputy Commissioner Jalandhar. Principal Dr. Kiran Arora said that college organizes voluntary Blood Donation Camps from time to time in collaboration with civil hospital Jalandhar and NGO Pahal and due its contribution, college was being honored.

NSS UNIT CELEBRATES 'Sadbhavana Divas'

Sadbhavana Divas was celebrated in PCM S.D. College for Women to commemorate 72nd birth anniversary of Shri Rajiv Gandhi on 20th Aug 17. On this occasion, NSS Deptt of the college organized oath taking ceremony in which Principal, Staff and Volunteers of NSS took oath to promote to propagate communal harmony, peace, and national integrity within India.

NSS UNIT CELEBRATES 'WE AND LITERACY'

A slogan writing competition was organized by the NSS unit of the college on 12th Sep, 2017. The competition was organized to spread awareness about the importance of literacy among the students. The message given through slogans was that literacy day celebrations cannot be restricted to only one day. It is a continuous process.

PCM S.D Lecture on Good Touch Bad Touch

PCM S.D College for Women Jalandhar organized lecture on Good Touch Bad Touch was organized on 13th Sep 17.The lecture was to sensitize children about various issues and about good touch bad touch, makes them emotionally strong and which will helps them to grow normally. It helps them handle "not so positive events" in life in a better way so that they do not impact their growth and personality.

One Day Seminar on 'Beti Bachao, Beti Padhao'

The college organized one day seminar on 'Beti Bachao, Beti Padhao' in association with NGO 'Fly –Udan Zindagi Ki' on 14th Oct 17. Chief guest Ms Jasvir Sangar, Sarveena Sagar, Dr Kiran Arora, Pankaj Mehta (President of NGO), Surinder Narula, Sushma Sharma, Neelam Gupta, Sunita Sharma, Parveen Abrol, Vikram Sharma were present to attend it. They provided awareness to the students about the importance of girls in the society, to save the life of girl child by completely removing female foeticides. They said people should celebrate the birth of their girl child and educate them with full responsibility equal to boys. As girls occupy almost half population of the world so they are half responsible for the existence of life on the earth. 'Beti Bachao Beti Padhao' scheme aimed to make girls independent both socially & financially by reducing the sex discrimination.

National Integration Day

National Integration Day was celebrated to commemorate the birth anniversary of S. Vallabh Bhai Patel on 1st Nov 17. On this occasion, NSS Deptt of the college organised oath taking ceremony in which Principal, Staff and Volunteers of NSS took oath to promote National Unity and integrity. Political Science Deptt of the college organised a Quiz contest on this occasion.

Motivational Lecture on Positive Thinking

Motivational and Vastu related lecture was organized on 2nd Nov 2017. The main motive of the lecture was to develop positive thinking in students so that they can achieve success in their respective fields. Principal Dr. Kiran Arora welcomed Vastu expert Ravish Abrol to college campus to guide students to keep positive attitude towards their life. He advised students to use chair and table while studying instead of bed and face towards North and West direction. The room where they study should be of white, light pink or cream color and have pictures related to patriotism and quotes related to positive vibes. Students asked various questions to Mr. Ravish to overcome their curiosity. Madam Surinder Narula thanked Ravish Abrol for giving valuable time and counseling students.

Activities of Central Association

Orientation Programme for New Entrants

An Orientation programme was organized in the college for the new entrants. In this programme the students were informed about the history of the college, rules and regulations and various courses. Principal Dr. Kiran Arora welcomed the students and gave her blessings. She also motivated the students for their all-round development through participation in extra mural activities and sports.

Investiture Ceremony

Leaders are not born but are made by their experiences in life….To inculcate the leadership qualities in students and to give them a feel of functioning of the administrative body, a student's council was formed and the investiture ceremony was held. Madam Principal gave away the badges to the office bearers of Central Association and Youth Club. She congratulated the newly appointed CA & YC members for their preparedness to take responsibilities and cautioned them against allowing such responsibilities to hinder their academics. She wished well to all the members of the school cabinet.

First Morning Assembly

The first morning assembly for the new session was held on Monday the 24th of July. All the students and staff members were present for the assembly. Principal Dr. Kiran Arora addressed the students and wished them luck for the upcoming session. The students were also made aware about the college rules and regulations as well. Mrs. Devinder Johal presented a thought for the students.

Central Association & Youth Club celebrated Independence Day with Zeal and Spirit

Befitting the special occasion the Principal, staff and students celebrated the Independence Day. The tri colour was unfurled in the college ground. The tri colour set the pitch for patriotic songs. Questions on the freedom struggle were asked to the students. The dance performance by the members of Youth Club enthralled the audience with its patriotic fervour. The students were asked to remember forever the sacrifices made by freedom fighters to secure their independence. The main block, I.T. block, as well as collegiate school was festooned with colours of the Indian Flag.

Thank You Teacher's ……. Celebrating the great day

Birthday of Dr.Sarvapalli Radhakrishnan, was celebrated. The Day was celebrated with full zeal and enthusiasm. The day started with giving a tribute to Dr. Saravpalli Radhakrishnan. The day had an emotional and recreational touch. The students did all the preparations with complete energy and excitement. Students expressed their thankfulness to their teachers by joyfully singing songs in their praise. The students gave the greeting cards prepared by them to their teachers. Students of IT Department also celebrated Teacher's Day with great zeal and zest.

World Smile Day Celebrations

Smiles Galore….. Help Bring a Smile on Someone's face. A commercial artist Harvey Ball, thought that we, all of us, should devote one day, each year to smiles and kind acts throughout the world. The smiley face knows no politics, no geography and no religion. PCM SD's CA Members also decided to celebrate this special day. Ms. Nidhi Dutta delivered a lecture on the joy of creating happiness and making others smile. It was a day of miles and miles of smiles.

Celebrating Diwali-The Festival of Lights

Central Association celebrated Diwali, the festival of lights, with great enthusiasm, religious fervor and in eco-friendly manner. The students wearing colourful dresses along with teachers offered prayers to Goddess Lakshmi. The students enthusiastically participated in the competition and prepared colourful rangolis on the theme 'Diwali' by using eco-friendly colours. Madam Principal wished everyone a happy Diwali and advised the students to celebrate Diwali without crackers, which pollute the environment.

Children's Day Celebrations

Central Association celebrated Children's Day on 14th November 2017. The Central Association of the college held a function the office bearers of the Association delivered speeches and highlighted the achievements of 'Chacha Nehru'. They also sang patriotic songs. There was a great zeal and fervor amongst the students.

Yellow - the colour of PCM SD on Basant Panchmi

On Basant Panchami the entire college assembled together to pray and attain the blessings of Goddess Saraswati. It started with the children and teachers singing Saraswati Vandana. To mark the yellow colour, flowers were offered by Madam Principal Dr. Kiran Arora to the Goddess Saraswati. Yellow was the colour of PCM S.D. today. Department of Home Science organised a cooking competition on the day. The winners were awarded prizes by Madam Principal.

Sunder Munderiye-Lohri Aye Re

Central Association celebrated Lohri with a lot of exuberance and fanfare. On the occasion, special arrangements were made. A bonfire was lit and dances and melodious songs were presented by students.The mood on the campus was upbeat and the students were totally absorbed in the festive spirit of Lohri.

Sports Achievements 2017-18

S.No	Game	Level	Position	Date & Venue
1	Squash Racket	G.N.D.U Inter College	3rd	7-8 Sept 2017 Service Club Ram Bagh, Amritsar
2	Yoga	G.N.D.U Inter College	Participation	11.9.17 Gymnasium Hall, Amritsar
3	Badminton	G.N.D.U Inter College	Participation	20 to 22nd Sept 2017 Badminton Court, Amritsar
4	Judo	G.N.D.U Inter College	Participation	7.10.17 GNDU, Amritsar
5	Boxing	G.N.D.U Inter College	Participation	24 to 25 Oct, 17 GNDU, Amritsar
6	Athletic	G.N.D.U Inter College	Participation	2 to 4 Nov,17 GNDU, Amritsar
7	Weekend of Wellness		Participation	5th Nov, 17 Punjab Police & CT Institution
8	Athletic	Open State of Athletics	Participation	18 Oct 17 5 Star Sports Club
9	Basketball	U-25 State	Silver Medal	7 to 10 Jan, 18 Punjab Sports Department

- Department organized free yoga classes for college students and faculty members.

Best Practice No I

Inculcating a Value Based Education System

Goal:- The College follows the Philosophy of empowerment and enlightment of the women through quality and value based education. The main goal of the institute is to imbibe the appropriate values to the students to build a class of intellectually, morally and globally competent skilled human resources. Along with skill development for success of students in the job market, institution aims to inculcate a value based education system.

The Context:- Focusing on holistic development of the student's personality the college has devised a value based education system. For the context the college offers a variety of courses at graduate and post graduate level in pure Arts, Natural Sciences, Dance, Fashion Designing, Commerce, B.Voc, B.A/B.Ed and Cosmetology. The high end technology and the logic of the market-oriented education have been welcomed. In the present competitive scenario it is imperative to take on the task of regenerating and promoting moral values in the students and in the society at large. The seeds of values sown in the early stage of education mostly aimed at cooperation and natural understanding have to be reiterated and re-emphasized in higher educational institutions.

The Practice: We have the practice to involve the maximum number of the students in several activities. We aim at exploiting their innate talents. To bring out the latent talent of the budding artists and to provide exposure to the students the college youth club provides opportunities to the students to exhibit their talents.

- Discipline is the refining fire by which talent becomes ability. The importance of discipline is well recognized by the apex body of the students. Central Association. The Association instills the values of Leadership, Discipline and sense of responsibility, honesty, duty consciousness and commitment.

- The community oriented programmes such as Red Cross, NCC, NSS strive to engender feelings of Patriotism and Sympathy under the banner 'Not Me But You'. Under this context these units organized camps which volunteers learn not only life skill but dignity of labour also.

- " The college is conscious of its environmental responsibility. The 'Go Green Club' is designed to protect environment for years to come. It is worthwhile to help students understand the importance of going green and it is crucial to encourage students to be environmentally conscious through out the year.

- We celebrate all the important festivals for the students to let them be aware of their significance. Such little gestures indeed go a long why in bringing cultural consciousness among young learners.

- "It is not happiness that make up grateful but gratefulness that makes up happy" with this through in mind, we imbue the students with religious activities from time to time we preach them to pay gratitude to Almighty and seek this blessings before undertaking any work. Havan Yajna is performed in the beginning of every session. We organize Saraswati Poojan every year to pay gratitude and homage to the deity of knowledge, Art and Creativity.

- Physical, mental and spiritual development of students is also taken care of. The sports department gives sufficient opportunities for the growth of budding sports persons.

- Faculty development programmes go on from time to time in our institution on the role of yoga and meditation especially for students to increase the concentration power and reduce the stress level.

- We not only impart value based education to our students but we also ensure their placement and good settlement in life. The student are placed well according to their caliber and potential. Our students are well placed in reputed multinational, government jobs, NGO's and private sectors.

- To enthuse the students with the vibrant cultural heritage and with Patriotism, Morning Assembly is conducted every Monday. The students recite Vande Matram and Chant National Anthem with great nationalistic fervor. This assembly is also a means of communication with the students regarding policy matters, important information and above all a time to discuss issues concerning meaningful matter of life.

- Last but not the least, the college motto, Do Your Job Well is the driving force behind the work culture and success story of the institution. Doing ones job with full dedication and sincerity is the best form of worship of God.

Evidence of Success

Evidence of success is visible in the outstanding achievements of the college students in various fields. Our academic excellence glorious win of prizes and trophies in the Zonal and Inter Zonal Youth Festivals, our sports wing, our stress on physical fitness and holistic development of the students, our great performances by NCC, NSS, Red Cross units, our concern with the current problems of our society, our humane touch with the poor, the needy and less fortunate ones, and our service to humanity especially for the welfare of downtrodden and the weak sections of society are a few evidences of our success.

Problems encountered and resources required

A tightly packed academic schedule especially in case of programme which follow semester system, makes it difficult to pursue this practice to the extent to which it ought to be pursue.

Best Practice II

Moving Forward with ICT

Goal:- The institution has a well defined goal to make an optimal use of ICT with its modern tools and innovations for its teaching learning process and its governance. The institution aim at providing ICT literacy to the campus community and adopting ICT enabled administrative process. It is believe that using ICT will enrich the learning process with the benefits that ICT integration in education can provide.

The Context:- In the current information society knowledge must be accessed via ICT to keep pace with the latest developments. The young learners must be well prepared to face the challenges of the dynamic environment. The institution is making its best efforts to create competitive academic environment by continuous enrichment of teaching and learning through the medium of ICT and other technological advancement PCM S.D. College with wider availability of ICT education is giving the best practices and best course material to the students. It is helping us to foster better teaching.

The Practice:- PCM S.D. College has done away with the age long traditional system of working. There are drastic and dramatic changes in the field of academics and administrations. ICT culture is introduced in Administrative Books of the college. The Principal's office is fully equipped with the latest ICT facility. CCTV cameras have been installed in the college to keep a watch on the activities of the students as well as the entry of the outsiders. This ICT facility gives them an opportunity to watch educative programmes and college activities in their free periods. LCD televisions have also been installed at various places for secreation and information of the students. Our administrative offices are wholly computerized. Paper-less culture is adopted in these offices. Various works like for collection, college correspondence, works relating accounts and examinations are undertaken on least models of computers. ICT facility is a big support for organizing various event. Apart from the main campus the college has also its information and technology block. The block has eight well equipped laboratories with more then 100 computers, latest softwares, printers, scanners, a dedicated server, a leased live internet connection a good number of laptops a computer center and a well stocked library with a rich collection of books on computer science. Various graduate and post graduate courses in computer science are being run hereby Department of Computer Science.

All the major departments of the college IT, Commerce, Fashion Designing, Economics, English, Fine Arts have also this facility, we can boast of 5 smart classrooms. Students are taught through multi-media content related to their syllabus. Department of Commerce has a computerized laboratory for conducting courses in Computer Aided Accountancy and Tally. Students of Fashion Designing also use latest softwares for garment designing and pattern making in their laboratory having about a dozen computers with internet facility.

The college has a virtual library. The students draw full advantage of it. Students can use the browsing centre in the library and download-e material related to their curriculum. INFLIBNET System is operative in the library. We are using e-learning resource optimally.

Recently the college has introduced a course in T.V & Video Production. UGC has sanctioned grant for setting up a studio with latest equipment. Students get hands on training in this studio and practice their skills by doing video recording of various events organized in the college.

In the smart classrooms we have interactive board, mimio pad, mimio pad pen, projector, computer science etc. In the laboratories we have as many as 162 computers.

Other infrastructural facilities in Hardware and Softwares are advantageous to students. Dynamic website is used to give information of college, various departments their achievements and events. It has been developed in PHP technology.

Bio-metric machine is installed that helps in automation of attendance of the employees and can help in tracing the in and out time of the employees and total work duration. Bulk SMS service is used to provide important information like results, admission, college events to management, faculty and parents of students.

Evidence of Success

The institution has adopted the practice of adopting the use of ICT in enriching the learning experience of students by providing them with state-of-art educational technologies. A significant improvement can be noticed in the functioning of the college, by using ICT in documentations and data management. The working becomes more efficient and smooth and the time as well the resources saved can be used constructively for other purposes.

With ICT education, we are producing very smart and technology savy students. Our students are fit for the present hi-tech competitive world. With this ICT knowledge, their

confidence level is boosted and their expectations. We are proud to announce that our students are highly placed in MNC's against prestigious posts.

Infrastructure/Instrumentation

Expenditure Head	Amount Spent
Computers, IT, S/W	488016.00
Furniture	26336.00
AC	67555.00
Equipment	9454.00
Total	591,361.00