ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

PCM S.D. COLLEGE FOR WOMEN, JALANDHAR

SESSION 2014-2015

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> PCM S.D. College for Women, Jalandhar

1.2 Address Line 1

> Nehru Garden Road, Jalandhar

City/Town

> Jalandhar

State

> Punjab

Pin Code

> 144001

Institution e-mail address

> pcmsdcollege@yahoo.com

Contact Nos.

> 0181-2241364, 0181-2455122

Name of the Head of the Institution:

> Dr. Kiran Arora

Tel. No. with STD Code:

> 0181-2241364

Mobile:

> 09417268885

Name of the IQAC Co-ordinator: Mrs. Ujla Dada Joshi

Mobile: 98769-04066

IQAC e-mail address: Iqac2013@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   PBCOGN12583

1.4 Website address: www.pcmsdcollegeonline.com

Web-link of the AQAR: http://pcmsdcollegeonline.com/wp-content/uploads/2015/01/AQAR14-15.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		2006	5 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   20/03/2007

1.7 AQAR for the year   2014-2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

i.   AQAR 2009-10 submitted to NAAC on 03.06.2011
ii.   AQAR 2010-11 submitted to NAAC on 03.06.2012
iii.   AQAR 2011-12 submitted to NAAC on 12.02.2013
iv.   AQAR 2012-13 submitted to NAAC on 27.1.2015
v.   AQAR 2013-14 submitted to NAAC on 24.3.2015

1.9 Institutional Status

University   State | NA | Central | NA | Deemed | NA | Private | NA |

Affiliated College   Yes | ✓ | No | |

Constituent College   Yes | | No | ✓ |

Autonomous college of UGC   Yes | | No | ✓ |

Regulatory Agency approved Institution   Yes | | No | ✓ |

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education | | Men | | Women | ✓ |

Urban | ✓ | Rural | | Tribal | |

Financial Status   Grant-in-aid | | UGC 2(f) | ✓ | UGC 12B | ✓ |

Grant-in-aid + Self Financing | ✓ | Totally Self-financing | |

1.10 Type of Faculty/Programme

Arts | ✓ | Science | ✓ | Commerce | ✓ | Law | | PEI (Phys Edu) | |

TEI (Edu) | | Engineering | ✓ | Health Science | | Management | |

Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)*

Guru Nanak Dev University, Amritsar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

N.A.

DST-FIST

N.A.

UGC-Innovative PG programmes

Yes

Any other *(Specify)*

N.A

UGC-COP Programmes

N.A

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

0

2.4 No. of Management representatives

01

2.5 No. of Alumni

0

2. 6 No. of any other stakeholder and community representatives

0

2.7   No. of Employers/ Industrialists   0

2.8   No. of other External Experts   01

2.9   Total No. of members

          12

2.10 No. of IQAC meetings held   IQAC holds 2 meetings in a year

2.11   No. of meetings with various stakeholders: No.   Faculty

          Non-Teaching Staff Students | 02 | Alumni | 01 | Others | 01 |

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

          If yes, mention the amount   N.A.

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 26 | International | - | National | 06 | State | - | Institution Level | 20 |

   (ii) Themes

- 15 days workshop on Personality Development & Communication Skills.
- Lecture on Career in Banking
- Working on Extensible Business Regarding Language (XBRL-E-Reporting)
- Workshop on Skin Treatment.
- Lecture on Globalization & Indian Economy- Its impact and Implications.
- Indian classical Fusion Band- A musical concert by renowned vocalist Mrs. Sunanda Sharma and Jai Shankar & Forde Haltli.
- Right to Education and Equal opportunity for all.

2.14 Significant Activities and contributions made by IQAC

To monitor and address the issues of research, teaching, learning and evaluation, IQAC holds regular meetings with the faculty.

- The students and the faculty have participated in national level seminars, conferences and workshops and published research papers.
- Various departments have conducted national level seminar and workshops and published research journals with ISBN and ISSN.
- Faculty members have submitted proposals for minor and major research projects.
- The faculty members are pursuing higher studies like M.Phil and Ph.D.

2.15 Plan of Action by IQAC/Outcome

Plan of Action

- Bringing new and innovative co-curricular and extra-curricular activities to improve the overall personality of the students.
- Facilitating research activation and organising various faculty development programmes.
- Providing the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Monitoring, promotion, implementation and continuous improvement of the curriculum of various classes.

Achievements

- Organised lectures, seminar and workshops on various cross cutting issues.
- Introduced advanced teaching aids to facilitate teaching learning process, thereby enhancing students understanding and participating level.
- Worked towards enhancement of learners' knowledge and capacity.
- Introduced new job oriented courses.

* Academic Calendar is Attached as Annexure I .

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The AQAR for the year 2014-15 was discussed in Planning Forum and Advisory Committee and it was decided to mail it to NAAC

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
PhD	-	-	-	-
PG	5	1	5	-
UG	15	-	7	-
PG Diploma	3	-	3	-
Advanced Diploma	2	-	2	2
Diploma	2	-	2	2
Certificate	12	-	12	12
Others	2	-	2	2
Total	41	1	33	18

Interdisciplinary	15	-	-	-
Innovative	-	-	-	-

The college offers many Certificate and Diploma Courses along with other degree courses to fulfil its commitment to achieve the goals and objectives reflecting its vision and mission. The list of courses offered by the college in 2014-15 is enclosed in Annexure-II

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Semester   Trimester Number of Courses   -   Number

1.3 Feedback from stakeholders*   Alumni ✓   Parents ✓   Employers ✓   Student`s ✓
(On all aspects)

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

Please provide an analysis of the feedback in the Annexure II

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

The syllabi of the courses are revised and updated by the University from time to time.

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

M.A (Business Economics and Information Technology)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	20	19	-	-

2.2 No. of permanent faculty with Ph.D.   10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
								83	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty 8	Visiting Faculty Nil	Temporary Faculty 44

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	21	-
Presented papers	-	91	-
Resource Persons	-	2	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Innovative teaching methods are adopted by the faculty in order to make the teaching learning more effective,. ICT including computer, internet and audio visual aids for enrichment of knowledge and learning experience is used by the faculty. The faculty uses various software for delivering the curriculum effectively.
- The faculty makes optimal use of Smart Class Rooms which are equipped with digital Interactive Boards, Interactive panels, Visualizes, Projectors and mimeo pads. The faculty also uses Power Point Presentation transparencies while delivering lectures.
- Due weightage is given to the practical portion of the syllabi and students are engaged in practical sessions to compliment the academic system with practical skills.
- To give a comprehensive understanding of the topics hands on work experience is integrated into academic agenda in almost all practical subjects. Students are given assignments on case studies, small projects, preparing slides and transparencies and preparing project reports.
- Many competitions like E-Collage presentation, Extempore, Ad-mad shows etc. are organized for the students to enhance their knowledge on current and burning issues .
- Guest lectures by subject experts and eminent scholars are arranged and students are taken out for educational tours. Such initiatives prove effective for knowledge upgradation.
- Students are involved in group discussions, inter- class Quiz competitions, Essay writing contests, Paper Presentation and mock vivas. It enriches their learning experience and they exploit their knowledge reservoir.

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

$\boxed{182}$

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The institution has developed a well framed Internal System of teaching, higher learning and evaluation. After taking stock of its effectiveness in the previous years, constructive steps are being taken to modify the evaluation system.

Following reforms have been initiated recently in the evaluation system

- Two semester examinations of 3 hours duration in each subject along with the practical examination and Viva Voce are conducted in the month of October and April respectively. Academic standing of the students is monitored and assessed through these tests. Top, Average and below average students are categorized on the basis of their performance by their teachers.
- Top and meritorious students are given special attention, extra coaching and efforts are made to improve the performance of the students lagging behind. Teachers keep full track of students. Special class tests and assignments help them improve their performance.
- Flexibility in examination schedule is provided to students participating in sports and extra-curricular activities and some emergency cases.

- Parent teacher meeting is organized in cases where it is required, so that parents can also give their input for improving the performance of their wards. \
- The collective and strenuous efforts made by the Principal and members of the faculty enable the students to perform better in university examinations and to bring laurels for their institution.

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 8	Faculties 5	Academic council 2	Advisory Youth Welfare committee -	Board of Moderation 1

2.11 Course/Programme wise distribution of pass percentage :

S.No.	Class	College pass%	University pass %	Merits
1.	B.A. Semester I	100	-	-
2.	B.A. Semester II	100	-	7 Merit Positions
3.	B.A. Semester III	100	-	-
4.	B.A. Semester IV	100	64.74	2 Merit Positions
5.	B.A. Annual III	96.87	68.95	2nd in Univ & 2 Merit Positions
6.	B.Sc. (Eco.) Semester I	100	-	-
7.	B.Sc. (Eco.) Semester II	100	-	-
8.	B.Sc. (Eco.) Semester III	100	-	-
9.	B.Sc. (Eco.) Semester IV	100	64.50	-
10.	B.Sc. (Eco.) Annual III	90.90	84.59	-
11.	B.Sc. (C.Sc.) Semester I	100	-	-
12.	B.Sc. (C.Sc.) Semester II	100	-	-
13.	B.Sc. (C.Sc.) Semester III	100	-	
14.	B.Sc. (C.Sc.) Semester IV	100	64.50	-
15.	B.Sc. (C.Sc.) Annual III	100	84.59	-
16.	B.Sc. (Non-Med) sem I	100	-	-
17.	B.Sc. (Non-Med) Semester II	88.88	-	-
18.	B.Sc. (Non-Med) Sem II	100	-	-

S.No.	Class	College pass%	University pass %	Merits
19.	B.Sc. (Non-Med) Sem III	100	64.50	-
20.	B.Sc (N.M.) Annual III	100	84.59	-
21.	B.Sc. (FD) Semester I	100	-	2nd & 3rd in Univ
22.	B.Sc. (FD) Semester II	100	59.45	1st in Univ
23.	B.Sc. (FD) Semester III	100	91.18	2nd in Univ & 19 Distinctions
24.	B.Sc. (FD) Semester IV	100	94.92	1st in Univ
25.	B.Sc. (F.D.) Annual III	100	98.69	-
26.	B.Com. Semester I	100	59.18	-
27.	B.Com. Semester II	100	60.58	-
28.	B.Com. Semester III	100	65.24	1 Merit Position
29.	B.Com. Semester IV	100	79.37	6th in Univ & 1 Merit Position
30.	B.Com. Annual III	100	93.60	-
31.	B.Com. (Prof.) I	100	69.77	8th & 9th in Univ & 1 Merit Position
32.	B.Com. (Prof.) II	100	74.15	2 Merit Position
33.	B.Com. (Prof.) III	100	63.47	1st, 3rd & 7th in Univ & 4 merit positions
34.	B.Com. (Prof.) IV	100	87.78	1st, 3rd & 6 in Univ.
35.	B.Com. (Prof.) Annual III	100	89.31	-
36.	B.B.A. Semester I	100	38.07	-
37.	B.B.A. Semester II	100	62.46	-
38.	B.B.A. Semester III	100	66.31	-
39.	B.B.A. Semester IV	100	79.09	-
40.	B.B.A. Annual III	100	96.59	-
41.	B.C.A. Semester I	100	34.81	9th in Univ. & 1 Merit Position
42.	B.C.A. Semester II	100	42.05	3rd in Univ. & 1 Merit Position
43.	B.C.A. Semester III	100	49.82	3rd in Univ
44.	B.C.A Semester IV	100	76.81	8th & 2 Merit Positions
45.	B.C.A. Annual III	100	92.07	-

S.No.	Class	College pass%	University pass %	Merits
46.	M.Com. Semester I	100	74	-
47.	M.Com. Semester II	100	91.94	-
48.	M.Com. Semester III	100	96.32	1st, 6th, 9th in Univ
49.	M.Com. Semester IV	100	86.94	1st, 3rd, 5th, 8th & 28 Distinctions
50.	M.Sc. (FD) Semester I	100	-	-
51.	M.Sc. (FD) Semester II	100	94.12	-
52.	M.Sc. (FD) Semester III	100	-	-
53.	M.Sc. (FD) Semester IV	100	87.25	12 Distinctions
54.	M.Sc. (C.Sc.) Semester I	100	76.92	-
55.	M.Sc. (C.Sc.) Semester II	100	87.85	-
56.	M.Sc. (C.Sc.) Semester III	100	93.65.	-
57.	M.Sc. (C.Sc.) Semester IV	100	75.36	1 Distinction
58.	M.Sc. IT Semester I	100	72.29	-
59.	M.Sc. IT Semester II	100	80.12	-
60.	M.Sc. IT Semester III	100	87.92	-
61.	M.Sc. IT Semester IV	100	76.75	2nd in Univ & 3 Distinctions
62.	M.A. (Punjabi) Semester III	100	68.12	-
63.	M.A. (Punjabi) Semester IV	100	61.24	-
64.	PGDCA Semester I	100	61.40	-
65.	PGDCA Semester II	100	62.09	2 Distinctions
66.	P.G. Dip. in Cosmetology Semester I	100	-	-
67.	P.G. Dip. in Cosmetology Semester II	100	93.81	1 Distinction
68.	P.G. Dip. in Garment Construction & FD Sem I	100	-	-
69.	P.G. Dip. in Garment Construction & FD Sem II	100	82.57	4 Distinctions
70.	U.G. Dip in Stitching & Tailoring Sem I	100	-	-

S.No.	Class	College pass%	University pass %	Merits
71.	U.G. Dip in Stitching & Tailoring Sem II	100	-	3rd in Univ

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Initiatives are taken by IQAC constantly to improve teaching learning process.

- Introducing new job oriented courses as per changing trends in education based on the feedback from students, industry and other stakeholders.
- Monitoring promotion, implementation and continuous improvement of the curriculum of various classes.
- Providing the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Working towards enhancement of the learners' knowledge & capacity.
- Bringing new and innovative co- curricular and extracurricular activities to improve the overall personality of the students.
- Organizing lectures, seminars and workshops on various cross cutting issues.
- Modernizing and upgrading infrastructure and equipments and organizing training for the same.
- Introducing advanced teaching aids to facilitate the teaching learning process, thereby enhancing students' understanding and participation level.
- Improving the procedure of teacher's evaluation to elevate the institutional quality at academic level.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	46
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
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
	Sanctioned	Non Sanctioned			
Administrative Staff	14	14	4	-	13
Technical Staff	02	-	-	-	5

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The Principal holds regular meetings with members of IQAC and various heads of the departments to monitor and address the issues of research. The objective of such meetings is to inspire and guide the faculty for research and to update their knowledge regarding various fellowships and facilitate them in applying for the same.

IQAC takes following initiatives to promote research climate in Institution:

- To encourage Faculty Members to apply for Minor and Major Research Projects.
- To motivate faculty members to pursue higher studies like M-Phil and Ph.D.
- To motivate the departments to conduct national level seminars, workshops, inter-departmental seminars on current and vibrant issues and publish research journals.
- To inspire faculty members and the students of Post Graduate classes to participate in Seminars, Conferences, and Workshops and to publish research work.
- To add more research Journals in the Library and to seek collaborations with industries and signing MOU with them so as to give good exposure to the students.
- Facilities made available to support students research projects include Internet Facility, Issue of Reference Books, INFLIBNET Facility, 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	-	-	-	6
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	09
Outlay in Rs. Lakhs	-	Self Financed	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	86	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2011-13	UGC	1.40 lakh	1.15 lakh
	2012-14	UGC	1.90 lakh	1.40 lakh
	2012-14	UGC	1 lakh	0.65 lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College (2)	2010-11 onward	Patiala University	Self Financed	Self Financed
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [22]   Chapters in Edited Books   [1]

ii) Without ISBN No.   [11]   [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

[3,40,950]

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	6	-	-	16
Sponsoring agencies	-	UGC		-	College

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

3.13 No. of collaborations   International [ ]   National [15]   Any other [ ]

3.14 No. of linkages created during this year   03

3.15 Total budget for research for current year in lakhs :

From Funding agency   2,00,000

From Management of University/College   1,00,000

Total   3,00,000

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	-	-	-	-	2	-

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 [-]

3.21 No. of students Participated in NSS events:

District level 300   State level -

National level -   International level -

3.22 No. of students participated in NCC events:

District level 16   State level 04

National level 10   International level -

3.23 No. of Awards won in NSS:

District level -   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

District level 03   State level 01

National level 01   International level -

3.25 No. of Extension activities organized

University forum -   College forum 13

NCC 02   NSS 07   Any other 7

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NCC Activities Session (2014-15)

Date/Year	Level	Activity/Name of Camp	Venue	No of cadets who attended camp	Achievements
18 June to 29 June 2014	National	National Integration Camp	Amritsar	4	Senior U/o Gayatri appointed as Camp Senior & awarded Gold Medal
23 June to 3rd July 2014	District	Military Hospital Attachment Camp	Military Hospital Jalandhar Cantt	4	–
1 July to 10 July 2014	State	Basic Leadership Camp	Malout Academy	4	CPL Enayat won Gold Medal in Sports (Tug of War)
1 August to 10 August 2014	District	Annual Training Camp	Jalandhar Cantt	12	Cadet Bablee Jha II prize in Declamation II prize in Dance Cadet Rashmi got Gold Medal for Blood Donation
27 Oct to 9 Nov 2014	National	Special National Integration Camp	Jaisalmer (Rajasthan)	4	
31 Oct 2014	College	Celebrated 139th Birth Anniversary of Sardar Vallabh Bhai Patel	College	50	NCC Cadets took oath and ran for the unity of Nation
19 Nov 2014	College	Visit to Pinglagarh-A Home for Homeless	College	40	
4 Jan to 15 Jan 2015	National	National Integration Camp	Gadak Karnatka	2	

NSS Activities Session (2014-15)

Date	Activities
11 July 14	Celebrated World Population Day
20 August 14	Celebrated Sadbhawna Diwas
8 September 14	Celebrated Literacy Day & NSS Volunteers taught the illiterate persons to write their name
24 September 14	Organized a Dental Care Camp in the college campus. A team of four Doctors gave information about diseases and remedial measures related to dental care to students and teachers.
12 November 14	Lecture on 'Brain Stroke' by Dr. Sandeep Goel from Nasa Neuro Care and Trauma Centre.
1 December 14	Lecture on AIDS Awareness and its preventive measures
9 March 15	Organized Blood Donation camp with the help of Civil Hospital, Jalandhar. 70 students donated blood.

Youth Red Cross Activities Session (2014-15)

Date	Activities
31 July 14	Lecture on AIDS Awareness in collaboration with Pushpa Gujral Science City
21 Oct 14	Celebrated Deepawali with the immates of 'Prayas'
24 Sept 14	Organized Free Dental Care Camp in College
20 Aug 14	Celebrated Van Mahotsav Day
7 Oct 14	Organized Skin Care Camp. Lecture was delivered by Dr. Mona Vasu on "Skin Problems & Ways to Cure them".
6 Oct 14	Lecture cum Demonstration on Yoga by Sh. Shevtank Anand
16&17 Dec 14	In collaboration with Red Cross Society the unit organized 'Spark' and gave career guidance to students of different schools.
13 Jan 15	Celebrated Lohri with immates of Guru Nanak Orphanage and distributed sweets.
9 March 15	Organized Blood Donation camp with the help of Civil Hospital, Jalandhar. 70 students donated blood.

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	6958sq mt, 17066sqmt (Brahmkund) Play Grounds	-	-	-
Class rooms	67			
Laboratories	34			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Equipment for different departments was purchased.			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 849714/-			
Computers	158	19	UGC & College	177

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 computerised 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	36492	-	163	-	36655	-
Reference Books	160	-	33	-	193	-
e-Books	-	-	-	-	-	-
Journals	90	-	Subscription Renewal		672	-
e-Journals						
Digital Database						
CD & Video						
Others (specify)	23		Subscription Renewal			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	158	10	*	1	1	6	-	-
Added	19	1	-	-	-	-	-	-
Total	177	11	*	1	1	6	-	-

* Internet facility in 9 labs, all administrative offices and library.

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

A two day workshop was organised to give training to the faculty for making an effective use of smart classrooms. The Department of Computer Science organises workshops for the staff, both teaching and non teaching to upgrade their soft skills and provides need based regular guidance to them. Also internet access is available to all the teaching departments. There are dedicated browsing centres for students in the computer labs and library. The administrative office and accounts office are also fully computerized.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   309666

 ii) Campus Infrastructure and facilities   2814785

iii) Equipments   849714

iv) Others   649890

                              Total :   4624055

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various measures are being taken for enhancing awareness about student support services Prospectus includes detailed list of various courses/programmes of study offered, regulations and eligibility along with syllabi of these programmes and the fess structure. It also contains information about scholarships and fee concessions available to the students. The college website www.pcmsdcollegeonline.com has all the relevant information/guidelines to provide necessary assistance to the students. College Magazine 'GOVIND' provides information on the highlights of the session. Brochures for announcing new courses, hobby classes and short term courses are also circulated. Various notices are displayed on the notice boards. News Letter 'SD SUNSHINE' disseminates information regarding infrastructural additions, positions in the university, achievements of Sports, NCC, Red Cross and Youth Welfare Department.

5.2 Efforts made by the institution for tracking the progression

The institution makes dedicated efforts for tracking the progression. Special attention is given to both slow learners and advanced learners.

The institute has the required infrastructure to promote skill development and competition classes The institution provides a healthy and friendly atmosphere for students with physical disabilities. Health care centre is housed in the indoor sports complex of the college Special incentives and attendance relaxation is given to students to promote the students in sports and extracurricular activities Placement cell keeps in touch with industry in undertaking projects, assignments and training and gives exposure of students to various corporate and business houses to undergo practical training.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1025	152	-	23

(b) No. of students outside the state

17

(c) No. of international students

-

Men

No	%
-	

Women

No	%
1200	100

General	SC	ST	OBC	Year	Physically Challenged		General	SC	ST	OBC	Year	Physically Challenged	
1060	65	48		1st Year		1274	90	92	89		Their Year		1200

Demand ratio   1:1   Dropout % 6.16

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

The college had held coaching classes for student to facilitate their entry into services. The institution has linkages with NIIT (Jalandhar) and IBS (Institute of Banking Service) that help the students of all streams to compete in various examinations of 'B' and 'C' category of All India Central and State jobs.

No. of students beneficiaries [30]

5.5 No. of students qualified in these examinations

NET [2]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

Counseling services are made available to the students by the Guidance and Counseling cell of the college. Students are given timely and valuable counseling for their academic, personal, career related and psychosocial issues. At the time of admission the students are guided to choose the stream of their choice. They are also guided to make choice of subjects during admission. The doubts and queries of the students are attended to very carefully and patiently. They are informed about the scope and nature of various subjects. The right kind of counseling given to them helps them shape their career. Department of Psychology also gives personal counseling, to the students and helps in finding a solution to their emotional and personal problems. They are also guided for handling examination stress. Students are also offered personal and psycho social couselling. In case the students have problems related to their academics, they can share it with their teachers who give them supportive guidance in resolving their issues. The student friendly and healthy atmosphere prevalent in the college encourages them to share their problems with their mentors. Incharges of Central Association also provide grievance redressal services to the students. Guidance is provided to students for entry to services like Banks, Railways, Income Tax, Insurance, B.Ed. College has signed an Memorandum of Understanding with IBS and NIIT. Placement cell conducted personality grooming and career counselling sessions in collaboration with MIE(Make India Employable), Career Launcher and Aspiring Minds.

No. of students benefitted [230]

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
2	250	200 students got certificates for participation in the online test.	No Formal Mechanism is available to collect this data.

5.8 Details of gender sensitization programmes

A number of such activities are conducted by various clubs and societies functioning in the college. For details refer to Annexure III

5.9 Students Activities

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

State/ University level | 26 | National level | - | International level | -

No. of students participated in cultural events

State/ University level | 70 | National level | - | International level | -

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

Sports : State/ University level | 10 | National level | - | International level | -

Cultural: State/ University level | 25 | National level | - | International level | -

For details refer to Annexure IV & Annexure V

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	305	11,46,000/-
Financial support from government	76	***
Financial support from other sources	80	96500/-
Number of students who received International/ National recognitions	-	-

*** amount to be deposited in the individual accounts of the students by the Welfare Department.

5.11   Student organised / initiatives

Fairs   : State/ University level | 6 | National level | - | International level | 1

Exhibition: State/ University level | 3 | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students | 20

5.13 Major grievances of students (if any) redressed: 24

Criterion -VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Empowerment and Enlightenment of Women through quality and value-based education aimed at fostering informed global minds.

The institution envisions the pursuit of the academic advancement and excellence in the field of Higher Education. Embodying a macro vision on a micro base, the institute envisions to build a class of intellectually, morally and globally competent skilled human resource well-equipped to face the challenges of the dynamic environment. The college motto 'Do Your Job Well' helps us to excel and transform our learning and knowledge into skills in the service of women empowerment and humanity.

OUR MISSION AND OBJECTIVES

- To foster the quest for excellence by quality and value-based education.
- To create competitive academic environment by continuous enrichment of teaching and learning, through the medium of research and technological advancements.
- To ensure holistic development of students personality by providing equal learning and growth opportunities.
- To inculcate moral, social and ethical value-system.
- To instill spiritual and secular spirit, by developing faith and respect for all religions.
- To create informed and global citizens endowed with love and respect for the society and the nation.
- To inculcate respect for humanity at large.
- To sensitize and educate young learners about concern for environment.

6.2 Does the Institution have a management Information System ?

The institution has a well developed and organised Management Information System with the top management in Jalandhar that directs the faculty to develop innovative insights and to incorporate them in 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

- UGC Sponsored innovative programme M.A. Business Economics & Information Technology was initiated jointly by Department of Commerce, Department of Economics & Department of Computer Science & Information Technology.

6.3.2 Teaching and Learning

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

- Lecture method of teaching is supplemented with Guest lectures, Seminars, Audio and Video Aids such as Slides, Overhead projectors, Video CDs, Audio CDs, Models, Charts, etc.

- The teachers use interactive boards with interactive panels, Visualizers, Projectors and Mimeo-Pad in Smart Class Rooms. PowerPoint Presentation transparencies are used with the help of Multi-Media Projectors. All these methods promote interactive learning.
- Industrial Visits and Educational Tours to different places are arranged by different departments to enhance the learner's knowledge. Students are also given exposure to actual workplaces such as banks, Public and private concerns and various institutions and establishments.
- Students are encouraged to consult journals and competition magazines.

- Along with theory portion, due emphasis is given to practical training. Students of professional courses are given hands on training and they attend workshops. Students undertake internship as per the requirement of their course.
- E-learning is also promoted among students. They are guided and motivated to download E-material related to their subjects.
- Debates, Declamations, Quiz Competitions, Paper Presentations are conducted to promote independent learning and imbibe competitive skills.
- Students participate in exhibitions, fashion shows and fairs. It helps to inculcate an innovative outlook and enhances their skill base.
- Group Discussions are organised to encourage collaborative learning. Students are assigned projects and assignments where they need to acquire skills to work with other fellow students.
- Various societies and clubs conduct activities to develop the spirit of collaborative efforts towards contemporary issues.

6.3.3 Examination and Evaluation

The college has developed 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.

Following reforms have been initiated recently in the evaluation system

- Two semester examinations of three hours duration in each subject along with the practical examination and Viva Voce are conducted in the month of October and April respectively.
- Previously there used to be two sessions, Viz, Morning and Evening in each Terminal Examination, but since 2010-11, the examinations are being conducted in a single session to avoid the wastage of time and resources.
- Academic standing of the students is monitored and assessed through these examinations. Top, average and below average students are categorized on the basis of their performance by their teachers.
- Special attention, extra coaching and guidance is given to the top and meritorious students and efforts are made to improve the performance of the students lagging behind.
- Weak students are identified and teachers keep full track of such students. This improves their overall performance in the examination. Special class tests and assignments help them improve their performance.
- Flexibility in examination schedule is provided to students participating in sports, extra curricular activities and in cases of emergency.
- Parents/Guardians are given intimation about the performance of their wards. Parents-teacher meeting is organized in cases where parents can also give their input for improving the performance of their wards.

- The collective and strenuous efforts made by the Principal and members of the faculty result in improvement of learning skills of the students. It enables them to perform better in university examinations and to bring laurels for their institution.

6.3.4   Research and Development

- To encourage Faculty Members to apply for Minor and Major Research Projects.
- To motivate faculty members to pursue higher studies like M-Phil, Ph.D.
- To motivate the departments to conduct national level seminars, workshops, inter-departmental seminars on current and vibrant issues and publish research journals.
- To inspire faculty members and the students of Post Graduate classes to participate in Seminars, Conferences, and Workshops and to publish research work.
- To add more research Journals in the Library and to seek collaborations with industries and signing MOU with them so as to give good exposure to the students.

In the year 2014-15, 6 national level seminars were conducted, 3 peer reviewed journals with ISSN were published, 6 journals with ISBN were also published and 92 research papers were presented and published by the faculty in national and international seminars in different institutions.

Percentage of faculty involved in Research

S.No.	Particulars	Percentage 2014-15
1	Percentage of faculty invited as Resource Person in workshops/seminars/conferences organised by professional agencies	4.545%
2	Percentage of faculty participated in workshops/conferences/seminars recognized by national/international/professional bodies	45.45%
3	Percentage of faculty presented papers in workshops/seminars recognized by national/international/professional bodies	38.63%

6.3.5   Library, ICT and physical infrastructure / instrumentation

Thrust is given to ICT (Information and Communication Technology) enabled teaching-learning process to make it effective and more student centric. Various **ICT enabled facilities and smart class rooms** are provided. All major departments have been provided computers of latest configuration with High speed 24 hours leased line internet facility. The college has been conducting **Workshops for the faculty on the use of computers**. Training sessions on the use of Internet as a learning resource are also organized. **Well-equipped computer Labs, Smart class rooms, LCDs, Projectors, printers, scanners** are available to facilitate computer aided teaching and to enrich the teaching learning experience. The students and faculty members have also been provided with WIFI connection as well as wired connectivity so that they can access online material for teaching/learning. **OPAC (Online Public Access of the library catalogue)** is available on college intranet. The college **library subscribes to** the N-list scheme of **INFLIBNET.** There is participation of library in **INFLIBNET** which enables the students and staff to access valuable e-resources and download study material from websites falling under UGC-INFLIBNET digital library consortium.

Physical Infrastructure-

In 2014-15, Rs. 34,31,497/- was spent on augmentation of infrastructure and networking in all labs.

Construction of lab for M.A. Business Economics & Information Technology.

Upgradation of existing computer labs and purchase of lincensed softwares.

Expenditure Head	Amount Spent (2014-15)
Building	2623500/-
Furniture	191285/-
Equipment	849714/-
Computers	309666/-
Others	649890/-

Library

Item	No.
New Books	163 in 2014-15
Reference Books	33 in 2014-15
Newspapers	276 in all
Journals & Periodicals	672 in all

6.3.6 Human Resource Management

The top management, the 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 extent.

The college makes it certain that human resources are encouraged and their potential is properly utilized in the overall growth of the institution. The institution has well defined strategy to encourage and reward quality teachers. The institution takes care of its human resources by regularly encouraging them to go in for faculty development programmes and research.

In the institution, the process of assessing adequate human power requirements, staff recruiting, monitoring and planning professional development programmes for personnel development and seeking appropriate feedback response is very good. The institution recruits faculty members and staff based on the guidelines provided by the university.

6.3.7 Faculty and Staff recruitment

Recruitment Process of Regular/Contractual Faculty

Regular teachers are appointed through a duly constituted Selection Committee as per DPI (C) Chandigarh /GNDU /U.G.C. norms.

The selection process is as follows:

- The vacancy is advertised in the leading newspapers as per norms laid down by DPI(C) Chandigarh /GNDU /UGC.
- Candidates apply on prescribed forms available in the office.
- Merit list is prepared according to prescribed norms.
- Interview is conducted by the Selection Committee and selections are made on the basis of merit. The eligible and most competent candidates are selected.
- After giving them the appointment letters, their approval is sought from the University and DPI (C) Chandigarh.
- New teaching posts are created when new courses /subjects are introduced in the college. In recent years, new teaching posts have been created in Departments of Computer Science, Economics, Chemistry and Commerce Departments. Guru Nanak Dev University has granted permission to appoint these lecturers on contractual basis and new faculty for these courses has been appointed.

Recruitment process of Adhoc Faculty

Recruitment of Adhoc Faculty is done by Selection Committee consisting of Chairperson of the Governing Body or his /her nominee, the Principal of the College, and the Head of Department as Subject Expert.

Interviews are generally conducted in the last week of May or the first week of June so that the best candidates are available for selection.

Retention of the Faculty

- To retain the faculty, they are paid salaries according to the grades specified by GNDU/UGC. Those who are employed on adhoc basis or contractual basis are offered competitive pay scales and assurance of job.
- The faculty is also provided other facilities like Medical Leave, Casual Leave, etc.
- They are also granted study leave if they wish to upgrade their qualification by pursuing M.Phil. Or Ph.D.

Above all, the congenial work culture of the institution is a strong factor for the retention of the faculty. It is worth mentioning that faculty is paid their salary on the first day of every month.

6.3.8 Industry Interaction / Collaboration

The details of linkages / MoUs/collaborations established by the college with institutions of national importance/other universities/ industries/Corporates are as under:

PG Department of Commerce and Management

I. Institute of Banking School, Jalandhar
II. NIIT
III. Leather Industry, Jalandhar
IV. Engineering and Export Promotion Council, Regional Office Jalandhar
V. Chartered Accountants
VI. Career Solution Services (CSS) HUB, Jalandhar

PG Department of Fashion Designing

VII. NITRA (Ludhiana)
VIII. Sportking (Ludhiana)
IX. NEVA(Ludhiana)
X. Duke (Ludhiana)
XI. Knitwear (Ludhiana)
XII. Samunder(Ludhiana)

PG Department of Computer Science

XIII. NIIT Jalandhar
XIV. Macbrain Tutorials Pvt Ltd.
XV. Dream Weavers Pvt Ltd.

Linkages with organizations helping in Competitive Exam Preparations and Placements

The institution has linkage with NIIT (Jalandhar) and IBS (Institute of Banking School) that help the students of all streams to compete in various examinations of 'B' and 'C' category of All India Central and State Jobs.

Linkages with Academic Bodies

The institution has linkages with academic bodies like Guru Nanak Chair, ICSSR, ICFAI (Jalandhar Chapter). Various seminars are being held since 2010 to propagate the teachings of great Sikh Gurus and Sikh Heritage. ICSSR has been instrumental in holding seminars and workshops in the campus relating to various problems faced by the state of Punjab in Higher Education Scenario and Role of Punjabi women in Freedom struggle of India. ICFAI has been organizing seminars on Career Progarmmes for Commerce students on scope of Commerce after post graduation.

Linkages with NGOs

The institution is associated with Rotary Club, Lions Club, Red Cross, PAHAL and other NGOs and they work together while exploring the areas of mutual interest wherein the deserving students seek financial help and exposure to social cause.

Placement Cell

The placement cell of the college has signed an MOU with MIE (Make India Employable). MIE conducts Personality Development Programmes and Aptitude Test so as to prepare students for job interviews. They also organize workshops on Communication Skills and Interview Techniques so as to enable students to become successful professionals.

6.3.9 Admission of Students

The college offers multiple Post Graduate, Under Graduate, UGC Granted Career Oriented Add on Courses (Under dual degree scheme) and Diploma courses in diverse streams to which a mix of students having excellent academic record as well as weak learners from disadvantaged sections of the society are admitted.

- Personal interaction with Admission/Screening Committee and finally with the Principal is a part of the admission process. Admission committee checks the admission form thoroughly and the screening committee further scrutinizes the form and checks the eligibility. Finally the student is admitted after having a final nod from the Principal.
- Admissions are made strictly according to the directives and conditions laid down by the University.
- The Counseling Committee guides the students in making right choice of the courses available. For this purpose, their interests and eligibility according to the conditions laid down in prospectus are given utmost consideration.
- College prospectus, containing the admission form and details of admission rules, is available at the Reception/Administrative Office and queries about admission process are met on the spot by the office and Counseling Committee.
- The eligibility conditions are thoroughly verified.

6.4 Welfare schemes for Teaching Staff, Non Teaching Staff and Students

Welfare Schemes for Teaching Staff

Welfare Schemes for the teaching staff include study leave, duty leave , maternity leave, faculty development programmes, library facility, internet facility and conducive environment. The payment of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation.

Welfare Schemes for Non Teaching Staff

Welfare Schemes for non teaching staff include group insurance, PF loan facility, ESI, Employee Deposit Link Insurance, Telephone Facility, Freeship to the wards of the staff, Residential quarters for class four employees and advanced facility in emergency cases from management.

Welfare Schemes for Students

The college since its inception has the practice of providing Liberal fee concessions based on both merit and socio-economic status of the students. There is a provision for concession in fee structure for economically weaker students and the facility of payment in instalments is also provided on merit cum need basis. Welfare schemes available to the students include Placement Services, health services, bank service, subsidized canteens, library book bank facility, grievance redressed cell, transport facility, enrolment in red cross, NCC, NSS,Safety Insurance Schemes and Educational Trips.

6.5 Total corpus fund generated

Rs. 30,51,34,599

6.6 Whether Annual Financial Audit has been done   Yes ✓   No

6.**7 Whether Academic and administrative audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes / No	Agency	Yes/ No	Authority
Academic	Yes	GNDU	Yes	Faculty Members
Administrative	Yes	GNDU	Yes	S.D. Management Committee

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No   ✓

For PG Programmes   Yes   No   ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The UG and PG courses are following semester system by replacing annual system
Table Marking has been introduced for fair evaluation system
External invigilation system have been introduced both at superintendent and supervisor level

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? : N.A.

6.11 Activities and support from the Alumni Association?

The Alumni Association was formed on 25th February 2003. Since its inception, the association holds annual meets for interaction with the Alumni. Office- Bearers of the association which include President, Vice President, Secretary and Joint Secretary are elected. Healthy and Informal relations with Alumni have resulted in strengthening the network of old students. Both the institution and the Alumni are legitimately proud of its achievements and success. Some of the alumni contribute to community outreach programmes of the institution and offer financial aid for development programmes. The alumni association has expanded and strengthened itself with new enrolment. The Principal Dr. Kiran Arora, Patron of the association takes keen interest in the activities of the association and motivates and encourages the old students by addressing them at annual meet and it helps in maintaining the bond of love and trust.

6.12 Activities and support from the Parent-Teacher Association

- Parents are well informed about the performance and attendance of their ward
- Parent teacher meeting is organized in whatever cases it is necessary and suitable measures are adopted for improving the performance of students.
- Parents are cordially invited to the college functions. They are encouraged to associate themselves with the development and social activities of the college.
- Suggestions from parents for improvement are welcomed.
- Parents are allowed to meet teachers and Principal on any working day during the college time to make any enquiry about their ward.

6.13 Development Programmes for support staff

- Training to use Smart Class Rooms is provided to the staff members to motivate them for their wide usage in teaching process.

- Computer training is provided through short term courses to the staff. Also Internet access is available to all the teaching departments. The administrative office and accounts office are also fully computerized.

- Various workshops like on Dental Care, skin care, service rules, new softwares like SPSS, Tally etc. are organized for overall Personality Development of the staff and also improving their physical and mental health.

- Yoga and Meditation sessions are organized time to time regularly for removal of stress.

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; hence we don't need any tube lights during teaching hours. 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.
- Mass Transport is being facilitated to students to conserve fuel energy. Even the faculty members share the vehicles to save energy and avoid air pollution.
- Common Staff Room is provided to the faculty for the same purpose.
- Class Representatives take the responsibility of switching off lights and fans in the class rooms.
- The college has taken a big measure to save energy. All old windows ACs have been replaced by 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 neighbourhood localities.
- The college is going to install Solar Energy Storing Plants in the near future.

Water Harvesting

Rain Water Harvesting Technique is successfully implemented in the college. It has been done to lift the depleting underground water level of the earth. We have three water tanks to store water. One is attached to the Corporation well and the other two are attached to our own tube wells. Water Audit Team of the college regularly makes analysis of water consumption. It checks the leakage or overflow of water. Sensors are installed to check the overflow of water tanks. Regular cleaning of all the water tanks is undertaken by the experts. The plumber regularly checks all the pipes and thus there is no possibility of leakage. 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

a) The college has not left any stone unturned to make the campus eco-friendly.
b) The canteen contractor is strictly instructed to use only LPG Cylinder and not coal or any other fuel which emits carbon.
c) The college has eco-friendly generators. They don't emit any carbon.
d) We do not put dry waste garbage 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 N.S.S. Units and the Red Cross Unit celebrate Van Mahotsav Day by planting trees. The students plant ornamental and flowery plants to beautify the campus. They adopt a plant each, look after it and nurture it to the best of their ability. This is how they learn the lesson of responsibility. The volunteers are also motivated to plant more trees in their localities.

Hazardous Waste Management

- Under Swachh Bharat Abhiyan undertaken by Prime Minister Sh. Narender Modi to make India clean, the students are tutored to keep the campus clean and throw all the waste material in the dustbins.
- We segregate the garbage collected on daily basis into biodegradable waste and non-biodegradable waste. We collect them in separate bins and dispose them off in the corporation bins.
- Broken furniture is collected and repaired if possible; otherwise it is disposed off properly in corporation bins.
- 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 is identified and stored separately. The e-scrap which is piled due to upgradation of technology is sent to the labs meant for the junior classes of school. Sometimes old computers in working condition are donated to the needy students. The left over scrap which cannot be utilized is sold to the junk dealer.

We are trying our best to teach the learners about environmental issues and to preserve the environment. We have assumed the responsibility of educating them about environmental protection. Thus we are trying hard for a better life for future generations.

Criterion –VII

Innovation and best Practices

7.1 Innovations introduced during this academic session which have created a positive impact on the functioning of the institution. Give Details

Masters in Business Economics and Information Technology (MBEIT) is the new innovative course that the college has designed and introduced in 2014-15. Observing the need of the market and changing global scenario the course is designed to meet the latest requirements of the trade, industry and business. Besides this, the college also offers other Postgraduate Courses like M.Sc(IT) and M.sc. Fashion Designing and Merchandising to enhance the capacity building and potential for employability of the learners. A specialised hi-tech laboratory has been constructed for this course.

Eleven Add on Courses covering various vocational skills are being offered to the learners to hone their skills and enrich their knowledge.

Holding Personality Development classes is another innovative step taken by the institution. It helps in developing the personality of the students so that they can face the challenges of the world as they step out. The focus of these classes is on inculcating positive attitude, building confidence and improving their communication skills.

Separate Reading room with e-resources and internet connection is available for students

Labs have been equipped with the latest configuration computers and projectors. A Server with latest technology has been installed. Networking of the labs has been done. Computer labs for Commerce Department and Fashion Designing Department have been equipped with latest configuration computers and internet facility.

A Yoga hall has been built to conduct yoga sessions and to provide the facility of indoor games.

7.2 Provide 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 programmes through the constitution of various committees like IQAC, Planning Forum, Advisory Committee, Grievance Redressal Committee, Library Advisory Committee and Examination Committee for the improvement in teaching learning methods, 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 report is as follows:

- Introduction of an innovative multidisciplinary course M.A. Business Economics and Information Technology.
- Beautification of the newly renovated auditorium of the college.
- Placement cell conducted workshops on Personality Development and Communication Skills.

- Construction of a laboratory for M.A. Business Economics and Information Technology was completed.
- Equipments were purchased for different laboratories.
- Members of the staff sent proposals for Major/Minor Research Projects and undertook research activities. They presented papers in seminars and their papers were published in Journals.
- The institution organized six National seminars and research journals were published.
- Various departments organized quiz competitions, workshops, guest lectures and their skill development activities on departmental level.
- Extension activities were conducted by NSS Units, NCC, Red Cross Unit, Go Green Club and other subject societies. The objective of these activities was to sensitize the young learners about cross cutting issues and other social issues. Community orientation programmes were also undertaken.
- New books and Journals were purchased for the library.
- The college website was updated and upgraded.
- Steps were taken to modify and strengthen the evaluation system.
- Efforts were also made to augment the IT infrastructure by adding more computers and improving the networking and internet connectivity.
- Upgradation and maintenance of specialised services like CCTVS, Biometric attendance system, Bulk SMS Service and smart classrooms was undertaken.
- Annual functions Havan Yajna, Felicitations, Talent Hunt, College Fete, Saraswati Pujan, Prize Distribution Function, Convocation and Valedictory Function were successfully organized.

7.3 Give two best practices of the institution

A number of healthy Practices are adopted by the institution. These welfare schemes and healthy practices are in line with the five core values specified by NAAC. Among the best practices of the institution are Inculcating a value based system and Marching forward with ICT. The details in the required format included in the Annexure VI.

7.4 Contribution to environmental awareness/protection

It is the need of hour to spread environmental awareness in the context of successfully addressing environmental problems. PCM S.D. College for Women has sincerely taken up these issues on the college campus. It is making dedicated efforts for reducing green house effect and air pollution. Many other practices like Energy Conservation, Water Harvesting, Efforts for Carbon Neutrality, Plantation, Hazardous Waste Management, E-waste Management etc. are also being practised.

7.5 Whether environmental audit was conducted?   Yes

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

Strengths

- Dynamic Principal, committed management, experienced and dedicated faculty

- High student retention
- Competitive, learner friendly academic environment

Weakness

- College Campus split in three separate buildings
- Lack of hostel facility
- Limited research activities

Opportunities

- Centrally located college campus
- Opening new job oriented courses

Threats/Challenges

- Mushrooming of private universities in the city.
- Rising cost of education

8. Plans of institution for next year

1. Introduction of more vocational courses. Proposal for the course Beauty and Body Fitness will be sent to UGC.
2. Making efforts for introduction of various other Job oriented Courses.
3. Construction of Beauty salon for the vocational course 'Beauty and body fitness'.
4. Renovation of Department of Fashion Designing.
5. Various vocational training initiatives will be taken under the scheme of NSDC.
6. Infrastructural Development, up gradation and maintenance of existing laboratories for strengthening Infrastructural facilities in the college.
7. Sending proposals to UGC for grants under various schemes.
8. Sending proposals for both minor Research Projects and Major Research Projects.
9. Organising seminars on National and International level.
10. Widening the horizon and scope of student support services, sports activities and extension activities.

The institution is ever ready to take suggestions from all quarters and take effective measures to ensure its progress in the pursuit of academic advancement and excellence in the field of Higher Education. Sincere and dedicated efforts will be put in to realize its vision of empowerment and enlightenment of women through quality and value based education aimed at fostering informed global minds.

Name: UJLA DADA JOSHI

Signature of the Coordinator IQAC

Name: Kiran Sosma

Signature of the Chairperson IQAC

Academic Calendar (2014-2015)

Semester I

1. University Admission Date : Upto 7 July, 2014
2. Beginning of Session : 08 July, 2014
3. Havan Yajna : 8 July, 2014
4. Installation of Central Association : August
5. Felicitation Function : 5 November,2014
6. Talent Hunt : August 2014
7. Saraswati Pujan : 4 Sept,2014
8. Seminars & Workshops : August to November
9. Terminal Exams : 4 Oct 2014 to 18 Oct 2014
10. Youth Festival : October, 2014
11. University Exams : 26 Nov, 2014 to 8 Jan,2015
12. Winter Break : 20 Dec, 2014 to 06 Jan, 2015

Semester II

1. Beginning of Semester : 07 January, 2015
2. Seminars & Workshops : February to April 2015
3. Annual Fete : 25 January
4. Alumni Meet :2 May 2015

5. Terminal Exams :20 March, 2015 to 30 March,2015
6. Prize Distribution : 17 April,2015
7. Convocation : 16 April, 2015
8. Valedictory : 18 April,2015
9. University Exams : 6 May, 2015 to 15 June, 2015

Annexure- II

COURSES OF STUDY- A QUICK GLANCE

Post Graduate Courses

- M.Sc. (Computer Science)
- M.Sc. (Information Technology)
- M.Sc. (Fashion Designing & Merchandising)
- M.Com
- M.A. (Business Economics & Information Technology)

Post Graduate Diploma Courses

- Post Graduate Diploma in Computer Applications (PGDCA)
- Post Graduate Diploma in Cosmetology
- Post Graduate Diploma in Garment Construction and Fashion Designing

Under Graduate Courses

Three year Degree Courses and accompanying Courses

(a) B.Sc. (Economics) Part I, II, III   (b) B.Sc. (Computer Science) Part I, II, III
(c) B.Sc. (Non-Medical) Part I, II   (d) B.Sc. (Fashion Designing) Part I, II, III
(e) BCA Part I, II, III   (f) B.A Part I, II, III
(g) B.A Honours II, III, in English, Hindi, Punjabi, Sanskrit, Political Science.

Commerce Faculty

- BBA Part I, II, III
- B.Com Part I, II, III
- B.Com (Professional) Part I, II, III
- B.Com (Honours) Part II, III

UGC Granted 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
(g) Interior Decoration   (Data Care Mgt.)
(h) Computer Aided Accountancy   (i) T.V. and Video Production
(j) Web Designing   (k) Leather Processing Technology

One Year Professional Diploma Courses After +2

- Diploma in stitching and Tailoring
- Diploma in Computer Application (DCA)

ACTIVITIES FOR GENDER SENSITIZATION AND SENSITIZATION FOR CROSS CUTTING ISSUES

Session 2014-15	
Celebration of World Pupulation Day (11.7.14)	NSS
Celebration of Sadhbhawna Divas (20.8.14)	NSS
Celebration of Literacy Day (8.9.14)	NSS
Slogan Making on blood donation (29.10.14)	NSS
Celebration of Aids Day (1.12.14)	NSS
Celebration of Youth Day (13.1.15)	NSS
Visit to Prayas on Diwali (27.10.14)	Red Cross Unit
Van Mahaotsav (20.8.14)	Red Cross Unit
Yoga for Stress Relief (6.10.14)	Red Cross Unit
Visit to Orphnage on Lohri (13.1.15)	Red Cross Unit
Run for Unity of Nation (31.10.14)	NCC
Visit to Pingalwara	NCC
Celebration of National Martyr's Day (30.9.15)	Youth Club
Celebration of National Girl Child Day (Beti Bachao) 22.1.15	Youth Club
Visit to PIMS for Health Awareness (5.2.15)	Department of Home Science
Quiz on Teachings of Swami Vivekanand (24.2.15)	Vivekanand Studies Centre
Basant Celebration (24.1.15)	Department of Home Science and Youth Club
A seminar on Police Community Service and Free Legal Aid	Department of Political Science
A lecture on Yoga & Meditation (7.10.14)	Faculty Development Cell

SPORTS ACHIEVEMENTS OF SESSION 2014-15

- Our Badminton team bagged 3rd position in GNDU Inter College tournament held at Guru Nanak Dev University, Amritsar. Our students Heena, Jaspreet, Sakshi and Latika participated in this tournament.

- Our student Heena got Gold Medal in State Level Badminton championship.

- Our Gymnastic team participated in Inter College Tournament to be held at Guru Nanak Dev University, Amritsar. Our students Divya Verma, Amandeep, Rippandeep and Shivani participated in this tournament.

- Our student Anuradha participated in Cross Country Inter College Tournament to be held at Guru Nanak Dev University, Amritsar.

- Our Handball team participated in Inter College Tournament to be held at Guru Nanak Dev University, Amritsar. Our students Kajal, Sandeep, Simran, Ankita, Jai Bharti, Ramnik, Rajni, Manpreet, Keerti, Shivani, Latika, Sakshi, Isha Puri, Payal, Sheetal and Roshni participated in this tournament.

- Our Basketball team participated in Inter College Tournament to be held at Guru Nanak Dev University, Amritsar. Our students Sakshi, Roshni, Latika, Raveena, Rippandeep, Anuradha, Heena, Shivani, Guninder, Nitika, Manpreet and Ramnik participated in this tournament.

ACTIVITIES OF YOUTH CLUB 2014-2015

- Youth Welfare Hiking/Trekking Camp (22 June to 28 June 2014). Pallavi, student of M.Com won Best Camper Prize. She won this prize for 3rd consecutive year she also won 2nd prize in poetry, special award for yoga instructor. The College won Best Disciplined Team prize.

- On 11th September 2014 Rotary Club organized Humorous Poetry competition. Our student Jasmeen won consolation prize.

- On 25th & 26th September 2014 CT Institute organised Science Bonanaza at its Shahpur campus. Our students won following prizes.

RJ Hunt	-	Bavleen (BCA Sem IV)	I
Picture Editing	-	Loveleen Kaur (BCA Sem III)	I
Treasure Hunt	-	Jasmeen, Loveleen, Suman & Harleen	II

- On 25th September 2014 Rotary Club organized Debate Competition. Jasmeen won consolation prize.

- On 30th September 2014 Inter College Group Song competition was held to commemorate Birth Anniversary of Rashtra Kavi Kavi-Pardeep in collaboration with National Martyr's Memorial Committee.

- Our college team won 1st prize. Prize distribution was held on 30th Oct' 2014.

- ZONAL YOUTH FESTIVAL was held from 12th to 15th October 2014 at Guru Nanak Dev University, Amritsar

Our students got the following prizes:
1. Group Song   II
2. Mimicry   II
3. Kavishri   III
4. Landscape   III
5. Group Dance   III
6. Classical Dance   III

- Doaba Youth Festival was held on 5th November 2014 in Doaba College, Jalandhar. Our students won the following prizes

  Mime- Consolation prize
  Folk Song-III

- Namdev Kshatriya Sabha organized Inter College Painting competition on 5th November 2014. Our students won the following prizes

  Composition   I
  Life Drawing   II

- Students of Music presented 'Sarawati-Vandana during Harvallabh Samellan organized by Harvallabh Sangeet Society, Devi Talab Mandir, Jalandhar.

- Indian Classical Fusion Band Fussion presented -A Musical journey from Norway to India. A unique collaboration mixed together the beauty of Indian raga based melodies with the energetic spirit of Nordic Jazz to create a celebration of music. Sunanda Sharma is a classical vocal singer, and a visiting teacher at University of London. Jai Shankar, an Indian Norwegian percussionist has popularized Indian classical table in Norway and surrounding countries. He has created group shamkara, which brings together Indian and Norweign music. Trygveseim, played saxophone and Frode Haltli played the accordion.

- On 19th January 2015 Department of Economics organized Inter College Paper Reading and Quiz competition. Our Quiz team got III position.

- On 22nd January 2015 on National Girl Child Day a Mega Rally was organized. Students of our college also participated in it.

- On 22nd January 2015 Inter College competitions on various items were held at Kamla Nehru College, Kapurthala. Our Indian Group Song team won II position.

- On 5th February 2015 CT Institute organized Inter College competition.Our college students won following prizes.

  Folk Group Dance   I
  Quiz   IV

On World Cancer Week our students visited PIMS (Punjab Institute of Medical Science) to get awareness about health and Hygiene issues. Students of Fine Arts Department also sent posters on the occasion of 'World Cancer Day' and were rewarded.

Annexure VI

Practice No. 1

Title: Inculcating a Value Based Education System

Goal:

Empowerment and enlightenment of the women through quality and value-based education is aimed at fostering informed global minds. The institution envisions the pursuit of the academic advancement and excellence in the field of Higher Education Embodying a macro vision on a micro base the institute envisions to build a class of intellectually, morally and globally competent skilled human resource well-equipped to face the challenges of the dynamic environment. Although skill development is crucial to the success of students in the Job Market, Skills are of less value in the absence of appropriate value system. The institution aims to imbibe the appropriate values commensurate with social, cultural, economic and environments realities.

The Context:

The aim of the college is to provide education to the students with global competencies to fulfil the demands of the present scenario successfully. Focusing on holistic development of the student's personality the college has devised a value based education system. It strives hard to provide an atmosphere in which the personality of the students can blossom to its fullest potential. The task is done with the balance between Teaching Learning Continuum and imparting ethical and moral values through extra-curricular activities. For this context the college offers a variety of courses at graduate and post graduate level in pure Arts, Natural Sciences, Commerce and Fashion Designing. 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 mutual understanding have to be reiterated and re-emphasized in higher educational institutions.

The Practice:

Teaching is, of course, the major component of Education and one must lay due emphasis on intellectual thoughts and good interaction between students and teachers. The academic results of the college have always matched the reputation and level of standard attained over the years. The college is legitimately proud of its young scholars who have been capturing coveted positions in the University merit list and have thus been bringing laurels to their almamater. The college pass percentage has always been much higher than that of university pass percentage and is an ample proof of the glory and grandeur of the institution.

∗ 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 the Leadership, discipline and sense of responsibility among the students. The students also learn the lessons of team spirit, honesty, humanity, responsibility, duty consciousness and commitment.

* The Community Oriented Programmes such as Health Club, NCC, NSS Strive to engender feelings of **patriotism and sympathy** under the banner 'Not Me But You'. Under this context these units organize camps at which volunteers learn not only life skill but dignity of labour also. The NSS volunteers organize rallies to create awareness among people to save water and environment. The NCC camps also aim at bringing forth the leadership potential of the students.

* We encourage our students to participate in all forms of humanitarian activities so that they can minimize human sufferings. In order to get a real appreciation and understanding of misfortune of other people, we make them participants in misfortune too. Our real aim is not only to instill thought, but **thoughtfulness, humanity and citizenship** also. These social activities are undertaken by our **Red Cross Unit**. The volunteers undertake the task to educate girls. They also do their best to promote peace in the society. Organizing blood donation camps and participation in pulse polio drive and Red Ribbon drive is a regular feature.

* Yet there is another way to serve humanity. Our **NCC** Volunteers learn and perform various activities to serve society. Our cadets have taken the **pledge against social evils**. They are determined to fight against the evil practice of dowry and female feticide. Patriotism and dedication to serve the nation motivates the volunteers to actively participate in all activities.

* "It is not happiness that make us grateful but **gratefulness** that makes us happy" with this though in mind, we imbue the students with religious activities from time to time we preach them to pay gratitude to Almighty and seek His 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. The students enchant the hymns and prayers. The whole atmosphere becomes heavenly. Thus we do our best to spread positive vibrations in the college.

* 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 promote Go Green message. The students look after the plants and nurture them to the best of their abilities. We hope to eat green, breathe green, think green and live green.

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

* **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. 21st century youth of India is ignorant of India's rich past, culture and heritage. In their

effort to catch up with the western life style, our youth is forgetting India's culture and heritage. It is the moral duty of the educational institutions to put the youth on the right track. We are doing that to bring cultural awareness among the students. Our students are culturally very sound.

∗ We celebrate all the important festivals for the students to let them be aware of their significance. We always celebrate Teej, Diwali, Lohri, Rakhi, Basant and many more festivals in the college. Such little gestures indeed go a long way in bringing **cultural consciousness** among young learners.

∗ 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 matters of life. The thought of the week is very motivating for the students. The assembly enthuses the students with the vibrant cultural heritage and also inculcates patriotism.

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. This is the philosophy of Karam Yoga. College Motto inspires the young learners to give their best in all activities they undertake.

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, 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 the 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. Our donations, may be to save the life of a dying man (Blood Donation) may be cash or clothes to alleviate the sufferings of Kashmir flood victims speak volumes of our success. The details of all these activities and achievements are already included in the earlier criterions.

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 pursued.

Best Practice II

Moving Forward with ICT

- **Goal**

Significant development observed in the modern education scenario can be attributed to the impact of science and technology. 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 aims at providing ICT literacy to the campus community and adopting ICT enabled administrative processes. The institution is striving hard to bring in ICT integration in education and modify its teaching and learning methods to give way to new scenarios which favour both individual and collaborative learning. It is believed that using ICT will enrich the learning process with the benefits that ICT integration in education can provide, right from breaking time and distance barrier to facilitating collaboration and knowledge among the students.

- **The context** - In the current information society knowledge must be accessed via ICT to keep pace with the latest developments. ICTs have the potential to accelerate, enrich and sharpen the skills to motivate students. It contributes to increase the interaction and reception of information. In the present challenging and dynamic world education is the driving force of economic and social development in any country. Considering this, it is imperative to find ways and means to achieve quality enhancement and its sustenance in higher education. 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 advancements. 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. Since ICT has become one of the basic building blocks of the society, the institution promotes the understanding of ICT and mastering the basic skills and concepts of ICT a part of its core education and work culture.

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 administration and academics. In academics, our whole emphasis has shifted from the traditional concept of writing and learning to building up a strong human resource that can cater to the changing needs of the modern world. We have ushered in the changing scenario of growth of the academics, so building up of the knowledge economy is must. Therefore, it is very important to cast higher education in a mould that is in tune with present age. The college has also revolutionized academics by using technology. Our students belong to a strong and credible mass of human resource ready to meet the challenges of modern technology.

ICT culture is introduced in Administrative Blocks of the college. The Principal's office is fully equipped with the latest ICT facility. CC Television 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. LCD Televisions have also been installed at various places for the recreation and information of the students. This ICT facility gives them an opportunity to watch educative programmes and college activities in their free periods.

Our administrative offices are wholly computerized. Paper-less culture is adopted in these offices. Various works like fee collection, college correspondence, works relating accounts and examinations are undertaken on latest models of computers. This hi-tech system helps in managing day-to-day activities and in arranging various functions. This ICT facility is a big support for organizing various events, functions and seminars.

Apart from the main campus, the college has also its Information and Technology block. Various graduate and post graduate courses in computer science are being run here by Department of computer science. The block has eight well equipped laboratories with more than 100

computers, latest softwares, printers, scanners, a dedicated server, a leased line internet connection a good number of laptops, a computer centre and a well stocked library with a rich collection of books on computer science. Teachers give lectures using digital interactive panels, visualizers, projectors and mimio-pad in smart classrooms. Teachers also use Powerpoint Presentation Transparencies with the help of multimedia projectors. The department of computer science organizes 'infotsav', every year to explore the talent of students to give them exposure to various competitions related to the world of technology.

- 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 offers a number of computer related courses like M.Sc. (Information Technology), M.Sc. (Fashion Designing and Merchandising), M.Com, Post Graduate One Year Diploma in Computer Application (PGDCA), B.Sc. (Computer Science), B.sc. (Non-Med), B.Sc. (Fashion Designing), BCA. We also have UGC Granted Career Oriented Add On Courses in Internet Application, Computer Applications, Computer Aided Accountancy. The course in Leather Processing Technology provides practical training to students.The course in Web Designing acquaints the students with the concepts of Web Designing.
- Recently the college has introduced a course in T.V & Video Production. UGC had 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. Such course having practical utility are indeed very helpful to the students and increase their potential for employability.
- 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 Resources optimally.
- Access to Learning is facilitated through ICT laced laboratories. With the help of ICT, students can now browse through e-books, sample examination papers and previous papers.

They also have an easy access to resource persons, mentors, experts, researchers, professionals and peers- all over the world. This just-in-time learning has encouraged a numbers of learners who were previously deprived of this facility. We have quite a good number of CDs and DVDs, computers, photocopier and E-Journals in the library.

- In the Smart classrooms we have interactive board, Mimio Pad, Mimio Pad Pen, Projector, Computer System etc. In the Laboratories we have as many as 162 computers. All have latest configuration of good brands.
- 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.
- Biometric Machine is installed that helps in automation of attendance of the employees and can help in tracking 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. It gives us a deep sense of satisfaction by making conscious efforts to invest in hardware and with the orientation of students and faculty. 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.

The success story of an institution depends on the quality of students it produces. With ICT education, we are producing very smart and technology savvy students. Our students are fit for the present hi-tech competitive world. With this ICT knowledge, their confidence level is boosted and their personality develops and grooms beyond our expectations. Our students are not mere degree holders but they are young girls who can move at par with the fast changing world. We are proud to announce that our students are highly placed in MNC's against prestigious posts. They are bringing laurels to their alma-mater. Some of our students are very well placed abroad. Some of them with their high confidence level are self-employed. They have given employment to others also. We take pride in the success story of our college.

Problems encountered and Resources Required

- There is need for training all stake holders in use of ICT.
- The cost of hardware and software is very high.
- A large proportion of educational software available is in English. Using it is a problem for the learners who are not well versed in English language.
- The problems and the hurdles are not big enough to shatter our faith and confidence. We are indeed motivated by the success and the positive response we get from all quarters and we are determined to keep moving on this path with full dedication and devotion.