



# D.A.V. COLLEGE

Estd. 192

Affiliated to Panjab University, Chandigarh | Accredited Grade 'A' by NAAC

Chandigarh Road, Hoshiarpur - 146 001

Ref. No. 16617/D.A.V./HSP

Dated 03-03-18

The Director

NAAC

Bangalore

Subject: Submission of AQAR for 2016-17

Esteemed Sir,

Greetings from D.A.V. College, Hoshiarpur!

Kindly find attached herewith the Annual Quality Assurance Report for our college for the session 2016-17. Our Track ID is PBCOGN11340. The Report is also being uploaded on college website: [www.davchsp.org.in/AQAR.html](http://www.davchsp.org.in/AQAR.html).

With Regards

  
Dr. Neerja Dhingra

Principal

## Part – A

### AQAR for the year: 2016-17

#### 1. Details of the Institution

- 1.1 Name of the Institution DAV College, Hoshiarpur
- 1.2 Address Line 1 D.A.V. College, Hoshiarpur
- Address Line 2 Chandigarh Road
- City/Town Hoshiarpur
- State Punjab
- Pin Code 146001
- Institution e-mail address davchsp@gmail.com
- Contact Nos. 01882-245558, 220858
- Name of the Head of the Institution: Dr. Neerja Dhingra
- Tel. No. with STD Code: 01882-242525
- Mobile: +919814828295
- Name of the IQAC Co-ordinator: Tracy Kohli
- Mobile: +91 9463770873
- IQAC e-mail address: iqacdavhsp@yahoo.com
- 1.3 NAAC Track ID: PBCOGN11340
- 1.4 NAAC Executive Committee No. & Date: EC/66/RAR/115 dated February 21, 2014
- 1.5 Website address: www.davchsp.org

Web-link of the AQAR <http://www.davchsp.org.in/AQAR2016-17> doc

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	84.4%	2004	5 years
2	2 <sup>nd</sup> Cycle	A	3.02	2014	5 years

1.7 Date of Establishment of IQAC: 26/05/2004

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

- i. AQAR 2015-16 submitted to NAAC on 23/11/2016*
- ii. AQAR 2014-15 submitted to NAAC on 17/12/2015*
- iii. AQAR 2013-14 submitted to NAAC on 03/12/2014*

1.9 Institutional Status

Affiliated College	Yes
Constituent College	No
Autonomous college of UGC	No

Type of Institution

- Co-education
- Urban

Financial Status:

- Grant-in-aid + Self Financing
- UGC 2(f)
- UGC 12B

1.10 Type of Faculty/Programme

- Arts
- Science
- Commerce

1.11 Name of the Affiliating University: Panjab University, Chandigarh

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc -No

## 2. IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	02

2.8 No. of other External Experts 01

2.9 Total No. of members 20

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders: No. 03

- Faculty 03
- Non-Teaching Staff Students 01
- Alumni 01

2.12 Has IQAC received any funding from UGC during the year? Yes

If yes, mention the amount: Rs. 75,000/-

2.13 Seminars and Conferences (only quality related)

Conferences/ Workshops/Symposia organized by the IQAC: 3

(i) No. of Seminars: 03

(ii) Themes

- *Academic and Administrative Audit: A Pre- requisite to Quality Enhancement*
- *Vision- 2019*
- *Use of ICT in Making Teaching- Learning More Effective*

2.14 Significant Activities and contributions made by IQAC

- Exploring more areas for institution- industry linkage.
- Creating Awareness about responsibility towards Environment.
- Creating Opportunities for Greater Contact with Experts from various fields through Guest Lectures, Seminars, Workshops and the like.
- Students were taken for Placement Drives Conducted by LPU.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Applying for Seminar to NAAC seeking a grant of Rs. 75,000/-</li> <li>• To apply to ICSSR for Seminar Grant of Rs. 30,000/-</li> <li>• To apply to the UGC for approval for Journal <i>Consonance</i>.</li> <li>• To apply to UGC for releasing funds for already sanctioned Add-on Course in Communicative English.</li> <li>• To complete the process of Computerisation of the Library.</li> <li>• To start Remedial Classes for Weak students.</li> <li>• To enrich the library with new books and journals. It was suggested that the college should subscribe to DELNET. <ul style="list-style-type: none"> <li>• To prepare students for interviews at the Corporate level and for various competitive examinations</li> <li>• To encourage the use of ICT during lectures.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Organised NAAC -Sponsored National Seminar.</li> <li>• Organised ICSSR-Sponsored National Seminar.</li> <li>• The journal was duly approved by UGC.</li> <li>• UGC released Rs. 6.3 lakh for Add- on Course in Communicative English.</li> <li>• The Library was fully computerised.</li> <li>• Remedial Classes for weak students were started.</li> <li>• Books and journals were purchased on the basis of recommendations made by teachers. In addition DELNET was subscribed to.</li> <li>• Classes were organised for preparing the students for the placements and competitive exams.</li> <li>• Teachers from various departments started the use of ICT.</li> </ul>

*Academic Calendar of the year has been attached as Annexure I.*

2.15 Whether the AQAR was placed in statutory body: Yes, in Management

Provide the details of the action taken

- Remedial Classes were started for weak students in the subjects of English, Science, Maths and Commerce.
- Coaching Classes for UGC-NET were initiated.
- Duty Leave was provided to Teachers for making Paper Presentations during Seminars.
- Classes for Personality Development and Improvement in Communication Skills were started.
- Feedback from students on all aspects was taken.

## **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
PG	05	-	03	03
UG	08	-	02	06
PG Diploma	02	-	02	02
Others		-		
Total	15		07	11
Interdisciplinary	08	--		

1.2 (i) Flexibility of the Curriculum: Core /Elective option

(ii) Pattern of programmes:

Pattern: Semester

Number of Programs: 15

1.3 Feedback from stakeholders\*

- Alumni: Yes
- Parents: Yes
- Employers: No
- Students: Yes
- (On all aspects)

Mode of feedback: Manual

*An analysis of the feedback has been provided in the Annexure II*

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

- The revision was made as per the recommendations made during the meetings of University bodies.
- More topics of Contemporary relevance were added.

1.5 Any new Department/Centre introduced during the year. If yes, give details: No

## Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	30	22	01	-

2.2 No. of permanent faculty with Ph. D: 15

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
07	11	-	-	-	-	-	-	07	11

2.4 No. of Guest and Visiting faculty and Temporary faculty: 16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	193	42
Presented papers	03	56	18
Resource Persons	-	08	05

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

- Students are encouraged to use Reference Books and Internet Facility available in the College Library.
- Remedial classes were started for weak Students in Science, English, Mathematics, Economics, and Commerce.
- Question Banks were provided to the students.
- Personal attention to students resulted in better attendance and better learning outcomes.
- Students are briefed about topics to be taken up the next day and are asked to be prepared.

2.7 Total No. of actual teaching days during this academic year: 185

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

- A Lecture *Overcoming Examination Phobia* was delivered by Dean, Examination, and Mrs. Veena Bhardwaj.
- Open Book examination
- Frame your own questions
- Online Multiple Choice Questions
- Open Forum was organised for the benefit of students.

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

A total of 5 staff members were on Board of Studies of Panjab University, whereas another 2 were members of Language and Arts' Faculty.

2.10 Average percentage of attendance of students: 76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	471	-	11.8	61.6	26.6	48.1
B.Sc.(Non Med.)	323	1.2	27.6	32.4	40	77.3
B.Sc.(Med.)	66	4.08	28.5	32.6	38.7	74.2
B.Sc(Comp. Sc)	79	4.08	26.5	30.6	42.8	62.02
B.B.A.	27	8	80	20	-	92.5
B.C.A.	141	5.7	19.5	29.8	50.5	61.7
B.Com	233	3.04	26.9	28.4	44.6	84.5
B.Sc (Agri)	129	7.4	21.2	32.4	46.2	83.7
M.A.(Pol. Sc)	34	-	8.8	50	39.2	82.3
M.A.(Punjabi)	34	-	15.3	38.4	46.1	76.4
M.A.(History)	55	-	5.1	41.0	53.8	70.9
M.Sc(IT)	34	6.2	56.2	28.1	15.6	94.1
M.Com	48	-	48.9	31.9	19.1	97.9
P.G.D.C.A.	19	-	18.1	45.4	36.3	57.8
P.G.D.F.D	4	-	50	50	-	50.0

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

- Self- Assessment Proforma is filled every year by teachers.
- Student- feedback is used to bring about improvement.
- Augmentation and Enrichment of library is ensured on regular basis.
- Academic Plan for entire year is prepared under the supervision of Heads of Departments.
- Calendar of Activities is prepared in Advance.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	21
Summer / Winter schools, Workshops, etc.	02
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	03	01	-
Technical Staff	09	03	01	03

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Applying for approval of UGC for journals in Pure Science, Social Sciences and English Language and Literature.
- Organising NAAC- Sponsored Seminar.
- Subscribing DELNET programme.

3.2 Details regarding major projects - None

3.3 Details regarding minor projects- None

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	29	05	-
Non-Peer Review Journals	-	09	-
e-Journals	02	-	-
Conference proceedings	-	05	-

### 3.5 Details on Impact factor of publications:

Research Scholar	Impact factor	h-index	Nos. in SCOPUS
Anu Saini	0.35	05	
Kirtika Sharma	4.52 2.64		
Aman Bahri	2.64 0.67		
Dr. Renu Bala	2.64 2.64		
Pallvi Rani	5.22		

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

None

### 3.7 No. of books published

i) With ISBN No. 07

Chapters in Edited Books: 04

ii) Without ISBN No. 17

3.8 No. of University Departments receiving funds: NA

3.9 For colleges: No

3.10 Revenue generated through consultancy: None

3.11 No. of conferences organized by the Institution:

06

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		<ul style="list-style-type: none"> <li>• NAAC</li> <li>• ICSSR</li> </ul>			

3.12 No. of faculty served as experts, chairpersons or resource persons :05

3.13 No. of collaboration - International:- National:01 Any other:03

3.14 No. of linkages created during this year:01

3.15 Total budget for research for current year in lakhs:

From funding agency: 1.05

From Management of University/College: 2.5

Total: 3.55

3.16 No. of patents received this year – No

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

3.18 No. of faculty from the Institution who are Ph. D. Guides: 02

Students registered under them: 04

3.19 No. of Ph.D. awarded by faculty from the Institution: No such provision exists

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

No such provision exists.

3.21 No. of students Participated in NSS events:

University level: - National level: - State level: -

3.22 No. of students participated in NCC events:

University level: - State level: - National level: - International level: -

3.23 No. of Awards won in NSS: No

3.24 No. of Awards won in NCC: No

3.25 No. of Extension activities organized

University forum: - College forum: NCC: 02 NSS: 02

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

- Workshop on Civil Defence
- Blood Donation Camp
- Cleanliness Drive outside the campus and on Chintapurni Road
- Visit to Old Age Home
- Women Empowerment
- Plantation drive
- Extension Lecture on Domestic Violence

### 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	40727.3 sq.mts	-	-	40727.3 sq.mts
Class rooms	54	-	-	54
Laboratories	20	-	-	20
Seminar Halls	03	-	-	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

##### 4.2 Computerization of administration and Library

- The Administrative Office is fully computerised.
- Complete Automation of Data in College Library.
- College subscribes to N-List Programme by INFLIBNET and also to DELNET.
- College Website is regularly updated.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10788	539400	-	-	10788	539400
Reference Books	35525	3007547	55	27300	35580	3034847
e-Books	N-List programme by INFLIBNET					5750
Journals	35	40829	04		39	40829
e-Journals	N-List programme by INFLIBNET					
CD & Video	30					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	95	04	12	12	06	09	06
Added	18	-	02	02	01	-	-
Total	113	04	14	14	07	09	06

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

- Internet access to Students/Teachers in College Library and Computer Labs.
- FDP Based on Computer Skills.

#### 4.6 Amount spent on maintenance in lakhs:

- i) ICT: 0.99
- ii) Campus Infrastructure and facilities: 10.1
- iii) Equipments: 13.3
- iv) Others: 12.4
- Total: 36.79

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- General Orientation Programmes about Support Services is organised every year
- Flex/Display boards/ Notices are put up in the campus regarding the support Services.

#### 5.2 Efforts made by the institution for tracking the progression

The progression of student is tracked through

- Alumni Association
- Social Media
- Feedback obtained

#### 5.3(a) Total Number of students

UG	PG	Ph. D.	Others
1817	263	-	-

(b) No. of students outside the state: 267

(c) No. of international students: -

Men: No. 983 Percentage of Total Strength: 47.3%

Women: -1097 Percentage of Total Strength: 52.7%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1358	570	-	239	02	2167	1248	551	-	281	-	2080

Demand ratio 91% Dropout 20.4%

#### 5.4 Details of student support mechanism for coaching for competitive examinations Personality

##### Development Classes

- Soft Skills classes
- Classes for Facing an Interview

No. of students beneficiaries: 30

### 5.5 No. of students qualified in these examinations

NET: 7 SET/SLET :- GATE :- CAT :- IAS/IPS etc:-  
State PSC UPSC Others: 54

### 5.6 Details of student counselling and career guidance

- Through Regular meetings students are made aware of various career options
- Deadlines for admissions and competitive examinations are brought to their notice.
- Prof. J.R. Sharma delivered a lecture on *Facing the Interview Board*.
- Prof. Rajeev Sharma interacted with the students and provided them with tips on *How to Manage Fear and Anxiety*.

No. of students benefitted: 30

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	69	45	132

### 5.8 Details of gender sensitization programmes

- Lecture on *Violence Against Women* by Mrs. Praveen Gupta.
- Lecture on *Gender Roles and Media* by Mrs. Harpreet Kaur.
- *Domestic Violence – Causes & Prevention* by Ms. Shobha

### 5.9 Students Activities

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

State/ University level: 05 National level: 03

International level: -

No. of students participated in cultural events

State/ University level: 150

National level: 02

International level: -

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

Sports: State/ University level: 03

National level: -01

International level: -

Cultural: State/ University level: 02

National level -

International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	118	4,54,800
Financial support from government	551	Total Fee was refunded
Financial support from other sources	-	-
Number of students who received International/ National recognitions	01	-

5.11 Student organised / initiatives

Fairs: State/ University level: 01

National level: 01

International level:

Exhibition: State/ University level: -

National level: -

International level: -

5.12 No. of social initiatives undertaken by the students: 04

5.13 Major grievances of students (if any) redressed:

Regarding

- Drinking Water.
- Cleanliness in the Canteen and in the Washrooms.
- Construction of Shed / railing outside fee- collection counter.
- Number of textbooks in the College Library was increased.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

D.A.V. College, Hoshiarpur visualises a society that guarantees peaceful and harmonious environment for the overall development of all strata of society. The Vision and Mission of the institution are reflected in the activities as well as aspirations of the college.

#### Vision and Mission

- The creation of a society that provides equal opportunity to all individuals irrespective of their caste, religion or socio-economic status.
- Providing holistic education to youth to encourage them to become morally upright and self motivated citizens.
- Infusing a quest for life- long learning, and, as such, it makes efforts to impart to the learners, knowledge and skills relevant to the demands of the changing times.
- Stimulation of active learning and development of critical thinking through the freedom of thought and expression by adopting an integrative and inclusive approach towards various disciplines.
- Effective Governance and Resource Generation while developing State of the Art infrastructure. Decision- making is a participative process, and, as such, is communicated effectively to all stake- holders. There is complete transparency at all levels of governance.
- Sensitization about social, economic and political issues as Social Responsibility

#### 6.2 Does the Institution has a Management Information System

The various units of the college make use of information technology to be linked with each other. The Administrative Office, Library, Examination Branch and Computer Science Department are interlinked through MIS. Specialised software is being used in these branches for organising the databases and information retrieval and dissemination.

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

##### 6.3.1 Curriculum Development

- Teachers in University Bodies as Board of Studies and Faculty of Languages/ Arts/ Science/Commerce and Academic Council etc. play a significant role in the development of the curriculum and syllabi for Graduate and Post Graduate classes. They seek feedback from their

colleagues and students about topics of contemporary relevance to be incorporated in the syllabi and use this feedback to give valuable suggestions during meeting of University Bodies.

- Students are encouraged to choose topics of their interest for seminars and projects.
- Students are given a variety of topics related to latest developments in their respective fields for assignments so as to acquaint them with these.
- These marks hold weightage in internal assessment of the students for university examination.
- In addition to this, tests are conducted at class level and the students prepare assignments which are evaluated and form an integral part students' performance

#### 6.3.2 Teaching and Learning

- In order to make learning interesting and participative, student- centric methods are adopted.
  - Class Seminars, Quiz contests, Demonstrations, Power- point presentations and Group Discussions are regular features to make the classes inter-active.

#### 6.3.3 Examination and Evaluation

- The college conducts mid semester examination during each semester to monitor the periodic progress of the students and bring about an improvement in their understanding as well as outcomes.
- Regular class-tests are conducted.
- Students are asked to prepare two Assignments on a given topic during each Semester.

#### 6.3.4 Research and Development

- The institution has initiated three Research journals with ISSN namely- *Consonance* in English, *Assimilation* for Social sciences and *Insight* for Science, of which *Consonance* has been approved by the UGC.
- Economics Department of the college organised ICSSR- Sponsored National Seminar on *International Migration*.
- Facilities like INFLIBNET, DELNET and internet facilities are available to the staff for easy access to e-journals and e-books, besides the books and journals available in the college Library

- Research Association of the college meets on regular basis to discuss various seminars, conferences and workshops organized by other institutions. Staff is informed about the various research opportunities available to them and encouraged to present papers.
- The institution encourages research culture by providing support in form of Duty Leave and providing TA/DA.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### 1. Library

- The Library is fully computerised with Campus Analyser and INFLIBNET to provide access to e-books and e-journals.
- Library Advisory Committee frames policies for the current session. Many initiatives are taken regarding the books to be purchased for the Book Bank
- A large number of periodic research journals, magazines are subscribed to aid research.
- Computers with internet facility are available in the library for the researchers.
- Students in the first year of their respective programs are taken to the Library for Orientation.
- A book exhibition is organised at the beginning of every session.
- New books are added periodically to meet the needs of the students and the titles of the new books added are displayed on the Notice Board.
- Old worn out books are written-off at annual basis.

#### 2. ICT

- Computers with internet facility have been provided to all departments. There are three multi-media projectors and 15 Laptops which teachers use according to their requirements.
- One of the classrooms is being converted into an Audio-visual room with Smart-board, Projector, Sound-System and Printer.

#### • 3. Infrastructure

- Regularly maintenance and up gradation of infrastructure are taken up as per the suggestion of the duly constituted Maintenance Committee.

- The requirements of various departments in terms of new equipment and upkeep of the old ones are put forward to the Purchase and Maintenance Committee.

#### 6.3.6 Human Resource Management

- There is a self-appraisal form which teachers have to submit at the end of the session along with departmental appraisals.
- Diverse Proformas have been devised for monitoring and assessment of the human resources.
- Students are asked to convey their suggestions regarding improvements and their needs through Student Feedback form.
- They also fill Teachers' Assessment Form.
- Staff members are motivated by felicitating them for their achievements.

#### 6.3.7 Faculty and Staff recruitment

- A tentative workload is prepared for every department at the end of each session so that the vacancies if any may be advertised well in time.
- Proper procedure based on the guidelines given by UGC and Punjab government is followed for advertising the vacancies in the institution.
- A formal interview is conducted and candidates are selected on the basis of their merit by the duly constituted interview panel that includes representatives of management, Principal and subject experts from University and Punjab Government. .

#### 6.3.8 Industry Interaction / Collaboration

- Experts from various fields are invited to interact with students on topics of Contemporary Relevance.
- Students are taken to various industries related to their respective fields so as to give them insight about the opportunities available.
- Computer Science students go for six-month training as a part of their curriculum.

#### 6.3.9 Admission of Students

- The college prospectus, which is printed every year, provides information about courses available, fee structure, eligibility criteria for the admissions.
- The college website is updated regularly regarding the admission process.

- The new courses initiated by the college are advertised in newspapers, local cable television and through Flex boards.
- Staff members from different departments are deployed on admission duty to maintain transparency in the admission process.
- Admission to self-financed courses is purely through merit and the list of the selected students is displayed on the notice board.
- For some courses the affiliating university conducts centralised admission through an online process.

### 6.3 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• MUFAS- Mutual Financial Aid Society of teaching staff exists in the college which aids in providing advanced loans besides providing a feeling of mutual understanding and solidarity.</li> <li>• Members of teaching as well as non- teaching staff are given advance salaries in case of need.</li> </ul>
Non teaching	A Welfare Association of the non teaching staff PARASPAR also exists in the college.
Students	<ul style="list-style-type: none"> <li>• Teachers extend financial help to needy and deserving students.</li> <li>• Many facilities are provided to the needy students through Book bank, fee -concessions, free meals and free hostel accommodation to outstanding sportspersons.</li> <li>• The college houses a Health Centre and there are linkages with two multispecialty hospitals in case of an emergency.</li> <li>• Career Guidance Cell and Placement Cell exist to provide guidance and support to the students.</li> <li>• Students' Aid Fund provides financial aid to economically backward students.</li> </ul>

6.5 Total corpus fund generated: 5 crore

6.6 Whether annual financial audit has been done: Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Academic Council
Administrative	Yes	University/DPI	Yes	Management

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

For UG Programmes      No                      For PG Programmes                      No

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

- Semester system has been introduced in all the new classes by the university.
- Internal assessment is awarded on the basis of Classroom participation, that is, house tests, class attendance and projects.

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

The University does not provide autonomy to colleges.

6.11 Activities and support from the Alumni Association

- Regular meetings of the Alumni Association are held during the session.
- Alumni are invited on functions organised by the college.
- Their suggestions are solicited regarding the need for new courses and possibility of employability based on these.

6.12 Activities and support from the Parent – Teacher Association

- PTA holds regular meetings in which valuable suggestions are provided for the benefit of college students.
- Parents are invited to attend functions organised in the college. Their feedback is solicited on various issues pertaining to the college in terms of facilities provided to students and courses offered.

6.13 Development programmes for support staff

The same facilities as provided to the teaching staff are enjoyed by the support staff.

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

- The college is a No-smoking Zone.
- Tree plantation is undertaken on regular basis to increase the green cover in the campus.
- Dustbins have been placed in the college campus to keep it clean and hygienic.
- A plan of action has been devised for making the campus eco friendly and the members of the concerned committee are actively working upon a waste management system.

### **Criterion – VII**

7. Innovations and Best Practices

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

- Subscribing INFLIBNET program for the benefit of staff.
- Library Orientation Programme for students
- Complete computerisation of Library
- Personality Development classes for Students
- Environmental Awareness Workshop
- Stress on Extra- curricular activities.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- NAAC- Sponsored National Seminar was organised.
- ICSSR- Sponsored National Seminar was organised.
- Personality development workshop was held in the college for students.
- Book-exhibition and art exhibition were held.
- The infrastructure was upgraded in terms of hardware and software as planned.

7.3 Give two Best Practices of the institution

Especially for Students:

- Staff-members take personal interest in Academic as well as personal problems of the students and are prepared to guide them whenever there is need. As such excellent Student- teacher rapport exists in the college. Further they empathise with students and

help them achieve their goals. Needy Students are provided personal financial help by the teachers when required.

- Staff members take remedial classes for weak students. Students are free to approach any teacher to seek guidance in their respective subjects or for career guidance.

For Society:

- Students are taken for visits to Old-age homes and Juvenile homes so as to make them aware of different facets of life.
- Blood donation Camps and Tree Plantation drive are organised regularly.

*Details as per Annexure III*

7.4 Contribution to environmental awareness / protection

- An extension lecture on Nature as Portrayed in Scriptures was delivered by Mrs. Sharanjit Kaur to apprise the students about the religious connotations of nature in human life.
- Students are sensitised to the need for saving water and electricity. A paper-reading competition was organised on the Topic- *Ways to Save Water Resources*.

7.5 Whether environmental audit was conducted? Yes

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

**STRENGTHS:**

- The institution has completed 91 years of glorious existence. The institution was reaccredited with A-Grade by NAAC in February 2014.
- In all programmes, Pass percentage of students is significantly higher than that of the university.
- The college caters to students of diverse backgrounds.
- The college provides four employment-oriented courses.
- A large number of opportunities to students to participate in Extension activities.
- Financial support to economically weaker students is provided by the institution.

- A large number of faculty members are engaged in updating their qualifications. 12 of the Staff- members are actively pursuing their Ph.D. They are constantly engaged in publishing Research papers in journals.
- The college has set-up Research funds to the tune of Rs. 1, 00,000. The college brings out three Research Journals. One of these has recently been approved by the UGC.
- All processes involving Administration, Examination, Student and Staff Records are computerised.
- Lectures by renowned scholars in their respective fields are organised frequently for the benefit of students.
- From the Academic year 2017-18, Add-on Course in Communicative English will be started. For this purpose, a grant of Rs. 7,00,000/- has been sanctioned by UGC.
- The college infrastructure is State-of the –art and provides facilities to the students and it is constantly updated to meet the requirements of the students. Budgetary provision for maintenance is kept.

#### WEAKNESSES:

- There is no provision for academic flexibility.
- Most students are from rural background and lower economic strata. Hence, bridging the gap between them and the demand of recruiters becomes very challenging.
- Fee structure is higher as compared to local government colleges.

#### OPPORTUNITIES:

- There is need to introduce more vocational courses and improve placement options.
- Soft skills and motivational classes for all students may be started.
- The frequency of Field visits to industrial houses may be increased and more industry-institution linkages may be forged.
- Need to use more ICT techniques for Teaching.

CHALLENGES:

- Tough competition from colleges offering professional courses.
- Creating awareness among students regarding drug addiction and environmental issues
- Developing research aptitude and soft skills among students.

8. Plans of institution for next year

- To organise Inter- zonal Youth Festival in the college.
- To beautify college campus.
- To take-up the Sound- proofing of the Auditorium in a phased manner.
- To complete the process of Computerisation of College Library.
- To organise more department -wise functions for the overall development of the students.

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