D.A.V. COLLEGE
HOSHIARPUR-146001
(CHANDIGARH ROAD, NEAR MINI SECRETARIAT)

Estd. Since 1926
Affiliated to P.U. Chandigarh
Accredited B++by NAAC
Govt. Aided Multi Faculty Post Graduate
Co-educational Premier Institution.
(Under D.A.V. College Managing
Committee, Hoshiarpur)

Contacts : Principal Office - 01882-242525, Girls Section 01882-222803, Office Supdt. 01882-245558,
Office & Fax 01882-220858

E-mail - davchsp@gmail.com, website : www.davchsp.org

Ref. No. 8151/DAV/HSP   Dated 03-12-14

The Director

NAAC

Bangalore.

Subject: Submission of AQAR for Session 2013-14.

Sir,

Kindly find attached the Annual Quality Assurance Report for DAV College Hoshiarpur (Track id: PBCOGN11340) for the session 2013-14. The report has also been uploaded on college website www.davchsp.org/AQAR.html.

With best wishes,

Dr. Neerja Dhingra

(Principal)   Principal
D.A.V. College, Hoshiarpur

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SESSION 2013-14

D.A.V. COLLEGE, HOSHIARPUR

ACCREDITED WITH GRADE A BY NAAC

(Estd. 1926)

SUBMITTED TO:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC
Year: 2013-14

Part – A

1. Details of the Institution

1.1 Name of the Institution

> DAV College Hoshiarpur

1.2 Address Line 1

> DAV College Hoshiarpur

Address Line 2

> Chandigarh Road

City/Town

> Hoshiarpur

State

> Punjab

Pin Code

> 146001

Institution e-mail address

> davchsp@gmail.com

Contact Nos.

> 01882-242525, 01882-220858

Name of the Head of the Institution:

> Dr. Neerja Dhingra

Tel. No. with STD Code:

> 01882-242525, 01882-220858

Mobile:

> 91-9814828295

Name of the IQAC Co-ordinator:

> Dr. Nisha Bhargava

Mobile: 91-99158-90111

IQAC e-mail address: devesher_nisha@yahoo.co.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   PBCOGN11340

1.4 **NAAC Executive Committee No. & Date:**   EC/66/RAR/115 dated 21-02-2014
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.davchsp.org

Web-link of the AQAR: www.davchsp.org/AQAR.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	86.4%	2004	5 years
2	2nd Cycle	A	3.02	2014	5 years

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   26/05/2004

1.8 **AQAR for the year** *(for example 2010-11)*   2013-14

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

    i. AQAR - 2012-13 (24/04/2014)

1.10 Institutional Status

University   ------

Affiliated College   Yes   √

Constituent College   No   √

Autonomous college of UGC   No   √

Regulatory Agency approved Institution   No   √

Type of Institution   Co-education   √

                       Urban   √

Financial Status   UGC 2(f)   √   UGC 12B   √

                    Grant-in-aid + Self Financing   √

1.11 Type of Faculty/Programme

Arts √   Science √   Commerce √   Management √

1.12 Name of the Affiliating University *(for the Colleges)*   Panjab University, Chandigarh

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

No

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

04

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2. 6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders: No.   08   Faculty   02

Non-Teaching Staff   02   Students   02   Alumni   02

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

If yes, mention the amount   ———

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   01   International   ---   National   ---   State   stitution Level   01

(ii) Themes	Role of Governance and Leadership in Quality Assurance,

2.14 Significant Activities and contributions made by IQAC

IQAC encourages and monitors the following activities related to various quality aspects:

1. Preparation and implementation of academic calendar.
2. Teachers are encouraged to use innovative teaching methods in class rooms.
3. Departments are encouraged to arrange various activities for personality development of students such as extension lectures, quiz contests and excursions.
4. New books are added to the library during every session.
5. Teachers are encouraged to attend Seminars/Conferences and present/publish research papers.

Academic Calendar attached as Annexure I

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
• To introduce various new courses/subjects e.g. M.A. (History) and Sociology as elective subject at UG level.	• M.A. (History) and Sociology as elective subject at UG level were approved to be started during the session 2014-15.
• To construct a new class room block.	• The classroom block is in advanced stage of construction.
• To enrich the library with new books and journals.	• Books and journals were purchased on the basis of recommendations made by teachers.
• To continue motivating teachers to take up Research in their respective areas.	• Teachers continued to participate in seminars and conferences.
• To encourage teachers to work for personality development of students	• A Personality Development Programme has been launched for students.

2.15 Whether the AQAR was placed in statutory body

Yes, in Management

Provide the details of the action taken

- M.A. (History) and Sociology as elective subject at UG level were approved to be started during the session 2014-15.
- The classroom block is in advanced stage of construction.
- Books and journals were purchased on the basis of recommendations made by teachers.
- Teachers continued to participate in seminars and conferences.
- A personality Development Programme has been launched for the students.

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	04	01	02	02
UG	06	--	03	03
PG Diploma	04	--	04	04
Total	14	01	09	09
Interdisciplinary	06	--	03	03
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: Core and Elective options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Annual	09

1.3 Feedback from stakeholders* Alumni [√]   Parents [√]   Employers [ ]   Students [√]
   (On all aspects)

   Mode of feedback   :   Manual

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

> Various topics of Contemporary relevance as conservation of resources, gender sensitivity and translation studies have been included.

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
40	12	27	01

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		Total	
R	V	R	V
07	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty   [30]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	National level	State level
Attended		
Presented papers	53	07
Resource Persons	02	01

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

- Feedback of teachers and their teaching methods is obtained from students.
- The students are encouraged to participate in various sports and extracurricular activities like debates, quiz contests and other inter-college competitions..
- They are encouraged to update their knowledge of current affairs by reading newspapers and discussing current issues among themselves and with the concerned teachers.
- Students of Post graduate classes are required to give presentations and seminars

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

| 182 |

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

> Since ours in an affiliated college, we are not in position to implement examination/evaluation reforms at the University level. However, at the level of class test/ house tests, open book examination

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

| 02 | 02 | 06 |

2.10 Average percentage of attendance of students

| 80 % |

2.11 Course/Programme wise distribution of pass percentage:

   As per Annexure II

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

> Internal Quality Assurance Cell (IQAC) has been constituted to analyse and monitor the growth and inspire the faculty members for quality sustenance and enhancement measures to be undertaken by the departments.

- Teachers are encouraged to devise and use innovative teaching methods in class rooms.

- They are encouraged to attend conferences, seminars and workshops and publish research papers.
- Library is continuously updated with knowledge based books, journals and course books.
- Academic Calendar is prepared in the beginning of each session and followed through the entire session.
- IQAC encourages the departments to arrange extension activities and lectures by external peers.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
Staff training conducted by other institutions	04

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	08	02	--	02
Technical Staff	08	04	--	02

Criterion – III

3. Research, Consultancy and Extension

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

> 1. Creation of Research Association.
>
> 2. Enrichment of library with new books and journals.
>
> 3. Encouragement to staff to attend conferences and make presentations.
>
> 4. They are further encouraged to do PhD.
>
> 5. Computer and internet facilities have been provided to the departments.
>
> 6. Teachers are given duty leave and T.A. /D.A. to attend seminars and conferences.

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	12	06	
Non-Peer Review Journals	08	07	-
e-Journals	04	03	-
Conference proceedings	14	05	-

3.5 Details on Impact factor of publications: NA

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

   The institution has applied for some minor research projects to the U.G.C. However, till date no research funds have been granted to the institution.

3.7. No. of books published   i) With ISBN No.   02   Chapters in Edited Books   09

   ii) Without ISBN No.   00

3.8. No. of University Departments receiving funds: NA

3.9 For colleges: None

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution   - No

3.12 No. of faculty served as experts, chairpersons or resource persons: | 02 |

3.13 No. of collaborations: None

3.14 No. of linkages created during this year: None

3.15 Total budget for research for current year in lakhs: Rs. 0.25 lakh

| From funding agency | --- | From Management of University/College | Rs.   0.25 |

| Total | Rs.   0.25 |

3.16 No. of patents received this year: None

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

Total	International	National
03	01	02

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them:

  None

3.19 No. of Ph.D. awarded by faculty from the Institution: None

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

  None

3.21 No. of students Participated in NSS events: State level

19

3.22 No. of students participated in NCC events:

University level [ ]   State level   19

National level   02   International level   --

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC:

National level   10

3.25 No. of Extension activities organized

NCC   02   NSS   03   Any other   02

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

- A Blood Donation Camp was organised by the NSS unit of college on 24 February 2014.

- A Camp for health and hygiene awareness was organised by Rural Development Society at village Shergarh.

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	36	04	--	40
Laboratories	16	03	--	19
Seminar Halls	01	--	UGC Grant	01
No. of important equipments purchased ($\geq$ 1.0 lakh) during the current year.	--	17	UGC Grant	17
Value of the equipment purchased during the year (Rs. in Lac)	--	Rs. 15 lakh.	--	Rs. 15 lakh.

4.2 Computerization of administration and library

> 1. The administrative block is fully computerized.
> 2. Library computerization is in progress.

4.3   Library services:

	Existing	Newly added		Total
	No.	No.	Value (Rs.)	No.
Text Books	10706	25	Rs. 8875/-	10731
Reference Books	34129	603	Rs. 248414/-	34732
e-Books	N-List programme	N-List programme by Inflibnet	Rs. 5000/-	---
Journals	43	22		65

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments
Existing	80	05	12	05	05	01	04
Added	05	01	08	01	00	--	02
Total	85	06	20	06	05	01	06

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

> 1. Computer course for training teaching and non-teaching staff.
> 2. Computer and internet access to staff and students.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs.2, 57,874/-

ii) Campus Infrastructure and facilities

Rs. 1, 23, 56368/-

iii) Equipments

Rs. 234594/-

iv) Others

Total:

Rs. 12848836/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All information is provided in college prospectus and is displayed on notice boards situated at various places in the college.
- Orientation programmes are organised in the beginning of each session to familiarise the students with services available.
- Display boards are put up near the entrance of the college for the benefit of students and visitors.

5.2 Efforts made by the institution for tracking the progression

- Through alumni association
- Through individual linkages

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1335	215	--	--

(b) No. of students outside the state

203

(c) No. of international students

None

Men

No	%
678	44

Women

No	%
872	56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
750	196	--	97	--	1043	1017	383	--	161	--	1550

Demand ratio: 100%   Dropout: 21.04%

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

> Presently there is no such mechanism however, the institution plans to introduce coaching classes for competitive examinations in near future.

5.5 No. of students qualified in these examinations

| NET | 02 | SET/SLET | --- | GATE | --- | CAT | --- |
| IAS/IPS etc | --- | State PSC | --- | UPSC | --- | Others | 05 |

5.6 Details of student counselling and career guidance

> Career guidance and Counselling Cell exists in the college. It advises the students regarding career options available to them and also arranges placement drives. Consequently, some companies visited the college and recruited the students.

No. of students benefitted   12

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
03	59	12	20

5.8 Details of gender sensitization programmes

- Mr. R.P. Dhir, President, Bar Association, Hoshiarpur delivered a lecture on *Crime against Women and Role of Youth*.
- A lecture was delivered by Ms. Nazam Riar on *Importance of Gender Sensitisation in Building a Healthy Society*.
- A lecture was delivered by Ms. Pooja Vashisht on *Role of Gender Sensitization in Curbing Violence against Women*.
- NSS Volunteers were administered an oath on violence against women.

5.9 Students Activities

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

State/ University level 22   National level 11   International level 00

No. of students participated in cultural events

State/ University level 98   National level 0   International level 00

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

Sports: State/ University level 02   National level 02   International level 00

Cultural: State/ University level 02   National level 00   International level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	163	Yet to be received
Financial support from other sources	none	--

5.11   Student organised / initiatives

Fairs   : State/ University level 00   National level 00   International level 00

Exhibition: State/ University level 00   National level 00   International level 00

5.12   No. of social initiatives undertaken by the students 03

5.13 Major grievances of students (if any) redressed:

- Availability of clean drinking water
- Canteen Services
- Washrooms for girls
- Transport
- Common Room

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

DAV College, Hoshiarpur, envisages a society that ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities. Besides, the institution aims at empowerment through higher education to all strata of society.

Mission

- To provide quality education to all irrespective of caste, creed and socio-economic status.

- To facilitate the overall development of students, to inculcate ethical values and to produce dynamic and able minded youth.

6.2 Does the Institution has a management Information System

The Administrative office, Library, Examination Branch and Computer Science Department are interlinked through Management Information System.

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

6.3.1 Curriculum Development

- Teachers assign projects to students on wide areas and they are given the liberty to choose the topics of their interest.
- The institution contributes to the development of curriculum through the teachers on University bodies like under- graduate and Post-graduate Board of Studies, Faculty of Languages/ Arts/Science/Commerce and Academic Council etc.
- These suggestions may also be conveyed directly to the members of the Senate.

6.3.2   Teaching and Learning

- In the beginning of each session, every teacher interacts with the students to assess their calibre through classroom participation and class tests. Thereafter, they are classified into slow learners, average students and advanced learners. The teacher then modifies his/her teaching style according to the competence of the students.
- Personal attention and guidance is provided to the slow learners both inside and outside the class. Besides, the teacher attempts to engage the slow learners in practices, projects and excursions to make learning interesting.
- The advanced learners are encouraged for independent study. They are further recommended books and asked to participate in seminars, classroom discussions etc. they are provided guidance for appearing in inter-college quiz and other competitions. They are free to seek any type of guidance from teachers inside and outside class.
- Teachers conduct class tests after completion of every topic and teachers discuss with every student the weaknesses of their attempts and give suggestions to make improvements.

6.3.3   Examination and Evaluation

- House examinations are conducted twice in a session. The Scheme of examination and evaluation methods is communicated to the students and parents through the prospectus at the time of admissions, during parent's meetings and also in class rooms.
- Tentative dates and month of term end examination are notified in college calendar at the beginning of academic year.
- The pattern of examination and papers is explained by subject teachers in the classrooms as well as displayed on the notice board well in advance.
- All departments conduct class tests, in addition to house tests, for all classes in order to improve the results.

6.3.4   Research and Development

- For promotion of research in the college, Research Association has been formed.
- Through regular meetings, members are informed about the opportunities made available to them by the UGC. They are encouraged to participate in Seminars/Conferences/Workshops and present papers.
- The institution provides financial support in the form of TA/DA and other facilities like library and computer with internet services.
- Proposals for UGC sponsored Seminars and projects are sent regularly.
- The institution plans to publish some research journals to encourage research environment in college.

6.3.5   Library, ICT and physical infrastructure / instrumentation

1. Library:

- Reprography facility is available in the college library.
- Computers with internet service and printer are available for the researchers.
- They may also consult books and journals in the library.

- The library has an advisory committee which is instrumental in framing the policy for the session. Some of the initiatives taken by the Advisory Committee are as follows:

  - Regarding the new books to be purchased for the book bank.
  - Adding constantly to the treasure of existing books latest titles to meet the changing needs.
  - Display of new titles on the notice board outside the library.
  - Organising book exhibitions at the beginning of each new session.
  - Working towards complete computerization of the library.

2. ICT:

  - All the departments have computer and internet facility. We have three Multimedia projectors, 10 laptops which are utilized by the teachers whenever required.
  - The institution plans to develop a smart classroom for the benefit of students.

3. Infrastructure:

- Duly constituted Maintenance Committee gives suggestions regularly regarding the upkeep of infrastructure/ facilities and equipment.
- All heads of the departments are required to give their requirement in terms of books for library, equipment and manpower well before the beginning of the new session.
- There is specific budget allotment for sports, library and cultural activities in order to have proper functioning of each activity.

6.3.6 Human Resource Management

Teachers are assessed on the basis of Self- appraisal, Student Feedback, Departmental appraisal, contribution to extracurricular activities, participation in Seminars and Conferences. Student Feedback is analysed and discussed confidentially by the Principal and suggestions regarding improvement are discussed. Students' involvement is ensured in decision making at different levels. Staff with distinguished achievements is felicitated in staff meetings.

6.3.7 Faculty and Staff recruitment

At the end of every session, the Head of each department is asked to provide tentative workload for the next session. Keeping this in mind, the vacancies (if any) in each department are advertised and interviews conducted well before the beginning of the next session so that teaching work is not affected due to scarcity of teachers. All appointments are made purely on the basis of merit and by an interview board consisting of representatives of management, Principal, heads of departments and subject experts.

6.3.8 Industry/Interaction / Collaboration

- Students of Computer Science department go for training in Industry /Institutions.
- The students are frequently provided opportunities to visit different industries.

6.3.9 Admission of students

The college has a transparent admission process with the following features:

- Admission to self-financed courses is on merit basis.

- The college Prospectus which is published/ updated every year clearly indicates courses offered choice of subjects, fee structure, and eligibility criteria for the admission process besides the rules and regulations for each discipline clearly.

- The institutional website explicitly provides all information regarding the admission process.

- Flex boards indicating information about various courses being offered and the new courses being introduced are displayed near college entrance and near the major educational institutions of the area.

- Advertisements in local cable television and reputed newspapers are given regarding admission to various courses in the college.

- Faculty from all departments is involved in admission process to maintain complete transparency.

- Fee structure is mentioned clearly in the college prospectus and fee receipts are issued immediately after the fee is deposited.

- Merit list for admission to self-financed courses is displayed on college notice board.

6.4 Welfare schemes for

Teaching staff	• Staff can avail advance salary in case of need. • Loan against Provident Fund is also granted to the staff in case of an emergency. • A Mutual Financial Aid Society *Mufas* of teaching staff exists in the college through which loans are advanced besides developing the feeling of solidarity and mutual understanding.
Non teaching staff	Similarly *Paraspar*, a welfare association of the non- teaching staff also exists in the college.

Students	• Students from Economically Backward Classes are given fee concession. They are further given the option of paying their fee in instalments as per their convenience. Students' Aid Fund provides financial aid to the needy students.
	• College canteen provides food at subsidized rates to the students.
	• Career Guidance and Placement Cells continued to guide students regarding choice of career and placement opportunities available to students.
	• Book Bank exists in the college for the needy students to enable them to borrow books for the entire session.
	• The college has its own Health Centre. The doctor visits the college every day and is available for consultation for two hours. In case of an emergency there are two Multispecialty Hospitals to which the patients can be admitted.
	• Incentives in the form of free meals, free hostel accommodation, free education are given to outstanding sportspersons.

6.5 Total corpus fund generated

Rs. 5 Crore only

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	Univ./DPI	No	--

6.8 Does the University/ Autonomous College declare 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?

1. Internal Assessment will be based on house tests, class attendance and projects.
2. Semester system has been introduced in some classes such as M.A. and B.Sc. (Ag.)

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

> No provision for providing Autonomy to colleges.

6.11 Activities and support from the Alumni Association

> The Alumni Association holds two meetings during each session. Members of alumni association are invited to college functions. A face book page has also been created. Some of the alumni are members of College Managing Committee and in their respective capacities, guide the staff as well as students.

6.12 Activities and support from the Parent – Teacher Association

> - Parent Teacher Meetings are held twice in a year wherein the parents are informed about their wards' academic performance and attendance records.
> - Feedback from parents is noted during Parent Teacher Meetings and conveyed to the concerned persons and is used for the progress of the institution.

6.13 Development programmes for support staff

> The college provides the same facilities to the support staff as are provided to rest of the staff of the institution**.**

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

> The college has taken various initiatives to make the campus environment-friendly. These are:
>
> - The class-rooms are airy and allow sufficient daylight to enter so that minimum artificial lighting is required during daytime. Moreover, roofs are high and walls are well insulated which keep the rooms naturally cool.
> - Dustbins are placed at various places in the college.
> - Special care is taken to increase green cover in the campus as trees are planted on Van Mahotsava and on various other occasions.
> - The incandescent bulbs and tube lights have been replaced by energy efficient CFLs.
> - The entire college has been declared a No-Smoking Zone.

Criterion – VII.

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.

- Teachers' Evaluation by students.
- Library Orientation Programme.
- Computer Orientation Programme for the Staff.

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

- Zonal Youth Festival was organised in the college.
- A new bus was purchased for the convenience of the students.
- Three new courses -B.Sc. Agriculture, Post Graduate Diploma in Computer Graphics and Animation and Post Graduate Diploma in Mass Communications were introduced in the college
- Three teachers are actively pursuing Ph. D and many teachers participated in National/ International Seminars/ Conferences in their respective fields.
- Placement Facilities were provided by Placement Cell.
- Students were prepared for job opportunities by imparting training for interviews, group discussions etc.
- Alumni Association was strengthened.
- Environmental Awareness was created through exhibitions, posters etc. on Conservation of water, electricity and other related issues.
- B and C Certificate exams were organised   for NCC Cadets.
- Book- exhibitions were arranged.
- Up- gradation of Computer Hardware and Software.
- Creating Health Awareness by arranging lecture series.
- Implementation of Academic Calendar and Teaching Plans.
- Introduction of Questionnaires and Regular periodic tests.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- The institution provides an opportunity to students for all round development of their personality by organising various competitions and encourages them to participate extensively so as to instil confidence and remove Stage fear. This makes it convenient for them to face interviews and group discussions. A very healthy rapport exists between the teachers and the students. This makes learning environment all the more conducive. Teachers provide financial help to the economically backward students. Moreover students are free to approach teachers and seek guidance as and when required. Remedial coaching, counselling and guidance are provided to the weak learners. A means has been devised to evaluate the performance of teachers by the students. The practice of obtaining Student- feedback is, indeed, a unique practice with the institution whereby teachers are able to introspect and improve themselves constantly.
- A blood donation camp is organized every year in the college in the memory of Late Principal Major Raj Kumar and students are encouraged to donate blood. Moreover, the college is a member of the Red Ribbon Club run by Pushpa Gujral Science City which is actively involved in spreading AIDS awareness to society. It is a practice in the college to organise an orientation programme for the N.C.C students whereby they can learn about the various activities of N.C.C and opportunities available to them through it. During the orientation, the students are required to take a pledge that they will work against the practices of dowry and female foeticide.

7.4 Contribution to environmental awareness / protection

The Environment Awareness Society organized a lecture on Harmful effects of chemical based Cosmetics Dr. Nisha Attray was the key speaker.

7.5 Whether environmental audit was conducted?   No

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

Strengths:

1. The institution has completed 87 years of existence-it has a rich cultural heritage.
2. **The institution was reaccredited with A-Grade by NAAC in February 2014.**
3. Excellent overall infrastructure.
4. Well qualified and dedicated faculty.
5. Rich library with books on diverse fields.
6. Most of the programmes are interdisciplinary and involve the collaboration of different departments.
7. Organising Social Welfare programmes like Blood Donation Camps, Drug De-addiction Campaigns, Lectures on Women Empowerment etc.
8. Inter college competitions and extra-curricular activities.
9. Several post graduate courses Provide employment in various fields as teaching, banking, tourism and industry.
10. Active participation in NCC, NSS and other activities encouraging social responsibility.
11. Good rapport between teachers and students.
12. Tri-lingual teaching methods as many students are from rural background and lower economic strata.
13. Efficient mechanism for student feedback.

Weaknesses:

1. Less participation in activities related to Research and Consultancy.
2. Higher fee structure as compared to local Government College.
3. Low skill levels among students as they are from rural background.
4. Ban on teachers' recruitment by state govt. so regular appointments cannot be made.
5. Career Guidance and Counselling cell needs to be strengthened.

Opportunities:

1. Need for introduction of more career oriented courses.
2. Need to have more smart class rooms and enhancing the use of ICT.
3. Creating more industry-institution linkages.
4. Computer orientation class for students of outgoing classes.

Challenges:

1. Developing soft skills among students.
2. Encouraging research aptitude and scientific temper among the students.

Plans of Institution for the next year

1. To start some Research Journals.
2. To introduce more career- oriented courses.
3. Organising a personality development programme and developing soft skills among students.
4. To introduce energy saving measures.
5. To promote industry institution linkages.
6. Encouraging research aptitude and spirit of enquiry among the students.
7. Keeping the students away from the menace of drug addiction.
8. To organise workshops on fine Arts and Literary items for youth festival.

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Name — NEERJA DHINGRA (Dr.)

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Signature of the Co-ordinator IQAC

Signature of the Chairperson IQAC

Principal
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