



D.A.V. COLLEGE

Estd. 1926

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

Chandigarh Road, Hoshiarpur - 146 001

Ref. No. 17023/DAN/HSP

Dated 19-11-18

The Director

NAAC

Bangalore

Subject: Submission of AQAR for 2017-18

Esteemed Sir,

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

The Annual Quality Assurance Report of our institution for the session 2017-18 has been attached herewith for your perusal. Our Track ID is PBCOGN11340. The report is also being uploaded on college website: www.davchsp.org.in/AQAR.html.

With regards

Dr. Neerja Dhillon

Principal
D.A.V. College, Hoshiarpur

Part – A

AQAR for the year

2017-18

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

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+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/AQAR2017-18.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	84.4%	2004	5 years
2	2 nd 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 2016-17 submitted to NAAC on 03/03/2018

ii. AQAR 2015-16 submitted to NAAC on 23/11/2016

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 ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒

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
-None

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni

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

2.13 Seminars and Conferences (only quality related) ☒

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC: 3

(ii) Themes

1. *Sensitization towards Conservation of Environment*
2. *Gearing up for Third Cycle of Accreditation - 2019*
3. *Significance of Feedback of Stakeholders in an Organisation.*

2.14 Significant Activities and contributions made by IQAC

1. *Workshops, Awareness Programs, Extension Lectures and Faculty Development Programmes, besides a Workshop for Non-teaching staff, were organised.*
2. *Motivating teachers for carrying on Research work and for organising Seminars and Conferences, and also applying for Research Projects.*
3. *Students were taken for Placement Drives, Industrial and Educational Visits.*
4. *Skill Enhancement Program and Remedial Classes were organised.*
5. *Participation in All India Survey on Higher Education (AISHE)*

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
<i>To organise Inter-zonal Youth Festival in college campus.</i>	<ul style="list-style-type: none">• <i>Organised Inter-zonal Youth and Heritage Festival which proved to be a resounding success.</i>
<i>To apply for providing Research Guidance to Ph. D students.</i>	<ul style="list-style-type: none">• <i>Two Faculty members were approved by Panjab University as Research Guides.</i>
<i>To have separate websites for journals published by the college and to apply for UGC Approval for the Journals.</i>	<ul style="list-style-type: none">• <i>Separate websites were created for Assimilation and Consonance. College journal Consonance was duly approved by UGC in the first list released.</i>
<i>To purchase a smart board and projector to encourage the use of ICT during lectures.</i>	<ul style="list-style-type: none">• <i>These purchases were made and Teachers from various departments started the use of ICT in classrooms.</i>

<i>To start classes for Add- on Course in Communicative English after completing formalities.</i>	<ul style="list-style-type: none"> • <i>UGC released a sum of Rs. 6.3 lakh for Add- on Course and classes were begun.</i>
<i>To enrich the library with new books and journals.</i>	<ul style="list-style-type: none"> • <i>The Library was fully computerised. Books and journals were purchased on the basis of recommendations made by teachers. In addition DELNET was subscribed to.</i>
<i>To prepare students for interviews at the Corporate level and for various competitive examinations.</i>	<ul style="list-style-type: none"> • <i>Classes were organised for preparing the students for the placements and competitive exams</i>
<i>To start Remedial classes for weak students.</i>	<ul style="list-style-type: none"> • <i>Remedial Classes for weak students were started.</i>
<i>To construct new washrooms for the students.</i>	<ul style="list-style-type: none"> • <i>New Washrooms were constructed for the convenience of students.</i>
<i>Renovation of the college gate and the area around, to be undertaken.</i>	<ul style="list-style-type: none"> • <i>College gate was renovated.</i>
<i>To undertake Soundproofing of Hemraj Kapoor Auditorium</i>	<ul style="list-style-type: none"> • <i>Soundproofing of the Auditorium was undertaken.</i>

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

2.15 Whether the AQAR was placed in statutory body Yes Management



Provide the details of the action taken

- *Remedial Classes were started for weak students.*
- *Duty Leave was provided to Teachers for making Paper Presentations during Seminars.*
- *Regular Classes for Personality Development and Improvement in Communication Skills were taken.*
- *Feedback of all the stakeholders 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	07	-	02	06
PG Diploma	02	-	02	02
Others		-		
Total	14		07	11
Interdisciplinary	08	--		

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

Pattern **Number of programmes**
Semester **14**

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ No Students ☒
(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
61	33	27	01	-

2.2 No. of permanent faculty with Ph.D. 16

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
10	16	-	-	-	-	-	-	10	16

2.4 No. of Guest and Visiting faculty and Temporary faculty - 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	74	52
Presented	03	46	27
Resource Persons	04	11	23

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

- *Class seminars and discussions were made a regular feature.*
- *Students are encouraged to be abreast with the latest in technology.*
- *Audio Visual aids.*
- *Case-studies are discussed wherever required during class room interaction.*
- *Group Discussions are held during tutorials.*
- *Paper presentation by students in conferences/seminars*

- *Field Trips and Industrial Visits are arranged for students.*

2.7 Total No. of actual teaching days during this academic year: 180

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

- Open Book examination
- Frame your own questions
- Online Multiple Choice Questions
- A database of all examination results and internal assessments
- Question papers of the midterm exams are exactly on the pattern of university exams

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 and one is a member of Board of Studies of Kanya Maha Vidyalaya, Jalandhar.

2.10 Average percentage of attendance of students: 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared		Division				
		Distinction %	I %	II %	III %	Pass but RLL	Pass %
B.A.	282	0.61	20.37	38.27	4.93	36.41	57.4%
B.Sc.	329	8.51	39.20	11.24	-	10.33	55.8%
B.B.A.	18	-	56.25	6.25	-	37.5	94.4%
B.C.A.	122	3.27	25.40	5.73	23.78	9.01	40.1%
B.Com	231	1.73	40.69	22.51	2.16	3.03	68.3%
B.Sc (Agri)	139	13.66	49.64	0.71	17.27	32.38	82.7%
M.A.(Pol. Sc)	19	-	26.32	26.32	21.05	26.32	47.3%
M.A.(Punjabi)	17	-	47.05	23.53	11.77	17.65	64.7%
M.A.(History)	18	5.56	44.44	22.22	5.56	27.78	100%
M.Sc(IT)	40	47.5	87.5	-	-	12.5	95%
M.Com	43	13.95	74.41	-	13.96	11.63	100%
P.G.D.C.A.	15	-	53.3	-		6.66	60%
P.G.D.F.D	03	100	100	-	-		100%

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.*
- *Academic Plan for entire year is prepared under the supervision of Heads of Departments.*
- *Teachers are guided to use modern teaching aids.*
- *Workshops, seminars, lectures and panel discussions by experts are organised on regular basis.*
- *Field visits are undertaken to bridge gap between academia and industry.*
- *Monitoring academic progression of student by taking regular tests, seminars, presentations and assignments.*
- *Student participation in research activities.*

- *Regular departmental meetings and implementation of the relevant suggestions.*
- *Internal assessment strictly allotted on the basis of class tests, assignments, attendance and term end examination*

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	04
Staff training conducted by other institutions	16
Summer / Winter schools, Workshops, etc.	04
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	03	01	01
Technical Staff	08	04	-	03

Criterion – III

3. Research, Consultancy and Extension

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

- *Separate Websites for the journals published by the college Assimilation and Consonance were created.*
- *Consonance, a D. A.V. International Journal of English Language and Literature appeared in the first list of UGC.*
- *The Institution has duly constituted a research committee to ensure inputs from all fields. It monitors issues related to research.*
- *Principal Dr. Neerja Dhingra and Dr. Kulwant Rana, Associate Professor, PG department of Punjabi have been approved as Research Guides for Ph. D students by Panjab University.*
- *Seminars, conferences, workshops & lectures are conducted and eminent scholars of National & International repute are invited.*
- *Wi-Fi enabled laboratories, digitalized library with INFLIBNET/ DELNET & fully equipped computer laboratories*
- *UG/PG students are encouraged to present research papers at National & International Conferences.*
- *Faculty members are encouraged to apply for research grants & projects.*
- *Subscription of Journals and Purchase of Books.*

3.2 Details regarding major projects - None

3.3 Details regarding minor projects- Applied for Minor Project

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	07	-
Non-Peer Review Journals	21	09	-
e-Journals	03	-	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications:

Research Scholar	Impact factor	h-index	Nos. in SCOPUS
Anil Kumar	3.021	-	-
Aman Bahri	2.643	-	-

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. 05

Chapters in Edited Books 06

ii) Without ISBN No. -

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: 03

Level	International	National	State	University	College
Number	-	-	-	-	03
Sponsoring agencies	-	-	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons: 09

3.13 No. of collaboration: 02 International: 01 National: 01

3.14 No. of linkages created during this year:- 05

3.15 Total budget for research for current year in lakhs :

From funding agency - 01

From Management of University: One

Total: 02

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

Total	International	National	State	University	Dist	College
01	01	-	-	-	-	-

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: 12

National level: None

State level: 55

3.22 No. of students participated in NCC events:

University level: 55 State level : -

National level:-

International level:--

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC: None

3.25 No. of Extension activities organized

University forum :-

College forum : 03

NCC : 02

NSS:02

Any other: 01

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

The following activities are organised every year:

- *Swachch Bharat internship during summer vacation*
- *Blood Donation Camp*
- *Cleanliness Drive outside the campus*
- *Celebration of No Smoking Day*
- *Lectures on Women Empowerment*
- *Celebration of National Voters' day*
- *Plantation drive*

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	01	UGC	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)	5.9		UGC	-
Others	-	-	-	-

4.2 Computerization of administration and library

- *The functioning of college Examination Board is largely computerised.*
- *The working of college Admin Office is Fully computerised*
- *College subscribes to N-List Programme by INFLIBNET*
- *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	35580	3034847	802	240099	36382	3274946
e-Books				13570		
Journals	39	50006	2		41	50006
e-Journals	N-List programme by INFLIBNET					
CD & Video	40					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	95	04	12(the speed has been updated)	12	06	01	10
Added	20	-	02	02	01	-	-
Total	115	04	14	14	07	01	10

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

- *English learning software is used for teaching.*
- *ICT is widely used for imparting knowledge.*
- *Computer course for students and staff (Teaching and Non Teaching) every year.*

4.6 Amount spent on maintenance in lakhs:

i) ICT 0.44

ii) Campus Infrastructure and facilities: 15.4

iii) Equipments: 0.55

iv) Others: 4.1

Total : 20.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- *General Orientation Programmes about these Support Services is organised every year.*
- *Flex/Display boards/ Notice are put up in the campus regarding the support Services.*
- *The Principal, Deans/ Conveners of Committees and the Academic and Advisory Council work throughout the year to enhance awareness about Student Support Services.*
- *College Prospectus provides information about the vision and mission of the institution, details of support services/facilities available along with the facilitators, Courses offered, Subject combinations available, Rules and Regulations, Fee Structure, Admission Procedure, Examination System, Academic Calendar, Extension Activities, Guidelines for Scholarships, Stipends and Fee Concessions to students.*

5.2 Efforts made by the institution for tracking the progression

The progression of student is tracked through

- *Conducting regular meets for the Alumni Association*
- *Connectivity with students through Social Media*
- *Feedback of the stakeholders through forms and discussions*
- *Alumni Association of the College and the Placement Cell maintain a record of the students who have passed out of their progression to further studies and employment.*

5.3(a) Total Number of students

UG	PG	Ph. D.	Others
1321	185	-	-

(b) No. of students outside the state: 271

(c) No. of international students: None

Men			Women		
	No	%		No	%
	681	45.21		825	54.78

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1358	570	-	239	2	2167	833	393	-	280	-	1506

Demand ratio 92%

B.Sc (Agriculture), B.Com.(Hons.), B.Com. BCA are the sought after courses in the college in which the demand is much more than the seats available.

Dropout 6.923%

5.4 Details of student support mechanism for coaching for competitive examinations Personality Development Classes

- *Classes for Soft Skills*
- *UGC coaching for PG students*
- *Coaching for aptitude test for various competitive examinations.*
- *Classes for Facing an Interview*
- *Mock tests and interviews*
- *The students are informed about the important dates regarding the examinations.*

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET	9	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	63

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.*
- *Tips on Facing the Interview board were discussed with the students.*
- *Placement Cell of the College organizes lectures for Career Guidance and Personality Development.*
- *A session on “Group Discussion and Personal Interview”, besides one on Vocabulary Building by Hyans Study Circle, Hoshiarpur were organised.*

No. of students benefitted: 45

5.7 Details of campus placement

On campus

Number of
Organizations
Visited

07

Number of
Students
Participated

67

Number of
Students Placed

14

Off Campus

Number of Students Placed

83

5.8 Details of gender sensitization programmes

- *Lohri Celebration was organised by the college with the theme Beti Bachao, Beti Padhao*
- *Lecture on Women Empowerment was delivered by Dr. Nisha Attray*
- *Lecture on Women Safety was delivered by Mrs. Praveen Gupta*

5.9 Students Activities

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

State/ University level

07

National level

05

International level

-

No. of students participated in cultural events

State/ University level

40

National level None

International level

None

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

Sports: State/ University level

04

National level

01

International level

-

Cultural: State/ University level

07

National level

-

International level

-

5.10 Scholarships and Financial Support

Sr. No.	Source	No. of	Total Amount Received
1.	Financial support from institution	35	1,51,300/-
2.	Financial support from	393	Total Fee was refunded
3.	Financial support from other sources		
	1. Red Cross	37	1,87,000/-
	2. Panjab University	08	33,400/-
	3. Sh. Sunil Arora	05	25,000/-

Number of students who received International/ National recognitions

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- *The college has a Students' Grievance Redressal Cell that supports students in their psychological, social and emotional concerns.*
- *Improvement in Canteen Services.*
- *Number of e-books, textbooks and magazines in the College Library was increased.*
- *One of the areas addressed and strengthened during the session is provision of new and updation of existing washrooms.*
- *More dustbins, notice boards, more opportunities in terms of sports activities, water coolers were provided for the benefit of students.*
- *Provision for Photostat in College Library was provided.*

- -

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

D.A.V. College, Hoshiarpur visualises a society that guarantees peaceful and harmonious environment for the overall development of all strata of society.

Mission

- *The college strives for a society that provides equal opportunity to all individuals irrespective of their caste, religion or socio-economic status.*
- *It aims to provide holistic education to youth to encourage them to become morally upright and self motivated citizens.*

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 holding positions in University Bodies like 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 to be incorporated in the syllabi and use this feedback to give valuable suggestions during meeting of University Bodies.*

6.3.2 Teaching and Learning

- *A workshop on Stress Management was held for the faculty and support staff.*
- *Students also gained through various workshops and programmes.*
- *A one -day workshop on CV Writing was organized by the department of Computer Applications for students in February, 2018.*
- *Remedial classes for students of Commerce and Arts were organised in the Even Semester.*
- *Coaching classes for UGC NET were also organised.*
- *A workshop on Statistics using SPSS was organized by the department of Commerce in February 2018.*
- *Workshop in the fields of Fine Arts was held in September 2018.*
- *Quiz contests were organized by the departments of Political Science and History*
- *The teachers go beyond the prescribed syllabi by referring to other disciplines and assigning Seminars/ projects beyond the syllabus.*

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.*
- *Professionals are invited from time to time to guide the students on how to handle stress, examination fear, peer pressure and other such problems.*
- *During examinations, differently-abled students are accommodated on the ground floor.*
- *For complete transparency, students are shown their answer-sheets after Mid-semester examinations.*
- *Students are informed about Internal Assessment before it is submitted to the University.*
- *Students are regularly apprised of their attendance in various classes*

6.3.4 Research and Development

- *The College publishes a UGC approved and refereed Research Journal Consonance for English Language and Literature. (ISSN: 2394-2460), and one for Social Sciences, namely, Assimilation. (ISSN: 2394-2452)*

- *The College management has earmarked Rs. 01 Lakh as seed money for research.*
- *INFLIBNET and DELNET services are available.*
- *Seminars and workshops are regularly held at the College to promote research.*
- *All students at PG level and in some UG subjects are assigned research based assignments.*
- *Students are motivated to present papers at Conferences/Seminars and publish them in reputed Journals.*
- *Research Association of the college meets periodically 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.*
- *The college regularly sends proposals to various agencies for sponsored Seminars and Projects.*
- *The classroom is made conducive for the students to participate in group discussions, class seminars, Power Point Presentations.*
- *They are encouraged to frame their own questions during class-tests.*

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.*

2. ICT

- *Computers with internet facility have been provided to all departments. There are six multi-media projectors, one smart board and 10 Laptops which teachers use according to their requirements.*

3. Infrastructure

- *The infrastructure is regularly maintained and upgraded as per the suggestion of the duly constituted Maintenance Committee.*
- *Sound-proofing of College Auditorium was undertaken.*
- *New Washrooms were constructed and existing ones were up graded.*
- *Audio- Visual Room was fully furnished with Air- conditioners (02), Blinds, Projector, Portable Sound-system, Laptop and Board. Apart from this, Inter-active Soft-ware was purchased for teaching English*
- *There is a specially allotted budget for proper functioning of Library, sports department and for extra-curricular activities.*
- *The requirements and need of the various departments in terms of additional staff are conveyed to the Managing committee while the need for new equipments and upkeep of the old ones are put forward to the Purchase and Maintenance Committee.*
- *Teaching aids such as Overhead Projectors (04), Computers (85), Laptops (9), LED Screens (3), Camera (1), Printers (15), UPS (20), Visualizer, and Wi-Fi facility in laboratories are available for the faculty and students to improve the teaching learning process.*

6.3.6 Human Resource Management

- *The College takes decisions pertaining to the appointment of teaching and non-teaching staff within the guidelines provided by UGC, DPI (Colleges) Punjab, Panjab University, and College Managing Committee.*

- *Recruitment of new faculty is initiated through advertisements in major dailies of the state to attract best talent.*
- *Various forms have been devised specially for monitoring and assessment of the human resources.*
- *There is a self- appraisal form which teachers have to submit at the end of the session along with departmental appraisals.*
- *Further students are asked to give their suggestions regarding improvements and their needs through a Student Feedback form.*
- *They also fill a Teacher's Assessment Form.*
- *The Staff members are motivated by felicitating them for their achievements.*
- *Members of the faculty are assigned duties by rotation in various clubs and committees to benefit from their proficiency in diverse fields.*
- *Teachers are encouraged to go for periodic training through Orientation/Refresher Courses/Faculty Development Programmes and Staff Training Courses for their Professional Development.*

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 the head of department.*

6.3.8 Industry Interaction / Collaboration

- *Experts from industry in various fields are invited to interact with students.*

- *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 a six months training as a part of their curriculum.*
- *Company executives, Directors and Entrepreneurs were invited to the College to interact and share knowledge with students and the faculty members.*
- *Add-on course to polish Communication skills is available.*

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 also updated regularly regarding the admission process. Besides prospectus is also available on it.*
- *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 for the 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.*
- *The College follows Panjab University guidelines for admissions to different courses with regard to minimum eligibility criteria, compartment cases, and reservations in different categories.*
- *The college follows the reservation policy for SC, ST, disabled students and various quotas as per Chandigarh Administration/UGC Norms/ PU norms.*
- *At the time of admission, the applicants are counselled by senior students and the faculty regarding the choice of subjects/stream/add-on courses.*

- *PPTs prepared by various departments are run at the time of admissions for the benefit of the students to make them aware about various courses/subjects.*
- *A havan is performed in the beginning of each session.*
- *Induction day/ Orientation Programme is organized for freshers of all streams, during which a detailed presentation on all the Courses available in the College, is made.*

6.4 Welfare schemes for

Fee concessions are given to the wards of all permanent employees.

Teaching

- *MUFAS- A 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.*
- *Members of teaching as well as non- teaching staff are given advance salaries in case of need.*
- *Rs.6 8930/- was contributed towards premium of Group Insurance Scheme for teaching and non-teaching staff.*
- *Loans from the Employee Provident Fund for marriage, higher education of children, purchase of vehicle, and construction of house are available.*

Non teaching

- *A Welfare Association of the non teaching staff PARASPAR, also exists in the college. Fee concessions are given to the wards of all permanent employees.*
- *Group Insurance Scheme is provided.*
- *Loans from the Employee Provident Fund for marriage, higher education of children and purchase of vehicle, and construction of house are available.*
- *Uniforms are provided to Class IV employees periodically.*

Students

- *Teachers extend financial help to needy and deserving students.*
- *Many facilities are provided to the needy students through Book bank, fee -concessions,*

free meals and free hostel accommodation to outstanding sportspersons.

- *The college houses a Health Centre and there are linkages with two multispecialty hospitals in case of emergency.*
- *A Career Guidance Cell, and Placement Cell exists to give support to the students.*
- *Students' Aid Fund provides financial aid to economically backward students.*
- *Merit cum need - based scholarships offered by College to meritorious/deserving students belonging to economically weaker sections.*
- *Free books are provided to these students if sought for.*
- *Substantial refreshment is provided to all the students participating in various extracurricular activities.*
- *Students have been provided with value -added services within the campus such as medical and wi-fi facility.*
- *Training in Self defence, classes for Yoga and a gymnasium are also provided to the students.*

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
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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?

There is no scope for providing 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.*
- *A comprehensive database to establish a portal for productive interaction with Alumni has been created.*
- *A sum of Rs. 4,00,000/- was donated by the family of late Sh. Hem Raj Kapoor, an alumnus of D.A.V. College, Hoshiarpur.*

6.12 Activities and support from the Parent – Teacher Association

- *PTA holds regular meetings in which valuable suggestions are provided regarding the infrastructure, academic and other policies of the college 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.*
- *Suggestion boxes have been placed in the campus for inputs from students and parents alike.*
- *The teachers hold informal discussions with the parents about their wards' attendance and their academic progress.*
- *The parents of students are encouraged to remain in touch with the principal/faculty to discuss the progress of their wards.*
- *Everyday 10.00 -11.00 am is the scheduled time for the students to meet the principal and discuss any issue.*

- *The feedback from Parent Teacher Association has been obtained during the Parent Teacher Association Meet and has been attached as Annexure*

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.*
- *Sinks discarded after renovation of Chemistry labs are used as flower beds.*
- *E-waste bins have been installed in the college premises and students are encouraged to dispose off e-waste in them.*
- *Sensitization of stakeholders about energy conservation through lectures, workshops, and seminars was done.*
- *A vermin- compost unit in the Botanical Garden produces organic manure out of hostel and canteen waste by using earthworms.*
- *The college conducts various tree plantation drives every year under the aegis of its Environment Committee, Science association and NSS.*
- *A Rain water harvesting system is in on the anvil..*
- *The college has a well –maintained Botanical garden.*

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.*
- *Better Infrastructure in terms of Smart Classrooms, Departmental Rooms and Modernisation of labs was ensured to improve the teaching learning process.*
- *Enrolment Data was complied electronically in order to streamline the functioning of the administrative staff and to ensure more coordination between the teaching faculty and the office staff.*
- *Faculty Development Programmes for the Teaching and Non-Teaching staff were initiated to upgrade skills and bring about qualitative improvement in the day to day functioning of the institution.*
- *Industrial Visits, Workshops and Student Mentoring Programmes were taken up in an intensive manner.*
- *Promotion of Undergraduate research has been strengthened.*

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

- *Three Journals with ISSN have been brought out.*
- *A National Seminar was organised.*
- *Personality development workshop by an expert 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.*
- *The branch of Indian Bank functioning in college premises was renovated.*
- *Augmentation of Canteen facilities.*

7.3 Give two Best Practices of the institution

Especially for Students:

- *Student-teacher rapport is especially good as 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. 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 are deployed to take remedial classes for weak students on weekly basis, besides 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

7.4 Contribution to environmental awareness / protection

- *An extension lecture was delivered by Dr. Seema Chaddha on Realizing Harmony in Nature through Music to apprise the students about music originating from nature.*
- *Students are sensitised to the need for saving water and electricity. A paper-reading competition was organised to highlight this.*

7.5 Whether environmental audit was conducted? No

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

STRENGTHS:

- *The institution has completed 90 years of glorious existence. The institution was reaccredited with A-Grade by NAAC in February 2014.*
- *In all programmes, Students' Pass percentage is significantly higher than that of the university.*
- *The college caters to students from diverse backgrounds.*
- *The college provides five 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. 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.*
- *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.*
- *The college started Add-on Certificate Course in Communicative English.*
- *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. There is separate Budgetary provision for maintenance.*
- *Co-ordination with active NGOs and other help- organizations in the planning and execution of social outreach activities.*

WEAKNESSES:

- *The affiliating university does not allow academic flexibility.*

- *Most students are from rural background and lower economic strata so 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, Communication skills and motivational classes for all students may be started.*
- *Field visits may be incorporated to industrial houses and more industry-institution linkages.*
- *Need to use more ICT techniques for Teaching.*
- *Enrolment details of the institution show that our location connects us to various surrounding areas of Himachal Pradesh. With our stakeholders hailing from these locations, development of ideas is bound to have a far- reaching and multiplying influence.*

CHALLENGES:

- *Tough competition from colleges offering professional courses.*
- *To create 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 apply for B.Voc. courses in Hospital Management, Retail Management and Tourism and Service Industry.*
- *To renovate Chemistry Lab.*

- To organise lectures on Mental Health and Increasing Stress amongst Youth by Specialists.
- To initiate Rain-water Harvesting System in the institution.
- To coordinate with N.G.O.s in planning and executing social outreach activities.
- To organise more department -wise functions for the overall development of the students.
- To renovate the branch of Indian Bank in college premises.
- Industry-academia interface to be strengthened to give an impetus to the National Skill Development Mission.
- Self-Defence courses to be initiated in a formalized manner
- To have a formal department of counselling that is equipped to offer counselling of every kind for the students with a separate counselling room.
- Mentoring system to be made more comprehensive and well defined from the upcoming session.

Name TRACY KOHLI

Tracy Kohli

Signature of the Coordinator, IQAC

Name DR. NEERJA DHINGRA

Neerja

Signature of the Chairperson, IQAC
D.A.V. College, Hoshiarpur

Academic Calender for the Session 2017-18

Academic Term - I

Academic Term-I (a) 1 st , 3 rd & 5 th Semester	10-07-17 (Monday)	to	29-09-17 (Friday)	(58 Teaching Days)
Autumn Break	30-09-17 (Saturday)	to	09-10-17 (Monday)	(10 Days)
Academic Term-I (b)	10-10-17 (Tuesday)	to	01-12-17 (Friday)	(36 Teaching Days)

Total Teaching Days of Academic Term-I = 58 + 36 = 94 Days

End Semester Examination	02-12-17 (Saturday)	to	21-12-17 (Thursday)	(17 Days Including Saturday)
Semester Vacation (Winter Break)	22-12-17 (Friday)	to	03-01-18 (Wednesday)	(13 Days)

Academic Term - II

Academic Term-II - 2nd, 4th & 6th Semester

College reopens after Semester Examination	04-01-18 (Thursday)	to	17-05-18 (Thursday)	(86 Teaching Days)
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Total Teaching Days of Academic Term-II = 86 Days

End Semester Examination	18-05-18 (Friday)	to	01-06-18 (Friday)	(13 Days Including Saturday)
Summer Vacation (Tentative)	02-06-18 (Saturday)	to	08-07-18 (Sunday)	(37 Days)

Total Teaching Days of Academic Term-I & II = 94 + 86 = 180 Days

Principal
D.A.V. College
Hoshiarpur



ANNEXURE – II

Feedback from Different Stakeholders:

Students:

1. More student centric activities to be undertaken.
2. Regular Educational trips and excursions to be organised.
3. Career Counselling should be made compulsory for final year students.
4. All final year students should be taken for placement drives and more companies should visit the campus for the same.
5. Communication skills & Computer training classes should be mandatory for all the students.
6. Teacher and student relationship should be further improved.

Teachers:

1. More facilities for Research be provided.
2. Journals on Science should be accessible.
3. Educational trips for students to institutions of repute be organised.
4. Regular FDPs & workshops on time management/relieving stress etc. be organised at college-level.

Parents:

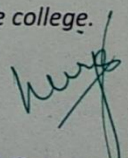
1. Career Guidance and Counselling be provided to students.
2. Focus on enhancing their communication skills.
3. More Placement Drives be organised.
4. Sought more interaction with and more involvement with activities in the institution.

Employers:

1. Improvement in Communication Skills.
2. Seminars on Computer- based skills be organised.
3. Classes on Personality Development.

Alumni:

1. More facilities for staff and students.
2. Skill development courses be started in the college.
3. Recreational activities for students.


Principal
D.A.V. College, Hoshiarpur

