

Part – A

AQAR for the year 2015-16

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/AQAR2015-16.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 2014-15 submitted to NAAC on 17/12/2015*
- ii. AQAR 2013-14 submitted to NAAC on 03/12/14*

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 -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.

04

Faculty

02

Non-Teaching Staff Students

01

Alumni

01

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: 2

(ii) Themes

1. Role of ICT in Quality Enhancement
2. Role of Linkages in Improving Quality

2.14 Significant Activities and contributions made by IQAC

1. Receiving Feedback from Students
2. Revamping of Guidance and Counselling Cell
3. Students were taken for Placement Drives Conducted by LPU.
4. Providing motivation to teachers for carrying on Research work.

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">• <i>Students be taken to rural areas and Old Age Home & Juvenile Home to sensitise them about the problems being faced by diverse sections of the society. Further they be asked about possible course of action to bring about qualitative change in the lives of those people.</i>• <i>To enrich the library with new</i>	<ul style="list-style-type: none">• <i>The college organised trips to nearby villages, Old Age Homes and Juvenile Homes to make the students aware of their own privileged status as compared to the ones they had visited and some of them even decided to volunteer themselves for Social Work.</i>• <i>Books and journals were purchased on the basis of recommendations made</i>

<p><i>books and journals.</i></p> <ul style="list-style-type: none"> • <i>To continue motivating teachers to take up Research in their respective areas.</i> • <i>To organise lectures by eminent personalities.</i> • <i>To arrange National level Conference/Seminar/workshop.</i> • <i>To prepare students for interview at the Corporate level and for various competitive examinations</i> • <i>To encourage the use of ICT during lectures.</i> 	<p><i>by teachers.</i></p> <ul style="list-style-type: none"> • <i>Teachers continued to participate in seminars and conferences.</i> • <i>Many lectures were organised on various themes.</i> • <i>Proposals were sent to UGC and ICSSR.</i> • <i>Classes were organised for preparing the students for the placements and competitive exams.</i> • <i>Teachers from various departments started the use of ICT.</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

- *IQAC was restructured.*
- *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	02
UG	08	-	03	06
PG Diploma	03	-	03	03
Others	16	-		
Total			09	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	16

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.

More topics of contemporary relevance were 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	Others
58	32	25	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
16	-	-	-	-	-	-	-	16	27

2.4 No. of Guest and Visiting faculty and Temporary faculty 24

2.5 Faculty participation in conferences and symposia:

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

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

- An attempt to make the process more student-centric.
- 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 186

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
- Online Multiple Choice Questions
- Frame your own questions

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

05

2.10 Average percentage of attendance of students

78%

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.	640	-	09.52	28.50	61.97	42
B.Sc.(Non Med.)	232	18.18	14.07	41.73	44.2	64
B.Sc.(Med.)	67	7.46	40.00	39.8	19.2	57.6
B.Sc(Comp. Sc)	88	-	21.84	48.52	29.64	54.3
B.B.A.	36	-	21.43	54.66	23.91	49.5
B.C.A.	125	1.6	16.50	45.50	37	54.25
B.Com	204	7.84	33	30.02	36.98	66.83
B.Sc (Agri)	133	16.54	24.5	65.2	11.3	66.2
M.A.(Pol. Sc)	40	-	38.80	32.4	29.8	66.5
M.A.(Punjabi)	32	-	13.77	48.69	40.84	46
M.A.(History)	71	2.81	45.53	36.73	17.74	72
M.Sc(IT)	37	27.02	100	-	-	91.5
M.Com	70	2.85	74.93	25.07	-	96
P.G.D.C.A.	30	13.3	95	5	-	80.00
P.G.D.FD	05	40	100	-	-	80.00
P.G.D.M.C.	05	-	100	-	-	40.00

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

- Self Assessment Proforma by teachers
- Student feedback is used to bring about improvement.
- Augmentation and Enrichment of library
- Plan for entire year is prepared

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	-
Staff training conducted by other institutions	02
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	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

- Beginning of journals
- Subscribing N-list programme of INFILBNET

3.2 Details regarding major projects

-

3.3 Details regarding minor projects

-

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
Dr. Neerja Dhingra	IC Value - 5.77 ISIFI - 4.33	05	
Dr. Versha Mohindra	5.099	-	-
Anu Saini	4.758 3.277	05	
Kirtika Sharma	3.318 3.57		
Tanya Thakur	1.6		
Range	3.499		

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. Chapters in Edited Books

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:

Level	International	National	State	University	College
Number					02
Sponsoring agencies					College

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

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

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
Students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

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

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 NSS Any other

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

- Blood Donation Camp
- Cleanliness Drive outside the campus
- Celebration of *No Smoking Day*
- Women Empowerment
- 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	-	-	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 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	35525	3007547	55	27300	35580	3034847
e-Books	N-List programme by INFLIBNET					5750
Journals	35					40829
e-Journals	N-List programme by INFLIBNET					
CD & Video	30					

4.4 Technology up gradation (overall)

	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	95	04	12	12	05	01	06
Added	-	-	02	02	01	-	-
Total	95	04	14	14	06		

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

- Internet access to Students/Teacher
- Computer course for students and staffs (Teaching and Non Teaching) every year.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.79
ii) Campus Infrastructure and facilities	46.6
iii) Equipments	1.6
iv) Others	15.5
Total :	64.49

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.*

5.2 Efforts made by the institution for tracking the progression

The progression of student is tracked through

- *Alumni Association*
- *Social Media*
- *Feedback*

5.3(a) Total Number of students

UG	PG	Ph. D.	Others
1842	325		

(b) No. of students outside the state

342

(c) No. of international students

-

Men	No	%	Women	No	%
	984	45.4		1183	54.59

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1488	612		260		2360	1358	570		239	2	2167

Demand ratio 85%

Dropout 18.23%

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.
- Facing Interview board.

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
05	87	9	103

5.8 Details of gender sensitization programmes

- Lecture on Legal Rights of Women- Ms. Pooja Vashisht
- Lecture on Crime Against Women- 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 03 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	18	406130
Financial support from government	570	Total Fee was refunded
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level

01

National level

-

International level

-

Exhibition: State/ University level

01

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.
- Canteen Services.
- 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

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.

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.*
- *The students are encouraged to choose topics of their interest for seminars and projects.*
- *The 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 more student-centric:

- *Students of some classes are required to make Power Point Presentations.*
- *Frame their own questions during class-tests.*
- *More emphasis on imparting practical knowledge.*

6.3.3 Examination and Evaluation

- *The college conducts Mid-semester test during each Semester to monitor the progress of the students.*
- *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.*

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.*
- *Facilities like INFLIBNET 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 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.*
- *Many proposals have been sent to UGC for sponsored Seminars and Projects.*

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 three multi-media projectors, 10 Laptops which teachers use according to their requirements.*
- *The proposal for smart classrooms is also under consideration.*

3. Infrastructure

- *The infrastructure is regularly maintained and upgraded as per the suggestion of the duly constituted Maintenance Committee.*
- *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.*

6.3.6 Human Resource Management

- *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.*

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 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.*

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.*

6.4 Welfare schemes for

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

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?

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.*

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

- *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.*

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 III

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? Yes

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 of 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 applied for a large number of Add-on Courses out of which Add-on course in Communicative English was sanctioned. However, the grant is awaited to begin the course.*
- *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:

- *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.*

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 four year integrated B.A.-B.Ed course.*
- *To regularise some faculty members.*
- *To provide new furniture in the canteen and to revamp it.*
- *To organise more department -wise functions for the overall development of the students.*

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC