

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2007-2008

1. Details of the Institution

1.1 Name of the Institution

HINDU KANYA COLLEGE KAPURTHALA

1.2 Address Line 1

AMRITSAR ROAD

Address Line 2

NEAR SHALIMAR BAAGH

City/Town

KAPURTHALA

State

PUNJAB

Pin Code

144 601

Institution e-mail address

Hkc_kpt@rediffmail.com

Contact Nos.

01822-231277, 231262

Name of the Head of the Institution:

Dr. Archna Garg

Tel. No. with STD Code:

01822-231277

Mobile:

+91-94639-94800

Name of the IQAC Co-ordinator:

Mrs Madhu Sethi

Mobile:

99153-17219

IQAC e-mail address:

iqac.hkc@gmail.com

1.3 **NAAC Track ID** (For ex. MHC0GN 18879)

OR

1.4 **NAAC Executive Committee No. & Date:**

31-03-2007/089

(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.hindukanyacollege.com

Web-link of the AQAR:

<http://www.hindukanyacollege.com/IQAC-2007-08.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2007	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/12/2007

1.8 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 _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Information Technology

1.11 Name of the Affiliating University (for the Colleges)

Guru Nanak Dev University,
Amritsar (Punjab)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

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 Others

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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- On the recommendations of NAAC peer team, the college management decided to regularise the services of employees who had been working for the college for a long time.
- IQAC also advocated reforms in examination system to make it more results oriented.
- IQAC chalked out the activities calendar for the session and coordinated with the different departments to implement all the programmes in time.

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
IQAC suggested increasing the strength of permanent staff in the college.	The college management regularised the services of 17 teaching and 5 non-teaching employees, who were contributing to the growth of the college.

<p>To sensitize the students about the environmental hazards</p>	<p>ECO club of the college organised different events for this purpose. A poster making competition was organised, students were encouraged to celebrate Eco-friendly Diwali and pamphlets for causes and effects of pollution were distributed among students</p>
<p>To get feedbacks from various stakeholders viz. Students, parents and faculty.</p>	<p>To get the feedback from various stakeholders regarding quality of education imparted in institution, facilities available within the campus, a suggestion box was installed for students' feedback. Parent teacher meeting was called for healthy interaction and interaction between faculty and management was also organised in the beginning of the session.</p>
<p>Installation of CCTV and Intercom system to ensure security and prompt linkage between different departments.</p>	<p>The same was installed in the campus to keep a vigil on discipline and to ensure fast and proper communication</p>
<p>IQAC also suggested to organise seminars/workshops/conferences to enhance research in the faculty and students and also to invite guest faculty from other institutions.</p>	<p>As many as six different lectures cum seminars were organised by the different departments of the college during the year.</p>
<p>To provide guidance to students for choosing the right career and help them out for on-campus job placements.</p>	<p>Effective Career Guidance and Placement Cells are working in the College to keep the students abreast with various career/placement opportunities. A good number of students got placed in renowned National and Multi-national companies.</p>

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The management appreciated the efforts and suggested the chairman of the IQAC to increase their activities to make this cell more effective and results oriented.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4		2	
UG	7		6	
PG Diploma	2		2	
Advanced Diploma				
Diploma	2		2	
Certificate				
Others	5		5	
Total	20		17	
Interdisciplinary	13			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	20

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

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

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

Our college is not an autonomous college and the review of syllabi is the prerogative of Board of Studies and Academic Council of the affiliating university, i.e. Guru Nanak Dev University, Amritsar (Punjab), only.

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	24	12		

2.2 No. of permanent faculty with Ph.D.

7

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
51		04						55	

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			01
Presented			
Resource Persons			06

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

- Regular class tests and surprise tests were introduced to ensure the better results.
- Subject based societies were motivated to conduct subject based seminars.
- College students were provided opportunities to participate in different inter-college competitions.
- Multi-media lab was established.
- Progress report cards were sent to the parents regarding the performance of their wards in house examinations.

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, Online Multiple Choice Questions) Double Valuation and Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 7 2 Nil

2.10 Average percentage of attendance of students 90%

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.-I	299	7%	46%	24%	29.4%	87.35%
B.Sc.- I	32	3%	44%	31%	25%	93.33%
B. Com.-I	21		23%	38%	38%	93.34%
B. Com. (P)-I	40		83%	17%		100.00%
B.C.A.-I	87		15%	47%	38%	69%
B.Sc. (IT)-I	34	6%	24%	58%	17%	88.46%
B.A. II	265	3%	61%	23%	13%	98.40%
B.Sc. Eco-II	29		6%	38%		100.00%
B.Com. II	14		29%	40%	29%	92.80%
B.Com. (P)-II	33		55%	1%	37%	96.77%
BCA-II	27		63%	22%	15%	100.00%
B.Sc. IT-II	19		84%	16%		100.00%
B.A. III	285	3%	37%	47%	15%	96.50%
B.Sc. Eco-III	41	2.5%	63%	7%	29%	100.00%
B.Com. III	7			71%	29%	100.00%
B.Com. (P)-III	27		85%	15%		100.00%
BCA-III	22	4.5%	86%	14%		100.00%
B.Sc. IT-III	3	33%	100%			100.00%
PGDCA	78	15%	81%	12%	6%	100.00%
DCA (PT)-I	10		50%	40%	10%	100.00%
DCA (PT)-II	11		67%	26%		100.00%
DCA Full Time	15		66%	27%	1%	93.3%

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

The academic plan for the session is prepared and printed in the college prospectus every year for the information of the faculty and students. The splitting of the syllabus term wise helps the faculty and learners to prepare themselves throughout the session. Faculty members also prepare teaching plans to ensure the timely and satisfactorily completion of the syllabi, which the principal verifies time to time from various heads and concerned faculty members. IQAC plans two house examinations in a session to evaluate the performance of the learners so that they may be prepared for their final exams. The feedback from the students and teachers helps the administration to incorporate the necessary remedial actions from time to time.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	55 (Workshop organised by Staff Academy)
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	05			02
Technical Staff	01			05

Criterion – III

3. Research, Consultancy and Extension

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

The faculty members/Head of departments are advised and encouraged to organise and participate in various research oriented conferences/seminars/workshops etc. The faculty is supported to publish their research papers in research journals. They are also motivated to take up major or minor projects.

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications: NIL

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research				

projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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 from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the
Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations 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

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International 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:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

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

- Students of NCC visited 'Andh Vidyalya', Orphanage and old age homes to acquaint themselves with the problems of neglected sections of the society.
- Volunteers of NSS work with the motto "Not Me But You". On 8 December, 2007 NSS volunteers visited 'Kusht Ashram' and slum areas of Kapurthala and distributed sweets and clothes, shoes and socks to the deprived people living there
- Red Ribbon Club marked AIDS Awareness day on 1st Dec, 2007 and an essay writing competition was arranged for students to write on the 'causes and precautions' for Aids. An extension lecture on the subject was also arranged for the students and staff on the same day.
- Red Cross unit collected a sum of Rs.10,000/- for Indian Red Cross Society, Punjab State Branch Chandigarh through the sale of Red Cross Flags.
- The Volunteers of Student Service club visited mentally Retarded Home for Children in Kapurthala on 8 Nov, 2007 and distributed sweets, fruit and biscuits among them.

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	1.808acres			
Class rooms	55			
Laboratories	13			
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		757652		757652
Others				

4.2 Computerization of administration and library

The fee collection system, library management system, house examination system and documentation services of the administration office are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3370		156	Rs.	3526	
Reference Books	13860		228	77006/-	14088	
e-Books						
Journals	80				80	33862/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	4	1 lab		01	11	17	
Added	15							
Total	92	4	1 lab		01	11	17	

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

College management keeps on organizing workshops for the faculty, both teaching and non-teaching, of the college to upgrade their soft skills and provides need based regular guidance to them. Internet access is available to all the teaching departments. There is a computer lab fully equipped with internet facility for the students. The administrative office and accounts office are also fully automated. The secretarial staff can access any information about the students on the click of mouse.

4.6 Amount spent on maintenance:

i) ICT	595320
ii) Campus Infrastructure and facilities	66636
iii) Equipments	95696
iv) Others	25645
Total :	783297

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student Support Services are explained in the college prospectus.
- An orientation meeting is organised in the beginning of session to inform the students and the faculty about the various support services available within the campus.
- Besides these, the vital information, needed for the students is also displayed on the notice boards fixed at the prominent places of the college.
- IQAC also helps to frame the agendas of tutorial meetings so that all the students get apprised with the various student support services available in the college.

5.2 Efforts made by the institution for tracking the progression

The college uses informal methods to track the progression of the students to their higher studies. At the end of their programmes, every student has to fill a feedback Performa to share her experiences about the teaching and learning acquired within the campus. The feedback Performa also consists of the columns for mentioning the future plan of the student and suggestions for the improvement of the functioning. The IQAC also monitors the progression of the students during their degree programme.

5.3 (a) Total Number of students: 1462

UG	PG	Ph. D.	Others
1308	4		150

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%
1462	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1105	302		167		1568	1055	245		162		1462

Demand ratio 1: 1 Dropout % 4.5%

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

The college runs a competitive examination cell which organises various orientation programmes for the aspirants of civil services and other competitive examinations in different fields.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET	4	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	2

5.6 Details of student counselling and career guidance

Career Guidance Cell of College has been very active in providing the latest knowledge to the students about the career prospects in various fields of education. Students approach its members for academic and even personal problems for guidance. The unit members guide the students even at the time of Admission for selecting streams and subjects etc. The guidance cell organised various orientation courses right before the commencement of the new session to make the students aware about the new and ongoing courses in the college. It also help the students to feel at home in the new environment of the college.

No. of students benefitted

470

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
02	250	10 shortlisted, 3 selected	- NIL -

5.8 Details of gender sensitization programmes

- The grievance cell of the college organised orientation programmes for the students, in the first two months of their admission, to make them aware about the opportunities available for female at large, in the society.
- Various facilities and platforms are available for the students in the college through which they can enhance their skills and get their gender-based discriminations, if any, redressed.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	65	50915
Financial support from government	39	95310
Financial support from other sources	05	5000
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 Through NSS Camps

5.13 Major grievances of students (if any) redressed:

Regarding provision of transport facility: New routes were identified. Sanction was given to purchase a new bus and approval was given to add more buses in the coming years.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of the college is to enable women to emerge as strong force for society, ready to contribute to the development of the nation while living a life of dignity and respect and live an exemplary life personifying the rich and unique cultural, ethnic and global values enshrined in the heritage of India.

Mission

- To impart higher education along with moral and ethical values enshrined in our great scriptures.
- To empower women through vocational & professional education.
- To focus on developing the total personality of women so that they may become an asset for society and nation.
- To preserve and apprise our students with rich spiritual and cosmopolitan heritage of India through educational programmes, and talks by various visionaries, saints and seers of modern times

6.2 Does the Institution has a management Information System

The college has well defined Information System which helps the top-level management, i.e. Managing Committee and General Body to take strategic decisions for the betterment of the college. Staff welfare committee, Student Welfare committee and Student Council are the platforms which facilitate the principal and then the management to know the basic problems being faced by staffs and students.

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

6.3.1 Curriculum Development

Curriculum designing is the prerogative of affiliating university, i.e. Guru Nanak Dev University, Amritsar but the curriculum development is the joint effort of the college/colleges and affiliating university. Five teachers of the college are members of Board of Studies and other faculty bodies. In the meetings, they provide their inputs for syllabus revision and other problems being faced by students and faculty members of their departments.

6.3.2 Teaching and Learning

- Interactive learning was provided through audio visual aids, tutorials, remedial coaching, projector and computer based teaching learning methods.
- Every teacher maintains his/her teaching plan taking into consideration, the ability of the students.
- The academic calendar of the year was made published in college prospectus.
- The faculty also take extra classes, if requires, during the autumn and winter break holidays as well as Sundays for the weaker students.
- Students were assigned various creative tasks, such as report-writing, project work, press release during seminars, workshops etc.

6.3.3 Examination and Evaluation

- In spite of the heavy work load of teaching and extra-curricular activities, twice the full fledged House examinations were conducted very efficiently and strictly.
- The date sheet covering all the subjects and the classes was prepared for a period of 15 days including Sundays and holidays too, to save the days for teaching.
- Paper setting faculty was strictly instructed to observe secrecy.
- To avoid the discrepancies and mistakes, printing work of question paper was done very carefully.
- Practice of table marking was executed for uniformity. Head of Department worked as a head examiner and personally checked 'Test Installment' of examiners. Not only secrecy but even the transparency was also maintained to avoid any complaint from the students.
- Sufficient time to lecturers to evaluate the answer books was given.
- Report cards containing students' performance and attendance records were sent to parents.
- Students were prepared for vivas for their practical subjects.

6.3.4 Research and Development

Although the affiliating university does not permit the faculty of affiliated colleges to act as guide for Ph. D, yet the college administration actively supports research and development by encouraging the faculty to participate/present papers in seminars/conference/workshops. The college also promotes the various departments to organize UGC sponsored seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has fully automated Library having a number of Journals, E-Journals and Reference Books besides a large number of Text Books. It is open from 9.00 a.m. to 4.00 p.m.

All the teaching departments have internet access to augment the knowledge of the faculty members. College is connected through WiFi and broadband facility.

The College Administrative Office and Accounts Office are also fully automated.

6.3.6 Human Resource Management

College management try to ensure optimum utilisation of human resources. The principal writes the Annual Confidential Reports every year regarding the performance of employees throughout the year.

6.3.7 Faculty and Staff recruitment

Fair and unbiased selection is made in the interviews and complete transparency is maintained, from advertisement to interview processes.

6.3.8 Industry Interaction / Collaboration

All the departments, imparting practical/vocational guidance, remain in-touch with the industry houses and experts throughout the year so that students may get latest and real-life training during studies.

6.3.9 Admission of Students

Admission is open to all, irrespective of caste, creed and religion but subject to eligibility norms of the university. It is always done on first-come-first-serve basis.

6.4 Welfare Schemes for

Teaching	<p>Staff welfare committee: College managing committee is always keen to improve the working conditions for staff. These members had been nominated by the faculty to listen to the grievances of the employees or to provide some welfare scheme so that no one should feel exploited .The President and the Manager always give priority to the matters raised by this committee.</p> <p>Student Welfare Forum: This Forum consists of class prefects from all classes. Its meetings are addressed by the President or Manager or Principal of the College. It focuses on the agenda to solve the problems of students and also to speculate on welfare measures for all students and to provide them better supporting services to get better results. Some time, its members convey their demands for some innovative courses, though short termed, to increase the employability or self-employment skills and the same get accepted for the execution in one way or the other.</p>
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	Yes	Auditors	Yes	Principal and Management

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA-

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

NA-

6.11 Activities and support from the Alumni Association

Alumni association as a unit and its members individually energetically support the institutional projects directly and indirectly, latently and openly. It is the pleasant and enriching experience of the old students in this college that, they have been sending their daughters to this college for higher studies.

- Some of the brilliant students rendered valuable services for teaching in mid of the session when teachers left their job due to some unavoidable circumstances.
- Even financially too some students sitting abroad had sent money for poor students.
- On reunion day they not only attend the occasion, rather share their experiences with college staff, give feedback about teaching and also give new ideas regarding the courses

6.12 Activities and support from the Parent – Teacher Association

The parents of meritorious students and sports students are encouraged to come forward with their suggestions about:

- Teaching learning programmes, Infrastructural improvements and new facilities required for better performance.
- The report cards of both the House Test were sent to parents of the students to keep in touch with the progress and performance of their wards.
- Some time the parents of the defaulter students were also called to discuss the weak performance of their wards by college authorities and also for improving college discipline.

6.13 Development programmes for support staff

The Support Staff is provided financial assistance in case of any emergency by the college. Also medical facility is available to them like any other regular employee.

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

Since the College Library, Administrative Block and Accounts Office of the College are fully automated, so minimum use of paper is made. The lights, fans in the class rooms and instruments in the laboratories are switched off as soon as the classes are over.

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.

The college introduced a scheme 'POSHITA' with a motive to arrange funds for the needy but meritorious but needy students. Old students, social activists, educationists were encouraged to contribute for this funds, from which the college paid fee for students

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

As per chalked out plan, the activities were performed throughout the year. Subject based associations of the college worked to enhance the knowledge of the students

- Extra grammar classes were arranged for B.A I class without any extra fee.
- A special assembly period has been adjusted in the time table to facilitate the students to contact their teachers for any advice or clarification.
- Electronic water purifying machines have been installed at water coolers to supply clean and pure drinking water to students.
- Free coaching classes were arranged to provide computer literacy.
- Special facilities and fee concessions were given to sports students.
- Facility of printing and scanning was made available to the students.
- Faculty members attended seminars and workshops.
- Faculty members also visited as resource persons in other institutions
- The discipline committee of the college maintained discipline throughout the year.
- Guests' lectures were also arranged.

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

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

All the students of under-graduate programme study the subject of Environmental Studies. Also the department of NSS organizes seminars/rallies for environment protection. All this enlightens the students about clean environment.

7.5 Whether environmental audit was conducted?

Yes

No

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

Swot Analysis

Strength

- Experienced and dedicated staff
- Supportive management

Weakness

- Limited availability of the space
- State government is not regularising posts due to paucity of funds with them.
- University not giving permission to start MBA/MCA and other professional programmes.

Opportunity

- There is a good opportunity for the college to start UGC funded skilled development courses.
- There is great scope for the teachers to avail of UGC funded research projects.

Threat

- More and more students opting for professional colleges
- Threat from mushrooming of new institutions in the nearby region.

8. Plans of institution for next year

- Inter-Disciplinary programmes will be organized in the college.
- New post graduate courses will be started in the college.
- Faculties knowledge will be increased through paper presentations and they will be sent as resource persons to other institutions
- UGC sponsored seminars and workshops will be organized in the college.
- Improvement in the infrastructure of the library will be made and more services will be provided to the students and the faculty members.
- Technology services will be upgraded,
- POSHITA scheme will be extended to help the needy students by providing them financial assistance.
- Students participation outside the college campus will be promoted through inter- college functions and festivals.

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