

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2009-2010

### I. 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:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(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:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	A		2007	5 YEARS
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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)4
- 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)

Computer Science and Information Technology

1.11 Name of the Affiliating University (for the Colleges)

Guru Nanak Dev University,  
Amritsar (Punjab), India

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

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

03

2.4 No. of Management representatives

02

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

23

2.10 No. of IQAC meetings held

04

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

How to improve quality in education  
How to face Challenges in higher education  
How to conduct research  
How to improve teacher Taught relationship  
Opportunities before teachers in Higher Education

2.14 Significant Activities and contributions made by IQAC

- To apprise the new generation with rich cultural heritage of India, a **book titled 'Hamari Dharohar' was published**, depicting subtle values enshrined in Indian scriptures.
- For the first time, college succeeded in winning the Overall championship trophy in Zonal Youth Festival of Guru Nanak Dev University, Amritsar
- Two days inter-college megafest was organised by the college during the session.

## 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
<p><b>Academics:</b> To give excellent teaching learning environment to learners</p> <p>To start M.Sc. (IT), M.Com. and M.A. Punjabi on regular basis</p> <p><b>Co-Academics:</b> To arrange seminars, workshops, expert talks, orientation programmes etc for students.</p> <p>To involve the students in multi-nature extra co-curricular activities for expanding their personality besides their academic growth.</p>	<p>Results of college in academics were as per excellence as compared to university results.</p> <p>College initiated the process and after inspection, the students were admitted to first batch of these classes.</p> <p>Several departments organised seminars and workshops on different dates of the session.</p> <p>A commendable participation in zonal youth festival has been a milestone of the session. Organised on 19,20 and 21 October, nearly 65 students participated in 34 items of the festival and for the first time, the college won championship trophy. The college students got 9 first, 13 second and 4 third positions.</p> <p>NSS units organised 9 days camp from September 30 to October 8, in which 200 volunteers participated.</p> <p>Red Cross unit arranged one day training camp on First Aid and Home Nursing on February 4, 2010.</p> <p>Red Ribbon Club organised blood donation camp, awareness drives against deadly diseases like AIDS, Cancer and other health hazards.</p> <p>Students of YSC club attended a seven day youth leadership and hiking/tracking camp at Dalhousie</p> <p>NCC cadets participated in different activities during this session and 11 NCC cadets</p>

<p>To inculcate humanitarian outlook and ethical values in students</p> <p>To Develop Social Responsibility for the community</p> <p><b>Sports:</b> Special care will be taken to orient the maximum number of students to participate in different games and sports events.</p> <p><b>Research and Faculty Development</b> For the professional growth to motivate staff for research work because the academic/professional growth of the staff will contribute to the quality education in the institution.</p>	<p>passed DEE certificate examination</p> <p>Three Arts Club, in collaboration with SPICMACAY arranged a live performance of Pandit Tarun Bhattacharya, a renowned Santoor Vada.</p> <p>Solemnised Akhand Path of Shri Ram Charit Manas on July 16, 2009.</p> <p>Havans are solemnised in the beginning and ending of the session and on every Sankranti.</p> <p>On November 29, Sukhmani Sahit Sabha solemnised the holy path of Shri Sukhmani Sahib and a community langar was also arranged.</p> <p>Members of student service club visited Kusht Ashram orphanage, Naari Niketa and dwelling places of the downtrodden sections to distribute essential items.</p> <p>Physical Education department and the sports cell did its best to find out good sports persons, tested their aptitude and potentials for different events, arranged experts coaches for practice in grounds, motivate to put in their best to show their output and were successful to bring good results in different tournaments and competitions during the session.</p> <p>9 teachers attended General Orientation Course organised by GNDU, Amritsar. 3 Lecturers completed their Ph.D. and M.Phil respectively. 4 teachers attended UGC sponsored national seminars. 4 teachers presented papers in seminars organised by ICSSR. 5 teachers performed their duty as judge in zonal youth festival organised by Punjab University, Chandigarh.</p>
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<p>To honour the students for their involvement in other extra activities for a healthy exposure to learners.</p> <p>To celebrate 40 glorious years of the college journey.</p> <p>Upgradation of Infrastructure</p>	<p>Around 108 students were honoured for their achievements and commendable performance in extra-curricular activities.</p> <p>To mark celebrations, several competitions were organised.</p> <ul style="list-style-type: none"> <li>• A two day mega fest was organised, 24 colleges participated in the event.</li> <li>• A cultural night was arranged in which various singers and comedians enthralled the audience with their live performances.</li> <li>• A souvenir depicting 40 years journey of the college was released. A documentary was also shown highlighting the inspirational forces working behind the smooth working of the college.</li> <li>• A book titled Humari Dharohar was released.</li> </ul> <p>Canteen was provided a new look, steel shelves, crockery, steel containers and furniture were purchased.</p> <p>Water purifiers and refrigerators were purchased.</p>
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*\* The scanned copy of the Academic Calendar of the year is attached as an Annexure.*

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 suggested the IQAC to start new vocational courses in the college so that the students may be prepared for the global challenges.



## Part – B

### Criterion – I

#### I. 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	1	3	2	
UG	7		6	
PG Diploma	2		2	
Advanced Diploma				
Diploma	2		2	
Certificate				
Others	5		5	
<b>Total</b>	20		17	
Interdisciplinary	8			
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)

- Feedback from various stakeholders, viz, students, parents and external peers (University Teachers) is obtained from time to time and their suggestions are incorporated in the day to day functioning of the college, if deemed useful.
- Interaction sessions of Parent-Teacher are also arranged regularly to discuss the over-all performance of the students.
- Principal, the Head of the institution takes feedback from Class Representatives and Head of all the departments which is to be conveyed and discussed in Academic Committee of the Managing Committee meetings so that remedial/quality enhancement measures may be adopted to expedite the process of redressal and improvement.

- Seminars, Workshops, Talks and Extension Lectures, orientation sessions also help to get feedback from the stakeholders through feedback performas
- Alumni of the college also provides feedback and suggestions from time to time.
- At the end of every year, feedback Performa is provided to outgoing class students to record their observations or experiences about existing academic courses, infrastructure and general environment for the learners.

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 Guru Nanak Dev University, Amritsar only.

1.5 Any new department/centre introduced during the year. If yes, give details

College managing committee very progressively decided to go ahead for the following new courses.  
1) M.Sc. (IT), M.Com. and M.A. (Punjabi) on regular basis.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	41	8		

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		On Adhoc		Total	
R	V	R	V	R	V	R	V	R	V
41		08				17		66	

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		2	3
Presented papers		5	1
Resource Persons			

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

- Arranged remedial coaching classes for slow learners.
- Providing financial aids to needy students.
- Interaction between parents and teachers to improve the performance of the students, especially slow learners and to motivate the fast learners.

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 evaluation, question papers are photocopied in-house, students are allowed to take marked answer-sheets with them for further reference.

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

3	8	Nil
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- 2.10 Average percentage of attendance of students

90%
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- 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	265	6%	14%	67%	18%	81.50%
B.Sc.- I	19	16%	37%	63%		100%
B. Com.-I	39		8%	67%	26%	93.34%
B. Com. (P)-I	39		77%	18%	4%	95.00%
B.C.A.-I	87		15%	47%	38%	82.27%
B.Sc. (IT)-I	37		11%	62%	27%	72.97%
BBA. I	33		30%	61%	9%	91%
B.A. II	197	2%	30%	68%	2%	98%
B.Sc. Eco-II	24		46%	54%		100.00%
B.Com. II	9		44%	33%	22%	100.00%
B.Com. (P)-II	33		55%	1%	37%	96.77%
BCA-II	74		77%	19%	4%	100.00%
B.Sc. IT-II	35		29%	26%	45%	100.00%
B.A. III	228	5%	43%	50%	6%	97%
B.Sc. Eco-III	30		57%	43%		100.00%
B.Com. III	14		43%	57%		100.00%
B.Com. (P)-III	40		78%	22%		100.00%
BCA-III	66		67%	33%		100.00%
B.Sc. IT-III	31	3%	55%	42%		100.00%
PGDCA	55		75%	24%	2%	100.00%
DCA (PT)-I	7		100%			100.00%
DCA (PT)-II	5		100%			100.00%
DCA Full Time	8		80%		20%	93.3%

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

In consultation with various heads of departments, IQAC chalk out the academic plan of the college for the session and keep on coordinating between departments in order to ensure that all the plans get timely executed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	08
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	61
Others	02

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			

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Managing committee and IQAC motivate the staff to take up some research projects, minor or major for research purposes because the academic growth of the staff will contribute to the quality education in the institution.
- Some university scholars will be invited to highlight the thrust areas where the research is still wanted and to inspire the faculty to take initiative for research etc.
- All the UGC schemes regarding research project will be brought to the notice of the faculty members to cultivate interest for research among them.
- College managing committee is also planning to award such faculty members who came ahead with any accomplished research work.

#### 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		2	
Non-Peer Review Journals		1	1
e-Journals			
Conference proceedings		5	2

#### 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

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## 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)		1281955	UGC+Management	1281955
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 already computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3976		434	Rs.	4410	
Reference Books	14226		233	134766/-	14088	
e-Books						
Journals	39	14695			39	
e-Journals						
Digital Database						
CD & Video	96				96	
Others (specify)	48				48	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	4	1 lab		01	11	17	10
Added	20							10
Total	92	4	1 lab		01	11	17	20

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

The college, in the session 2009-2010, besides improving its infrastructural requirements also upgraded technologically as per the need of various departments, like Fine Arts, JMC, Home Sc., English, Commerce and Information Technology. Software worth Rs 256036 was purchased by the computer department to enrich the computer labs.

#### 4.6 Amount spent on maintenance:

i) ICT	413240
ii) Campus Infrastructure and facilities	868711
iii) Equipments	411857
iv) Others	2704588
<b>Total :</b>	<b>4398396</b>

## Criterion – V

### 5. Student Support and Progression

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

All the support services available in the college are very clearly mentioned in the college prospectus. Morning assembly is a special feature of the college and very frequently we keep on announcing various support services available in the college. In Tutorials and periods allocated for Students Adoption scheme, teachers also announce various support services available in college.

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

- Through Alumni meetings.
- Feedback performa at the time of convocation and annual prize distribution functions
- Through personal contacts.

#### 5.3 (a) Total Number of students: 1588

UG	PG	Ph. D.	Others
1413	70		105

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%
1588	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						1055	245		162		1462

Demand ratio 1: 1

Dropout % 7.47%

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

To motivate the students for competitive examinations, there is a Competitive Examination Cell, which arranges

1. Personality development programmes
2. Preparation of interviews
3. Talks on stress management
4. Essay writing skills
5. Writing skills

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="1"/>

5.6 Details of student counselling and career guidance

Counselling Bureau works as a "Womanly Forum" for the students of the college to enable them to get friendly guidance from their teachers. The career counselling cell of the college conducted following activities during the session 2009-2010.

Special classes were conducted in the college during the session to enhance students competence for competitive examinations.

Students of different classes attended orientation camps on competitive examination at Samkalap Bhawan, New Delhi from 1<sup>st</sup> July to 21<sup>st</sup> July 2009, from October 10 to October 12 and from December 23 to December 26 and got highly motivated to prepare for competitive examinations.

It also arranged special workshops to motivate the students of senior classes to go for civil services examinations and the effective partners in the process of nation building.

A talk was given by the offices of Frankfin institute, Jalandhar on "Career Counselling and opportunities and personality development."

Students were also motivated to excel in the in some vocational skill for better employability through value added short courses arranged in the college, on the areas useful for being selected.

No. of students benefitted

680

### 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	36	06	- 01 -

### 5.8 Details of gender sensitization programmes

The Equal opportunity cell remained active throughout the year to sensitize the students related to gender issues. For this purpose, various seminars, competitions were organised.

### 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	214	428685/-
Financial support from government	47	192710/-
Financial support from other sources	28	31240/-
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:

Requirements of water coolers and need of bus-service on the Kapurthala-Kartarpur road.

## 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 facilitates the management to know the basic problems being faced by staffs and students. Other than these, management also purviews the feedback performas submitted by students, Annual Confidential Reports of various staffs and has also formulated a special self-assessment performa to aware the teachers with their academic and general progress.

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

### 6.3.1 Curriculum Development

Curriculum development is the prerogative of affiliating university, i.e. Guru Nanak Dev University, Amritsar. 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

Optimum use will be made of all the learning resource, well qualified, experienced and dedicated staff will be motivated to give excellent teaching and learning environment to learners.

### 6.3.3 Examination and Evaluation

- Complete uniformity, objectivity and transparency were the targets which were achieved successfully.
- A healthy practice of table marking was followed for evaluating the answer books.
- Complete secrecy was ensured for question papers, their printing and safe custody.
- Interactive session between parents and teachers were arranged for sharing the concerns over weak students and suggestions were invited from both the ends to improve the performance.

#### 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 such events. The college also sends teachers to the university on study leave to complete their research work.

#### 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

For the vacant posts, appointments are made through open advertisement in time.

#### 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

With the collaboration of SPICMACAY, music department arranged live performance of renowned artists.

#### 6.3.9 Admission of Students

Counselling is done for proper choice of subjects.



6.4 Welfare Schemes for

Teaching	The medical facility is available in the College Health Centre to all the staff members, both teaching, non teaching and to all the students. The staff drawing a salary less than Rs.15,000/- are being provided with the benefits of ESI Facility
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	Management
Administrative	Yes	Auditors	Yes	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 has been an energizing unit contributing actively to various projects of the college and also an effective source of feedback on the current programmes of the college.
- The college arranges alumni meet every year and provides a forum for reunion.
- Every year college authorities convey Diwali and New Year wishes to alumni through greeting cards. They are invited for the important events and functions of the college.
- The distinguished alumni are awarded by the college for their achievements.
- Academically acclaimed and renowned alumni are invited to guide students and sometimes to work as guest faculty too.
- Alumni members also extend financial assistance to poor students.
- They also suggest college authorities to launch new courses as the need of the changing time.

#### 6.12 Activities and support from the Parent – Teacher Association

A strong bond always exists between teachers and parents of the students because both are shouldering a heavy responsibility of educating the young girls of the society. So here in this college this bond is revealed as:

(a) The parents of meritorious students, sports students, slow learners are invited to watch the performance of their wards and are motivated to present their suggestions and recommendations for improving teaching- learning programmes, infrastructure and any other areas of prime concern for better performance.

(b) Attendance percentage and performance of the students in their exam is always conveyed to parents through periodical attendance report and Examination report card.

(c) In case a student is found violating the code of conduct of the college, her parents are called in the college. To avoid any future inconvenience, suitable remedial measures are taken against the defaulters, keeping the parents in confidence. Thus parents help the authorities in maintaining discipline so that the main purpose of the institution may not be defeated.

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

Nature Eco Club works to awaken the students against emerging imbalance in environment and celebrates Van Mahotsava by planting trees in and around the college campus.

## 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.

Bio-metric attendance of the staff was introduced to imbibe spirit of punctuality among the staff. It has proved very helpful for the management and resulted in to big improvement among the staff.

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

- To organise UGC sponsored conferences by department of commerce and history.
- To introduce Fine Arts as an elective subject
- To organise workshops by staff academy and IT department.
- To organise seminars by Home Science, Journalism and Mass Communication departments.
- To organise talks by the Equal Opportunity Centre.
- To start inter disciplinary programme (Civil Services Training Centre)
- To appoint new staff against vacant posts.
- To improve library with new books and journals.
- To introduce Hindi Research Journal, Sahitya Sanchay.

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

Havan Solemnisation and Daily Morning Assembly.

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
- Best student of the region

**Weakness**

- Limited availability of the space
- 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**

- New vocational 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
- 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.
- Canteen cum Students Café will be renovated.
- New avenues for generating funds will be explored.


Name: Mrs. Madhu Sethi



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Signature of the Coordinator, IQAC

Name: Dr. Archana Garg



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Signature of the Chairperson, IQAC