

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

## Part – A

AQAR for the year

2010-2011

### 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. Archana 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. MHCOGN 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)

### 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	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other ( <i>Specify</i> )	NA
UGC-COP Programmes	NA		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	03
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	02
2.9 Total No. of members	22
2.10 No. of IQAC meetings held	03

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

- Teacher's transition from Degrees to Virtues.
- Women participation in the politics.

2.14 Significant Activities and contributions made by IQAC

- Seminars and talks were arranged to analyze the quality culture among staff and students.
- Various curricular and co-curricular activities were arranged to institutionalize best practices.

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
1. To introduce new course and subjects.	<ul style="list-style-type: none"> <li>• Introduced BSc. Computer Science</li> <li>• New Subject, Fine-Arts, introduced from humanities stream students.</li> </ul>

<p>2. To organize UGC sponsored Conferences.</p>	<ul style="list-style-type: none"> <li>• Department of History organized UGC Sponsored Conference on 3-4 Feb 2010.</li> <li>• Department of Commerce organized UGC Sponsored Conference on 5-6 Feb 2010.</li> </ul>
<p>3. To promote co-curricular activities through different programs. Students will be motivated to participate.</p>	<ul style="list-style-type: none"> <li>• Talent hunt was organized on 8<sup>th</sup> Aug. 2010.</li> <li>• Student fest was organized on 30 Jan 2011.</li> <li>• Student participated in Zonal Youth Festival and won trophy.</li> <li>• Personality development workshop organized on 20-21 Aug. 2011.</li> </ul>
<p>4. To achieve academic brilliance</p>	<ul style="list-style-type: none"> <li>• Admission Bulletin, admission committees, Time table committee were formed.</li> <li>• Our 43 students were placed in university merit list.</li> </ul>
<p>5. To encourage students in different events and competitions in sports.</p>	<ul style="list-style-type: none"> <li>• Our 35 sports students participated in state and national level events and got 15 medals.</li> </ul>
<p>6. To arrange Seminars, talks, Quiz Contests through subject based associations</p>	<ul style="list-style-type: none"> <li>• Seminar on health by Home Sci. department on 4<sup>th</sup> Aug. 2010.</li> <li>• Inter college competition by Planning Forum on 11 Sep. 2010</li> <li>• Inter College competition of Social Sci. Department. On 4 Sep. 2010.</li> <li>• Hindi Protsahan Saptah from 8<sup>th</sup> to 14<sup>th</sup> Sep. 2010 by Munshi Prem Chand Association, Hindi Department.</li> <li>• Literary Competition by English Department on 28<sup>th</sup> Oct. 2010.</li> <li>• Essay Writing Competition organised by English Department On 13<sup>th</sup> Nov.</li> </ul>

	<p>2010.</p> <ul style="list-style-type: none"> <li>• Brain Twister organized by Mathematics Department on 1<sup>st</sup> Nov 2010.</li> <li>• JMC Department organised talk on Honor Killing on 7<sup>th</sup> Oct. 2010.</li> </ul>
7. To Promote Research aptitude among faculty members.	<ul style="list-style-type: none"> <li>• 15 teachers presented their Research papers in National Seminars.</li> <li>• One teacher was Resource person at National Seminar.</li> <li>• Three teachers attended International Conference.</li> <li>• Faculty development program by staff academy on 11<sup>th</sup>-12<sup>th</sup> March 2011.</li> </ul>
8. To inculcate moral and secular values among students different activities will be performed	<ul style="list-style-type: none"> <li>• Path Sri Ramayan Ji and Quiz was conducted on 12<sup>th</sup>-13<sup>th</sup> July 2010.</li> <li>• Path Sri Sukhmani Sahib Ji was organised by Punjabi Department on 27<sup>th</sup> Nov. 2010.</li> <li>• Morning Assembly and thought of the day were regular features of the college.</li> <li>• Makar Sankranti on 14<sup>th</sup> Jan. 2011</li> </ul>
9. To participate in NSS/NCC/Y.SC/Red Cross Societies.	<ul style="list-style-type: none"> <li>• NSS Department organised Sadbhavna Divas special camp 7<sup>th</sup> to 13<sup>th</sup> Oct. 2010.</li> <li>• NCC Cadets participated in BEE &amp; CEE Certificate courses.</li> <li>• They pledged for donation of organs, female foeticide and Pulse Polio-derive.</li> <li>• Red Ribbon Club organised Blood Donation Camp on 1 Sep.2010.</li> </ul>
10.To enhance infrastructure and transport facility	<ul style="list-style-type: none"> <li>• New infrastructure was added and an additional bus was purchased for students of far-off places.</li> </ul>
11.Up gradation of existing technology	<ul style="list-style-type: none"> <li>• New computers and software were made available to the students</li> </ul>

\* 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 AQAR was discussed and passed by the management with directions to bring more improvements.



## 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	04		02	
UG	08		06	
PG Diploma	02		02	
Advanced Diploma	-		-	
Diploma	01		02	
Certificate	-		-	
Others	05	1 Fine-Arts	02	
<b>Total</b>	21	1	14	
Interdisciplinary	11			
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	
Annual	17

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.

- Being an affiliated college the revision of syllabus was done by the affiliating University.
- The syllabi of value added courses are designed and revised by the course staff as per requirement of the time.

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

1. Department of Physics
2. Department of Fine-Arts

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal
34	26	07	01	-

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		On Adhoc		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	2	-
Presented papers	-	15	-
Resource Persons	-	1	-

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

- For Proper and better understanding of the subject, group discussions, seminars, workshops were conducted.
- Students of Commerce and IT held ICT based seminars through LCD.
- Students were motivated to be the members of the Subject based associations to widen their horizon about their Subjects.
- E-learning resources are provided whether books/journals.

2.7 Total No. of actual teaching days

180

during this academic year

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

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

5	9	2
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2.10 Average percentage of attendance of students

80%
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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	295	2%	9%	70%	21%	79%
B.Sc.- I	47		13%	85%	2%	98%
B. Com.-I	50		8%	70%	22%	78%
B. Com. (P)-I	46		41%	57%	2%	98%
B.C.A.-I	59	10%	19%	71%	10%	90%
B.Sc. (IT)-I	38	5%	8%	29%	63%	71%
BBA. I	16		38%	50%	13%	88%
B.A. II	193	5%	30%	66%	4%	96%
B.Sc. Eco-II	15	13%	47%	53%		100%
B.Com. II	32		9%	78%	13%	87.5%
B.Com. (P)-II	41		27%	23%	73%	83%
BCA-II	62	3%	47%	52%	2%	98%
B.Sc. IT-II	25	4%	40%	56%	4%	83%
BBA. II	28		50%	50%		75.60%
B.A. III	204		36%	64%		72%
B.Sc. Eco-III	24		54%	46%		100%
B.Com. III	8		13%	50%	38%	71%
B.Com. (P)-III	38		53%	47%		100%
BCA-III	71		51%	49%		100%
B.Sc. IT-III	20	5%	50%	50%		100%
PGDCA	28		71%	29%		100%
Dip. DD	4		100%			100%
DCA (PT)-II	7		100%			100%
DCA Full Time	8		75%		25%	100%
MSc. IT 2 <sup>nd</sup> Sem	31		79%	21%		100%
MSc. IT 4 <sup>th</sup> Sem	24		84%	16%		100%
M.A. (Hindi)-I	8		100%			100%
M.A. (Hindi)-II	3		100%			100%
M.A. (Pbi)-I	19	5%	11%	78%	11%	100%
M.A. (Pbi)-II	13		8%	92%		100%
M.Com I	15	7%	100%			100%
M.Com II	8		30%	70%		100%

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

1. Various means and aids were used to transmit the knowledge to students. Maximum teaching days were made available to deliver lectures which started immediately after the admission time was over. Time table was displayed at the notice board. Extra i.e. zero periods was also arranged. Special tests, question answer sessions were also conducted for better clarity of the Subjects.
2. IQAC takes feedback from teachers, HOD's regarding the performance of the students and also from learners regarding the class performance of teacher.

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	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	115

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	01		
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Faculty members were motivated to takeover some minor or major research projects. Such faculty member would be facilitated to devote themselves more towards their research projects.
- Students would be guided to read extra books and learn to review books in a critical way.

#### 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			
e-Journals			
Conference proceedings		1	

#### 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		2			6
Sponsoring agencies		UGC			College

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 NIL

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: NA

University level  State level   
National level  International level



3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="03"/>
		Any other	<input type="text" value="-"/>

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

Social Responsibility:

- On 17<sup>th</sup> Aug. 2010 Extension Activity Committee organized a rally and seminar on the topic "Drugs De Addiction" and "Water Conservation".
- On 4<sup>th</sup> Nov. 2010 on the eve of Diwali, pamphlets were distributed to spread the message of safe and pollution free Diwali.
- NCC cadets took pledge for donation of organs, against female foeticide.
- Participated in pulse-Polio, HIV-AIDS derive and planted sapling on 4<sup>th</sup> Nov. 2010.
- NSS Units celebrated Sadbhawna Divas on 31 Aug. 2010.
- A Blood Donation Camp was organized on 1 Sep. 2010.
- 7 day Special Camp was organized from 7 Oct. to 13 Oct. 2010

## 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 (≥ 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

##### Computerization:

- The general office, Accounts Office and the library are fully computerized to bring efficiency and transparency
- Student's Admission
- The process of fee collection & issuing of receipts
- House tests, internal assessment and attendance of students.
- The College Library is also fully computerized to maintain complete record of books, Journals, magazines and issue and return of books.
- The college library is a member of INFIBNET, UGC, INFONET, E-Journals consortium programme which is providing access to more than 51000 e-journals and 2100 books and some database.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4410		402	339181	1024	339181
Reference Books	1449		622			
e-Books					24	
Journals	34		24	7555		7555
e-Journals						
Digital Database						
CD & Video	66		83		83	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	4	yes	3	1	2	2	-
Added	19	1	-	1	1	-	-	-
Total	91	5	-	4	2	2	2	-

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

- Twenty four hour BSNL Broadband Internet connectivity up to 2mbps enabled the students and staff members to surf internet with wi fi networking.
- The college has created a virtual library where books of various subjects are available online on the campus internet.
- The department of Computer Science conducted workshops, Seminars, Training and Orientation programmes time to time to impart skills and understanding of technical concepts to teaching and non-teaching staff and students.

#### 4.6 Amount spent on maintenance:

i) ICT	12,94,000/
ii) Campus Infrastructure and facilities	7,06,738/-
iii) Equipments	35,80,184/-
iv) Others vehicle Bus	
<b>Total :</b>	<b>55,80,922/</b>

### **Criterion – V**

#### **5. Student Support and Progression**

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

- Through Prospectus
- Morning Assembly
- Through Notice Board
- Orientation Meetings.
- Student Council.
- The college provides extensive support services to all its students whenever they need it.
- Transport facility.
- Counselling Bureau maintained.
- A parental relation with the students.
- Student welfare forum.
- Placement cell helps them in choosing their career.
- Hobby Classes were arranged.
- Pioneer backup facility
- Tutorial system
- Adoption scheme
- Special incentives were given for curriculum activities

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

- The monthly performance reports of the teacher reveal the completion of the syllabus according to the respective teaching plan.
- The college conducts one sessional exams in every semester for continuous evaluation.
- Oral and written tests were taken as regular feature for tracking the progression of the students.

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

UG	PG	Ph. D.	Others
-	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1055	242		162		1462	1260	226		102		1588

Demand ratio 1: 1      Dropout % 5 %

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

- The purpose of the centre has to prepare the students, from the college or outside the college, for different competitive exams.
- On 20-21 Aug. 2010 IAS Orientation camp was held with the collaboration of the "Samkalp" an Institution from New Delhi

No. of students beneficiaries

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

It enabled the students for finding out a suitable job; it worked during the session very actively special counselling sessions are arranged. Senior staff members listen the grievances and queries of the students. It arranged lectures for self-confidence.

No. of students benefitted

### 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
01	-	09	

### 5.8 Details of gender sensitization programmes

- . 13 Nov. 2010 Dr. Manmohan Singh Gill, Deptt. Of Sociology GNDU, Asr visited the College to deliver a talk “Social Equality.”
- 30<sup>th</sup> Nov. Ms. Varinder Kaur, Deptt. Of Political Science delivered a talk on “Is Equality a Political Aspect”
- On 7<sup>th</sup> Dec. 2010 Ms. Rohini Sarangal Deptt. Of Sociology delivered a talk on “Gender Equality”.

### 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	37	316800
Financial support from government	135	164250
Financial support from other sources	110	36435
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives NIL

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:

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **Vision**

To enable women to emerge as a strong force for society, ready to contribute to the development of the nation while living a life of dignity and respect and livbedan exemplary life personifying the rich and unique culture, ethnic and global values enshrined in heritage of India.

#### **Mission**

To convert the goals and objectives into reality through constant and sincerest efforts, undertaking all projects and programs facing all challenges and enable women to be fully enlightened, empowered and skilled and a confident entity for society and nation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Curriculum was designed by Guru Nanak Dev University, Amritsar

### 6.3.2 Teaching and Learning

- Library, the epic centre of learning, promotes academic knowledge as well as inculcated the desire to learn and expand the horizon of intellect.
- IT labs, Multimedia Labs, Music Rooms, Home Science labs enabled students to support their academic knowledge with vocational skills.

### 6.3.3 Examination and Evaluation

Besides short termed written and oral class tests, two full-fledged, internal examinations on university pattern were also conducted, thus preparing the students for a satisfying performance in university examination

### 6.3.4 Research and Development

Faculty members were motivated to take over some minor or major research projects. For such cases, college were initiate to send proposals to UGC to release grants also and such faculty members will be facilitated to devote themselves more to their research project. To inculcate an attitude for research, students would be guided to read some extra books to learn the art of book review in a critical way.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library was well stocked with rare books text as well as reference books on all subjects and for all classes periodicals, Journals, Archives Section, Catalogue card section.
- Book Bank facility to help the needy students.
- E-Journals facility is also available.

### 6.3.6 Human Resource Management

- Teaching, non-teaching and menial staff is provided financial help on need based.
- On the occasion of Diwali Gifts and Sweets were given to menial staff.

### 6.3.7 Faculty and Staff recruitment

- Aided and unaided staff is recruited, as per the norms of DPI(Pb) & GNDU, Amritsar.
- Adhoc staff is recruited through tests and interview.

### 6.3.8 Industry Interaction / Collaboration

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### 6.3.9 Admission of Students

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Admission Schedule was described in the Admission Bulletin.</li> <li>• Rules Guidelines for admission, Eligibility, Conditions for different courses, Courses and Subjects offered for Under Graduate, PG and Diploma were also described in the Admission Bulletin.</li> </ul> |
|--|

### 6.4 Welfare Schemes for

Teaching Non-teaching	<ul style="list-style-type: none"> <li>• Teaching and non-teaching were provided financial help whenever they need.</li> </ul>
Students	Poshita, Counseling, Awards (Sarawati, Gargi), Student welfare, VVP, Student Adoption Scheme, Student Council.

### 6.5 Total corpus fund generated

NA
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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	Yes	NAAC	Yes	Principal & Management
Administrative	Yes	NAAC	Yes	Principal & 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

1. The meeting of the alumni association was held once during the session.
2. Healthy feedback was obtained from the old students and incorporated in the functioning of the institution.

6.12 Activities and support from the Parent – Teacher Association

- College Authorities and the faculty members were in constant touch with the parents especially for weak students.
- For Prize Distribution Function parents were invited and given special regards.

6.13 Development programmes for support staff

Computer training Programmes were conducted which enable them to use internet facility

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

Tree Plantation were distributes to celebrate Diwali without crackers on 4 Nov. 2010

## 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.

- New course Fine Arts was introduced.
- The college bagged 1<sup>st</sup> Position in Zonal Youth Festival.

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

- Admission Bulletin
- To fill the vacant Posts
- Admission Committee
- Time Table Committee, Circulation of time table to faculty
- To search well sports students.
- To arrange Coaches for teams.
- To arrange special dresses for sports students
- All Subject based Societies will arrange their activities
- To increase Infrastructure.

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

- To develop secularism in students with Sri Ram Charit Manas Path and Path of Shri Sukhmani Sahib.
- Democratic values were inculcated among students through election of head girl, vice-head girl & CR's in the college

7.4 Contribution to environmental awareness / protection

- Motto of the year was 'Preserve Biodiversity.'
- Nature & Eco Club worked throughout the year.

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**

#### **SWOT**

##### **Strength:**

- Financial and moral support of the management was our real strength.
- Multicast faculty strengthens the college.
- Academic as well as co-academic activities of the students were the pillars of the college.

##### **Weakness:**

- Being Private College the management faced financial problems to hire more resources for the development of the college.

##### **Opportunities:**

- By introducing various subjects i.e. geography, Agriculture, Education and more professional Subjects.
- By developing Research and Study centres in the College.

##### **Challenges/Threats:**

- Mushrooming of the professional colleges in the area.
- Decline of interest of students in the traditional Subjects.

### **8. Plans of institution for next year**

- More Seminars, Talks and Conferences would be organized.
- Infrastructure would be enhanced.
- Academic, Co-academic & Sports Activities would be organized

Name: Mrs. Madhu Sethi

Signature of the Coordinator, IQAC

Name: Dr. Archana Garg

Signature of the Chairperson, IQAC