

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2011-2012

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:

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

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)

IT

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

10

2.2 No. of Administrative/Technical staff

02/01

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

23

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

2.14 Significant Activities and contributions made by IQAC

- To launch some value-added courses to supplement the routine teaching imparted to students.
- To motivate the different departments to come out with some research publications and getting some ISBN No also.
- To develop some linkages with fashion houses for the students of fashion designing.
- To associate the students through different units with community related services.
- To motivate to arrange more awareness programmes for students.
- To start more skill oriented programmes for the benefit of the students.

2.15 Plan of Action by IQAC/Outcome

| Plan of Action | Achievements |
|--|---|
| To introduce value added courses to provide interdisciplinary programmes to the students | Four value added certificate courses in following areas were started in the year during this year. <ol style="list-style-type: none"> i) Investment Management ii) Insurance and Risk Management iii) Visual Basic 6.0 iv) Food Preservation and Baking |

| | |
|--|---|
| To start new courses/streams for the benefit of students. | Process initiated. |
| To promote research by organising UGC sponsored conferences and publications of journals | UGC sponsored national conferences was organised by PG department of Hindi Two journals, namely Vaanijya and Sahitya Sanchay were released along with the post proceedings of Hindi Department |
| For all-round personality development and to bring out the hidden talents of the students by encouraging them to participate in co-curricular activities | College won Zonal Youth Festival trophy for third consecutive year. |
| To keep up the winning instinct in sports. | College basketball team won open women basketball championship |
| To enhance infrastructure and conveyance facility | New infrastructure was added and an additional bus was purchased for students of far-off places. |
| Upgradation of existing technology | New computers and software were made available to the students |

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR is submitted to the college management and they approved the same and motivated the staff to go ahead with their new plans and strategies.

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 | 4 | | 2 | |
| UG | 8 | | 6 | |
| PG Diploma | 2 | | 2 | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 1 | | 1 | |
| Others | 5 (Hons) | | 2 | |
| Total | 20 | | 13 | |
| Interdisciplinary | 8 | | | |
| Innovative | | | | 4 |

1.2 (i) Flexibility of the Curriculum: Core & Elective options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 04 |
| Trimester | |
| Annual | 16 |

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.
- The parents of meritorious students, sports students and others are encouraged to come forward with their suggestions about teaching, learning programmes, infrastructural improvements and new facilities required for better performance.
- The suggestion/complaint box put up in the college campus is an easy access to the students feedback.
- Student welfare forum provides a platform to the students where they can voice their problems.

- Students adoption scheme is an innovation of our college to pay individual attention to every student. Student can give feedback on various issues concerning their personal as well as academic problems.
- Tutorial system also provides a platform for feedback to the students.

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, 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 | Principal |
|-------|------------------|----------------------|------------|-----------|
| 42 | 34 | 7 | | 1 |

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 |
| 47 | | | | | | | | 47 | |
| | | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|--|--|----|
| | | 32 |
|--|--|----|

1

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 0 | 4 | |
| Presented papers | 2 | 28 | - |
| Resource Persons | | 1 | |

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

- For proper and better understanding of subjects, group discussions, seminars, workshops are conducted in the college.
- Students of commerce and IT streams hold ICT based seminars through audio-visual aids
- The students are motivated to be members of subject based associations to widen their horizons about their respective subjects.

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 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

| | | |
|---|---|---|
| 2 | 7 | 6 |
|---|---|---|

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 | 186 | 3% | 13% | 75% | 11% | 88.70% |
| 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

- It plans to organise UGC sponsored conferences.
- For the professional growth of faculty members, they would be encouraged to apply for major and minor research projects of UGC.
- Faculty would be motivated to attend conferences, Seminars, Workshops, Refresher Courses, GOC to keep themselves abreast of the latest development in their respective fields.
- The college would be applying for ISSN and ISBN Numbers
- To bring out the research abilities of the faculty members, new journals will be published.
- All UGC schemes will be brought to the notice of the faculty.
- Proposal of the interested faculty members will be forwarded to concerned authorities for approval and funds.

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 | | | | | |
| 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 | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|---------------------------------|---------------|---------------------------------|-----------|----------------------|
| University forum | <input type="text"/> | College forum | <input type="text" value="01"/> | | |
| NCC | <input type="text" value="02"/> | NSS | <input type="text" value="03"/> | Any other | <input type="text"/> |

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

-
-

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) | | 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 | 91 | 5 | Yes | 4 | 2 | 2 | 2 | - |
| Added | | | | | | | | - |
| 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 hours BSNL broadband internet connectivity up to 2mbps enabled the students and staff members to surf internet with wifi 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 students.

4.6 Amount spent on maintenance:

| | |
|--|-------------------|
| i) ICT | 6,65,278/- |
| ii) Campus Infrastructure and facilities | 2,01,722/- |
| iii) Equipments | |
| iv) Others | |
| Total : | 8,67,000/- |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The College prospectus contain all information related to students support services.
- In the first general assembly, students are apprised with all support services.
- Students are acquainted in tutorial group meetings with the services made available to them by the college.

5.2 Efforts made by the institution for tracking the progression

- Records of personal contact numbers are maintained.
- At the time of convocation and prize distribution functions, feedback performas got filled regarding their progressing from the ex-students.
- Annual Alumni Meet also helps to provide information about the progress of the students.

5.3 (a) Total Number of students : 1536

| | | | |
|------|-----|--------|--------|
| UG | PG | Ph. D. | Others |
| 1328 | 165 | | 43 |

(b) No. of students outside the state

(c) No. of international students

| | | | | | |
|-----|----|---|-------|------|-----|
| | No | % | | No | % |
| Men | | | Women | 1588 | 100 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| | | | | | | 1333 | 203 | | 90 | 2 | 1536 |

Demand ratio 1: 1 Dropout % 5%

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

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 provides "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 1st July to 21st July 2009, from October 10 to October 12 and from December 23 to December 26 and got highly motivated to prepare for competitive examinations.

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 |
| 03 | 22 | 17 | - 01 - |

5.8 Details of gender sensitization programmes

1. Talk on “Are we equal or not?” by Mrs. Renu Soni, Department of Public Administration.
2. Talk on “Why we women need equality” by Mrs. Seema Rani, History department
3. A talk on the social issues and the remedies.

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 | 325 | 3,27,650/- |
| Financial support from government | | |
| Financial support from other sources | | |
| 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

Yes

- Formal and Informal Academic and Non-Academic
- Online Record of Students Admission
- Results Reports and Monthly Reports
- Students Enrolment, Attendance and Performance records are maintained in computers.

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

- For proper and better understating of subjects, group discussions, seminars, workshops are conducted in the college.
- Students of Commerce and IT streams hold the ICT based seminars through audio visual aids.
- The students are motivated to be members of subject based associations to widen their horizons about their respective subjects.

6.3.3 Examination and Evaluation

- The major examination reforms implemented during the session were as follows.
- For better preparation of university examination, two terminal examinations were conducted for classes under annual system and pre-semester examination for classes under semester system.
- To maintain secrecy, question papers were prepared by teachers other than those who were taking these classes.
- Proof reading of question papers are followed after it.
- Question papers were photocopied for the ready circulation and future reference.
- Table marking was also done during house examination with proper rules and conduct.
- As per university pattern, teachers were instructed to evaluate 25 papers a day.
- In order to increase the numbers of teaching days, exams were conducted in a shortperiod of 15 days by utilising vacation also.

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.

The college library is member of INFLIBNET, UGC INFONET, E-Journals Consortium programme which is providing access to more than 50000 E-journals and 2100 E-books and some database.

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 | Principal and Management |
| 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 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) 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
- Cooperative Management, ready to strengthen our efforts always
- 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

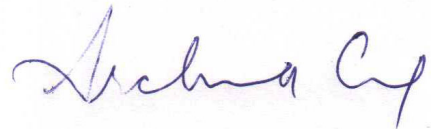
- (1) More emphasis on sportsmen English and consultancy
- (2) Upgradation of labs and libraries
- (3) Organization of faculty development programmes
- (4) Students participation in Extra activities and community Services.

Name: Mrs. Madhu Sethi



Signature of the Coordinator, IQAC

Name: Dr. Archana Garg



Signature of the Chairperson, IQAC