

# The Annual Quality Assurance Report (AQAR) of the IQAC 2012-13

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution: BBK DAV College for Women  
1.2 Address Line: Lawrence Road  
City/Town: Amritsar  
State: Punjab  
Pin Code: 143001  
Institution e-mail address: bbkdavcw@yahoo.com  
Contact Nos.: 0183-2221757  
Name of the Head of the Institution: Dr. (Mrs.) Neelam Kamra  
Tel. No. with STD Code : 0183-2221757  
Mobile: 09878768008  
Name of the IQAC Co-ordinator: Mrs. Manbir Kaushal  
Mobile: 09463826381  
IQAC e-mail address: bbkdavcw@yahoo.com

1.3 NAAC Track ID PBCOGN11252

1.4 Website address: www.bbkdav.org

Web-link of the AQAR: <http://bbkdav.org/bbkdavwebsite/userfiles/file/IQAC 2012-13.pdf>

### 1.5 Accreditation Details

| Sr. No. | Cycle                 | Grade | CGPA   | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|--------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | A+    | 91.00% | 2004                  | 5yrs            |
| 2       | 2 <sup>nd</sup> Cycle | A     | 3.5    | 2014                  | 5yrs            |

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

1.7 AQAR for the year

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 2011-2012 submitted to NAAC on 30/09/2013

### 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

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)

I. Visual & Performing Arts  
II. Social Science

### 1.11 Name of the Affiliating University (for the Colleges)

Guru Nanak Dev University, Amritsar

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

Autonomy by State/Central Govt. / University  NA

University with Potential for Excellence  NA UGC-CPE

DST Star Scheme  NA UGC-CE  NA

UGC-Special Assistance Programme  NA DST-FIST  NA

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

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No

02

Faculty

√

Non-Teaching Staff

NA

Students

NA

Alumni

NA

Others

√

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

√

If yes, mention the amount

NA

2.12 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

14

International

01

National

01

State

01

Institution Level

11

Themes:

1. Relevance of Social Science in Higher Education
2. Research methodology in applied Economics
3. War of Obesity-A battle worth fighting
4. A three day workshop on 'Gents Trousers Making'.
5. A three day workshop on fabric Painting and Stencil Printing'.
6. A workshop on 'Acrylic Painting'.
7. Two day workshop on 'Iron Indicators Assessment and Amelioration'.
8. A two-day Pidilite Colour Workshop
9. A three day workshop on 'Putua Art'.
10. A workshop on 'Surface Ornamentation'.
11. A workshop on 'Continental Foods.
12. A three-week workshop on 'Male Garments'.
13. One day workshop on 'Stencil Printing'.
14. A workshop on 'Film Appreciation'.

2.14 Significant Activities and contributions made by IQAC

The cell planned programmes

- To sensitize the students to the needs of community and to generate market skills, communication skills, self - employment and employability.
- Through institutional programmes the cell proposed to generate positive thinking and a neat work culture among the faculty, the staff and the students.
- It also had a view of the requirements of staff and students in terms of teaching aids, equipment, machines, books and journals and accelerated administration machinery to meet the demands in a given time frame.
- It supported research by the faculty.
- In consultation with the sports faculty and Dean Youth Welfare, it chalked out strategies for further improvement in sports and cultural activities.

The cell proposed awareness programmes for students to instil in them a sense of responsibility for the under-privileged sections of the society.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action   | Achievements  |
|--|---|
| <ul style="list-style-type: none"> <li>• The IQAC planned to organize a seminar on Research Methodology.</li> <li>• The IQAC Planned to organized seminar regarding the awareness of water conservation.</li> <li>• IQAC planned to organize a seminar on the social and Psychological aspects the obesity and its remedies.</li> <li>• IQAC proposed to organize some competitions in the department of design.</li> <li>• The IQAC planned to organized poetry recitation competitions.</li> <li>• IQAC proposed to organize some awareness training programmes</li> </ul> | <ul style="list-style-type: none"> <li>• A UGC sponsored National Seminar on ‘Research Methodology in Applied Economics’ was organized by the department of Economic on Oct. 12 &amp; 13, 2012</li> <li>• Under the aegis DAV College Managing Committee, New Delhi and Arya Pradeshik Pratinidhi Sabha, New Delhi, a National Level ‘Jal Chetna’ Rally was held on Jan 19, 2013.</li> <li>• National seminar ‘War on Obesity a Battle Worth Fighting For’ was organized by the faculty of Home Science on January 19, 2013.</li> <li>• A three day workshop on Fabric Painting and stencil painting was organized for fashion and Textile Design students.</li> <li>• The department of Hindi Organized a Poetry recitation competition on the occasion of Hindi Divas on Sept. 14, 2012.</li> <li>• The department of Tourism and Travel Management and Geography organized ‘Tourism Fest’, whereby quiz competitions Discover India was organized.<br/>The Department in collaboration with Punjab Heritage and Tourism promotion Board and UNWTO conducted a Punjab Tourism awareness Training program.</li> <li>• The department of Journalism and Mass Communication organized a workshop on Film Appreciation on Nov.9-10, 2012.</li> <li>• The Department of English organized Lectures on Communication skills for students from different streams during the session 2012-13</li> </ul> |

Note:- For Academic Calendar of the Year *Please see Annexure- I*

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken:- NA

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | 0                             | 0  | 0                                   | 0  |
| PG                     | 13                            | 01   | 0                                   | 0  |
| UG                     | 16                            | 0  | 0                                   | 0  |
| PG Diploma             | 03                            | 0  | 0                                   | 0  |
| Advanced Diploma       | 0                             | 0  | 0                                   | 0  |
| Diploma                | 01                            | 01   | 0                                   | 0  |
| Certificate            | 07                            | 0  | 0                                   | 07   |
| Others                 | 0                             | 0  | 0                                   | 0  |
| <b>Total</b>           | 40                            | 02   | 0                                   | 07   |
| Interdisciplinary      | 02                            | 0  | 0                                   | 0  |
| Innovative             | 02                            | 0  | 0                                   | 0  |

√          √

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

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

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 30                   |
| Trimester | 0                    |
| Annual    | 4                    |

##### 1.3 Feedback from stakeholders

Alumni  Parents  Employers  Students

##### 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.

- The syllabus of T.D.C. I has been revised and updated with introduction of Semester System in 2012-13. Some new concepts/ Topics have been added. Some concepts have been deleted as well.
- Syllabus of vocational courses have been revised and updated in the wake of industrial demand and feedback of our stake holders and our end-users.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 56    | 22               | 34                   | 0          | 0      |

#### 2.2 No. of permanent faculty with Ph.D.

|    |
|----|
| 18 |
|----|

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

| Assistant Professors |   | Associate Professors |   | Professors |   | Others |   | Total |   |
|----------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R                    | V | R                    | V | R          | V | R      | V | R     | V |
| 115                  | 0 | 0                    | 0 | 0          | 0 | 0      | 0 | 115   | 0 |

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

|    |    |     |
|----|----|-----|
| 01 | 00 | 128 |
|----|----|-----|

#### 2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 04                  | 26             | 00          |
| Presented papers | 06                  | 23             | 00          |
| Resource Persons | 01                  | 00             | 00          |

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

- The college provided open access to educational and lifelong learning opportunities by making use of new techniques like audio-visual aids, virtual library, projector and computer based teaching learning method.
- Students were assigned various creative tasks like video filming, recording, interacting with resource persons etc. during seminars, workshops and college functions.
- Moral education was imparted to students through documentaries.
- The faculty made use of alphabetic indexing available through INFLIBNET N-LIST programme.
- The faculty also updated their knowledge through JSTOR collection of e-resources available through membership of INFLIBNET.

#### 2.7 Total No. of actual teaching days during this academic year:-

|     |
|-----|
| 177 |
|-----|

#### 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- In order to bring uniformity in the marking of the scripts by the fresh recruits, the scripts were scrutinized by the senior teachers and in case of any discrepancies; these were pointed out to them.
- MCQs (Multiple Choice Questions) were introduced in the process to check the learning levels of students in the subjects of English, Science and Commerce.

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

|    |    |    |
|----|----|----|
| 10 | 06 | 00 |
|----|----|----|

#### 2.10 Average percentage of attendance of students:- 76%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme                        | Total no. of students appeared | Division      |        |        |       |        |
|---|--------------------------------|---------------|--------|--------|-------|--------|
|   |                                | Distinction % | I %    | II %   | III % | Pass % |
| BA  | 226                            | 2.21          | 25.66  | 48.23  | 8.407 | 96.3   |
| BA School of Hons. in Eng.                    | 18                             | -             | 27.77  | 50.10  | 22.22 | 100    |
| B.Sc.(Bio.Tech)                               | 23                             | 21.379%       | 60.86  | 13.04  | -     | 95.45  |
| B.Sc. (Non.Med.)                              | 13                             | 15.38%        | 38.46  | 46.15  | -     | 100    |
| B.Sc. Medical                                 | 10                             | 10            | 40     | 40     | -     | 100    |
| B.Sc.Economics                                | 43                             | 2.32          | 34.88  | 41.86  | 16.27 | 100    |
| B.Sc. Computer Science                        | 29                             | 3.44          | 27.58  | 48.27  | 20.68 | 92.8   |
| B.Sc.IT                                       | 28                             | 7.14          | 50     | 39.28  | -     | 100    |
| BCA   | 101                            | 4.95          | 52.47  | 40.59  | -     | 100    |
| B.Com Regular                                 | 135                            | 6.66          | 40     | 39.25  | 15.55 | 99.25  |
| B.Com Professional                            | 146                            | 9.58          | 50.68  | 37.67  | 2.739 | 98.63  |
| BBA   | 64                             | 3.125         | 50     | 51.55  | 7.81  | 100    |
| BFA   | 11                             | 100           | -      | -      | -     | 100    |
| Bachelor of Design                            | 53                             | 62.26         | 13.20  | 16.98  | -     | 100    |
| Bachelor of Multimedia                        | 33                             | 81.81         | 12.12  | -      | -     | 100    |
| B.J.M.C                                       | 14                             | -             | 35.71  | 35.71  | -     | 100    |
| M.Sc.-Fas Des & Merchandising-                | 23                             | 78.26         | -      | -      | -     | 100    |
| MJMC  | 16                             | -             | 6.25   | 50.00  | 12.5  | 100    |
| M.Com   | 55                             | 61.81%        | 38.18  | 1.81   | -     | 100    |
| MA Fine Arts                                  | 22                             | 63.63         | 22.727 | -      | -     | 100    |
| MA English                                    | 38                             | -             | 7.89   | 42.105 | 26.31 | 100    |
| MA Punjabi                                    | 11                             | -             | 18.18  | 36.36  | -     | 100    |
| M.A Performing Arts                           | 07                             | 14.28%        | 71.42  | 14.28  | -     | 100    |
| MA Media Studies & Prod                       | 07                             | 14.28%        | 28.57  | 28.57  | -     | 100    |
| MA Commercial Art                             | 11                             | 81.81%        | 9.09   | -      | -     | 100    |
| Master in Interior Design                     | 09                             | 33.33         | 66.66  | -      | -     | 100    |
| Master in Tourism Management                  | 13                             | 53.84         | 46.15  | -      | -     | 100    |
| Master in Multimedia                          | 19                             | 57.89         | 42.10  | -      | -     | 100    |
| M.Sc.Computer Science                         | 38                             | 2.63          | 55.26  | 23.68  | 10.52 | 100    |
| M.Sc Internet Studies                         | 16                             | 56.25         | 43.75  | -      | -     | 100    |
| PGDCA   | 16                             | 56.25         | 31.25  | -      | -     | 100    |
| PG Diploma in Financial Services              | 19                             | 26.31         | 63.15  | -      | -     | 100    |
| PG Dip Fashion Designing Garment Construction | 09                             | 100           | -      | -      | -     | 100    |
| Diploma in Cosmetology                        | 18                             | 33.33         | 66.66  | 37.5   | -     | 100    |

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

- IQAC collected feedback from all the stakeholders and on the basis of such feedback, it monitored and evaluated the quality to teaching and learning.
- Suggestion boxes proved to be helpful in getting the point of view of students about the teaching methods adopted by the faculty.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 11                                  |
| UGC – Faculty Improvement Programme            | 00                                  |
| HRD programmes                                 | 00                                  |
| Orientation programmes                         | 00                                  |
| Faculty exchange programme                     | 00                                  |
| Staff training conducted by the university     | 00                                  |
| Staff training conducted by other institutions | 00                                  |
| Summer / Winter schools, Workshops, etc.       | Summer Schools 01, 47 workshops     |
| Others   | 00                                  |

## 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 | 15                            | 00                         | 00   | 16                                     |
| Technical Staff      | 07                            | 00                         | 00   | 09                                     |

## Criterion – III

### 3. Research, Consultancy and Extension

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

- There is a Research Promotion Cell in the College.
- The Cell held 3 meetings in a session in order to discuss various plans to promote research and motivate the faculty for an academic advancement.
- The teachers were updated regarding the various fellowships schemes provided by UGC, and facilitated in applying for the same.
- The institution regularly organized conferences, seminars and workshops in order to rope in the researchers of eminence, to visit the campus and interact with teachers and students.
- The institutional budget has a special provision for research and development.
- An amount of Rs. 2 Lacs was marked for research activities and the faculty members avail to these funds for their projects.
- Although no financial aid was given to the students, yet there were certain facilities made available to support student's research projects.
  - a) Internet facility
  - b) Reprographic Facility
  - c) Overnight issue of reference books
  - d) General/Departmental/Virtual Library
  - e) CD Library
  - f) Audio-Visual resources available in Library
  - g) Online Journals through JSTOR subscription
  - h) Free e-books and online journals available through membership of UGC NLIST Programme for College.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing     |          | Sanctioned | Submitted |
|---------------------|-----------|-------------|----------|------------|-----------|
| Number              | 0         | 02          |          | 0          | 0         |
| Outlay in Rs. Lakhs | 0         | 18.20 Lakhs | 24 Lakhs | 0          | 0         |

#### 3.3 Details regarding minor projects

|                     | Completed  | Ongoing    |            | Sanctioned | Submitted  |
|---------------------|------------|------------|------------|------------|------------|
| Number              | 01         | 02         |            | 0          | 01         |
| Outlay in Rs. Lakhs | 1.50 Lakhs | 1.50 Lakhs | 1.80 Lakhs | 0          | 1.50 Lakhs |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 06            | 01       | 0      |
| Non-Peer Review Journals | 0             | 0        | 0      |
| e-Journals               | 0             | 0        | 0      |
| Conference proceedings   | 09            | 05       | 0      |

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  | 2012-2015     | CSIR<br>DST                | 18.20 Lakhs<br>24 Lakhs                | 10,57,000<br>8,72,000               |
| Minor Projects  | 2012-2014     | UGC                        | 1.50 Lakhs<br>1.80 Lakhs<br>1.50 Lakhs | Rs.112500<br>Rs. 15750<br>Rs. 37500 |
| Interdisciplinary Projects  | 0             | 0                          | 0                                      | 0                                   |
| Industry sponsored  | 0             | 0                          | 0                                      | 0                                   |
| Projects sponsored by the University/<br>College                        | 0             | 0                          | 0                                      | 0                                   |
| Students research projects<br>(other than compulsory by the University) | 0             | 0                          | 0                                      | 0                                   |
| Any other(Specify)  | 0             | 0                          | 0                                      | 0                                   |
| Total   | 0             | 0                          | 0                                      | 0                                   |

3.7 No. of books published)

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              | 01            | 01       | 0     | 0          | 0       |
| Sponsoring agencies | UGC           | UGC      | 0     | 0          | 0       |

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 College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | 0      |
|                | Granted | 0      |
| International  | Applied | 0      |
|                | Granted | 0      |
| Commercialised | Applied | 0      |
|                | Granted | 0      |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 0     | 0             | 0        | 0     | 0          | 0    | 0       |

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

NSS  NCC  Any other

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

- NSS unit of the college organised seminars in various subjects like Banking, Legal Literacy, Diseases in Animals in the adopted Village Qila Jeevan Singh.
- The unit paid frequent visits to the adopted village to know the problems of the villagers and to find solutions to those problems.
- The NSS unit visited Nishkaam School, a school for children who belong to financially deprived section of the society.
- The unit also visited Pingalwara at Manawala in order to learn the concepts of Sewa, Dowry, Poverty and other social evils prevailing in society.
- Red Cross Unit in collaboration with the NCC and NSS unit organized a Blood Donation Camp, organized a workshop on Tie and Dye, Block Printing, Stencil Printing at Quila Jeevan Singh on Oct. 5 and 6, 2012. A free Eye Camp was organized in which 120 patients were examined and free medicines were distributed to the children and to other patients during the camp.

## 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   | 65,000 sq yards | 0             | College own funds      | 65,000 sq yards |
| Class rooms   | 69              | 1             | College own funds      | 70              |
| Laboratories  | 35              | 2             | College own funds      | 37              |
| Seminar Halls   | 3               | 1             | UGC                    | 4               |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | NA              | 13            | UGC+ College own funds | 13              |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | NA              | 94,29,043     | UGC+ College own funds | 94,29,043       |
| Others  | -               | -             | -                      | -               |

#### 4.2 Computerization of administration and library

- The college has 18 state of the art computer labs equipped with 410 machines with latest configuration.
- All computers are inter-connected through campus area networking.
- The network is managed and controlled by the high-end servers installed in the server room.
- In order to cater to the needs of students of different branches, the college has procured a number of licensed softwares.
- The college provides round the clock internet facility through 7 high speed internet broadband connections.
- Alice software for library management was upgraded to 5.9 version.
- Subscription of NLIST was renewed.

4.3 Library services:

|                                | Existing |                                 | Newly added |                                 | Total |                                 |
|--------------------------------|----------|---------------------------------|-------------|---------------------------------|-------|---------------------------------|
|                                | No.      | Value                           | No.         | Value                           | No.   | Value                           |
| Text Books and Reference Books | 61,400   | 9,99,644.68                     | 1587        | 4,98,856.79                     | 62987 | 14,98,501.47                    |
| e-Books                        | 7000     | Free subscription Through NList | 0           | Free subscription Through NList | 7000  | Free subscription Through NList |
| Journals                       | 215      | 79867                           | 0           | 0                               | 153   | 35876                           |
| e-Journals                     | 6000     | 324655                          | 0           | 10,000                          | 6062  | 334655                          |
| Digital Database               | 0        | 0                               | 0           | 0                               | 0     | 0                               |
| CD & Video                     | 604      | Free of cost                    | 204         | Free of cost                    | 808   | Free of cost                    |
| Others (specify)               | -        | -                               | -           | -                               | -     | -                               |

4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 318             | 18            | 318      | 55               | 55               | 21     | 43          |        |
| Added    | 38              | 1             | 38       | 01               | 01               | 00     | 00          |        |
| Total    | 356             | 19            | 356      | 56               | 292              | 21     | 43          |        |

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

- A Seminar was organised by the Department of English on Dec. 2013 in collaboration with the department of Computer Science in order to upgrade the knowledge of the faculty for the use of latest equipment introduced in the language lab.
- A seminar was organized by the incharge of Mahatma Hans Raj library in order to upgrade the knowledge of the faculty about the use of INFLIBNET and JSTOR.

4.6 Amount spent on maintenance in lakhs:

|  |                  |
|--|------------------|
| I. ICT                                   | 2,83,081         |
| II. Campus Infrastructure and facilities | 56,58,562        |
| III. Equipment                           | 9,78,232         |
| IV. Others                               | 4,74,321         |
| <b>Total</b>                             | <b>73,94,196</b> |

## Criterion – V

### 5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

5.1 Awareness about students services was enhanced through the following measures.

- By providing information to students through Prospectus about various students support systems in college.
- By organizing meetings with Scholars Club and Students Council
- By putting up various notices in the information corner about the various scholarship schemes.

5.2 Efforts made by the institution for tracking the progression

The institution tracked the progression:

- By identifying advanced and slow learners with the help of feed-back of the teachers concerned.
- By direct interaction with the different groups of students (Advanced and slow learners).
- By organizing meetings with the Scholars Club and Student Council.

5.3 (a) Total Number of students

| UG   | PG  | Ph. D. | Others |
|------|-----|--------|--------|
| 3363 | 569 | 0      | 76     |

(b) No. of students outside the state: 63

(c) No. of international students: 02

| Men |   | Women |     |
|-----|---|-------|-----|
| No  | % | No    | %   |
| 0   | 0 | 4008  | 100 |

| Last Year 2011-2012 |    |    |     |                       |       |       | This Year 2012-2013 |     |    |     |                       |       |       |
|---------------------|----|----|-----|-----------------------|-------|-------|---------------------|-----|----|-----|-----------------------|-------|-------|
| General             | SC | ST | OBC | Physically Challenged | Other | Total | General             | SC  | ST | OBC | Physically Challenged | Other | Total |
| 2810                | 72 | 04 | 75  | 0                     | 990   | 3951  | 2736                | 112 | 5  | 115 | 00                    | 1040  | 4008  |

Demand ratio 1:1

Dropout % 2.81

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

The institution goes all out to facilitate and support students for appearing and qualifying in various competitive examinations.

- They were given compact time table so as to leave them with ample time for preparation for the competitive exams.
- Whenever required the university condition of 75% lecture attendance was relaxed.
- Special coaching was arranged.
- Various interactive sessions with professionals were organized by the departments of Computer Science, Commerce, Tourism, Design, Pol. Science and Multimedia, to equip students for interviews and group discussions.
- Programmes for personality development and enhancing interpersonal communication skills were organized.

No. of students beneficiaries

73

### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

- A meeting of the Counselling cell was held on 12<sup>th</sup> January 2013 and the various courses to be offered in the summer were discussed by the members and it was decided that Computer and Cosmetology short term courses would be held.
- The next meeting of the Counselling cell was held on 2nd February'2013. The members decided that a workshop on 'INTERVIEW SKILLS' would be held, in order to prepare B.A. III students for facing interviews. It would be conducted by Mr. Rishab Gupta of TIME centre on 5th Feb' 2013.
- The Counselling cell so formed handled 15 cases, covering various problems like adjustment. lack of confidence, OCD(Obsessive Compulsive Disorder), stress, lack of concentration, interpersonal relations etc. under the guidance of the faculty members. Various follow up sessions were held with the clients and the conflicts were resolved to a great extent.

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                              | 250                             | 29                        | 70                        |

### 5.8 Details of gender sensitization programmes

Following measures were taken for gender sensitization programmes:

- Women Empowerment Forum organized a play on female foeticide in collaboration with Shakti - an NGO on Jan. 23,2013 in the auditorium.
- A lecture on Rights of Women was delivered by Mrs. Laxmi Kanta Chewla, former Health Minister of Punjab.
- Mrs. Kamayani Bali Mahabal, Human Rights activist and a lawyer from Mumbai delivered a lecture on gender bias and media on Feb. 23, 2013.
- A Legal literacy seminar was organized by the the NSS unit of the college during the Camp organised at Quila Jiwan Singh (the adopted Village).
- The NSS volunteers participated in Candle March dedicated to Women Empowerment.

### 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                                   | 1255               | 17999190 |
| Financial support from government                                    | 140                | 1507580  |
| Financial support from other sources                                 | 481                | 929200   |
| Number of students who received International/ National recognitions | 55                 | 1374000  |

### 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 :

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

The college strongly believes in empowering women and this is achieved through need-based, futuristic courses with entrepreneurial skills. These courses prepare the women for self-employment in this competitive world. The vision and mission of the college is reflected in the curriculum which aims at preparing women for the job market, their own business and also for their role as homemakers.

#### Vision

- Being quality conscious in all the programmes for imparting new educational and cultural experience.
- Becoming more aware of the institutional as well as individual needs and thus working with intuition, innovation and insight.
- Moving beyond the targeted standard limits, through planning and efforts.

#### Mission

- To provide quality education and spread the benefits of education to women by synchronizing tradition with modernity and blending professional and vocational education with traditional courses for women's development.
- To empower women through need-based, futuristic courses with entrepreneurial skills.
- To 'enlighten and to excel', so that all the learners are able to assume positive and fulfilling roles in nation- building.
- To enrich and empower all the beneficiaries through participative, positive and fertile teaching – learning environment.
- To promote and revive Indian tradition and Vedic culture through awareness raising programmes.

#### 6.2 Does the Institution has a management Information System

The institution has a well-organized Management Information System with the top management, DAV College Managing Committee, New Delhi that directs the faculty to develop innovative insights and incorporate them in the functioning of the institution.

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

### 6.3.1 Curriculum Development

- Curriculum of M.Sc. (TTM) was developed by Mr. Naresh, Head, Department of Geography and TTM.
- Curriculum of M.Sc (Fashion Design) was developed by the faculty of Home Science.

### 6.3.2 Teaching and Learning

- Interactive learning, collaborative learning and independent learning among the students was provided through audio visual aids, tutorials , virtual library, remedial coaching, projector and computer based teaching learning methods and smart class rooms, air conditioned libraries, laboratories and reading rooms.
- Every teacher drew his/her teaching plan taking into consideration, the ability of the students.
- The academic calendar and individual teaching plans were meant for broad reference.
- The teachers also held classes during the autumn and winter break, holidays as well as Sundays.
- Seminars and guest lectures were organized on regular basis by all the departments.
- Students were assigned various creative tasks, such as report-writing, press release, video filming, recording, questioning resource persons etc. during seminars, workshops etc.
- New teaching aids such as, television, CD player, Computer, and other modern devices were also used.
- The films on dramas and novels prescribed in the syllabus were also shown to students by the department of English
- Smart boards were introduced to make the teaching and learning more interactive and impressive.

### 6.3.3 Examination and Evaluation

- Oral and written class tests were scheduled weekly at the end of the chapter or units.
- Two house tests were conducted internally before the final examination conducted by the university.
- Assignment based internal assessment was made by the departments of Commerce and Commercial Arts & Fine Arts.

### 6.3.4 Research and Development

Mrs. Namarta Sharma, from the department of Fine Arts, got minor project entitled Technology & Visual Arts. An amount of Rs.1.5 Lakh was sanctioned by UGC.

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

- The college library subscribed to various journals related to different subjects. The online resources like JSTOR and INFLIBNET were also subscribed to by the college.
- The library introduced OPAC.
- Workshops for use of e. journals were organized.
- Special Sacred Book Corner was introduced in the library.
- The institution facilitated extensive use of ICT resources including development and use of computer aided teaching/learning materials by its staff and students.
- New equipment Laptops, LCD, Laser jet, 3D-LED, 3D-LCD Projector, New Cameras, Printers, 3D-Fashion Textile Design, was procured

### 6.3.6 Human Resource Management

Human resource management is a very sensitive area where the college adheres to the principle of rigorous discipline but with warm human touch. The administration has developed mechanisms to watch each and every employee closely, at the same time it takes care to keep him/her at a comfort level, so that he/she could work efficiently to the maximum of his/her capacity.

During the session 2012-13 following measure were adopted:

- The review of the academic results was made.
- The faculty exchange their views for the improvement of teaching and learning strategies.
- New methods were developed to make the learning more interesting and stimulating
- A close watch was kept at the learner's progress.

- In order to keep the spirit of healthy competition alive among the students, the incentives in the form of prizes and fee concession were given to the students.
- The college has developed meaningful new programmes and streams to developed the relationship with the community by organizing parents teachers meeting
- Arya Yuvti Sabha of the College organized Jan Chatna Rally to inculcate the feeling of moral duty towards community.

#### 6.3.7 Faculty and Staff recruitment

The college made 115 appointments on adhoc basis and 15 members were recruited on Contractual basis. The recruitment of adhoc and contractual teachers is done through proper channel. The posts are advertised in reputed national and regional newspapers. The applications are invited from eligible candidates satisfying UGC / GNDU norms. The selection of staff is based on merit and as per UGC / GNDU norms. The recruitment if contractual staff is done through DAV College Managing Committee, New Delhi, while the recruitment of adhoc staff is done through Local Managing Committee.

#### 6.3.8 Industry Interaction / Collaboration

- The Department of Home Science organized the visit to export house “Jyoti Apparel” Gurgaon 2014.
- Visit to Fab India –A Traditional Apparel Ethnic Store was organized in Aug. 2012. for acquainting the students with Retailing, Merchandising and Designing.
- Visit to PITEX (Punjab International Trade Expo Dec. 2012. was organized to familiarize students with the rich textile and embroideries of Southeast Asian countries.
- Educational visits to Alpha One Mall were organised in July 2012.

#### 6.3.9 Admission of Students

- During the session 2012-13, 4014 were admitted to various courses available in the college.

#### 6.4 Welfare schemes for Teaching, Non-teaching, Students

As the college thrives on staff -friendly environment, various welfare measures have been taken for the satisfaction and motivation of the faculty and the staff.

- The college has adopted the contributory Provident Funds Scheme whereby the management contributes its share equal to the share of the employee(Teaching/ Non-Teaching) every month
- Gratuity Cheques on the day of retirement were given to the employees at the time of retirement without delay.
- ESI Scheme was introduced for Teaching and Non-Teaching Staff.
- Loan facilities to carry out family responsibilities like arrangement for wedding, purchase of car, LCD, house, were provided through a very easy mechanism 50 members from the Non-Teaching Staff availed of this Scheme during 2012-13.
- Funds were also collected to facilitate the members of the staff in their emergency.
- Health facilities, like services of doctor, nurse during working hours. medical check-ups of the staff and aid to the under-privileged employees, were provided generously.
- Approximately 33.33 % of the students received financial assistance from state government, central government and other national agencies.
- In 2012-13, 621 students got Fee Concession on Merit Basis.
- 228 Students got Poverty Concession
- 99 fatherless students availed due help from College.
- 244 Sports Students were given freeship in fee, accommodation and mess facilities etc.

6.5 Total corpus fund generated

|             |
|-------------|
| 29119338.49 |
|-------------|

6.6 Whether annual financial audit has been done : Yes

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

| Audit Type     | External |        | Internal |                        |
|----------------|----------|--------|----------|------------------------|
|                | Yes/No   | Agency | Yes/No   | Authority              |
| Academic       | Yes      | GNDU   | Yes      | Members of Faculty     |
| Administrative | Yes      | GNDU   | Yes      | DAV Managing Committee |

6.8 Does the University/ Autonomous College declare 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?

- The University is in the process of introducing semester system for all levels of all streams and subjects. Semester system has replaced annual examination method in all PG classes already.
- Table-marking has been introduced to ensure fair evaluation system.
- An external invigilation system has been introduced.

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

- Twice a year, Alumni meets were organized when the old students of the college gave feedback about the relevance and validity of their course in the job market.
- Alumni who, are now professionals like Chartered Accountants, Designers and Artists held workshops with the Students of Fashion Design and Commerce.
- Our distinguished Alumni like Ms. Bharti, a renowned TV artist; Ms. Suman Sharma, an Arjuna Awardee; Ms. Mandeep Kaur, Asian Gold Medalist in Athletics; Ms. Harwant Kaur, an Olympian; Ms. Vibha Bhagat, a theatre artist; Ms. Harpal Kaur, District Sports Officer; Ms. Neelam Khanna, an Advocate, were invited as chief guests and judges to inspire and motivate the present students.
- The Alumni contributed to the cause of helping the disadvantaged.

6.12 Activities and support from the Parent – Teacher Association

A healthy interaction with the parents was facilitated. It helped us in the better functioning of the College. Guardians suggested to introduced certain diploma courses like PG Diploma in Accounts, Advanced Diploma in Cosmetology in the Curriculum of The College

6.13 Development programmes for support staff

As the college thrives on the staff -friendly environment, various welfare measures have been taken for During the summer vacation the seminar was organized to familiarizes the support staff, with the modern technology, they were trained to operate Computer, Printers and Xerox machine

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

To make the campus eco-friendly, the institution has undertaken the following steps :-

- The College formed a green audit team. The member of team are Mr. Naresh Head Department of Geography, Mrs. Rashmi Head Department of Biology and Mr. Romy Administrator.
- To fulfil the target of reducing waste in the college premises, the green audit team recommended the use of a compost bin for food wastage. It also banned the use of polythenes in the college.
- Qualitative and quantitative analysis of water consumption was made to identify means of reducing, reusing and recycling of water in the campus.

- The points with leakage and overflow of water were identified and appropriate measures were taken to prevent wastage of water.
- The college installed a rainwater harvesting system to collect rainwater and used it for gardening, toilet, cleaning and floor-cleaning etc.
- Some monitoring mechanisms to check tank overflows were installed in the college.
- Maintaining a biologically diverse environment is the foundation for a healthy plane. The college developed a vegetable patch to maintain biodiversity, and avoids the use of harsh pesticides and herbicides in the college grounds.
- The college developed vermiculture to produce organic manure.

## Criterion – VII

### 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The following innovations were introduced which created a positive impact on the functioning of the institution:-

- The college installed Public Address System to make important and urgent announcements to the students.
- Customised softwares were developed for the efficient functioning of the Registrar's office, General office and Accounts offices.
- The College installed a particular software in the system for the smooth functioning of Library
- In the library, the students have been allocated a separate reading room where they can carry their own books to study.
- The college installed a video conferencing system.

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

The institution monitors and evaluates the quality of its enrichment programmes through constitution of various committees like Academic Council, Internal Quality Assurance Cell (IQAC), Grievance Redressal Cell, and Library Advisory Committee for improvement in the teaching method, completion of the course etc.

During the session 2012-13 two science Labs were constructed with latest equipments.

- The Computer Labs were updated
- A Smart Class Room was introduced in the Department of TTM.
- A Seminar Hall with a Capacity of 300 Persons equipped with Modern mechanism is under construction.
- A Ramp in the Commerce Block was constructed.
- Top Floor was constructed in the Sports Hostel to accommodate maximum number of sport students.
- Medicinal Plants were planted and a vegetable patch was installed.
- The Swimming Pool and Indoor Sports Stadium are still under Construction.
- Projects to instill in students a sense of responsibility for the under privileged section of the society were adopted by the NSS and NCC Units of College.
- The NSS unit of the college celebrate Sadhbhavna Divas on 15.07.2012, Independents day at Gandhi Ground on 15.07.2012., Republic Day in Nishkaam School on 26.01.2013 in order to inculcate values and patriotic feeling in the Youth

- 7.3 Give two Best Practices of the institution

- The multifarious curriculum offers a wide range of job-oriented and skill based courses and provides the learners the option to match their aptitude and interest with the subject of their choice.
- Along with the goal of academic excellence, the college aims at developing talent of its students in

sports and cultural activities to seek their holistic growth. As in academics, here too, the college strives to provide national & international opportunities to the students and trains them with world class facilities.

*Note: For details, please see Annexure-II*

#### 7.4 Contribution to environmental awareness / protection

##### **Energy Conservation**

Making the campus eco-friendly is the major concern of the college administration. It takes expert opinion, plans strategies to sustain environment, and implement them effectively involving students and staff.

Following measures have been taken to save energy:

- Use of fluorescent tubes instead of incandescent bulbs.
- Compact fluorescent lamps (CFL) have already been installed.
- In non-reading and non-working areas, reduced lighting (25watts- 40 watts) is used.
- For outdoor lighting, high pressure sodium or metal halide lamps are to be used.
- Lights are switched off immediately when not required.
- All transformers are disconnected and isolated from the wall outlet receptacles at the end of a working day.
- Computers, printers, copiers etc, which are not in use are closed down and disconnected at the end of a day.
- All personal computers utilize the power management option for conserving electrical energy.
- Electronic equipments and gadgets are shut- off during non-working hours.
- All the office windows are covered by blinds or curtains to reduce heat conduction.
- Unit settings for all ACs are at 22-24oC.
- Most of the doors, windows have been thermally sealed and are kept closed on entry/exit to reduce overwork.
- Split units and central ACs have been installed in the institution compatible to the occupancy level.
- Members of student council and faculty have been deputed to check the wastage of electrical energy by ensuring that fans should not run in unoccupied classrooms or laboratories.

##### **Use of renewable energy**

- Use of solar thermal devices is very effective for conservation of renewable energy.
- The following devices have been installed in the college as alternative to electrical appliances:-
  - Solar water heater
  - Solar cooker

##### **Water Harvesting**

- One storage tank has been made available and two bore wells have been dug for storage and ground water recharging of BD block and Hostel building.
- Rain water of main building is allowed to collect in the storage tank and also allowed to enter borewell for ground water recharging.
- The water of commerce block is allowed to enter borewell for recharging of ground water.
- In the playground, rain water percolates through the soil.

##### **Efforts for Carbon Neutrality**

- Plantation of trees has been increased to sequester CO<sub>2</sub> emitted in the atmosphere.
- The college has invested in green technologies such as solar power to reduce its carbon footprint.
- The greenhouse gas emission has been reduced by encouraging the employees and students to carpool their travel.

##### **Plantation**

- In the last three years the college has planted about 400 ornamental and shady plants in the campus.
- A herbal garden having different varieties of medicinal plants has been developed in the college.

- A terrace garden has been developed outside the Science Block of the college. It has different varieties of ornamental plants.

#### **Hazardous Waste- Management**

- Waste chemicals in the chemistry labs are properly disposed by dissolving them in water or by keeping separately in protected sheets.
- Heavy waste furniture, drama sets are sent to the workshop for dismantling and recycling or re-using.
- Students of the departments of Design and Fine Arts too use this material and create artistic designs out of various waste items.

#### **E-Waste Management.**

- Electronic waste, such as discarded computers, office electronic equipments, mobile phones, television sets and refrigerators are disposed off as per their conditions, sometimes donated to the needy institutions or handed over to the companies or NGO's engaged in recycling of e-waste.
- Recycling and disposal of e-waste involves risk, it is handed over to expert persons only for dismantling or recycling.

7.5 Whether environmental audit was conducted?      Yes       No

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

The College has set up a Separate feedback Committee to review the teaching learning process.

#### **The members of the committee are:**

| <i>Name</i>         | <i>Designation</i>   |
|---------------------|----------------------|
| Mrs. Harpreet Dua   | Sr. Most, Member     |
| Mrs. Manbir Kaushal | Dean Student Council |
| Mrs. Neeru Chadha   | Registrar            |
| Mr. A.K Dhir        | Administrator        |
| Mrs. Manjot Sandhu  | Coordinator Alumni   |
| Mrs. Neeta Dhawan   | UGC Coordinator      |
| Mrs. Rajni Mehra    | Bursar               |
| Mrs. Renu Bhandari  | Coordinator WEF      |

The committee holds three meetings in a session to discuss methodologies to review the teaching - learning process. It has developed a multi- pronged mechanism for the feedback.

#### **Feedback from the students**

The student council of the College keeps the Heads of Departments and the Principal updated about their difficulties regarding certain courses and the performance of the teachers.

There is a suggestion box where the students can drop their complaints, if any. The contents of the box are analysed on the monthly basis and suitable measures are taken to redress the grievances. A Performa designed according to UGC & NAAC, instructions is also used annually to get students' feedback on teachers.

#### **Feedback from the Parents and Alumn**

The College remains in touch with the Parents by sending the report of the performance of their wards. Where need be, they are called for meetings with the concerned teachers. During their interaction, the suggestions and reviews regarding teaching – learning process are taken.

Alumni in their meetings or through their connection with the Faculty give their opinions regarding the teaching – learning process of the college. Such feedbacks go a long way in improving the quality of the teaching – learning process in a sense that a teacher comes to know about his/her strengths and shortcomings and improves his/her shortcomings and even better his/her strengths. Students also are guided as per their capacity to improve their skills.

### **Review of Results**

The Feedback Committee reviews results, both terminal and final and finds out advanced and slow learners on the basis of their performance on the basis of the review, special tests and instructions to the students are given to enhance their performance.

Instructions regarding the quality assurance are communicated to the faculty members, especially the newly appointed ones, in the beginning of the session through meetings with the Principal.

Students are also made aware of such policies through orientation programmes conducted by the administration and by the heads of departments.

The college informs the external stakeholders about its policies through prospectus, other publications and advertisements in newspapers and TV channels. It makes extra efforts to send its publications to the individual members of the management, officers of educational & other bodies & industry units the college is related to.

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

- The college will further develop talent of its students in sports and cultural activities to seek their holistic growth.
- In academics too, the college will seek to provide national & international opportunities to the students and train them with world class facilities.
- The project of swimming pool will be completed in the near future.
- The seminar Hall will be duly furnished.
- The college has applied for seeking approval for the establishment of Dayanand Study Centre.
- Department of Home Science is planning to organized a workshop on Macramé for creating belts, bags and Accessories.
- Department of English is planning to organize a workshop on Communication Skills

**Mrs. Manbir Kaushal**  
*Coordinator, IQAC*

**Dr. (Mrs.) Neelam Kamra**  
*Chairperson, IQAC*

## **Academic Calendar – (2012 – 2013)**

### **Semester - I**

|                                     |   |                                  |
|-------------------------------------|---|----------------------------------|
| 1. University Admission Date        | = | 01 April, 2012 to 03 July , 2012 |
| 2. Beginning of Session             | = | 05 July , 2012                   |
| 3. Installation of Students Council | = | August                           |
| 4. Talent Hunt                      | = | August                           |
| 5. Seminars & Workshops             | = | August to October                |
| 6. Terminal Exams                   | = | 15 Sept, 2012 to 29 Sept, 2012   |
| 7. Vacations(Autumn Break)          | = | 30 Sept, 2012 to 09 Oct,2012     |
| 8. Youth Festival                   | = | October                          |
| 9. University Exams                 | = | 26 Nov, 2012 to 20 Dec, 2012     |
| 10. Winter Break                    | = | 23 Dec, 2012 to 05 Jan, 2013     |

### **Semester - II**

|                               |   |                              |
|-------------------------------|---|------------------------------|
| 1. Admission for New Semester | = | 20 Dec, 2012 to 05 Jan, 2013 |
| 2. Beginning of Semester      | = | 06 January, 2013             |
| 3. Seminars & Workshops       | = | January to March             |
| 4. Terminal Exams             | = | 04 April, 2013               |
| 5. Sports Day                 | = | March 2013                   |
| 6. Awards Day                 | = | March 2013                   |
| 7. Convocation                | = | March 2013                   |
| 8. Mangal Kamna & Farewell    | = | March 2013                   |
| 9. University Exams           | = | 01 May , 2013                |

## **Best Practices 2012-2013**

### **1. Title of the Practice : Need-Based Curriculum**

#### **2. Goal**

The college is very keen to watch trends. Before the market forces catch us off-guard, we prepare new courses, faculty and facilities of international standards. This practice lends the curriculum viability to cater to diverse needs of society and to direct the students to make a wise choice matching the national and international trends.

#### **3. The Context**

The aim of the college is to equip the students with global competencies, so that they could meet with the demands of the changing scenario successfully. Keeping in mind this aim, the institution studies the national and international trends, moulds and makes choices of courses accordingly. Where need be, it designs innovative courses to provide a new choice to the students. This practice has boosted the image of the institution in the public eye, and has attracted more students from the region.

#### **4. The Practice**

The multifarious curriculum offers a wide range of job-oriented and skill based courses and provides the learners the option to match their aptitude and interest with the subject of their choice.

### **UG Level Courses**

- **BA (Bachelor in Arts) – Three year degree course**

Students in arts and humanities have diverse subject options in languages, social sciences, fine arts and economics. These can open up avenues in fields as diverse as journalism, advertising, foreign trade and civil services. Mathematics with humanities too widens the career options. The vocational streams equip the students for jobs after graduation.

#### **Vocational subjects at BA level**

The college has earned the enviable status of Model College for Vocational Courses after getting the recognition from UGC, NAAC and PSS Central Institute of Vocational Education, Bhopal (PSSCIVE). The infrastructure, the learning resources and facilitators coupled with visits to industrial/corporate houses, exhibitions, hands-on work, workshops and lectures by professionals from India and abroad, all equip the students with the necessary skills to forge their way into the job market or setting up their own enterprises.

Following are the courses running at UG level;

- FDGC(Fashion Designing & Garments Construction)
- MCVP(Mass Communication Video Production)
- Commercial Art
- SPAP(Still Photography Audio Production)
- Computer Applications
- GJD(Gemology & Jewellery Designing)
- TTM(Tourism & Travel Management)
- B.Sc (Non-Medical)
- B.Sc Medical
- B.Sc Biotechnology
- BJMC(Bachelor of Journalism & Mass Communication)
- B.Com (Regular)

- B.Com (Professional)
  - BBA (Bachelor in Business administration)
  - B.Sc (Economics)
  - B.Sc (Computer Science)
  - BCA (Bachelor in Computer Applications)
  - B.Sc (IT)
  - BFA (Bachelor of Fine Arts)
- **Bachelor of Design (BD) (Four Year Degree Course)**  
 In this design- oriented age, everybody wants unique, unusual designs in all the things they use in everyday life. It may be the interior of the house, hotel, airport, restaurant, playpen, formal or informal wear; designing is the core requirement for all these. Therefore, to equip the students with the latest in these and to unfold their latent talent, an effort has been made by the college in this direction, in the form of Bachelor in Design, a four year degree course. This college is one of the three institutions in the country and one of the two in Punjab, to introduce this course.

After one year of Foundation Course, students can opt for any one specialization field of fashion, interior & textile.

- Bachelor of Fashion Design
  - Bachelor of Textile Design
  - Bachelor of Interior Design
- **Bachelor of Multimedia (BM) (Four Year Degree Course)**  
 The course has been started with the objective to impart training in various aspects of multimedia, to meet the need of the fast growing multimedia industry.
  - **Bachelor of Fine Arts (BFA) (Four Year Degree Course)**  
 BFA is a professional course started with the objective to enhance employability of the students in animation, computer graphics, interior decoration and murals etc.
  - **Add-on Courses**  
 Add-on courses in the unique scheme of the UGC to add on skills and increase employability and entrepreneurship for students pursuing conventional courses in the liberal arts stream have been started.

**Add-on Course is in three phases:**

- Certificate
- Diploma
- Advanced Diploma

**A student enrolled in any stream may opt for any one/two of the following courses.**

- Aviation, Hospitality & Catering
- Clinical Diagnostic Techniques
- Cosmetology
- Communication Skills
- Computer Fundamentals & Internet Applications
- Anchoring, Reporting & News Reading
- One Year Certificate Course in French.

## PG Level Courses

- Master in Multimedia
- Master in Performing Arts (MPA)
- MA Fine Arts
- M.Com (Two Year Degree In Master Of Commerce)
- MA English
- M.Sc Computer Science (Semester System)
- MA Media Studies and Production
- MA commercial Art
- M.Sc Interior Design
- M.Sc Fashion Designing & Merchandising
- MJMC(Master In Journalism And Mass Communication)
- Master In Tourism Management
- M.Sc Internet Studies

All the courses at UG & PG levels follow teaching and examination system according to the guidelines of the university. As the institution keeps an eye on the quality, it keeps its teaching-learning process up to date. Innovation and experimentation are the twin forces that strengthen it and make it meet the national & international expectations.

### 1. Title of the Practice : Sports & Cultural Training for Holistic Growth

### 2. Goal

Along with the goal of academic excellence, the college aims at developing talent of its students in sports and cultural activities to seek their holistic growth. As in academics, here too, the college strives to provide national & international opportunities to the students and trains them with world class facilities.

### 3. The context

The purpose of education is to develop skilled human resources by increasing capacity of individuals to achieve core competencies in their selected fields. It must create systems to cater to diverse needs of individuals. Keeping in view this goal, the college has developed a network of systems in multi-areas of sports and cultural domain along with academics to provide wider choice to individuals for their versatile & multi-dimensional growth. Ultimately the mission is to give the nation excellent sportspersons & artists and contribute towards building good human resource of the nation.

### 4. The Practice

The college is well known for its sports and cultural activities in the region. It provides world-class infrastructure and training in 40 games. The games are as follows:

|                |                     |                 |
|----------------|---------------------|-----------------|
| Athletics      | Gymnastics Artistic | Rope-Malkhumb   |
| Archery        | Gymnastics Rhythmic | Rowing          |
| Badminton      | Hand ball           | Rifle- shooting |
| Ball-Badminton | Hockey              | Swimming        |
| Boxing         | Judo                | Soft-ball       |
| Basket-ball    | Kabbadi             | Squash racket   |
| Base-ball      | Kho-kho             | Table tennis    |
| Cricket        | Korf-ball           | Tug of war      |
| Cross- country | Kayaking            | Taekwondo       |
| Cycling        | Lawn tennis         | Volley-ball     |
| Chess          | Net-ball            | Weight-lifting  |
| Fencing        | Pistol shooting     | Wrestling       |
| Football       | Power lifting       | Yoga            |
|                |                     | Yachting        |

- To impart training the college uses its courts & grounds on the campus as well as on the campus of Guru Nanak Dev University Amritsar and also courts and grounds of municipal corporation for water sports like Rowing, Yachting & Kayaking. The college sends its sportswomen to Pong Dam at Talwara and for intensive training at Delhi Club, Jahangir Puri, Delhi.
- Besides providing indoor & outdoor facilities, the college offers freeships, scholarships, and other facilities like transports & medical concessions to its players.
- In cultural fields too, the college trains the students in 39 events of music, theatre, arts, public speaking and quizzing. To provide the students best facilities, its has constructed and developed a huge infrastructure of international standards e.g. Auditorium, Media House, Multimedia Centre, Video Production Studio, Hi-tech Language and Communication skills lab, Open- Air Theatre and Stadium etc.

\*\*\*