

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

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

OR

- 1.4 NAAC Executive Committee No. & Date :
- 1.5 Website address : www.bbkdav.org
- Web-link of the AQAR : www.bbkdav.org/bbkdavwebsite/userfiles/file/AQAR2013-14.pdf

1.6 Accreditation Details

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

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

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))
- AQAR 2011-12 submitted to NAAC on 30.09.2013
 - AQAR 2012-13 submitted to NAAC on 28.05.2014

1.9 Institutional Status

University	State	<input type="text" value="NA"/>	Central	<input type="text" value="NA"/>	Deemed	<input type="text" value="NA"/>	Private	<input type="text" value="NA"/>
Affiliated College					Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Autonomous college of UGC					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid +Self Financing	<input checked="" type="checkbox"/>	Totally Self financing	<input type="checkbox"/>				

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI(Phys Edu)	<input checked="" type="checkbox"/>	
TEI (Edu)	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>			
Others (Specify)	<table border="1" style="width: 100%;"> <tr> <td>(1) Visual & Performing Arts</td> </tr> <tr> <td>(2) Social Science</td> </tr> </table>								(1) Visual & Performing Arts	(2) Social Science
(1) Visual & Performing Arts										
(2) 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	<input type="text" value="NA"/>				
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="checkbox"/>		
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>		
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>		
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other <i>Specify</i>	<input "="" type="checkbox" value="---</td> </tr> <tr> <td>UGC-COP Programmes</td> <td><input checked="/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="00"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No <input type="text" value="02"/> Faculty <input type="text" value="√"/>

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? If yes, mention the amount

Yes No

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:

1. UGC sponsored National Seminar on “Human Rights”.
2. UGC sponsored National Seminar on “Yug Drushta and Yug Surashta”.
3. A five day workshop on “Composition” was organized.
4. A workshop on “Block Printing”.
5. A workshop on “Macrame Work”.
6. A two day workshop on “Nature Study”.
7. A two day workshop on “Batik Printing”
8. A four day workshop on “Technical know how to cutting and stitching of designer coats”.
9. A two day workshop on “Fabric Painting”

2.14 Significant Activities and contributions made by IQAC

The Cell undertook programmes

- To support research work by faculty
- To sensitise students about their potential and hidden talent and encourage them to become self-reliant

- To encourage a positive work culture among the staff and students through various programmes
- To take the feedback and opinion of the staff and students to ensure better academic and sports facilities.
- To offer insight, to guide and to support students in marketing skills, employability and communication skills.
- To inculcate the spirit of service and civic values among the students through various programmes.

2.15 Plan of Action by IQAC/Outcome

Following is 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:

Action Proposed	Achievements
<ul style="list-style-type: none"> • Department of Social Sciences planned to organise a UGC Sponsored National Seminar • Dayananda Study Centre planned to organise a UGC Sponsored National Seminar • Various Departments planned to organise Workshops for the all round development of Students 	<ul style="list-style-type: none"> • A UGC Sponsored National Seminar on Human Rights was organised on March 2, 2013 by the Faculty of Social Sciences. • A UGC Sponsored National Seminar on Yug Drushta and Yug Surashta organised on April 29, 2014 by Swami Dayananda Study Centre. • A workshop on Block Printing was held on August 10, 2013 by Home Science Dept. • A workshop on Nature Study was organised on Sept 17, 18, 2013 by the Home Science Dept. • A workshop on Fabric Painting was organised on Nov 19, 20, 2013 by the Dept of Home Science. • A workshop on 3D Art was organised by the Dept of Fine Arts on 23, 25, July, 2013. • A workshop on Composition was organised on Feb 3-8, 2014 by the Dept of Fine Arts • A Workshop on Interactive Teacher training was organised by the Dept of English on 17, 18 December, 2013

2.16 Whether the AQAR was placed in 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	0	11	0
UG	16	0	14	0
PG Diploma	03	0	03	0
Advanced Diploma	07	0	07	07
Diploma	08	0	08	08
Certificate	07	03	07	10
Others	0	0	0	0
Total	54	03	50	25
Interdisciplinary	0	0	0	0
Innovative	02	0	0	02

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	33
Trimester	0
Annual	0

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 examination system was changed from annual to semester system
- Syllabus of vocational courses was updated & revised keeping in mind the industrial demand and feedback of stakeholders.

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

- Swami Dayanand Study Centre was set up in 2013 under 12th UGC Plan of Epoch Making Social Thinkers in India.

Aims:

- The Centre aims at propagating the teachings of Swami Dayananda Ji so as to eliminate social evils and to put nation on the progressive path.
- It also aims at comparatively analysing the reforms of Dayanand ji with that of his contemporaries.

Work Done:

- BBK DAV College organised a Debate Competition celebrating Hindi Divas on 11.9.2014 in which Saloni Shool, a student of BBK DAV Collegiate SR. Sec School bagged first prize. This event was presided over by Prof. Dr Vinod Kumar Taneja, A former Chairman, GNDU; Prof Dr Mohinder Sangeeta, Dean Academic, Khalsa College Engineering and Technology and Dr Indra Virak Assoc. Prof RR Bawa DAV College, Batala.
- Swami Dayanand Study Centre celebrated World Philosophy Day by organizing Inter-college Quiz Competition. Dr. Avinash Nagpal, Director, GNDU Academic Staff College was invited as the Chief Guest.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	30	25	0	0

2.2 No. of permanent faculty with Ph.D.

20

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
137	0	0	0	0	0	0	0	137	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

00

137

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	26	00
Presented papers	02	18	00
Resource Persons	00	02	00

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

- New techniques like audio-visual aids, virtual library, projector and computer based teaching learning methods were used.
- Practical knowledge was imparted through tasks like video filming recording and interactions with guests and resource persons during college functions, seminars and workshops
- In order to encourage self-employment and marketing skills, exhibition-cum-sale was organized by various departments in which students displayed and sold products created by them.
- To instil a sense of social responsibility and to sensitise the students towards underprivileged sections of society, students were imparted moral education through documentaries.
- The faculty members updated and enhanced their knowledge with the help of JSTOR Collection of e-resources available through INFLIBNET.

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

172

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

- MCQs (Multiple choice questions) were introduced in the science and commerce streams.
- In order to bring uniformity in the marking, the scripts of the adhoc/temporary staff were scrutinized by the senior teachers.

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

09

04

00

2.10 Average percentage of attendance of students : - 76%

2.11 Course/Programme wise distribution of pass percentage :

Name of class	Total Students	Total Marks	distinction 70% above	No. of 70% above	distinct ion %	1st Div. 60-70 %	No of 60 %	1 %	2nd Division 50%-60%	No of 50-60	II%	3rd divi 40% - 50%	No. of 40-50	III%
BA	178	2400	1680	9	5%	1440-1680	55	30%	1200-1440	67	37%	960-1200	20	11%
BA School of Hons. in Eng. III	33	2000	1400	1	3%	1200-1400	21	63%	1000-1200	10	30%	800-1000	---	---
B.Sc. (Bio. Tech) III	12	1800	1260	8	66%	1080-1260	4	33%	900-1080	----	----	720-900	---	---
B.Sc.(Non. Med.) III	23	2400	1680	3	13%	1440-1680	6	26%	1200-1440	10	43%	960-1260	2	8%
B.Sc. Medical III	16	2400	1680	----	----	1440-1680	7	43%	1200-1440	4	25%	960-1200	----	----
B.Sc. Economics III	49	2400	1680	4	8%	1440-1680	14	23%	1200-1440	26	53%	960-1200	2	4%
B.Sc. Computer Science III	56	2400	1680	2	3%	1440-1680	17	30%	1200-1440	24	42%	960-1200	3	5%
B.Sc.IT III	21	2500	1750	3	14%	1500-1750	12	57%	1250-1500	3	14%	1000-1250		
BCA - III	99	2500	1750	8	8.08%	1500-1750	56	56.5%	1250-1500	31	31.31 %	1000-1250		
B.Com Regular III	128	2050	1435	7	5.46%	1233-1435	65	50.78%	1025-1230	45	35-15%	820-1075	5	3.9%
B.Com Professional III	134	2150	1505	14	10.44%	1290-1505	67	50%	1075-1290	40	29.8%	860-1075	8	11.59 %
BBA - III	68	2250	1575	3	4.341%	1350-1575	26	37.68%	1125-1350	31	44.9%	900-1125		
BFA - III	10	1200	840	6	60%	720-840	3	30%	600-720			480-600		
Bachelor of Design - III	48	800	560	3	6.25%	480-560	20	41.66%	400-560	13	27%	320-400		
Bachelor of Multimedia-VIII	69	450	315	3	5%	270-315	20	34.4%	225-270	24	41.3%	180-225	7	12%
B.J.M.C - VI	14	2200	1540			1320-1540	5	1100-1320	33.3%	5	33.3%	880-1100		
M.Sc.-Fas Des & Merchandising - IV	21	2200	1540	18	85.71%	1320-1540	1	4.76%	1100-1320	-	-	880-1100		
MJMC - IV	8	2100	1470	-		1260-1470	2	25%	1050-1260	4	50%	840-1050	-	
M.Com - IV	64	2200	1540	39	60.93%	1320-1540	22	34.37%	1100-1320			880-1100		
MA Fine Arts - IV	10	1600	1120	6	60%	960-1120	3	30%	800-960			640-800		
MA English - IV	20	1600	1120			960-1120			800-960	13	65%	640-800		
MA Punjabi - IV	11	1600	1120			960-1120	2	18.18%	800-960	5	45.45 %	640-800		
MA Media Studies & Prod - IV	4	1600	1120	4	100%	960			800-960			640-800		
MA Commercial Art - IV	14	1600	1120	14	100%	960			800-960			640-800		
Master in Interior Design - IV	5	1600	1120	2	40%	960-1120	3	60%	800-960			640-800		
Master in Tourism Mgmt.-IV	12	2400	1680	4	33.3%	1440-1680	5	41.66%	1200-1440			960-1200		

Name of class	Total Students	Total Marks	distinction 70% above	No. of 70% above	distinct ion %	1st Div. 60-70 %	No of 60 %	1 %	2nd Division 50%-60%	No of 50-60	II%	3rd divi 40% - 50%	No. of 40-50	III%
Master in Multimedia - IV	11	1600	1120	5	45.4%	960-1120	6	54.54%	800-960	-	-	640-800		
M.Sc.Computer Science - IV	39	2400	1680	6	15.38%	1440-1680	23	58.97%	1200-1440	1	5.26%	960-1200		
M.Sc Internet Studies - IV	19	2200	1540	7	36.84%	1320-1540	9	47.36%	1100-1320	2	10.52 %	880-1100		
PGDCA	22	800	560	8	3.63%	480-560	2	9.09%	400-480			320-400		
PG Diploma in Financial Services - IV	9	600	420	7	77.77%	360-420			300-360			240-300		
PG Diploma Fashion Designing Garment Construction-II	11	700	490	11	100%	420-490			350-420			280-350		
Diploma in Cosmetology-II	34	400	280	15	44.11%	240-280	13	38.23%	200-240			160-200		

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

- IQAC collects feedback from all the stakeholders and on the basis of such feedback; it monitors and evaluates the quality of teaching and learning.
- Suggestion boxes have 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	03
UGC – Faculty Improvement Programme	00
HRD Programmes	00
Orientation Programmes	01
Faculty exchange Programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	08
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	14	0	0	15
Technical Staff	07	0	0	09

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a research promotion cell. By dint of initiatives, the college bagged DPT Star Status under which it was sanctioned grant of Rs 58, Lacs and has received the grant of Rs 36 Lac so far.
- Meetings were held by the cell to encourage research work amongst the faculty members.
- The institution has a dedicated budget toward research & development.
- Various workshops, seminars and conferences were organised to promote research work among teachers & students.
- Teachers were encouraged to apply for various fellowships schemes provided by UGC.
- Various facilities were provided to promote research work among students
 - 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	03	0	0
Outlay in Rs. Lakhs	0	I. 3,48,000/- II. 18,20 Lakh III. 24 Lakh	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	0	0	0
Outlay in Rs. Lakhs	1.50 Lakh	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	06	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	04	35	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	2013-2014	UGC	3,48,000	2,45,000
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (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

- 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	0	02	0	0	0
Sponsoring agencies	0	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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University Forum	<input type="text" value="-"/>	College Forum	<input type="text" value="76"/>		
NSS	<input type="text" value="05"/>	NCC	<input type="text" value="18"/>	Any other	<input type="text" value="6"/>

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

- The NSS unit of the college organised workshops on Stencil and Block Printing and Mehndi applications in the adopted village Quila Jeevan Singh to encourage self-employment amongst women
- NSS Volunteers visited Nishkam School for underprivileged children and distributed cash, stationery and eatables.
- NSS unit regularly visited the adopted village to understand and solve the problems of the villagers with manpower, intellect and resources of the college
- Seminars on the legal literacy, banking and natural remedies and importance of plants and diseases that occur through animals were also organised at Qila Jeevan Singh
- A tree plantation and environment awareness drive was organised by the NSS unit.
- Volunteers donated blood in National Blood Donation Camp, on 04.12.13 organised by HDFC Bank, Lawrence Road, Amritsar.
- The Red Cross unit of the college organised a Tobacco Awareness Camp, a Women Health Awareness Camp and also an AIDS Awareness Camp.
- Students & teachers of Fine Arts Department visited the special children branch of Pingalwara and gave painting lessons to the inmates.

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's own funds	65,000 sq yards
Class rooms	70	0	College's own funds	70
Laboratories	37	0	College's own funds	37
Seminar Halls	4	0	UGC	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	13	2	UGC+ College's own funds	15
Value of the equipment purchased during the year (Rs. in Lakhs)	94,29,043	39,76,303	UGC+ College's own funds	1,34,05,346
Others	-	-	-	-

4.2 Computerization of administration and library

- The college has 18 state of the art computer labs equipped with 410 machines with the 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	902	2,73,776.06	62,302	12,73,420.74
e-Books	7,000	Included in cost of E-Journals	00	Included in cost of e-Journals	7000	Included in cost of e-Journals
Journals	153	35,876	00	00	153	35,876
e-Journals	6,000	3,34,655	00	00	6000	3,34,655
Digital Database	00	0	00	00	00	00
CD & Video	808	Free of cost	00	00	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	356	19	356	44	44	27	30	01
Added	14	1	14	01	01	00	00	00
Total	370	20	370	45	45	27	30	01

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

- A workshop for the faculty was organised in the college campus to enhance their knowledge about the use of e-resources.
- An interactive teachers training workshop was organised by the Department of English to acquaints the teachers with the software “Words Worth” in Dec. 2013.

4.6 Amount spent on maintenance in lakhs :

I. ICT	5,29,905
II. Campus Infrastructure and facilities	91,11,754
III. Equipment	6,44,736
IV. Others	6,33,832
Total :	10,920,227

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness about student's supports service was enhanced through the following efforts:

- By holding meetings of course coordinators and class-in-charges with students' representatives and apprising them of various facilities for students.
- By interactions with students clubs and committees.
- By making announcements in the morning assembly.
- By providing information through the prospectus.
- By displaying notices at designated information corners.

5.2 Efforts made by the institution for tracking the progression

- By conducting class tests and identifying advanced and slow learners with the helps of feedback by teachers.
- By interacting with students directly.
- By organizing meetings with student Councils.

5.3 (a) Total Number of students	:	UG	PG	Ph.D	Others
		3426	501	0	87
(b) No. of students outside the state	:	56			
(c) No. of international students	:	01			

Men		Women	
No	%	No	%
0	0	4014	100

Last Year 2012-2013						This Year 2013-2014					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2736	112	05	115	3	4008	3705	150	6	152	00	4014

Demand ratio 1:1

Dropout % 1.17

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

The institution tries its level best to provide support to students appearing in various competitive examinations.

- Special coaching classes were arranged for them.
- In certain cases, the university condition of 75% compulsory attendance was condoned.
- Their time-table was modified and adjusted to give them enough time for preparation of competitive exams.
- Interactive sessions were organised with professionals and faculty members to give the students an edge during interviews and group discussions.
- Special Classes for personality development and to enhance communications skills were held.

No Coaching Program in 2013-2014

No. of students beneficiaries :-

92

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

- Students were counselled for maladjustment, stress and anxiety.
- Career guidance was also provided to students of Semester VI. Various options available were told to students.
- Careers counselling classes were conducted by the Dept of Travel and Tourism and Geography for class 12 students to enrich their knowledge about career in Travel and Tourism industry.

No. of students benefited

30

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	225	31	89

5.8 Details of gender sensitization programmes

- The Legal Literacy Club of the college organised competitions in declamations, paper reading, poster making and slogan writing on the issue of violence against women.
- An Informal talk on Human Rights was held in which many eminent personalities like Dr. Kiran Bedi, Dr. Kunwar Vijay Partap Singh deliberated upon issues related to marginalized working women and under-trials.
- A Seminar on Legal Literacy was conducted at Qila Jeevan Singh to impart information about women rights in the Constitutions of India.

5.9 Students Activities

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

State/ University level 271 National level 116 International level 03

No. of students participated in cultural events

State/ University level 98 National level 10 International level 14

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

Sports: State/ University level 97 National level 82 International level 02

Cultural: State/ University level 110 National level 03 International level 12

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	1175	62,52,500
Financial support from government	64	80,6082
Financial support from other sources	5	12,000
Number of students who received International/ National recognitions	86	4,74,100

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 aims to educate and empower women with the skills and confidence necessary to secure a job and also create a healthy lifestyle for themselves. This is achieved through need based and futuristic courses with entrepreneurial skills. These courses enhance employment opportunities for women, their ability to take decision in a competitive session and also prepare them for self-employment. The vision and mission of the college is reflected in the curriculum which strives to provide relevant, quality and holistic education to the young women.

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, D.A.V. 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

- Keeping in mind the employability of our students, a market survey of the current job market was conducted on whose basis the college planned to develop and devise new course. In this regard, the feedback from all the stakeholders was taken as well. After devising the same, it was discussed with university experts so as to promote new courses in accordance with the current demands

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

- Dr. Jeevan Sodhi from the department of Fine Arts made a video documentary on Murals of Baba Atal Gurudwara – Amritsar. She got a major project from UGC titled “A Survey and Study of Janam Sakhi Paintings: Illustrative Manuscripts and Murals from Museums and Shrines (Upto 19th Century)”. She got grant of Rs. 3.48, 00, 000 initially. She also got an additional grant of Rs. 35,000 later on as a token of appreciation from 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.
- 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

- Faculty member were encouraged to undertake research work and widen their academic horizons.
- 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 2013-14 following measures were adopted:

- The faculty exchanged their views for the improvement of teaching and learning strategies.
- New methods were developed to make the learning more interesting and stimulating
- The review of the academic results was made.
- 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 develop the relationship with the community by organizing parents-teachers meeting.
- A close watch was kept on the learner's progress.
- 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 112 appointments on adhoc basis and 17 members were recruited on Contractual basis. The recruitment of achoc and contractual teachers is done through proper channel. The posts are advertised in reputed national and regional newspapers. The applications are invited form 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 Commercial Art organized a Photography and Educational Tour to the "The Hindustan Times" office in Delhi to learn printing Techniques.
- Dept of Home Science organized a market Survey and a visit to Alpha Mall on July 25, 2013.
- "Ensemble – an exhibition cum sale" was held on Oct. 25-26, 2013 at Alfa One Mall, Amritsar by the students of fashion designing.
- Department of Home Science organized a visit to the export house, "VP Lifestyle" Ludhiana on Dec 18, 2013.
- Fashion design students visited "Radink Exports", Noida on Educational trip in Feb 2014.
- Department of Design Organized an industrial visit to "Sangam Textiles" Majitha Road on Aug 8, 2013
- Design students were taken on an educational trip to Bridal Asia and Oswal Woollen Mills, Ludhiana on Aug.25, 2013.

- Students from the Travel and Tourism and Geography visited Guru Ram Das Ji International Airport on March 5-6, 2014 to acquaint themselves with various ground formalities.

6.3.9 Admission of Students

- During the session 2013-2014, 4014 students were admitted to various courses available in the College.

6.4 Welfare schemes for Teaching, Non-Teaching and 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 are 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, are provided through a very easy mechanism. Many of members from the Non-Teaching Staff availed of this scheme during 2013-14.
- Funds are 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, are provided generously.
- Approximately 33.33 % of the students received financial assistance from state government, central government and other national agencies.
- In 2013-14, many students got Fee Concession on Merit Basis, Poverty basis and Fatherless students availed due help from College. Also Sports Students were given free ship in fee, accommodation and mess facilities etc.

6.5 Total Corpus fund generated :

1,02,05,740.50

6.6 Whether annual financial audit has been done Yes No

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

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

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?

The university has introduced semester system for all levels and subjects.

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

N/A

6.11 Activities and support from the Alumni Association.

- An interactive meeting was organized with the Alumni on Dec 7, 2013 wherein the old students gave their suggestion and feedback.
- Distinguished alumni from various fields held interactive session with the students of the College.
- The Alumni Association pledged its support to the college and the under privileged students.
- Our Distinguished Alumni like, Ms. Bharti, T.V artist, Ms Shefali Sharma, T.V actress, Ms. Suman Sharma, Arjuna Awardees, Ms. Mandeep Kaur Asian Gold Medalist, Ms. Harwant Kaur, Olympian, Ms. Vibha Bhagat, theater artist, Ms. Harpal kaur, Distinct Sports officer, Ms. Neelam Khanna, Advocate were invited as chief guests to various functions to inspire and motivate the Students.

6.12 Activities and support from the Parent – Teacher Association

- A Fruitful interaction with the parents was facilitated. It proved instrumental in the better functioning 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

- Trees were planted.
- Medicinal Plants were added.
- Active initiative was taken in the upkeep of the Terrace Garden in the Science Block.

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.

- Fibre Optics Network was set up which helped to facilitate easy data accessibility for academic and administrative pursuits.
- Wifi connectivity was made available in Music Department and Science block, Principal's office, General Office, Accounts Office, Geography Department, Staff room, Computer department and Canteen.

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:

- Internal Quality Assurance Cell (IQAC)
- Academic Council
- Grievance Redressal Cell
- Library Advisory Committee
- Women Empowerment cell

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

- Special attention is paid to extra curricular activities so as to hone the talent locked away in students, thereby providing a launch pad to the budding sports stars and young athletes.
- Special emphasis is placed to enhance the employment skills of the students by providing them the latest vocational and technical know-how and offering them a wide variety of Subjects.

7.4 Contribution to environmental awareness / protection

Energy Conservation

In its bid to conserve environment, the college administration takes professional opinion and plans schemes to sustain environment and implement them effectively with the active participation of students and staff.

Following measures have been taken to save energy:

- For outdoor lighting, high pressure sodium or metal LED lamps are 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.
- Fluorescent tubes instead of incandescent bulbs are used.
- Compact fluorescent lamps (CFL) have already been installed.
- In non-reading and non-working areas, reduced lighting (25watts- 40 watts) is used.
- 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.
- 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 which are 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.

- 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 22-24°C.

Use of renewable energy

- Solar thermal devices are used for effective 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 bore well for ground water recharging.
- The water of commerce block is allowed to enter bore well 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 CO₂ 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 of by dissolving them in water or by keeping them separately in protected sheets.
- Heavy waste furniture and 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 the following strengths:

- It has the world class infrastructure.
- It has qualified and dedicated staff; many staff members bagged national awards from the National Bodies.
- It has been enriched with the latest equipment.
- It offers wide spectrum of subjects and courses to students.
- It creates research environment by bagging major as well as minor research projects.

The college has the following opportunities:

- There is huge potential for introduction of more vocational and career-oriented courses.
- There is vast possibility for introduction of more Add-on Courses.
- There is colossal scope for placements.
- There is immense leeway for revenues to be generated through consultancy services.

8. Plans of institution for next year

The college has the following plans:

- It plans to introduce new vocational courses, such as, B. Voc (Theatre & Stage Craft) & B. Voc (Entertainment Technology).
- It plans to upgrade facilities already available in the college.
- It plans to purchase new equipment for multimedia department.
- It plans to buy new computers.
- It plans to buy latest audio-visual aids.
- It plans to purchase new software for the language lab.

Mrs. Manbir Kaushal
Coordinator, IQAC

Dr. (Mrs.) Neelam Kamra
Chairperson, IQAC

Date : June 06, 2015
