

# The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

## Part – A

### 1. Details of the Institution

- Name of the Institution : BBK DAV College for Women  
Address Line : Lawrence Road  
City/Town : Amritsar  
State : Punjab  
Pin Code : 143001  
Institution e-mail address : bbkdavcw@gmail.com  
Contact Nos. : 0183-2221757  
Name of the Head of the Institution : Dr. Pushpinder Walia  
Tel. No. with STD Code : 0183-2221757  
Mobile : 9878422322  
Name of the IQAC Co-ordinator : Mrs. Rajni Mehra  
Mobile : 9463224632  
IQAC e-mail address : bbkdavcw@gmail.com  
1.1 NAAC Track ID : PBCOGN11252  
1.2 NAAC Executive Committee N. & Date : EC/66/RAR/129 Dated: 21<sup>st</sup> Feb., 2014  
1.3 Website address : www.bbkdav.org  
Web-link of the AQAR : [www.bbkdav.org/bbkdavwebsite/userfiles/  
file/AQAR2017-18.pdf](http://www.bbkdav.org/bbkdavwebsite/userfiles/file/AQAR2017-18.pdf)

#### 1.4 Accreditation Details

Sr.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A+	91.00%	2004	5 Years
2	2 <sup>nd</sup> Cycle	A	3.5	2014	5 Years
4	3 <sup>rd</sup> Cycle				
5	4 <sup>th</sup> Cycle				

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

1.6 AQAR for the year :

1.7 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 2012-13 submitted to NAAC on 28.05.2014
- ii. AQAR 2013-14 submitted to NAAC on 03-06-2015
- iii. AQAR 2014-15 submitted to NAAC on 22-06-2016
- iv. AQAR 2015-16 submitted to NAAC on 30-06-2017
- v. AQAR 2016-17 submitted to NAAC on 26-05-2018

1.8 Institutional Status

University	State	<input type="checkbox"/> NA	Central	<input type="checkbox"/> NA	Deemed	<input type="checkbox"/> NA	Private	<input type="checkbox"/> 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"/>				

1.9 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI(Phy.Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	(1) Faculty of Visual & Performing Arts (2) Faculty of Arts & Social Sciences (3) Faculty of Life Sciences (4) Faculty of Language (5) Vocational Courses (B.Voc & Community College Scheme)								

1.10 Name of the Affiliating University  
(for the Colleges)

Guru Nanak Dev University, Amritsar

1.11 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University  NO

University with Potential for Excellence  NO UGC-CPE

DST Star Scheme  NO UGC-CE  NO

UGC-Special Assistance Programme  NO DST-FIST  NO

UGC-Innovative PG programmes  Any other *Specify*)  DBT Star Scheme

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

2.11 No. of meetings with various stakeholders: No  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? 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. Major Themes:

- Innovation and best practices in Higher Education
- Interactive session on MOOC Courses
- Biochemical Analysis in Clinical Diagnosis and Common Monsoon Diseases
- CPR and FIRST AID
- Life without Chemistry
- Application of Chalcogenides
- Organic VS GM crops
- Maa Boli Punjabi : Disha & Dasha
- 3-D Art making Nameplates

- Advanced Sewing Techniques
- Block Printing
- Light as Design Element
- Reporting for TV
- Photography Skills
- *Beti Bachao, Beti Padhao*
- Print Media, Reporting and Editing
- Right to Vote
- Rights and legal aids
- The increasing popularity of radio in rural areas
- Writing Techniques in Print and Electronic Media
- Women Rights and Role of Media in Women Empowerment
- Sensitising students towards underprivileged children
- Hospitality and Travel Agency Operations
- Hand Crafted Jewellery
- Innovative Jewellery
- E-Filing Income-Tax Returns
- Healthy food Habits
- EXIM Documentation for Beginners
- Photography and camera Techniques
- Network security issues
- Career Opportunities in TCS

#### 2.14 Significant Activities and Contributions Made by IQAC

- Providing ample opportunities to students to unravel their innate potential by organizing a host of activities like: Essay Writing Competition, Poster making Competition and religious education examination by Maharishi Dayanand Centre.
- Honing and polishing students' potential and helping them use the same optimally by ensuring their participation in the multifarious activities of clubs and committees. All the clubs, committees, societies and departments of the college organized lectures, workshops, seminars, conferences and other awareness programmes to acquaint the students and faculty with the latest developments in their subjects, specifically, and in the world around them, generally.
- Preservation and promotion of ancient Indian culture. Celebration of all important festivals and birth and death anniversary of great men and women.
- Infrastructural enrichment: Updation and expansion of existing infrastructure.
- Instilling qualities of leadership and sense of responsibility in the students by involving them in decision making and implementation of college rules and regulations in many ways.
- Facilitating research by providing ample opportunities and incentives to the staff to undertake research work.
- Organizing outreach activities to make the youth socially responsive and responsible.
- Holding counselling sessions, personality development programmes and placement camps to groom the students for job market.
- Organizing seminars, lectures, workshops and conferences (both state and national level) for every department and facilitating the faculty to attend the same across the globe.

## 2.15 Plan of Action by IQAC/Outcome

Following is the plan of action chalked out by IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plan of Action	Achievements
<p><b>IQAC planned workshops and seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ IQAC cell of BBK DAV College for Women organised UGC sponsored Interdisciplinary Seminar on 22-02-2018 on Innovation and Best Practices in Higher Education. The objective of the seminar was to define the role of teaching and evaluation in the student-learning process, to provide an opportunity to teachers to deliberate upon the present scenario, challenges before Higher Education in India and to discuss the innovative ideas and best practices being followed in teaching learning evaluation process.</li> <li>▪ The IQAC of BBK DAV College organised a highly informative lecture cum PPT presentation on MOOC by Dr. Gurvinder Singh, Dean, Faculty of Engg. &amp; Technology, GNDU, Amritsar on 16-03-2018. Enlisting the challenges being faced by conventional educational institutions in the fast-paced world today, Dr. Gurvinder Singh stressed upon the need to reinforce the same with courses offered by MOOC. He added that MOOC offers a wide range of courses pertaining to subjects and streams which the modern industry direly needs &amp; thus fills the gap between requirement of job market &amp; the skills and knowledge being imparted to students these days. He also dwelt upon the very lucrative opportunities offered by MOOC to teachers who are willing to plan and design their courses. It was a truly enriching and rewarding experience for the college faculty, providing every information regarding what, how, where and why of MOOC Courses.</li> </ul>
<p><b>Department of Zoology planned workshops and seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ A seminar on Biochemical Analysis in Clinical Diagnosis and Common Monsoon Diseases was organised on 18-08-2017 by Dr. Robin Tuli, Consultant Pathologist, Tuli Diagnostics, and Amritsar.</li> <li>▪ Workshop on 'CPR and FIRST AID' was organised on 02-11-2017 by Dr.Mohinder Pal Singh &amp; medical team from Zikitza Healthcare Ltd., Bombay.</li> </ul>
<p><b>Department of Chemistry planned seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ A seminar on 'Life without Chemistry' was organised on 29-07-2017 by Dr.Mandeep Singh Bakshi, Assistant Professor, Department of Natural and Applied Sciences, University of Wisconsin Greenbay, USA.</li> <li>▪ A seminar on Applications of Chalcogenides was organised on 29-07-2017 by Dr.Gurinder Kaur Ahluwalia, Assistant Professor and Senior Instructor, Department of Physics, College of the North Atlantic, Labrador City, New Foundland, Canada.</li> </ul>

<p><b>Department of Fine Arts planned workshops on various painting and drawing techniques.</b></p>	<ul style="list-style-type: none"> <li>▪ A Two day workshop on Murals by Artist Rakesh Sen &amp; Bharti Malhotra from Pidilite Industries Limited was held on 23-08-2017 to 24-08-2017. Mr. Rakesh &amp; Bharti Malhotra demonstrated to our students step by step technique of Paper Pulps, Shilpkar and binding materials for 3-D Design of murals on wooden boards. The students were briefed about the various techniques and different ideas. The workshop was a great learning experience for our students.</li> <li>▪ A Three Day workshop on ‘3-D Art making Nameplates’ by Artist Bharti Malhotra was held from 23-01-2018 to 25-01-2018. The students were taught about how to make classy &amp; designer nameplates for their houses with innovative ideas. The students learned the method of texturing, motif making and painting on the wooden nameplates.</li> <li>▪ A One day photography workshop by Nikon was conducted by Mr.Raghav Gandhi on 24-02-2018 in Fine Arts Dept. In this workshop, students were familiarized with basics like aperture, shutter speed, ISO, framing, balance and other terms in a very simple way.</li> <li>▪ A One day painting workshop was organised on 5-03-2018 with an eminent artist Ravinder Sharma from Camlin. In this Workshop students learnt about colours, textures, light and shades, collage making and much more.</li> </ul>
<p><b>Department of Fashion Designing in collaboration with Home Science planned workshops on latest trends in Fashion.</b></p>	<ul style="list-style-type: none"> <li>▪ A One day Workshop on ‘Advanced Sewing Techniques’ was organized for the students of MSc. Fashion Designing and Merchandising Sem-I &amp; Sem-III and PG diploma in Garment Construction and Fashion Designing Sem-I on 8th Sept, 2017. An expert from ‘USHA Machines’ conducted the workshop and introduced a new model ‘Wonder Stitch Magic’ to the students.</li> <li>▪ A One-day Workshop on Macrame was organized for the students of M.Sc. Fashion Designing and Merchandising Sem III on 26-09-2017 to 28-09-2017. Mrs. Ravi Lochan, Asst. Librarian of the college conducted the workshop.</li> <li>▪ A One day Workshop on ‘Block Printing’ was organized for the students of Msc. Fashion Designing and Merchandising Sem-I &amp; BA Home Science Sem-III from 31-10-2017 to 01-11-2017. Mrs.Ritu, an expert in block printing acted as resource person. Different techniques of block printing viz ‘Chaar Kaam’, ‘Do Kaam’ and ‘Teen Kaam’ were taught to the students. The students designed dupattas, stoles, cushion covers, kurtis in block printing.</li> <li>▪ A One day Workshop was organised on 14-02-2018 to 16-02-2018 for the students of MSc. Fashion Designing and Merchandising Sem-II, Mrs. Bharti, President, Teachers’</li> </ul>

	<p>Society, Pidilite Industry was the resource person. Students made the accessories like buttons, tassels and patches.</p>
<p><b>Department of Music and Dance planned workshops</b></p>	<ul style="list-style-type: none"> <li>▪ A Workshop was conducted for B.Voc (Theatre &amp; Stage Craft) Students on Audio-visual effects by Mr.Arun from GNDU on 17-04-2017.</li> <li>▪ A 10 day workshop was conducted for Dance students on <i>Kalbeliya</i> (Rajasthani Folk Dance) by Shamla Kalbeliya and her team from 07-10-2017 to 16-10-2017.</li> <li>▪ Music &amp; Dance Department organised a make-up and mask making workshop for students of B. Voc (Theatre &amp; Stage Craft) by Mr.Baljit Singh on 28-11-2017.</li> </ul>
<p><b>Department of Cosmetology planned workshops</b></p>	<ul style="list-style-type: none"> <li>▪ Workshop on Hair Cutting by Orane Academy on 14-11-2017</li> <li>▪ Workshop on Make Up by Mr.Sandeep, a professional makeup artist on 09-03-2018</li> </ul>
<p><b>Department of Design planned workshops and seminars for students of B.Voc. (Fashion Technology), B. Design (Fashion Designing, Interior Designing &amp; Textile Designing).</b></p>	<ul style="list-style-type: none"> <li>▪ A Paper Cutting Workshop was organised on 12-08-2017. Mr.Jeetindar, a representative of Kala Mandir, NGO at Jaipur, Rajasthan was the resource person. All the students of B.D(fashions and textiles) and B.Voc.(Fashion Technology) were taught how to convert kite papers into beautiful peacocks, lamp shades, birds etc.</li> <li>▪ A seminar on “LIGHT AS DESIGN ELEMENT” was conducted on 19-09-2017 by Ar. Deepti Bhatia (B.Arch). Students were introduced to different types of lights used in interior designing, their illumination, voltage, calculation for installing lights as per area of the place. They were also acquainted with the method and type of light to be installed in stairs , how light colour could affect the ambience of whole place in relation to residential- commercial and leisure places like clubs, restaurants etc. Different shapes and qualities of lights were also presented in the seminar.</li> <li>▪ Mr.Sanjeev Rai, a representative of Vidya Kalamandir, Bhat Camp Badarpur, New Delhi organised a workshop on 10-02- 2018 on waste material art craft for the students of B.D.(Fashion and Textiles) and B.Voc( Fashion Technology) in Design. He demonstrated how to create <i>rangoli</i> designs out of waste newspapers and decorative streamers, borders and flowers out of colourful art paper.</li> <li>▪ A seminar On - Personality Development was organised on 27-02-2018. Mamta Dosanjh, currently working as makeup artist in Canada, delivered an informal lecture on ‘Personality Development’ to all the students of the department. She encouraged and motivated the students to embrace and love themselves and boost their confidence to lead an independent social life and attain their life goals. She also stimulated students to get out of comfort zones, do</li> </ul>

	<p>social interactions and make themselves renowned. Also, students were guided to dress up smartly and reflect their unique personalities.</p> <ul style="list-style-type: none"> <li>▪ An art workshop was organized on 27-07-2018 to 29-07-2018 by Bachelor of Design Department (Foundation). In this workshop students learnt different techniques of Mural art. The renowned artists Mr.Rakesh Sen and Mrs.Bharti Malhotra (Pidilite Limited Company) guided the students.</li> </ul>
<p><b>Department of Journalism &amp; Mass Communication planned workshops and seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ On 12-08-2017, an interactive session with RJ Heer from Red FM 93.5 was organised. She gave tips on various aspects of Radio Jockeying.</li> <li>▪ On 12-08-2017, a seminar on ‘Reporting for TV’ by Mr.Munish Devgan, Senior Correspondent, Aajtak, New Delhi was organized.</li> <li>▪ On 19-08-2017, a seminar was organised on “Photography Skills” by Dr.Shantanu Malhotra, Prof. Guru Ram Dass Hospital.</li> <li>▪ On 7-09-2017, a seminar was organized on “Beti Bachao, Beti Padhao” by Dept. in collaboration with District Legal Services Authority, Amritsar. Adv. Sh. Sourav Aggarwal, Sh.Kawal Bhatia, Ms.Raminder Kaur, Mrs.Poonam Sharma -Para Legal Volunteers addressed the seminar.</li> <li>▪ On 15-09-2017, a workshop was organized on “Print Media, Reporting and Editing” by Mr.Aseem Bassi, Special Correspondent, Asian News International, Amritsar.</li> <li>▪ On 25-01-2018, a seminar, on “Right to Vote” was organized where Mrs.Bimal Bassi, member Lok Adalat and Child Welfare Committee, made students aware about Voting Rights.</li> <li>▪ On 03-02-2018, a seminar on “The increasing popularity of radio in rural areas” was organized by the Dept. The resource person for the same was RJ Megha from 93.5 Red FM.</li> <li>▪ On 05-02-2018&amp; 06-02-2018, a two day workshop on “Writing Techniques in Print and Electronic Media” by Mr.Aseem Bassi, Special Correspondent, Asian News International, Amritsar was conducted.</li> <li>▪ On 15-02-2018, a seminar on “Reporting for electronic media” was conducted by Mr.Munish Devgan, Producer, Aaj Tak, New Delhi.</li> <li>▪ On 5-03-2018, a seminar was conducted on “Women Rights and Role of Media in Women Empowerment” by Kamayani Bali, A Social Activist and former Lawyer at Human Rights Law Network, Mumbai.</li> <li>▪ On 6-03-2018, a seminar on ‘Sensitising students towards underprivileged children’ was conducted by Ms.Gurseema</li> </ul>



	<p>Kaur and Miss Dolly of NGO Mission Deep Education Trust. They interacted with students and inspired them to add meaning to their lives by helping the downtrodden.</p> <ul style="list-style-type: none"> <li>▪ On 30-03-2018, a seminar was organized in collaboration with Legal Literacy Club to make students aware about their rights and legal aids available to them. The Para Legal Volunteers, Mr. S.P. Dhanjal, Adv. Bal Krishan, Mr. Ajaib Singh and Mr. Harjeet Singh were present. Various topics like PNDA ACT, Protection of women from domestic violence, legal aids for senior citizens, pension schemes, rights of building and construction workers and MNREGA Scheme were covered during the seminar.</li> </ul>
<p><b>Department of Tourism and Travel Management planned seminars in collaboration with hospitality industry.</b></p>	<ul style="list-style-type: none"> <li>▪ A Seminar was organized by the Department of Tourism and Geography on the theme; Hospitality and Travel Agency Operations on 19-08-2017. Mr. Munish Ranawat, Training Manager at Hotel Radisson Blu by Carlson Group, delivered a lecture about the importance of Grooming and Communication skills in Hospitality industry. Ms. Sugandhi Mansotra, Visa Handling Officer at Axis Travels, acquainted the students with visa handling formalities of various countries like, UK, USA, Singapore, Dubai, Hongkong etc. They also acquainted the students with the potential of tourism and hospitality sector.</li> <li>▪ A Seminar was organized on 15-02-2018 by the Department of Geography and Tourism in which the resource person, Dr. Ashwani Luthra, Prof and former head of Guru Ram Das School of Planning, GNDU, shared his views on URBAN PLANNING and the other resource person Mr. Gopal Johari, Sr. Lecturer in the Department of Guru Ram Das School of Planning, GNDU, shared his views on Geographical information system.</li> </ul>
<p><b>Department of Gemology and Jewellery Design planned workshops.</b></p>	<ul style="list-style-type: none"> <li>▪ Workshop on Thread Work - <i>Purwai</i> Work Techniques in Jewellery by Mr. Raghu Khurana on 11-08-2017</li> <li>▪ Workshop on Innovative Jewellery by Mrs. Bharti on 12-09-2017</li> <li>▪ Workshop on Hand Crafted Jewellery by Mrs. Bharti on 10-03-2018.</li> </ul>
<p><b>Department of Commercial Art &amp; Still Photography planned workshops.</b></p>	<ul style="list-style-type: none"> <li>▪ The Department of Still Photography &amp; Audio Production and Applied Art organized one day Workshop on "Photography and Camera Techniques" in collaboration with NIKON. Mr. Manvinder Singh from NIKON was the resource person for this workshop on 08-09-2017. After the workshop, a photography contest "Photo Funtastik" was held on the topic "Art in Nature" in which large number of our college students had took part.</li> </ul>

<p><b>Department of Computer Science &amp; Applications planned Seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ A Seminar on ‘Network Security Issues’ was conducted on 09-09-2017 by Prof (Dr.) Sandeep Sood , Associate Dean, Department of Computer Science &amp; Engg , Regional Campus, Gurdaspur, Dr. Kuljeet Kaur, Assistant Professor, Department of Computer Science ,Guru Nanak Dev University , Amritsar. Dr. Sandeep Sood, delivered a talk on security password in E-Commerce. He discussed various authentication technologies used in e-commerce and the ways to enhance the security of the password. Dr.Kuljeet Kaur acquainted the students with ‘Security Vulnerabilities in the Cyber World’ and explained why data privacy is important along with its security.</li> <li>▪ A one day seminar by TCS (Tata Consultancy Services) on “Career Opportunities in TCS” was organised on 08-02-2018. A large number of students of BCA, B.Sc.(IT) and B.Sc.(Computer Science) attended the seminar. In an extensive interactive session, Mr. Suresh Sathia, Senior consultant, TCS, introduced the students to the various career prospects in the TCS. He focused on the fact that TCS Ignite Program is the best medium to crack TCS employment exam and to get entry in top multinational companies. He also suggested that factors like right aptitude, ability to learn and intermediate level of communication skills are important for a firm footing in TCS and other corporate sectors.</li> </ul>
<p><b>Department of Botany planned seminars.</b></p>	<ul style="list-style-type: none"> <li>▪ A one day seminar on the topic “Organic VS GM crops” was organised on 29-01-2018. Dr.Avinash Nagpal, Professor, Department of Botanical and Environmental Sciences, GNDU delivered a lecture. She gave introduction to organic as well as genetically modified crops. She talked about the development of GM crops and explained that concept of GM crops is the need of the hour to meet requirements of growing population. She also explained both pros and cons of GM crops. On the other hand, she also talked about importance of organic foods and their benefits. She also discussed ethical and religious issues regarding the acceptance of GM crops.</li> </ul>
<p><b>Dept. of Punjabi planned a seminar.</b></p>	<ul style="list-style-type: none"> <li>▪ A One day seminar was organized on the topic ‘Maa Boli Punjabi : Disha &amp; Dasha’ on 24-01-2018</li> </ul>
<p><b>Dept. of Home Science planned a workshop</b></p>	<ul style="list-style-type: none"> <li>▪ A workshop for B.A Sem-II, H.Sc was organized on 09-02-2018 to 10-02-2018. The Workshop was conducted as a part of the curriculum and students made handicrafts and jewellery. Mrs. Bharti from Pidilite was the resource person.</li> </ul>
<p><b>Department of Mathematics planned a seminar.</b></p>	<ul style="list-style-type: none"> <li>▪ A seminar on 03-02-2018 was organised by an eminent scholar, Prof. Taufiqar Khan from Clemson University Clemson, USA. He guided the students about further studies</li> </ul>

	<p>in maths. He told the students about his research and findings in the field of applied mathematics. He encouraged them to go abroad for broadening their outlook towards maths and pursuing various research programmes.</p>
<p><b>Department of Commerce &amp; Business Administration planned seminars and workshops.</b></p>	<ul style="list-style-type: none"> <li>▪ A workshop on E-Filing of Income Tax Returns was organised on 12-02-2018. An acclaimed expert in E-Filing, CA Vinamar Gupta was the resource person for the workshop. He provided very valuable information on 'E-Filing Income-Tax Returns' to the students and faculty members of Commerce and Business Administration Department. He explained all the steps from PAN application in form 49 A to submission of acknowledgement in very elaborative manner.</li> <li>▪ A Seminar on Healthy Food Habits was organised on 28-4-2018. PG Department of Commerce &amp; Business Administration and Cosmetology Department along with NSS unit of the college organised this seminar. Dr. Amandeep Bijral (SMO), Amandeep Hospital and Clinic delivered a lecture on Healthy Food habits in which he enlightened the young girls and faculty of the college about the need of inculcating good and healthy food habits.</li> <li>▪ A 3-day workshop on 26-02-2018 to 28-02-2018 on 'Certificate Program on EXIM Documentation for Beginners' was organised by Federation of India Export Organisations (set up by Ministry of Commerce, Government of India) in association with Department of Commerce and Business Administration, BBK DAV College for Women, Amritsar. CA Rakesh Chawla, Mr.Gaurav Gupta (Chapter Head, FIEO), Ms.Rajmandeep Kaur (ETO), Ms.Maninder Viridi (ETO), Mr.A.K. Bhushan (Assistant DGFT), CA Naresh Gupta, Dr.Gaurav Deora, Mr.Anupam Bhanot (Speaker) and Mr.Balwinder Singh (Deputy Commissioner, Customs) were the resource persons. On the first day, students were informed regarding GST and E-way bill. The second day started with EXIM policy. It was followed by the topics like India's Foreign Trade Policy, Legal framework, FEMA and FERA. Thereafter, the focus of discussion was shifted to better position of China in comparison to India with reference to earning profits. The third and the last day began with a very motivational story by Mr.Balwinder Singh (Deputy Commissioner, Customs) who was the Chief Guest of the day. He explained in detail the process of Export and Import and how trade is done with Pakistan.</li> </ul>

<p><b>Department of Physical Education planned workshops.</b></p>	<ul style="list-style-type: none"> <li>▪ A two day Strength &amp; Conditioning/Fitness Workshop was conducted by International Performance Sciences under the aegis of Physical Education Dept. of BBK DAV College for Women from 17-05-2018 to 18-05- 2018. The IPS team consisting of Mr.Criag Schinck, President, Mr.Naveen Chauhan, Sports Performance and Fitness Specialist and Ms.Deborah, Senior Exercise Scientist, Ms.Krishtine Walter, Exercise and Health Science Expert and Mr. Calab International Body Building Coach, Vikas Kumar, Govt. lecturer of Physical Education member of AIA Athletics in Action Since 2005, Manoj P Chand, Program Coordinator &amp; Organizer IPS Developing Leaders in Physical, Mental, Social &amp; Spiritual areas gave the college sportswomen very valuable tips about fitness, nutrition and mental composure.</li> </ul>
---	---

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 (2016-17)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	11	-	9	-
UG	21	-	17	-
PG Diploma	03	-	03	-
Advanced Diploma	09	-	09	09
Diploma	09	-	09	09
Certificate	09	-	09	09
Others (Clinical Diagnostic Techniques) Under Community College Scheme (only Certificate & Diploma)	01	-	01	01
<b>Total</b>	<b>63</b>	<b>-</b>	<b>57</b>	<b>28</b>
Interdisciplinary	0	0	0	0
Innovative	1	0	1	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	-
Annual	27

##### 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.

- As the college is affiliated to GNDU, faculty members of its different departments contribute to the revision and updation of the syllabi by giving suggestions in the meetings of Board of Studies and faculty meetings. After the revision, changes are incorporated in the syllabi of various departments.

## List of departments in which changes have been taken place in their syllabi 2017-18

Department	Details
Applied Art	<ul style="list-style-type: none"> <li>▪ "Design 2D" and "Colour" subjects were merged.</li> <li>▪ "Drug Abuse" subject Introduced in BFA(Fine Art) Sem (I-II)</li> </ul>
History	<ul style="list-style-type: none"> <li>▪ Change in Paper Pattern in all BA (UG) Classes Sem (I-VI)</li> <li>▪ Change in paper pattern in BA Sem (I-VI)</li> </ul>
Multimedia	<ul style="list-style-type: none"> <li>▪ Bachelor of Multimedia renamed as B. Design Multimedia Sem(I-IV).</li> <li>▪ Bachelor of Multimedia Sem (V-VIII)</li> <li>▪ "Drug Abuse" added in B.Design Multimedia Sem (I-II)</li> <li>▪ "Blender" added to the syllabus in place of "EYEON FUSION" for Bachelor of Multimedia Sem-VI</li> <li>▪ "Drug Abuse" added in B.Voc in Entertainment Technology Sem (I-II)</li> <li>▪ Master of Multimedia renamed as M.Design Multimedia.</li> <li>▪ "Sound Recording and Editing" software added in place of "LogicPro" in M.Design Multimedia Sem-I.</li> </ul>
Fine Arts	<ul style="list-style-type: none"> <li>▪ Streamlined the syllabus of "History of Art" in BFA Sem(I-VIII).</li> <li>▪ Changes in "Aesthetics" in BFA Sem (III-VIII).</li> <li>▪ Paper pattern has been changed in "Method and Material" in BFA Sem-VI.</li> </ul>
Journalism and Mass Communication	<ul style="list-style-type: none"> <li>▪ "Drug Abuse" has been introduced in BJMC Sem (I-II).</li> </ul>
PG Dept. Of Fashion Designing	<ul style="list-style-type: none"> <li>▪ Subject "Research Methodology" theory has been added in MSc Fashion Designing and Merchandising Sem-III.</li> <li>▪ Subject "Project Report/ Design Project" has been introduced in place of "Exhibition/ Fashion Show/ Display" in MSc Fashion Designing and Merchandising Sem-IV.</li> <li>▪ Marks distribution has been changed in MSc Fashion Designing and Merchandising Sem (III-IV).</li> </ul>
Bachelor of Design	<ul style="list-style-type: none"> <li>▪ Merging of two specializations of BD i.e. Fashion Designing and Textile Designing into BD Fashion &amp; Textile Design. The syllabus was also merged for the same.</li> <li>▪ "Drug Abuse" subject has been introduced in B.Voc (Fashion Technology) Sem (I-II)</li> </ul>
English	<ul style="list-style-type: none"> <li>▪ Judith Wright's Poetry has been replaced with Wide Sargasso Sea-Jean Rhys in MA Sem-IV</li> </ul>
Geography	<ul style="list-style-type: none"> <li>▪ World Regional Geography-Two Regions in place of Three Regions are included in theory papers in BA Sem-V</li> <li>▪ Map Projection (practical) – Unit II has been shifted from Sem-V to Sem-VI practical</li> <li>▪ Paper pattern of practical has been changed in BA Sem-VI</li> <li>▪ Map projections added in Sem-VI practical</li> </ul>
Commerce	<ul style="list-style-type: none"> <li>▪ "Drug Abuse" has been introduced in B.Com. Sem(I, II) and in BBA Sem(I, II)</li> <li>▪ Name of Subject has been changed from "Corporate Law" to "Company Law" in B.Com. Sem-III</li> <li>▪ Name of Subject has been changed from "Financial Market Operations" to "Financial Management" in B.Com. Sem-III.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Subject changed from “Entrepreneurship and Small Business” to “Goods and Services Tax” in B.Com. Sem-IV</li> <li>▪ Subject changed from “Insurance and Risk Management” to “Principles and Practices of Banking and Insurance” in B.Com. Sem-IV</li> <li>▪ Subject changed from “Indian Economy” to “Cost Accounting” in B.Com. Sem-IV</li> <li>▪ Subject changed from “Indirect Tax Laws” to “Cost Accounting” in B.Com. Sem-V.</li> <li>▪ Subject changed from “Financial Management” to “Financial and Cost Accounting” in PGDFS Sem-I</li> <li>▪ Subject changed from “Financial and Cost Accounting” to “Financial Management” in PGDFS Sem-II.</li> <li>▪ Subject changed from “Corporate E-Reporting” to E-Commerce” in M.Com Sem-IV.</li> </ul>
Botany	<ul style="list-style-type: none"> <li>▪ Subject changed from “Paper-III A: Diversity of Seed Plants And Their Systematics-I” to “Paper-III A: Structure, Development and Reproduction in Flowering Plants-I” in BA/B.Sc Sem-III.</li> <li>▪ Subject changed from “Paper-III B: Diversity of Seed Plants And Their Systematics-II” to “Paper-III B: Structure, Development and Reproduction in Flowering Plants-II” in BA/B.Sc Sem-III.</li> <li>▪ Subject changed from “Paper-IV A: Structure, Development and Reproduction in Flowering Plants-I” to “Diversity of Seed Plants And Their Systematics-I” in BA/B.Sc Sem-IV</li> <li>▪ Subject changed from “Paper-IV B: Structure, Development and Reproduction in Flowering Plants-II” to “Diversity of Seed Plants and Their Systematics-II” in BA/B.Sc Sem-IV</li> </ul>
PG. Dept. of Computer Science and Applications	<ul style="list-style-type: none"> <li>▪ Subject changed from “Introduction to Programming (C)-I” to “Introduction to Programming-C” in BCA Sem-I.</li> <li>▪ “Drug Abuse” has been introduced in BCA Sem(I,II).</li> <li>▪ Subject changed from “Introduction to Programming (C) – II” to “Introduction to Programming C++” in BCA Sem-II.</li> <li>▪ Subject changed from “C++ (OOPS Language)” to “Computational Problem-Solving using Python” in theory and practical in BCA Sem-III</li> <li>▪ Subject changed from “Web Technologies using ASP.Net” to “Web Technologies” in BCA Sem-V</li> <li>▪ “Drug Abuse” has been introduced in B.Sc(IT) Sem-I.</li> <li>▪ Subject changed from “Introduction to Programming (C)-II” to “Programming in C++” in Theory and Practical in B.Sc(IT) Sem-II</li> <li>▪ Subject changed from “OOPS oriented Programming Using C++” to “Introduction to Python” in Theory and practical in B.Sc(IT) Sem-III</li> <li>▪ Subject changed from “Compiler Design” to “Web technologies” in B.Sc(IT) Sem-IV</li> <li>▪ Optional Subject-III added: “Fundamentals of Cloud Computing” in B.Sc(IT) Sem-VI.</li> <li>▪ Subject changed from “Formal Specification and verification” to “Cloud Computing” in M.Sc(CS) Sem-II</li> </ul>

Mathematics	<ul style="list-style-type: none"> <li>▪ Subject changed from “Paper-I: Vector Calculus and Solid Geometry” to “Dynamics” in BA/B.Sc (Eco,C.Sc,Non Med.) Sem-V</li> <li>▪ Subject changed from “Paper-II: Linear Algebra” to “Number Theory” in BA/B.Sc (Eco,C.Sc,Non Med.)Sem-V</li> <li>▪ Subject changed from “Paper-I: Dynamics” to “Linear Algebra” in BA/B.Sc (Eco,C.Sc,Non Med.)Sem-VI</li> <li>▪ Subject changed from “Paper-III: Mathematical Foundation of Computer Science” to “Applied and Discrete Mathematics” in BCA Sem-I</li> <li>▪ Subject changed from “Paper-III: Basic Mathematics and Statics” to “Applied and Discrete Mathematics” in B.Sc(IT) Sem-I</li> </ul>
Punjabi	<ul style="list-style-type: none"> <li>▪ Subject changed from “Paper-VII: Punjabi Kissa Te Virtanat Kaavi” to “Punjabi Kissa Te Veer Kaavi” in MA Sem-II.</li> </ul> <p><b>Punjabi Alochna</b></p> <ul style="list-style-type: none"> <li>▪ Subject changed from “Paper-VIII: Nazam Hussain Sayyad: Sendha: Mool Sarokaar ” to “Dr.Joginder Singh Raahi : Masle Galap De” in MA Sem-II.</li> </ul> <p><b>Adhunik Punjabi Vaartak</b></p> <ul style="list-style-type: none"> <li>▪ Subject changed from “Paper-X: Gurbaksh Singh Preet Ladhi: Zindgi Di Kavita” to “Sukirat: Baat Ek Beete Di” in MA Sem-II.</li> <li>▪ Subject changed from “Paper-XIV: Punjabi Natak Ate Ragmanch-I” to “Punjabi Sahit Da Itihaas (1850 isvi tak) in MA Sem-III.</li> <li>▪ Paper XV: Option-II Pakistani Punjabi Sahit added in MA (Punjabi) Sem-III.</li> <li>▪ Subject changed from “Paper-XX: Pakistani Punjabi Sahit” to “Punjabi Sahit Da Itihaas (1850 isvi ton hun tak) in MA (Punjabi) Sem-IV.</li> </ul> <p><b>Elective Punjabi</b></p> <ul style="list-style-type: none"> <li>▪ Subject changed from “Novel: Pavitar Papi (Lekhak: Nanak Singh)” to “Novel: Simat da Aakash” in BA/BSc Sem-I.</li> <li>▪ Subject changed from “Parwasi Punjabi Kahani ” to “Punjabi kahani di Shahraah” in BA/BSc/B.Com/BBA Sem-III.</li> </ul>

Minor Changes have been made in some units of syllabi of various Departments namely Journalism and Mass Communication (BAJMC Sem-VI), Commerce (PGDFS Sem-I), Zoology (BSc Sem II, III, IV & VI), Applied Arts (BA Applied Arts Sem II), Bachelor of Design (B Voc) Fashion Technology Sem-III & Sem IV) and Punjabi (BA/BSc/B.Com/BBA Sem I,II,V&VI).

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
52	23	29	--	1

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

24
----

#### 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
166	-	-	-	-	-	-	-	166	-

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

-	-	166
---	---	-----

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

No. of Faculty	International level	National level	State level
Attended Seminar/Workshop	17	91	12
Presented Papers	16	58	03
Resource Persons	-	-	-

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

- Usage of ICT infrastructure tools like audio-video tools, projectors, and smart boards to prepare computer aided teaching and learning material.
- Conducting tutorials, Class room tests and Group discussions on case studies and framing assignments.
- Virtual library, internet-access and its latest applications help to impart knowledge about the latest trends in technology.
- Conducting screened animations to illustrate important concepts.
- Lifelong learning skills and interest in research activities is stimulated through guest lectures.
- Organizing co-curricular activities like Exhibitions, Quizzes, and Poster presentations to build competitive and organizational skills in the students.
- Encouraging peer learning.
- Organizing Industrial/Educational tours and visits to various companies, and industries.
- Imparting social responsibility to students through NCC /NSS activities regularly.
- Open access system in the library, easy access to internet (24\*7) and xerox facility.
- Relaxed library hours on demand.

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

154
-----

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

- Double valuation.
- Circulation of the best attempted questions among class students.

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

14	11	03
----	----	----

2.10 Average percentage of attendance of students : - 80%

2.11 Course/Programme wise distribution of pass percentage:

Name of Class	Total students	Distinction %	I %	II %	III %	Pass %
BA	172	4.07%	33.14%	23.26%	2.33%	100%
B.Sc.(Bio.Tech)	18	50.00%	33.33%	5.56%	0.00%	100%
B.Sc. (Non.Med.)	71	16.90%	36.62%	22.54%	0.00%	100%
B.Sc. Medical	84	25.00%	42.86%	3.57%	0.00%	100%
B.Sc.Economics	37	8.11%	29.73%	40.54%	2.70%	100%
B.Sc. Computer Science	54	9.26%	42.59%	29.63%	0.00%	100%
B.Sc.IT	13	38.46%	46.15%	7.69%	0.00%	100%
BCA	68	33.82%	45.59%	13.24%	0.00%	100%
B.Com Regular	316	6.65%	33.86%	26.90%	0.63%	100%
BBA	78	6.41%	25.64%	5.13%	1.28%	100%
BFA	16	87.50%	6.25%	56.25%	6.25%	100%
Bachelor of Design	52	9.62%	38.46%	38.46%	1.92%	100%
Bachelor of Multimedia	21	9.52%	33.33%	23.81%	0.00%	100%
B.Voc(Entertainment Tech)	10	80.00%	20.00%	0.00%	0.00%	100%
B.Voc(Theatre and Stage Craft)	6	66.67%	33.33%	0.00%	0.00%	100%
B.J.M.C	26	3.85%	26.92%	42.31%	26.92%	100%
M.Sc.-Fas Des & Merchandising	20	95.00%	0.00%	0.00%	5.00%	100%
MJMC	10	0.00%	40.00%	10.00%	50.00%	100%
M.Com	56	33.93%	60.71%	5.36%	0.00%	100%
MA Fine Arts	10	80.00%	10.00%	0.00%	10.00%	100%
MA English	27	0.00%	3.70%	48.15%	48.15%	100%
MA Punjabi	7	0.00%	42.86%	42.86%	14.29%	100%
Master in Tourism Management	4	25.00%	75.00%	0.00%	0.00%	100%
Master in Multimedia	10	100.00%	0.00%	0.00%	0.00%	100%
M.Sc Comp.Sc	23	13.04%	69.57%	17.39%	0.00%	100%
M.Sc Internet Studies	17	29.41%	70.59%	0.00%	0.00%	100%
PGDCA	28	32.14%	35.71%	0.00%	0.00%	100%
PG Diploma in Financial Services	13	30.77%	38.46%	15.38%	15.38%	100%
PG Dip Fashion Designing Garment Construction	17	70.59%	0.00%	0.00%	29.41%	100%
Diploma in Cosmetology	24	29.17%	29.17%	12.50%	0.00%	100%
B.Voc. Fashion Tech.	10	60.00%	0.00%	0.00%	40.00%	100%

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

- Regular feedback from students enables fair evaluation of teaching and helps in performance enhancement.
- Inviting questions and sharing the latest information regarding the recent subject-related developments.
- Teaching and learning processes are monitored through feedback from different stakeholders.
- Utilization of ICT enables feasible monitoring and assessment of teaching and learning methods.
- In addition to this, IQAC has organized 52 workshops, conferences and seminars for improved teaching and learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programmes	--
HRD Programmes	--
Orientation Programmes	1
Faculty exchange Programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	5
Others	9

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	09	--	--	37
Technical Staff	03	--	--	8

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Budget worth Rs.50, 000 has been allocated by the institution for research and development.
- Staff members are motivated to apply for various fellowships and research projects funded by UGC, DST, SERB, BARC etc..
- Workshops, Seminars and Conferences are regularly organized to boost research.
- Funding agencies such as ICSSR, UGC etc are approached to get funds for organizing seminars, conferences, workshops.
- To promote research work, various manual facilities, such as, Xerox facility, overnight issue of reference books, library, audio-visual resources and internet facility are provided. Moreover, online facility of free e-books and e-journals is made available through membership of UGC-NLIST Programme of college.
- By organizing various guest-lectures, invited talks and workshops, knowledge and skill acquisition among the faculty as well as students has been enhanced and scientific temper has been cultivated.
- The faculty has been upgraded through “**Hands on Training**” for effective transfer of latest methodology to the learners.
- Faculty also get a chance to interact with the invited experts and scientists from diverse fields during workshops and conferences organized by the institute.
- Institute also encourages its faculty to participate in refresher courses and seminars and workshops and duty leave is provided to attend the same.

#### 3.2 Details regarding Major Projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number		01		
Outlay in Rs. Lakhs		54,61,035		

#### 3.3 Details regarding Minor Projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	<b>International</b>	<b>National</b>	<b>Others</b>
Peer Review Journals	46	5	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	46	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects(other than compulsory by the University)	-	-	-	
Any other(Specify)	-	-	-	-
Total	-	-	-	NIL

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	NIL	02	NIL	NIL	NIL
Sponsoring agencies	NIL	UGC & DBT	NIL	NIL	NIL

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
32	02	03	04	09	13	NIL

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 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	NIL	State level	27
National level	06	International level	NIL

3.25 No. of Extension activities organized

University Forum	02	College Forum	10		
NSS	28	NCC	10	Any other	01

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

- 13-06-2017 to 22-06-2017: A shooting camp was held at Batala. One cadet of the college got selected for this camp. She performed really well at the camp and also got selected for the next base camp.
- 19-06- 2017 to 30-06-2017: **NIC** (National Integration Camp) was held at DAV International School and total 15 cadets participated in this camp. Officer Gurleen kaur was chosen as the best leader and our cadets got first position in Zine Area. Cadets also performed NIAP of Punjab, Haryana, Himachal Pradesh and Chandigarh and won gold medals. They won silver medal in group song.
- 21-06-2017: International Yoga Day was celebrated by organizing yoga camp in the college
- 05-7-2017: Department of Music and Theatre, BBK DAV College for Women celebrated **World Anti-Tobacco Day** by staging a street play *Soota-Narak Da Jhoota* at Company Bagh, Amritsar. This Play was also staged in the open air theatre of the college where ADGP Mr. Rohit Chaudhary & Commissioner of Police Mr. S. S Srivastava were the Chief Guest and Guest of Honour respectively. Principal Dr. Pushpinder Walia said that the celebration aimed to draw public attention towards the menace and to make people aware of the harmful effects of tobacco consumption.
- 19-07-2017 to 29-07-2017: **TSC** camp was held at Ramdass. 11 cadets participated in the camp. They faced many hardships at the camp but overcame them and one of our Cadet Jasbir Kaur got selected for Ropar Camp.
- 05-08-2017 to 15-08-2017: **ATC** (Annual Training Camp) was held at Mai Bhago Government College. 15 cadets participated in the camp. Our cadets won 22 gold medals and 15 silver medals.
- 08-08-2017 to 09-08-2017: Volunteers and NSS program officers carried out an defecation survey at Qilla jiwan singh the adopted village of NSS unit 300 houses were surveyed.
- 31-8-2017: Department of Zoology & Community College Wing of the College organized a **UGC –sponsored Lecture – cum Workshop on Biochemical Analysis in Clinical Diagnosis** and Common Monsoon Diseases. Dr. Robin Tuli, Consultant Pathologist, Tuli Diagnostics, Amritsar was the resource person. Dr. Tuli explained the biochemical analysis in clinical diagnosis. He dwelled upon the serum urea, uric acid & serum cholesterol. The lecture was followed by a workshop in which Dr. Tuli demonstrated various biochemical test analyzers.

- 01-09-2017 to 15-09-2017: To spread the message of hygiene, our volunteers visited the adopted village Qila Jiwan Singh as well as Nishkam Seva School for the underprivileged children, to educate villagers & the students about the significance of maintaining clean and green environment.
- 01-09-2017 to 15-09-2017: Swachhata Pakhwara - 15 day cleanliness drive under UGC notification as a part of Swachh Bharat Abhiyaan was celebrated.
- 01-09-2017 to 15-09-2017: A clean campus drive was also carried out in which the volunteers cleaned up the college hostel, canteen and library.
- 01-09-2017: NSS Unit of the college organized *Swachhta* Oath-taking Ceremony in which NSS volunteers took pledge to remain committed towards cleanliness and keep the country neat and clean. Dr. Rajesh Kumar, NSS Coordinator, GNDU, was the Chief Guest.
- 01-09-2017: A tree plantation drive was carried out in the college in which saplings of *Camphor*, *Cinnamon*, *Ginger*, *Elaeocarpus ganitrus*, *Amlica embilicus*, *Cinnamomum tamala* and *Stevia* were planted in the lawn adjacent to Commerce Block of the college.
- 01-09-2017: NSS Volunteers of the college visited Guru Nanak Dev Hospital, Amritsar where they were apprised about waste disposal techniques.
- 03-09-2017 to 09-09-2017: **AAC** (Army Attachment Camp) held at Jalandhar Cantt by 22 grenadiers BN. 4 cadets participated in the camp. Cadet Reetu Poria got selected as camp senior and cadet Jaanvi Dhaliwal got selected as the second camp senior. They participated in competitions like Run for fun, essay writing, drill, firing, PT and dance. They won many positions; Reetu Poria got selected as best cadet.
- 06-09-2017: NSS Volunteers of the college visited the dumping yard to see the disposal of waste products.
- 07-09-2017: PG Dept. of Journalism and Mass Comm. in collaboration with District Legal Services Authority organised a seminar on “Beti Bachao, Beti Padhao”. Adv. Sh. Sourav Aggarwal, Sh. Kawal Bhatia, Ms. Raminder Kaur, Mrs. Poonam Sharma - Para Legal Volunteers addressed the seminar.
- 07-9-2017: The College organized a **Workshop-cum-Awareness Programme on Right to Service** under the guidelines of Punjab Right to Service Commission on the College campus. The Workshop was an attempt to make students aware of the provisions of the Punjab Right to Services Act 2011 related to higher education. Principal Dr. Pushpinder Walia said that the objective of the Act is to deliver services to the people of the state within a stipulated time.
- 09-09-2017: Green brigade of NSS unit organized a Green Awareness Rally during which NSS volunteers created awareness among the masses about the need of maintaining cleanliness in the nearby areas. Pamphlets were also distributed among the shopkeepers.
- 09-09-2017: The College in collaboration with District Legal Services Authority, Amritsar organized a legal Literacy Seminar under **Beti Bachao, Beti Padhao scheme** to create legal awareness among the students about their rights. Mr. Kamal Bhatia, a para- legal Principal Dr. Pushpinder Walia applauded the efforts of District Legal Services Authority in coming forward and organizing the seminar to sensitize the students and the faculty about the provisions of the laws which have been enacted for the welfare of women.



- 11-09-2017: PG Dept. of Journalism and Mass Comm. in association with District Legal Services Authority, Amritsar, organized an awareness program as a part of Nationwide Outreach Campaign “Connecting to Serve” where Para Legal Volunteer Sh. Surinderpreet Singh Dhanjal interacted with students.
- 11-09-2017 to 20-09-2017: **Basic Leadership Skills Camp** was held at Khalsa College for Women, Jalandhar. 5 cadets of the college got selected for this camp. They enjoyed a lot at this camp and also learnt various ways to improve their personality.
- 18-9-2017: The College celebrated **Swachhata Pakhwara** - 15 days cleanliness drive under UGC notification as a part of Swachh Bharat Abhiyaan. At the culmination of fortnight long celebrations, a valedictory function was organized in which Prof. (Dr.) R.K Mahajan, Dean Colleges, GNDU was the Chief Guest and Dr. Shivaji Rai, Head, CTVS Department, Guru Nanak Dev Hospital, was the Guest of Honour. The Principal said that cleanliness is the primary concern of the Government of India. BBK DAV College for Women has always been working diligently in sync with this goal of the government.
- 20-9-2017: **Youth Red Cross Unit** of the College participated in the Bhai Kanhiya Diwas held at Shri Guru Tegh Bhadur Khalsa College, Shri Anandpur Sahib from 20-9-2017 to 22-9-2017. Our students won second prize in Quiz, Second prize in First Aid and Group Song.
- 31-10-2017: National Unity Day was observed during which an oath taking ceremony was performed and volunteers took pledge to preserve the unity, integrity and security of the nation.
- Nov.-Dec. 2017: The volunteers collected an amount of Rs.13,000 on Flag Day.
- November 2017: It is pertinent to note that under its community service programme, the College launched Kora Kagaz, a project to conserve paper and promote its reuse. Nearly 55 volunteers of the college participated in the project and, during the Annual Awards Day, notebooks made of unused and recycled paper were distributed to the students of Nishkam Sewa School.
- 21-12-2017: Towels, grains and fruits were donated to the inmates of Guru Ram Das Old Age Home.
- 22-12-2017 to 24-12-2017: Department of Home Science participated in **NSS camp held at Kila Jiwan Singh** on 22-12-2017 to 24-12-2017. Workshop on Stencil Printing, Block Printing and nutritious breakfast dishes was held for the school going students. Mrs. Hapreet Aneja, Mrs. Harpreet Kaler and Mrs. Preeti Mahajan acted as the resource Persons.
- 22-12-2017: An Enlightening lecture on career guidance was delivered to students of Government High School of Qilla Jiwan Singh by Ms Priyanka Chugh, Assistant Professor of PG department of Commerce and Business Administration.
- 22-12-2017: An awareness lecture on Cybercrimes was delivered to the students of Government High School of Qilla Jiwan Singh by Ms Veerawali, Assistant Professor, Department of Computer Applications.
- 22-12-2017: Stationery, Pen drive containing poems & stories, sweets etc. were distributed among the underprivileged students of IVE School (Initiative for Viable School).

- 22-12-2017: An informative lecture on female health and menstrual hygiene was delivered by Ms Vinnie, Assistant Professor, Department of Zoology.
- 23-12-2017: Poster Making and Essay Writing competitions were organized at Government High School at Qilla Jiwan Singh in which winning students were given trophies and prizes.
- 23-12-2017: The NSS unit gifted microscope, slides, ammeter, voltmeter, dustbins and textbooks to Government High School of Qila Jiwan Singh
- 23-12-2017: Sanitary Napkins were also distributed among the female students of Government High School.
- 24-12-2017: A free Medical Check-up camp was organized at Qilla Jiwan Singh a by team of doctors under the supervision of Dr. Shivaji Rao, Cardiac Surgeon, GMC Amritsar in which a general and medical checkup of 227 villagers was done.
- 16-01-2018 to 25-01-2018: **ATC** was held at Mai Bhago Polytechnic Government College Amritsar. 36 cadets got selected as camp seniors. They won many medals also.
- 03-03-2018: IQAC cell of the College organized a UGC-sponsored **Interdisciplinary Seminar on Innovation and Best Practices in Higher Education**. The objective of the seminar was to define the role of teaching and evaluation in the student-learning process, to provide an opportunity to teachers to deliberate upon the present scenario, challenges before Higher Education in India and to discuss the innovative ideas and best practices being followed in teaching learning evaluation process.
- 05-03-2018: PG Dept. of Journalism and Mass Comm organised a guest lecture on “Women Rights and Role of Media in Women Empowerment” by Kamayani Bali, a Social Activist and former lawyer at Human Rights Law Network, Mumbai.
- 06-03-2018: PG Dept. of Journalism and Mass Comm organised guest lectures on ‘Sensitising Students towards Underprivileged Children’. The lectures were delivered by Ms. Gurseema Kaur and Miss Dolly of NGO Mission Deep Education. They interacted with students of the department and inspired them to add meaning to their lives by helping the downtrodden.
- 15-03-2018: On the auspicious occasion of **Rishi Bodhutsav** which coincided with the 194<sup>th</sup> birth anniversary of Swami Dayanand Saraswati, the college organized a lecture by internationally acclaimed Hindi scholar, Dr. Harmohinder Singh Bedi. Acquainting the students with the colossal contribution of Swami Dayanand towards the society, he highlighted Swami Ji’s role as a great revolutionary, reformer and revivalist of the rich vedic culture of India.
- 21-03-2018:- The College organized an awareness rally in collaboration with the Department of women and Child Development on 14<sup>th</sup> March, 2018. The rally was organized to create awareness about “**Beti Bachao Beti Pado**”, a social campaign of the government of India to generate awareness and improve the efficiency of welfare services intended for girls. Nearly 300 volunteers of NSS and Sports Department of the college, 30 staff members and about 100 Anganwadi workers and supervisors participated in it. Mr. Sandeep Zutshi, Head of Applied Art Department, Ms. Surbhi, NSS Programme Officer along with the team members participated in the event.

- 23-03-2018: NSS volunteers participated in Sashkti–Karan Diwas organized on the death anniversary of Bhagat Singh ,Sukhdev and Rajguru and also took a pledge to make Punjab –A drug free State .
- 30-03-2018: PG Dept. of Journalism and Mass Communication organised a seminar in collaboration with Legal Literacy Club, to make students aware about their rights and legal aid available to them. The Para Legal Volunteers, Mr.S.P.Dhanjal, Adv. Bal Krishan, Mr.Ajaib Singh and Mr. Harjeet Singh were present. Various topics like PNDT ACT, Protection of women from domestic violence, legal aid for senior citizens, pension schemes, rights of building construction workers and MNREGA Scheme were covered during the seminar.
- 17-04-2018: Blood Donation Camp was held at the College. 24 cadets participated in the camp and donated blood to help the ones need.
- 26-04-2018: Dental Hygiene Camp. PG Department of Commerce & Business Administration and Cosmetology Department along with NSS unit of the college organised this camp. Dr. Shikha Nayar and Dr. Deora from Clove's Dental Clinic did a free dental check-up. A special lecture was delivered by experts to educate the students about various dental problems and their remedies. Nearly 150 college students and 50 faculty members were given free dental check-up.
- 26-04-2018: A seminar on "Healthy Food Habits". PG Department of Commerce & Business Administration and Cosmetology Department along with NSS unit of the college organised this seminar. Dr. Amandeep Bijral (SMO), Amandeep Hospital and Clinic delivered a lecture on Healthy Food habits in which he enlightened the young girls and faculty of the college about the need of inculcating good and healthy food habits.
- 01-05-2018: 54 Units of blood were collected during a blood donation 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's own funds	65,000 sq. Yards
Class rooms	70	0	College's own funds	70
Laboratories	38	0	College's own funds	38
Seminar Halls	4	0	1-UGC,3- College's own funds	04
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	27	7	UGC+ DBT+ DST+ College's own funds	34
Value of the equipment purchased during the year (Rs. in Lakhs)	2,78,36,257.55	1,23,82,977.14	UGC+ DBT+ DST+ College's own funds	4,02,19,234.69
Others				

#### 4.2 Computerization of administration and library

- All computers are interconnected through LAN with optical fibre backbone.
- The college is equipped with 481 computers with the latest configuration out of which 371 computers have been installed in 20 state-of-the art computer labs.
- Campus Internet is managed by using 'pfSense', a free open source firewall & router. The various features in pfSense are IP filtering, bandwidth management, multi-WAN load balancing & failover, users access & management via captive portal, proxy server, antivirus, IDS/IPS (Intrusion Detection & Prevention System).
- The network is managed and controlled by high end servers installed in the server room.
- The college provides round the clock internet facility through 6 high speed internet broadband connections.
- To help the students of various departments, the college continues to upgrade & procure a number of licensed software.
- The college subscribes to NLIST.
- The 6.0 version of Alice software is used for automation of library .It offers several services such as OPAC (searching books in library), management which involves cataloguing, accessioning, reports and circulation of books, journals.
- BSIM software in Accounts Office deals with account management and fee management.
- The above mentioned software is also being used in general office department for student record management.
- Hostel Management System software helps in maintaining the records of hostellers.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books and Reference Books	64988	25,12,854.89	1114	16,97,213.30	66102	42,10,068.19
e-Books	9700	Included in Cost of e-Journals	00	Included in Cost of e-Journals	9700	Included in Cost of e-Journals
Journals	153	2,81,637.00	00	4160	153	2,85,797.00
e-Journals	6000	3,40,380.00	00	00	6000	3,40,380.00
Digital Database	N-LIST Subscribed	Included in Cost of e-Journals	N-LIST Subscribed	Included in Cost of e-Journals	N-LIST Subscribed	Included in Cost of e-Journals
CD & Video	918	Free of cost	33	Free of cost	951	Free of cost
Others (specify)						

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	No. of Office	No. of Departments	Others
Existing	449	20	449	49	49	9	19	1
Added	32	0	32	0	0	0	0	0
Total	481	20	481	49	49	9	19	1

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

- An awareness seminar on “MOOCS AND ITS SCOPE” on NPTL portal was organised by IQAC for teachers as well as students.
- Training for SPSS software is given to students.
- During summer vacation, seminars are organized to familiarize the support staff with the modern technology. They are trained to operate computers, printers and Xerox machines

#### 4.6 Amount spent on maintenance in lakhs:

I. ICT	56,800
II. Campus Infrastructure and facilities	60,88,026
III. Equipment	2,04,977
IV. Others	4,36,581
<b>Total:</b>	<b>67,86,384</b>

## Criterion – V

### 5. Student Support and Progression

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

- Holding frequent meetings of course coordinators and class in-charges with meritorious students and apprising them of various scholarships and concessions available.
- Apprising differently-abled students, players & artists of facilities available to them.
- Encouraging interactive sessions with members of various clubs and committees.
- Updating students regularly by making announcements in the morning assembly.
- Providing vital information through the prospectus.
- Displaying information and notices at the information corner.

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

- For tracking the progression, Alumni Association of the college holds its annual meetings regularly.
- Database of outgoing students updated at regular intervals.

5.3 (a) Total Number of students	:	UG	PG	Ph.D.	Others
		4011	458	-	113

(b) No. of students outside the state :

(c) No. of international students :

Men		Women	
No.	%	No.	%
NIL	NIL	4582	100

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3836	314	01	255	-	4406	4045	228	01	308	-	4582

**Demand ratio - 1 : 1.35 (M.Com)**

**Dropout: 3.305%**

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

The institution took various steps in order to help students to prepare and perform well in various competitive examinations. On regular basis, PG Department of Journalism and Mass Communication conducts lectures on Current Affairs. This practice benefits the students appearing for competitive exams.

No. of student beneficiaries:

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

NET	09	SET/SLET	-	GATE	2	CAT	32
IAS/IPS	-	State PSC	-	UPSC	-	Others	72

### 5.6 Details of student counselling and career guidance

Details of student counselling and career guidance	No. of Beneficiaries
<ul style="list-style-type: none"> <li>PG Department of Journalism and Mass Communication, organised an interactive session with RJ Heer from Red FM 93.5 in which she gave tips on various aspects of Radio Jockeying, thus enhancing the understanding of students and familiarizing them with the field. The session was conducted on 12<sup>th</sup> Aug, 2017.</li> </ul>	100
<ul style="list-style-type: none"> <li>PG Department of Journalism and Mass Communication organised a guest lecture on 'Reporting for TV' on 12<sup>th</sup> Aug, 2017. The lecture was delivered by Mr.Munish Devgan, Senior Correspondent, Aajtak, New Delhi. He guided the students about skills needed to be a TV reporter.</li> </ul>	105
<ul style="list-style-type: none"> <li>PG Department of Journalism and Mass Communication organised a guest lecture on "Photography Skills" by Dr.Shantanu Malhotra, the renowned photographer of Amritsar on 19<sup>th</sup> Aug, 2017</li> </ul>	100
<ul style="list-style-type: none"> <li>The Department of Tourism and Geography organized a seminar on Hospitality and Travel Agency Operations on 30<sup>th</sup>August.Mr. Munish Ravawat, Training Manager at Hotel Raddison, Carlson Group and Ms.Sugandhi Manotra, Visa handling Officer at Axis Travels were the key speakers.</li> </ul>	60
<ul style="list-style-type: none"> <li>Department of Zoology and Community College wing organized UGC sponsored Lecture cum Workshop on Bio Chemical Analysis in Clinical Diagnosis and Common Monsoon Diseases under the Community College Scheme of UGC on 31<sup>st</sup> August, 2017. Dr. Robin Tuli, Consultant Pathologist, Tuli Diagnostic, was the resource person.</li> </ul>	100
<ul style="list-style-type: none"> <li>Department of Home Science organised a workshop on 'Advanced Sewing techniques' for the students of M.Sc Fashion Designing on 8<sup>th</sup> September, 2017. An expert from 'Usha' conducted the workshop and introduced a new model 'Wonder Stitch Magic' to the students.</li> </ul>	50
<ul style="list-style-type: none"> <li>PG Department of Computer Science and Applications organised a seminar on Network Security Issues on 13<sup>th</sup> September, 2017. Prof. (Dr.) Sandeep Sood, Associate Dean, Department of Computer Science and Engineering, Guru Nanak Dev University, Regional Campus, Gurdaspur and Dr.Kuljit Kaur, Assistant Professor, Department of Comp Science, GNDU Amritsar were the Key speakers.</li> </ul>	150
<ul style="list-style-type: none"> <li>PG Department of Journalism and Mass Comm. organised a workshop on 'Print Media, Reporting and Editing'. The workshop was conducted by Mr.Aseem Bassi, Special Correspondent, Asian News International, Amritsar, on 15<sup>th</sup> September, 2017,</li> </ul>	102
<ul style="list-style-type: none"> <li>Department of Still Photography and Applied Art organised a one day workshop on Photography and Camera Techniques conducted by Nikon on 19<sup>th</sup>, September, 2017. Mr.Manvinder Singh was the resource person for the same.</li> </ul>	60

<ul style="list-style-type: none"> <li>▪ Department of Music organised Make up and Mask making workshop for students of B.Voc Theatre and Stage Craft by Mr.Baljit Singh on 28<sup>th</sup> November, 2017.</li> </ul>	20
<ul style="list-style-type: none"> <li>▪ The Department of Psychology created a Counselling Cell in January, 2018 comprising of teachers and students of BA Sem III. The cell was designed to facilitate students in solving problems like anxiety, stress, lack of concentration etc.</li> </ul>	30
<ul style="list-style-type: none"> <li>▪ PG Department of Journalism and Mass Comm organised a 2 day workshop on “Writing Techniques in Print and Electronic Media”. It was conducted by Mr.Aseem Bassi, Special Correspondent, Asian News International, Amritsar, on 5<sup>th</sup>&amp; 6<sup>th</sup> February, 2018. He gave tips to students on working with print media and making a successful career in the field.</li> </ul>	103
<ul style="list-style-type: none"> <li>▪ PG Department of Computer Science organised a seminar on ‘Career opportunities in TCS’ on 8<sup>th</sup> Feb, 2018. Mr Suresh Sathia, Senior Consultant, TCS was the Resource person for the same. He emphasised that TCS Ignite Programme is the best medium to crack TCS employment exam and to get entry in the top multinational companies.</li> </ul>	150
<ul style="list-style-type: none"> <li>▪ Students of BA-Journalism and Mass Communication SemVI, visited 104.8 FM, Amritsar where they were familiarized with skills of Radio Jockeying and were given hands on training regarding the various equipment in a radio station. The visit was organised on 10<sup>TH</sup> February, 2018.</li> </ul>	35
<ul style="list-style-type: none"> <li>▪ PG Department of Journalism and Mass Communication organised a guest lecture on “Reporting for Electronic Media”. It was delivered by Mr.Munish Devgan, Producer, Aaj Tak, New Delhi on 15<sup>th</sup> February, 2018. It provided career guidance to journalism students aspiring to work in TV Channels.</li> </ul>	80
<ul style="list-style-type: none"> <li>▪ The Department of Fine Arts organised workshop on photography skills by Nikon. The workshop was conducted by Mr.Raghav Gandhi on 24th Feb, 2018. The workshop apprised students with basics of photography.</li> </ul>	30
<ul style="list-style-type: none"> <li>▪ Students of BA-JMC SemVI and MA-JMC Sem II visited SOHAL STUDIO on 28th February,2018, where students were acquainted with sound editing softwares namely “CUBASE” and “LVANO”.</li> </ul>	35
<ul style="list-style-type: none"> <li>▪ Department of Commerce &amp; Business Administration, in association with Federation of India Export Organisation (set up by Ministry of Commerce, Govt.of India) organised a 3 day ‘Certificate Programme on EXIM Documentation for Beginners’ from 26th to 28th Feb, 2018. CA Rakesh Chawla, Mr.Gaurav Gupta(Chapter Head,FIEO), Ms.Rajmandeep Kaur(ETO) Ms.Maninder Virdhi (ETO), Mr.A K Bhushan (Asst.DGFT),CA Naresh Gupta, Dr.Gaurav Deora, Mr.Anupam Bhanot(Speaker )and Mr.Balwinder Singh(Deputy Commissioner, Customs) were the resource persons. During the workshop the students were also made aware about the possible employment opportunities in the area of export and import and were also encouraged to start up their own export business.</li> </ul>	60
<b>Total No. of students benefitted</b>	<b>1370</b>



## 5.7 Details of campus placements

<i>On campus</i>			<i>Off Campus</i>
Number of organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	280	149	141

## 5.8 Details of gender sensitization programmes

- PG Dept. of Journalism and Mass Comm. in collaboration with District Legal Services Authority organised a seminar on “Beti Bachao, Beti Padhao” on 7<sup>th</sup> September, 2017. Adv. Sh. Sourav Aggarwal, Sh. Kawal Bhatia, MS. Raminder Kaur, Mrs. Poonam Sharma - Para Legal Volunteers addressed the seminar.
- PG Dept. of Journalism and Mass Comm. in association with District Legal Services Authority, Amritsar, organized an awareness program as a part of Nationwide outreach campaign “Connecting to Serve” where Para Legal Volunteer Sh. Surinderpreet Singh Dhanjal interacted with students. The event was organised on 11<sup>th</sup> November, 2017
- PG Dept. of Journalism and Mass Comm. organised a guest lecture on “Women Rights and Role of Media in Women Empowerment” by Kamayani Bali, a Social Activist and former lawyer at Human Rights Law Network, Mumbai, on 5<sup>th</sup> March, 2018.
- PG Dept. of Journalism and Mass Comm. organised a guest lecture on ‘Sensitising Students towards Underprivileged Children’ on 6<sup>th</sup> March, 2018. The lectures were delivered by Ms. Gurseema Kaur and Miss Dolly of NGO Mission Deep Education. They interacted with students of the department and inspired them to add meaning to their lives by helping the downtrodden.
- PG Dept. of Journalism and Mass Communication organised a seminar on 30<sup>th</sup> March, 2018, in collaboration with Legal Literacy Club, to make students aware about their rights and legal aid available to them. The Para Legal Volunteers, Mr. S.P. Dhanjal, Adv. Bal Krishan, Mr. Ajaib Singh and Mr. Harjeet Singh were present. Various topics like PNDT ACT, Protection of women from domestic violence, legal aid for senior citizens, pension schemes, rights of building construction workers and MNREGA Scheme were covered during the seminar.

### 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	924	2260795
Financial support from government	272	5726800
Financial support from other sources	-	-
Number of students who received International/ National recognitions	100	312500

### 5.11 Student organised / initiatives

Fairs: State/ University level	2	National level	-	International level	-
Exhibition: State/ University level	5	National level	-	International level	-

### 5.12 No. of social initiatives undertaken by the students :-

28

International Yoga Day, Swach Bharat Pakhwara Celebrations, Visit to Qilla Jiwan Singh, Tree plantation, Yoga Workshop, Visit to Nishkam Seva School, Visit to Mother Teresa Home, Blood donation Camp, Free Medical Check-Up Camp, Lecture on Cyber Crime, Rallies against drug abuse, Foeticide etc.

### 5.13 Major grievances of students (if any) redressed:

15

- Medical facility to the sports students
- Providing the facility of elevator and ramp for special students
- Handling grievances of students about theft/loss of things with the help of installed CCTV's on the campus.
- 24 hours ambulance facility for the students
- Reconditioning of classroom furniture
- Infestation of termites in hostel resolved by spraying pesticides.
- Problem of cold sponging of sprains of players resolved by making provision of adequate refrigeration facilities.
- Power cuts in mess redressed by installing battery inverters and generators (24 hours power back up)
- Repair of Hostel Cupboards and other furniture
- Water Chiller facility
- Time to time maintenance of RO
- White/green boards provided as per requirement.
- Special kitchen facility to the affected students (wheat allergy) in hostel.
- Repair of Air Conditioners.
- Medical facility to sports and disabled students by providing the facility of wheel chairs

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The vision and mission of the institution is to instil Vedic values in the students, inculcate the spirit to work independently as well as to induce a sense of discipline and professional skills among the girl students. Being a women college, it aims at empowering the girls socially and professionally so that they can make the best possible choices for their future.

#### **Vision**

- Provision of a comprehensive system of education which is a fusion of the traditional as well as modern values.
- Catering to institutional as well as individual requirements through instinctive understanding, perception and implementation of novel ideas.
- Going beyond the set standard limits through persistent work, careful planning and unwearied efforts.

#### **Mission**

- Provision of holistic education to the students which can help in instilling traditional and modern values.
- Enhancing the entrepreneurial skills of women by providing them need-based and job-oriented programmes.
- Creating participative, competitive and constructive environment.
- Familiarizing women with Indian Vedic tradition and Culture through different programmes.
- Instilling in them a feeling of discipline, dedication and social service that would contribute to nation building.

#### 6.2 Does the Institution have a management Information System?

The institution has management information system like BSIM which is used to manage students general and accounts information. Institution also has ALICE, library management software and a Hostel Management System to manage information regarding students residing in hostel.

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

##### 6.3.1 Curriculum Development

For curriculum development, course content of existing programmes is regularly updated. Feedback from all stake holders is taken into consideration at the time of developing the curriculum. Once the curriculum is drawn up, it is discussed in the meetings of Board of Studies and faculty meetings of the affiliating university so as to introduce new programmes according to the current market demands. New subjects and streams are introduced in sync with the mood of the job market.

##### 6.3.2 Teaching and Learning

- The faculty of each department holds a meeting at the beginning of the academic session for division of syllabus and contents for the mid-term semester tests and for preparing a teaching module of that session. Activity calendar of the department for the current session is also prepared.
- To enlighten the students regarding diverse aspects of their subjects, seminars and guest lectures are organised by different departments. Field visits, workshops, student

exchange programs, theatre activities are also organised by all the different departments.

- Air-conditioned library, a reading room, a multi activity room and smart class rooms have been provided to students. Laboratories, art studios, cosmetology room, seminar Halls, auditorium are also available to the students.
- Students are given various tasks like report writing, press release writing, recording of college programs making documentaries and literary writing, so as to enhance their creative skills.
- To provide additional help to the students, extra classes are taken by the faculty in their free periods, on Sundays as well as in winter break. Furthermore, the sports students and the students from youth welfare department have the privilege of relaxation of lecture shortage. Additionally, special examinations are held for these students.
- To make teaching/learning more interactive and entertaining, a number of modern and facilitative teaching aids such as projectors, CD players, computers, smart boards, tutorials, remedial coaching, audio visual aids are used.
- Students of English department are shown films based on the texts prescribed in their syllabus.
- Shift towards experiential learning
- Intensive use of information technology and advanced teaching/learning techniques.
- Interactive learning through lectures, seminars, workshops, conferences etc.
- Inclusion of peer learning.
- Customised lesson plans and study material for different categories of students.
- Lectures on 'Stress-management', 'Time-management' and 'Healthy-diet' for students.
- Intensive use of information technology and advanced teaching/ learning techniques to make teaching/learning milieu interactive. Further, films based on the prescribed syllabus are shown.
- Teaching and practical entrepreneurial skills are promoted by organising college fests on various occasions.

### 6.3.3 Examination and Evaluation

- Mid-term tests are conducted regularly before the final semester examination of the university.
- The answer scripts of the Mid-term tests are shown to the students so as to familiarize them with their flaws and encourage them to work hard.
- Class tests are taken regularly.
- Double evaluation.
- Circulation of the best attempted questions among class students.

### 6.3.4 Research and Development

- Research projects are applied for and taken by the faculty of various departments.
- The institution provides ample space and infrastructure support to the faculty for their research work.

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

- Automation of the library service research aptitude of students initiated through OPAC (Online Public Access Catalogue) (used for searching books in library).
- Availability of internet service in the college round the clock.

- PG Departments of college have separate departmental libraries that ensure an easy access to books.
- The college has access to e-journals and e-books through NLIST programme.
- Instrumentation Latest books and journals are subscribed to and purchased every year.
- The institution has made various ICT resources available to its staff and students.

#### 6.3.6 Human Resource Management

The college manages human resources in the manner given below:

- Allocation of duties and responsibilities to faculty in consonance with their aptitude, talents and ability. Every session begins with a meeting, with Principal in the chair, to spot the unique talents and abilities of individual teachers and charge of various clubs & committees is handed over to them accordingly.
- Orientation sessions for fresh appointees. Every fresh appointee to the college is made to attend an interactive orientation session with the Principal and Head of his/her department whereby a clear understanding of the work culture and ethos is imparted to them. Such sessions are repeated at regular intervals.
- A congenial environment for staff for full blossoming of their potential e.g.
  - i. Prompt Grievance redressal.
  - ii. Elected staff-representatives to act as a link between staff and administration.
  - iii. Unions of teaching and non-teaching staff to remove all irritants and smoothen the working of the college.
  - iv. Motivational workshops, lectures and the like to optimise the productivity of staff.
  - v. Leading by example: The head of the institution tries to inspire her staff through her own example.
  - vi. Providing best facilities to the staff to maximise their efficiency like housing facility for outstation staff.
  - vii. Organising seminars, conferences, workshops and lectures for updation of staff's knowledge and skills.
  - viii. Channels of communication are always kept open like through emails, mobile phone and other media.
  - ix. College has a Research Promotion Cell aimed at boosting research in various fields.
  - x. Regular meetings are held by Heads of the Departments with the staff and students to get their feedback and take the necessary actions accordingly.
- Incentives in the form of prizes, concessions and free hostel facility are given to the students who excel in academics, sports or cultural activities so as to keep the spirit of healthy competition alive among them. 739 prizes worth ₹ 3,35,150 were awarded and an amount of ₹ 1,65,21,657 spent in the form of fee concessions given to students in the categories namely merit, fatherless, poverty-stricken, army and sports students.
- Students are involved in the process of decision making and planning. Depending on their aptitude and ability, students are assigned leadership roles like Head Girl, Assistant Head Girl, Class Representatives, and Library Volunteers.

### 6.3.7 Faculty and Staff recruitment

The college made 141 appointments on ad-hoc basis during 2017-18. Besides, 30 members were recruited on contractual basis. The recruitment for these posts is done through a proper channel. The posts are advertised in reputed national and regional newspapers. The applications are invited from eligible candidates satisfying UGC/GNDU norms. The staff is selected on merit. The contractual staff is recruited by DAV College Managing Committee, New Delhi while the Ad hoc staff is recruited at the college level by Selection Committee.

### 6.3.8 Industry Interaction / Collaboration

- Dept. of Design organized an educational visits to Kataria Plywood Factory and Deep Royal Furniture on 18th August, 2017. A group of 29 students of BD semester - 3 - Interior Design Department, were taken on an educational visit by 2 faculty members of BD Interior Design Department. Mrs Manpreet Kaur and Miss Sandeep Kaur. Acquainted with details of production process of plyboard and the batten board along with machinery used for the same and seasoning process carried out before making of plyboard. At furniture showroom they were introduced with new materials used in making furniture like Italian marble tops, different furnishing materials, methods of finishing joints, types of finishes on wood like different polishes, deuco paints etc.
- Dept. of Design organized an educational trip to Ludhiana for students of Sem-III & VII (Fashion and Textiles) and B.Voc(Fashion Technology) semester 1st and 3rd on 19th August 2017. The students visited R.S. Printers, Bahadurke Village, Ludhiana where they were familiarised with different printing techniques (transfer, laser, screen, and Hd printing), embroidery, stitching of apparels and jackets. Secondly, they were taken to the famed Wedding Asia Exhibition at Park Plaza, where there saw various designers' stalls, studied various colour schemes, silhouettes, embroideries, prints for the upcoming season and wedding time.
- An educational visit to college house, where false ceiling work was going on 29 august, 2017 was organised. A group of 29 students of BD Sem-III Interior Design Department, were taken to educational visit by 3 faculty members of BD Interior Design department Miss Sheena Chopra, Miss Sandeep Kaur and Mrs Pooja Nayyar. At site students were taught about with details of false ceiling done in POP, types of methods for marking sizes on ceiling, types of channels fixed for false ceiling eq. U-channel, jaali etc., procedure for making cove for lighting in POP, Current rates of POP in context to Sqft. and Rft., Standard size for stairs, for landing, its railing, tread, riser etc.
- The Department of Fine Arts organized Outdoor Sketching at University campus on 6th Sep 2017 for the students of M.A Sem-I , M.A Sem-II, B.F.A Sem-V, B.F.A Sem-VII classes. The students prepared quick sketches on the university campus.
- The Department of Fine Arts organized a two day Educational Trip to Chandigarh on 8<sup>th</sup> and 9<sup>th</sup> Sep 2017 for 53 Students and 5 teachers of Fine Arts Dept. The students witnessed various cultural events at the Annual Chandigarh Art & Heritage Festival-2017 and Drawing Workshop on September 9 at Chandigarh Arts College, a documentary film on Three Forts of India-The Resplendent Heritage by eminent theatre and film personality GS Channi was screened on September 8 at the Govt. Museum hall.

- Dept. of Design organized a one day educational trip for students on 23rd September, 2017 by to "A2Z Expo" at Hotel Gulmor, Bharat Nagar Chowk, Ludhiana, Punjab, F2 Raceway at South City Main Road Ludhiana, Punjab and Haveli - Jandiala, Punjab. At "A2Z Expo" students were acquainted with many new and innovative materials, their application, their uses, their rates, alternatives of natural materials in buildings. It mainly helped students to build their innovative potential & boost the process of technical renovation of industry & materials. At "F2 Raceway" students had an adrenaline rush which filled their day with fun. There were fun activities for all age groups. Mechanical Bull, Rock Climbing, Boating, Kids Paint Ball, ATV Bikes, Jeep, Go kart, Paint Ball for adults, Trampoline slides, water park and much more. At "Haveli - Jandiala" students were introduced to theme based Punjabi interiors and its traditional elements (architectural as well as interior elements). A group of 46 students ( 3rd and 7th semester ) were taken on one day trip along with 3 faculty members of BD - Interior Design Department Mrs Manpreet Kaur, Mrs Prabhjot Kaur and Miss Sheena Chopra.
- Department of Journalism and Mass Communication organized a three day educational visit for students to Chandigarh from 13th to 15th October 2017. Students visited Living India News Channel and Hindustan Times, Chandigarh.
- Department of Tourism organized an educational excursion on 16<sup>th</sup> Nov. 2017 to some of the unexplored sites of Amritsar like Ram Tirth Temple, War Memorial Museum, Gobindgarh Fort and Partition Museum.
- Department of Fine Arts organized Outdoor Sketching at Gobindgarh Fort on 29<sup>th</sup> Jan 2018 for the students of MA Sem II, MA Sem IV, BFA Sem IV, VI & VIII classes. The Students prepared quick sketches.
- Dept. of Design organized a two day educational trip on 2nd and 3rd Feb., 2018 for students of BD - Interior Design Department to Le Corbusier's - Government Museum and Art Gallery, Sector 10C –Chandigarh, Rock Garden - Sector 1, Chandigarh, Elante Mall, Chandigarh, "Int-Ext Expo" at parade ground sector 17, Chandigarh, Gurudwara Shahid Ganj, Gurudwara Fatehgarh Sahib (Thanda Burj), Gurudwara Bhora Sahib. At "Government Museum and Art gallery" students studied sculptures, modern and contemporary art, manuscripts and pottery. At "Elante Mall" students examined different displays, merchandize techniques, layout planning along with different window displays and materials used in interiors of different brand stores. At "Rock Garden" students learned a lot about making best out of waste. At "Int-Ext Expo" students were acquainted with many new and innovative materials, their application, their uses, their rates, alternatives of natural materials in buildings. It mainly helped students to build their innovative potential & boost the process of technical renovation of industry & materials. At "Gurudwara Fatehgarh Sahib" along with religious aspect students studied different materials, masonry, Layout and other features of Sikh Architecture and Interiors. A group of 42 students (4<sup>th</sup> Sem, 6<sup>th</sup> Sem and Add-on ) were taken for this trip along with 5 faculty members of BD - Interior Design Department Mrs Manpreet Kaur, Mrs Prabhjot Kaur, Miss Sheena Chopra, Miss Surbhi Aneja and Miss Urjita Sharma.
- Dept. of Design organized an educational trip to Hyderabad from 19<sup>th</sup> Feb., 2018 to 24<sup>th</sup> Feb. 2018. Students were taken to many places like Ramoji Film City, Parks Snow World, Hyderabad Fort, Amusement Parks, Birla Temple etc. for architectural overview. Many historical and architectural buildings were shown to the students.

- Department of Fine Arts organized a two days Educational Trip to Delhi from 11<sup>th</sup> to 17<sup>th</sup> Feb 2018 for the students of Fine Arts Dept. the students visited Art Fair Delhi 2018. They explored different genres of painting installation video art and the like, On the other location of Suraj Kund they saw beautiful wooden craft things, Moroccan lamps and others & decorative things made of bamboo. They also studied the architectural details of Qutab Minar and Tomb of Humayun.
- Department of Tourism and Geography also organized an educational trip 7<sup>th</sup> -11<sup>th</sup> Feb, 2018 to Delhi and Suraj Kund, Craft Fair. Students also visited Qutub Minar, Akshar Dham Temple, Lotus Temple, Humayun Tomb, India Gate and Red Fort.
- Department of Journalism & Mass Communication organized a visit to 104.8 FM on 10<sup>th</sup> February, 2018 in which students of BA-JMC Sem 6, were familiarized with skills of Radio Jockeying and were given hands on training regarding the various equipment in a radio station.
- Dept. of Design organized an educational visit to Radhika Knitters Pvt. Ltd. for the students of B.D.(4<sup>th</sup> semester) and B.Voc(2<sup>nd</sup> semester) on 8<sup>th</sup> and 9<sup>th</sup> February respectively. The students were taught about manufacturing of wide range of cotton raschel laces, nylon raschel laces, polyester net laces, nylon net laces and jacquard laces of assorted shapes, widths, thickness and dimensions on raschel and jacquard machines.
- Students of Department of Tourism and Geography visited Guru Ram Das International Airport, Amritsar on 23<sup>rd</sup> Feb.,2018 and learnt with a various ground formalities like baggage handling, frisking, custom, immigration and security checks. They also visited the arrival and departure terminal of the airport and Air Traffic Control Room.
- Department of Journalism & Mass Communication organized a visit to Sohal Studios for students of BA-JMC Sem-VI & MA-JMC Sem-II on 28<sup>th</sup> Feb, 2018 where students were acquainted with sound editing software namely “CUBASE” and “LVANO”.
- Home Science PG Department of Fashion Design visited Amritsar Swadeshi Woollen Mills, Batala Road on 21<sup>st</sup> March, 2018. The students of M.sc Fashion Designing and Merchandising were shown recycling of woollen and nylon yarns.
- PG department of Commerce in collaboration with Federation of Indian Export Organisations with custom as part of Central Board of Indirect Taxes and Customs organised a visit to ICP Attarion 12<sup>th</sup> May, 2018 to acquaint the students with export import clearance procedure followed at ICP Attari. The students were made aware about the export -import trade procedure followed between India - Pakistan - and Afghanistan. The students were also told about the items which were traded among the three nations including cement fresh fruits, dry fruits, limestone and rock salt.
- Dept. of Design organized a two day trip to Delhi for students of semester 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and B.Voc. Semester I, III & V. Students visited Central Market, Lajpat Nagar and various shops like Ramji and Sons, Hasta Kala, KC creation, Istri Vastra, etc. and bought fabrics for fashion show and next day visited Chandni Chowk and shops of Chawri Bazar namely Asian Fabrics, Tek Chand etc. And they went to Kinari Bazar for braids, tassels, hangings, patches and lots more trimmings.



### 6.3.9 Admission of Students

- The college has a full-fledged Admission Committee with a senior teacher acting as a Dean. The following activities are undertaken by the committee to council prospectus students.
  - Visits to schools in adjoining areas to acquaint the students with courses, subjects, facilities, infrastructure and the like available in the college.
  - Every year new courses and subjects are introduced to cater to the demand of the job market.
  - Course content is also reviewed and revised at regular intervals in sync with the requirements of the job market.
  - Image make-over of the college is a top priority. Every effort is made to win the trust of parents and their wards. e.g. Safety & security of girls as well as provision of world class facilities & facilitators.
  - Counselling cells to provide guidelines to admission seekers in sync with their aptitude.
  - Liberal incentives in terms of fee-waivers, freeships, scholarships, free hostel stay and medical facility to brilliant students, artists and sports women to attract and retain meritorious students.
  - Using print and electronic media to project the achievements of the college from time to time.
  - Advertising by word of mouth.
  - Unbiased admissions are ensured on the basis of merit. However, for optimum utilisation of resources, vacancies are filled on first-cum-first-served basis.

During the session 2017-18, 4582 students were admitted to various courses available in the college.

### 6.4 Welfare Schemes for Teaching and Non-Teaching

- Contributory Provident Fund.
- Medical assistance by college's contribution of 4.75% in ESI Scheme for teaching and Non-teaching staff having salary up to 21,000.
- Health facilities like services of a doctor and nurse during working hours, medical check-ups of the staff and aid to the under-privileged employees are provided generously.
- Concessional education is given to the wards of the teaching and non-teaching employees.
- Uniform and washing allowance is given to class IV employees.
- Non-teaching employees are given gifts on special occasions like Diwali.
- Hostel accommodation at nominal rates is provided to the teachers who do not belong to ASR.
- Gratuity cheques are given to the employees on the day of retirement without delay.
- Maternity leave of six months.
- Advance provided to the employees in case of emergency.

#### Welfare Schemes for students

- Placement facility
- Scholarships to merit holders and needy students.
- Counselling cell of the college helps the students to fight against maladjustment, stress and anxiety.
- Women Empowerment Forum provides all kinds of guidance & support to students to combat sexual harassment & exploitation etc.

- Fee concession to students like fatherless, merit holders, poor, two sisters.
- Free ships for sports students.
- Special diet for sport students.
- Notebooks to poor students.

6.5 Total Corpus fund generated:

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GNDU	Yes	Member 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?  
N/A

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.

- Alumni Association holds interactive meetings between Alumni and the college staff where the alumni give their suggestions and feedback for improvement in the working of the college.
- It organises interactive sessions between the distinguished alumni from various fields and students of the college so as to motivate the students to achieve greater heights in their lives like them.
- Lectures, workshops and the like are conducted by alumni who have specialized in various fields.

6.12 Activities and support from the Parent-Teacher Association

College holds meetings with parents so as to inform them about the performance of their wards. Such meetings ensure proper functioning of the college. Their suggestions and feedback are of great help in improving the functioning of the college

6.13 Development programmes for support staff

- Training programs for support staff are organised to encourage progression in their career graphs by keeping them updated about the latest technological advancements.
- Motivational lectures are delivered by career counsel cell of the college to enable them to make better career choices.

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

- Fluorescent tubes instead of incandescent bulbs are used.
- Compact fluorescent lamps (CFL) and LEDs have been installed.
- Solar street lights have been installed in campus.
- In non-reading and non-working areas, reduced lighting (25 watts- 40 watts) is used.
- Trees and plants are added at a regular interval to make the campus eco-friendly.
- Special efforts are made for the upkeep of the terrace garden in the Science Block.
- Two storage tanks have been made available and five bore wells have been dug for storage and ground water recharging of BD block and Hostel building.
- Rain water of main building is collected in the storage tank for multiple uses under rain water harvesting scheme.
- 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 art pieces out of various waste items.
- Vermicompost fertilizers are used for plants.
- A herbal garden with a rich variety of medicinal plants has been created.

## 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.

- Renowned dieticians were consulted to evolve a suitable diet for the college students and pamphlets of the same were circulated among the students, consequently, introducing a healthy diet for the students.
- Self-defence was the primal focus for ensuring safety of girls. Therefore, martial art training classes were conducted for the students, thereby empowering them to fight rather than freeze when facing an attacker.

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

Under the umbrella of Internal Quality Assurance Cell (IQAC) various clubs & committees such as, Academic Council, Women Empowerment Forum, Legal Literacy Cell etc. worked in tandem to chalk out a plan of action in the beginning of session 2017-18 and took the following steps accordingly:

Sr. No	Plan of Action	Action Taken Report
1.	Mobilization of research funding through various sources	<ul style="list-style-type: none"> <li>▪ Dr. Poonam Khullar, Dept. of Chemistry was sanctioned Major Research Project titled 'Synthesis of Functionalized Biomaterials with Biological Applications to Understand Protein-Protein Interaction' by Department of Science &amp; Technology (DST), New Delhi under its Nano-Mission Lead with a funding of ₹ 54,61,035 for three years.</li> </ul>
2.	Organization of various seminars and workshop	<ul style="list-style-type: none"> <li>▪ Various workshops and seminars have been organised during the academic session 2017-18 by different departments of the college. (Refer to 2.15 of IQAC Report 2017-18).</li> </ul>
3.	Purchase of state-of-the-art computers with the latest configurations	<ul style="list-style-type: none"> <li>▪ As per requirement of various departments, a sufficient number of computers has been purchased during the academic session 2017-18. (Refer to 4.4 of IQAC Report 2017-18).</li> </ul>
4.	Other things required for upgradation and improvement of the institution	<ul style="list-style-type: none"> <li>▪ Science Section-cum-Reading room has been added on the second floor of the Library.</li> <li>▪ For the upgradation of labs, equipment such as recording cameras, Printers, with batteries and lens, HP LEDs, amplifiers Shore Mikes etc. has been purchased. (Refer to 4.1 of IQAC Report 2017-18).</li> <li>▪ For the upgradation of teaching equipment, teaching aids such as projector, Projector screens, Digital recorders, Microphones document scanners cameras, sitar Tabla, Harmonium, Apparel Software tools have been purchased. (Refer to 4.1 of IQAC Report 2017-18).</li> <li>▪ For food preservation, equipment such as juicer mixer, induction, refrigerator, Microwave etc. have been purchased. (Refer to 4.1 of IQAC Report 2017-18).</li> </ul>

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

## **I Best Practice**

### **1. Title of the Practice: Students for Society**

#### **2. Goal**

The college remains on its toes to instil a sense of social responsiveness and philanthropy in the students. The college keeps on planning multifarious activities for students to reach out to the underprivileged sections of the society. This practice motivates the students to contribute towards the noble cause of social welfare.

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

Large sections of our society are living a life of dearth and deprivation, while the affluent people indulge in various wasteful activities. Schools and colleges have to impart the values of fellow feeling, brotherhood, charity and compassion & propel students to extend the benefits of education, knowledge and awareness towards the disadvantaged sections of society.

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

The college students are actively involved in social outreach programmes like:-

- Blood Donation Camps
- Donations for the needy
- Donations for the victims of natural disasters
- Interaction with Senior Citizens at Pingalwara and Old Age Homes.
- Activities for the disadvantaged sections of the society such as widows, orphans and disabled.
- Sensitization rallies, drives and plays on socially relevant themes like female foeticide, tree plantation, dowry, drug addiction, cleanliness, digitization etc.
- Imparting vocational training to the underprivileged sections of society.

#### **5. Evidence of Success**

Every year a good number of students participate in aforementioned activities to extend the benefits of their education, knowledge and awareness towards the disadvantaged sections of society.

#### **Some distinct achievements during the academic session 2017-18:**

- NSS Unit organized a blood donation camp on 25<sup>th</sup> April, 2017 where 54 units of blood were donated.
- As a result of inspiration from various programmes related to ecology initiated by the college, students planted saplings of camphor, cinnamon, ginger, elaeagnus, amlichaemblicus, cinnamon tamala and stevia on 1<sup>st</sup> Sept. 2017 and, thus, responded to the problem of environmental pollution. Similarly, on 9<sup>th</sup> Sept., 2017 the college students formed a Green Brigade that took out a rally to create awareness among the masses about the need of maintaining cleanliness in the nearby areas. Pamphlets were also distributed among the shopkeepers. To spread the message of hygiene, the volunteers visited the adopted village Qila Jiwan Singh as well as Nishkam Seva School for the underprivileged children. They educated the villagers students about the significance of maintaining clean and green environment.
- The college instilled sense of responsibility in its students towards the disadvantaged sections of society as a result of which our students visited IVE School (Initiative for Viable School) on 20<sup>th</sup> Dec, 2017 and distributed stationery, pen drives containing poems, stories and sweets to the underprivileged students. Likewise, the students visited Nishkam Sewa School and dole out notebooks made of unused and recycled paper by our students themselves in Nov. 2017 During their visit to Guru Ram Das Old Age Home on 21<sup>st</sup> Dec. 2017 the volunteers interacted with the inmates of the orphanage and donated towels, grains and fruit to them.

- From 22<sup>nd</sup> Dec. 2017 to 24<sup>th</sup> Dec, 2017 volunteers visited Qilla Jiwan Singh Village and distributed Sanitary Napkins among the girls of Government High School. They also doled out microscope, slides, ammeter, voltmeter, dustbins and notebooks to Government High School of Qila Jiwan Singh.
- NSS Cadets enthusiastically participated in a rally on “*Beti Bachao Beti Pado*” a social campaign of the Government of India on 14<sup>th</sup> March 2018 and thus, raised their voice against evil prevalent in society. This created an impact on the society.

## 6. Problems encountered

The college students are forever geared for social outreach and philanthropic activities. While performing these activities, their classes are missed. However, by attending extra classes/remedial classes, they make good their loss.

## II Best Practice

### 1. Title of the Practice: Imparting Leadership Skills to Students.

#### 2. Goal

The college is committed to impart the values of responsibility, initiative and decision-making to its students. This practice inculcates leadership skills, such as commitment, dedication, accountability, honesty, vision and creativity in the students.

#### 3. The Context

There is cut-throat competition in the current world. To survive in such a world, students need to develop global competencies to meet the demands of the changing scenario successfully. Schools & colleges have to inculcate leadership skills into students so that they are able to move in sync with the changing world.

#### 4. The Practice

The college has constituted various committees, clubs and societies to develop leadership skills among the students. All the student bodies aim at grooming the future leaders of the country.

##### **Student Council**

The institution has a very vibrant Student Council functioning as a pyramid like structure with the Head girl on the top, followed by a joint head girl and 3 assistant head girls from different streams. The members of the student council are the elected class representatives who have, in turn, been chosen by the section representatives who are also on the body of the student council. Other members include merit holders and in charges of various clubs and societies. It is ensured that all the members of the student council are role-models. The major activities of the student council are:

- to organize functions like Talent Hunt and Farewell party for outgoing classes
- to conduct the assembly, maintain discipline and cleanliness in the institution
- to bring the grievances of the students to the notice of the authorities and give healthy suggestions for betterment of student community.
- to create a link between administration & students

##### **Scholars Club**

The scholars club comprises merit holders who have won top slots in the university examinations. The teachers of various faculties interact with the members of the club regular intervals. The members of the Scholars Club update the faculty regarding their academic progress, highlighting the problem areas where any kind of help from the institution is required.

### **Editorial Board**

Every section of the college magazine has a Student Editor who helps source articles from the students and also assists in editing the college magazine *Shachi*. They write editorials on the crucial issues of life. These assignments add to their creative skills.

### **Library Committee**

The library committee has a number of student volunteers who help the readers access books and ensure security and discipline in the library. The volunteers are always willing to lend a helping hand to the differently-abled. These tasks inculcate leadership qualities and instil a sense of responsibility in them.

### **Hostel Committee**

The hostel committee has a number of student representatives who take decisions regarding the functions to be organized, maintenance of discipline & cleanliness in the hostel. The student representatives are also involved in planning the menu of the Hostel Mess. They work in close cooperation with the wardens of the college hostel. By the time they leave hostel, they are full-fledged leaders.

### **Discipline Committee**

This is a student force that is always on its toes helping in the routine functioning of the college by maintaining discipline on the college campus during their free periods. The committee is comprised of a president, vice president, a secretary and a joint secretary. The committee members contribute to maintenance of discipline in all the important functions and activities of different departments of the college. While discharging their discipline duty, they acquire those special leadership skills required for running big institutions.

### **Mess and Canteen Committee**

- Members ensure that healthy food cooked in hygienic conditions is served to students at reasonable prices.
- Members review the rates annually.
- Wide varieties of foods are served keeping in mind the nutrition value e.g. there is fresh juice corner & a milk booth on the campus.
- Students are deputed in and around the canteen area to ensure fair price & hygiene.

## **5. Evidence of Success**

Every year a good number of students act as in charges of various committees, clubs and societies and carry out various activities and, develop various leadership skills, such as, commitment, dedication, accountability, honesty, vision and creativity.

During the academic session 2017-18, members of Student Council assisted in organizing functions like *Sport Light* Fresher's Fiesta 2017, 48<sup>th</sup> Annual Awards Day, 47<sup>th</sup> Convocation, Sports Awards Day etc. Members of Discipline Committee maintained discipline during these events. Besides, Members of Discipline Committee maintained discipline in the corridors during classes. Similarly, Student Editors of the college magazine *Shachi* helped source articles from the students and also assisted in editing during the academic session 2017-18. Members of the Library Committee helped the readers access books and ensured security and discipline in the library. Members of the Scholars Club held meetings with the teachers in charge & updated the faculty regarding their academic progress, highlighting the problem areas where any kind of help from the institution is required. Members of the Hostel Committee helped in the maintenance of discipline & cleanliness in the hostel. Members of mess and canteen committee made a huge contribution in maintaining the quality of food and rates.

During the academic session 2017-18, the students developed and exhibited the qualities of commitment, integrity, dedication, accountability and decision.

### **Some distinct achievements during the academic session 2017-18:**

- Agrima Sharma, BA Sem-III, Sanchita Arora, B.Sc (Economics) Sem-III, Mehak Puri, Bachelor of Business Administration Sem-III, Shreya Khemka Bachelor of Business Administration Sem-III, Mehak Mehra, B.Com Sem-V, Jasleen Ahuja, B.Sc (Economics) Sem-III, Suman Rawat, B.Com Sem-III, Megha, B.Com Sem-V, Aashima Khurana, M.Com Sem-I, Nandita Sharma, B.Sc (Economics) Sem-III, Divyanshi Sharma, B.Com Sem-III, organized a 7 Day Camp at Qilla Jivan Singh.
- Exhibiting leadership skills of responsibility, initiative, decision-making, vision and creativity, Muskan GP Singh, B.Voc (Theatre & Stage Craft) III,
  - Performed in Plays- *Chandan de Ole*, *Total Syapa*, *Terrorist Di Premika*, *RSVP*, *Kuch Tan Kro Yaro*.
  - Also worked in Short Film *Nikka* by Mantaj Sandhu and One Video Song *Tere Liye* by Parth Banerjee.
  - Also performed the role of Sonakshi Sinha's Friend in Film *Happy Bhaag Jayegi Returns*
- Exhibiting leadership skills of responsibility, initiative, decision-making, vision and creativity, Manpreet Sohal, BA III,
  - Worked as an assistant director in short movies -*Kyariyaan*, *Billu* and *The Real Cost* directed by Harinder Singh Sohal and in Plays- *Parakh Di Ghadi* and *Natak Natak Khedan Aaye* directed by Harinder Singh Sohal and *Sugar Free* directed by Jagdish Sachdeva
  - Acted in Play *Saavi* directed by Jagdish Sachdeva
  - Worked as a Playback Singer in Punjabi Short Film-*Chooda*, Directed by Ravi Verma
  - Worked as a Playback Singer in Hindi Short Film-*The Real Cost* released by Bollywood company Venus Movies and directed by Harinder Sohal
- Exhibiting leadership skills of responsibility, initiative, decision-making, vision and creativity, Suvidha Duggal, Master of Journalism and Mass Communication Sem-III,
  - Worked with Zee Etc Punjabi in show Golden Moments
  - Handled a Live Show 'Dil Kholke Bol' telecast in United State and Canada
  - Anchored a new Sufi Sangeet show 'Ishq-e-Haqiqi'
  - Has Been a part of Punjabi Film 'Dastan-e-Sarhand' to be released next Year
  - Is a Member of Production Team in Play
- Exhibiting leadership skills of responsibility, initiative, decision-making, vision and creativity, Jyotpreet Kaur, M.Com. Sem-III,
  - Worked in- Punjabi Movie "Asees" directed by Rana Ranbir, Hindi Movie "Veere Ki Wedding" Hindi Movie with Jimmy Shergill and Upcoming Punjabi Movie "Salute" with Nav Bajwa and Jaspinder Cheema
  - Worked in Episodes of "Savdhaan India" on "Life Ok" Channel as main lead, Cameos in Hindi Series "Sada Haq" TV Series on "V Channel" and Cameos in Daily Soap "Ganga" on "AND TV"
  - Worked in play "Saavi" directed by "Mr.Sachdeva" in Virsa Vihar and Naatshala, Amritsar
- During 2017-2018, the following students of Multimedia performed leadership roles:
  - Samridhi Aneja of M. Des Multimedia Semester-I did an internship and job as a graphic designer and social media content creator for being hatke (Mumbai); did blog-writing for [www.planetofdisobedients.com](http://www.planetofdisobedients.com); did freelance graphic designing for companies like Worklabs (Chandigarh) , Meego (Chandigarh), Tremor (Kolkata) and professionals named Gagna Sethi (meditation coach), Depanita Narula (make-up artist), Harleen Arora (clinical psychologist and author), organizations like Voice Raiders (Amritsar), SRSD Memorial Shiksha Shodh Sansthan (Agra), departments like



- University Business School, Guru Nanak Dev University, Amritsar; and designed e-cards for wedding ceremonies, workshops, etc; also made an advertisement film for B2V2 (Amritsar).
- Shaina Arora of B.Des Multimedia Semester VII made an advertisement film for Radhika Dance Academy (Amritsar), acted in a short film named 'Udeek' produced by Speed Records, also takes coaching classes at home for all subjects for students upto class VIII.
  - Sipali Sharma of B.Des Multimedia Semester VII did an internship and job as a graphic designer for Being Hatke (Mumbai), also did freelance graphic designing for Sharda Group of Industries (Meerut), Motilal Nehru College (Delhi).
  - Pallavi Khera of B.Des Multimedia Semester V did an internship and job as graphic designer at Being Hatke (Mumbai), is working as a graphic designer at Avant media Advertising Solutions (Amritsar), designed graphics for 'Poetical and Short Story Symposium-Rooh-di-Awaaz' held at Amritsar, also does freelance graphic designing.
  - Nandini Nischal of B.Des Multimedia Semester V did an internship and job as graphic designer at Being Hatke(Mumbai), did freelance graphic designing for companies like James Valley Canal Club, Ineed (Amritsar), Vasu Jewellers (Amritsar), also designed a static website for Vasu Jewellers (Amritsar).
  - Samya Arora of B.Des Multimedia Semester V acted in a short film named 'Khwaish' produced by Nishant Bhatt and directed by Deep Rajput.
  - Charu Mahajan of B.Des Multimedia Semester V is working as a graphic designer for Jaswinder Kaur (Ludhiana), also does freelance graphic designing.
  - Ravnoor Bajaj of B.Des Multimedia Semester V did an internship as a graphic designer at BeingHatke (Mumbai)
  - Suvasni Duggal of B.Des Multimedia Semester III worked as a graphic designer for Anarock (Delhi).
  - Naina Mehra of B.Des Multimedia Semester III did freelance graphic designing for Nazrana, Namita Creations, Anju Creations (Amritsar).
  - Kriti Dutt of B.Des Multimedia Semester III does freelance graphic designing.
  - Rajwinder Kaur of B.Des Multimedia Semester III makes and sells handmade portraits and vector portraits.
  - Suvasni Duggal, Muskan Aggarwal, Garima Aggarwal, Ayushi Gupta of B.Des Multimedia Semester III organized a summer camp named 'Camp Champions' at home where in activities like art and craft, story-telling, dance.etc were included.
  - Pallavi Khera of B.Des Multimedia Semester V and Samridhi Aneja of M. Des Multimedia Semester-I did video and audio documentation of the NSS camps of the NSS unit of the College did video shooting and still photography of events at designed banner and posters for the College acted as assistant directors, , script-writer and editor for of documentaries and short films based on social topics like 'Swachh Bharat, Female Foeticide' at BBK DAV College for Women, Amritsar
- During 2017-2018, PG Dept. of Journalism & Mass Communication honed the leadership skills of the following students as a result of which:
    - Dheerika worked as Brand & Operation Manager, Amritsar.
    - Nirva worked as Reporter, Dainik Jagran, Amritsar.
    - Anubir worked as Trainee Journalist, Zee Media Corp. Ltd. Noida.
    - Shailza worked as Shooting Coach, Shooting Academy, Jodhpur.
    - Gursharan Kaur worked as Radio Jockey, 104.8 FM, Amritsar.
    - Deeksha Sabherwal worked as Teacher, Cambridge School, Amritsar.
    - Ishima Kandhari worked as Content Writer, Avant Media Technologies, Amritsar.
    - Kashish worked as Content Writer, Rock IMS, Amritsar.
    - Kajol worked as Content Writer, Avant Media Technologies, Amritsar.
    - Sakshi worked as ILETS Trainer, Webberz, Amritsar.

## 6. Problems encountered

While carrying out these activities, they sometimes have to miss the classes. However, with the generous help of teachers in free periods, they make up their academic loss.

### 7.4 Contribution to environmental awareness / protection

The college adopts environment friendly practices and takes necessary steps such as energy conservation, rain water harvesting, waste recycling, carbon neutrality etc.

#### Energy Conservation

- Most of the doors and windows in Computer Labs have been thermally sealed and are kept closed on entry/exit to maintain the required temperature.
- Members of Faculty, Student Council and Discipline Committee remain vigilant to check the wastage of electrical energy by ensuring that lights and fans are switched off in the classrooms or laboratories when not required.
- Computers, printers, copiers etc., which are not in use, are switched off and disconnected at the end of the day.
- N- Computing Thin Client is used in computers for conservation of Energy
- LEDs tubes instead of incandescent bulbs are used.
- Compact fluorescent lamps (CFL) and LED Lamps have already been installed and are used inside the college for street lighting.
- Electronic equipment and gadgets are shut off during non-working hours.
- Split units in all Labs and central ACs in Auditorium and Labs have been installed which are compatible to the occupancy level.
- All the office windows are covered with blinds or curtains to reduce heat conduction.
- Unit settings for all ACs are at around 25°C.
- All transformers are disconnected when not in use.
- 4 automatic pump controllers have been installed on the campus.
- The college is gradually switching over to energy efficient LED lights. 250 LED lights have been installed in Computer Labs, on College Campus, Seminar and Conference Halls.
- Only LED lights are being used for outdoor lighting.

#### 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 an alternative to electrical appliances:
  - Four solar water heaters in hostel
  - Eight solar lights on campus
  - Vermicompost pit has been dug & working for last five years.

#### Water Harvesting

- In the playground and lawns, rain water percolates through the soil.
- Rain water of main building is collected in two storage tanks and also enters the borewell for ground water recharging.
- Eight bore wells have been dug for ground water recharging of BD block, Hostel Building, Main Building, Sports Hostel and Commerce Block.
- Waste Water of RO systems also being used for toilets purposes.
- Waste drinking water spilled in the tray is also collected in tank & later used for lawns.

#### Carbon Neutrality

- The greenhouse gas emission has been reduced by encouraging the employees and students to pool their conveyances.
- The college has invested in green technologies such as solar power, water harvesting to

reduce its carbon footprint.

- Plantation of trees has been increased to sequester CO<sub>2</sub> emitted in the atmosphere. About thirty-five plants of species such as Neem, Amla and Gulmohar have been planted.

### **Plantation**

- A terrace garden has been developed outside the Science Block of the College. It has different varieties of ornamental plants such as Ratanjot, Thuja, Ocimum, Aloe Vera, Cycas, Alstonia, Euphorbia, vinca etc near BD Department.
- The garden and kitchen waste of the college is converted into vermicompost and then utilized as a natural fertilizer for the plants of college campus.
- A herbal garden having different varieties of medicinal plants such as Tinospora, Lemongrass, Ocimumbasilicum, Ashwagandha, Stevia, Murrayakoenigii, Thujaand, other seasonal plants like Jamun (Syzygiumcumini) and Jasmine (Cestrum nocturnum) are grown in the College.
- The College has planted about 1000 ornamental and seasonal plants in the campus.
- The College has an organic vegetable patch in the first lawn opposite the Commerce block.

### **Waste Management**

- Students of the Department of Design use leftover pieces of fabric to make innovative garments, utility items and jewellery pieces.
- Heavy waste furniture and drama sets used in different activities of the college are sent to the workshop for dismantling and recycling or re-using.
- Waste chemicals in the chemistry labs are properly disposed of by dissolving them in water or by keeping them separately in protected sheets.
- Students of the Department of Fine Arts use waste material like bottles waste papers, waste clothes, automobile waste, cardboards etc. to create pieces of art.

### **Tree Conservation**

- Latest printers, having the facility of two-sided printing (manual and automatic) have been added to save paper and conserve trees. Similarly, college tries to maintain maximum data in digital form and thus save papers and conserve trees. SMS service used for general messages/ notices is another initiative taken in this regard.

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:

- Environment-friendly campus
- Championship galore in academics, sports and cultural activities
- State-of-the-art infrastructure
- Competent, dedicated and zealous staff
- Latest equipment
- Huge array of subjects and courses, covering various fields
- Conducive research environment with various major and minor research projects undertaken from time to time
- Alumni network inspiring the students
- Very effective outreach programmes.
- Healthy Teaching/Learning practices /evaluative system.
- A Vibrant placement Cell.
- Earn while learn programmes

The college provides the following opportunities:

- Introduction of Add-on Courses in accordance with the need of hour.
- Vast scope for introduction of more vocational and career-oriented courses
- Room for revenues to be generated through certain departments like Cosmetology Service Unit
- Immense leeway for placements

The college has the following weaknesses:

- Lack of space for accommodating new courses
- Shortage of funds for creating additional infrastructure as majority of courses are funded by the institution itself.
- Out of total expenditure on salaries of the staff (both teaching and non-teaching), only 32.37% is funded by the government through its scheme of grants. Rest of the 67.63% is borne by the college through its internal sources. However, out of govt. funding only 60.42% has been received in 2017-18.

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

The college has the following plans:

- Finalizing the plans for next NAAC visit.
- Mobilization of research funding for Major Research Projects through various national and international bodies.
- Organization of various seminars, workshops and faculty development program.
- Extension of B.Voc. Courses already running successfully in different fields for the benefit of students.
- Introduction of innovative interdisciplinary course in the emerging areas and applying for the same to UGC.
- Purchase of new state-of-the-art computers with latest configuration keeping in view the new trends.
- Purchase of the latest audio-visual equipment to improve teaching-learning process.
- Initiatives to be taken in accordance with Swachh Bharat Abhiyan.
- Purchase of new books for the enrichment of the knowledge of the library users.
- Lab upgradation of various departments to improve teaching-learning process.
- Anything else required for upgradation and improvement of the institution.

**Mrs.Rajni Mehra**  
Coordinator, IQAC

**Dr.Pushpinder Walia**  
Chairperson, IQAC

*Date: December 21, 2018.*