The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> S.D. College Hoshiarpur

1.2 Address Line 1

> Deep Nagar

Address Line 2

> Phagwara Road

City/Town

> Hoshiarpur

State

> Punjab

Pin Code

> 146001

Institution e-mail address

> sdcollegehsp@gmail.com

Contact Nos.

> 01882-249968

Name of the Head of the Institution:

> Dr.B.S.Manhas

Tel. No. with STD Code:

> 01882-249968

> 9463973434

Mobile:

Name of the IQAC Co-ordinator:

Prof.Parshant Sethi

Mobile:

9872104467

IQAC e-mail address:

iqacsdcollegehsp@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/38/067 dated 2/2/2006

1.5 Website address:

www.sdcollegehsp.net

Web-link of the AQAR:

www.sdcollegehsp.net/aqar.aspx

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	79.15	02-02-2006	02-02-2011
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   2006

1.8 AQAR for the year *(for example 2010-11)* [2015-16]

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i.   AQAR 2013-14 submitted to NAAC on 31-01-2019
  ii. AQAR 2014-15 submitted to NAAC on 31-01-2019

1.10 Institutional Status

| University | State [ ] | Central [ ] | Deemed [ ] | Private [ ] |

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

       Urban [⊞]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√] UGC 12B [√]

      Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

    Arts [√]   Science [√] Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [√]

    Others   (Specify)   [. Computer Application]

1.12 Name of the Affiliating University *(for the Colleges)*   [Panjab University Chandigarh]

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

Autonomy by State/Central Govt. / University | NIL |

University with Potential for Excellence | NIL | UGC-CPE | NIL |

DST Star Scheme | NIL | UGC-CE | NIL |

UGC-Special Assistance Programme | NIL | DST-FIST | NIL |

UGC-Innovative PG programmes | NIL | Any other (*Specify*) | NIL |

UGC-COP Programmes | NIL |

2. IQAC Composition and Activities

2.1 No. of Teachers | 5 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and | 2 |

community representatives

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   1

2.9 Total No. of members   18

2.10 No. of IQAC meetings held -4

2.11 No. of meetings with various stakeholders: No. 4   Faculty 4

Non-Teaching Staff/ Students 4   Alumni 4   Others 4

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No √

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐   International ☐   National ☐   State 1   Institution Level 5

(ii) Themes

- Workshop on computer fundamental and trouble shooting was organised by computer department to make aware students about the basics and advanced methodology of computer on 25-7-2015
- Seminar on free legal aid was conducted by legal aid cell of the college on 4-8-15 to spread awareness among students about the free services provided by government to needy person.
- Seminar on stress management was organised on 14-8-15 in which instructor briefed about various method to tackle the stress in life
- Seminar on biotechnology was conducted on 25-8-15.
- Seminar on personality development was conducted by career counselling cell on 19-8-15 where IBS business school faculty gave tips to students how to develop personality.
- Career counselling cell conducted lecture on personality development and resume writing on 21-11-15 where students are guided on how to prepare resume

2.14 Significant Activities and contributions made by IQAC

Active participation in Youth Festival and Career Oriented workshop	
Academic Activities	- IQAC planned to organise various Extension Lectures on different topics to give them a broad knowledge on upcoming topics - IQAC planned to take unit plans from the teachers - To help weak students, IQAC planned to frame university style Questions from teachers
Sports Activities	IQAC planned to organise annual sports meet to create sportsman spirit in students as well as faculty.
Orientation Courses	IQAC planned to conduct Orientation courses for fresher's students in college to make them familiar with the college structure and faculty.
Career counselling	IQAC proposed to conduct worksop and seminar on career counselling.
Patriotic Activities	Internal Quality Assurance Cell suggested to celebrate various patriotic functions like Independence day and Republic Day Celebrations
Religious Activities	Various Religious activities were planned like Havan on every Sankranti, Shobha Yatra Participation etc
Extra-co curricular Activities	Keeping in view, the intellectual, moral and aesthetic development of student IQAC planned to organise various competitions like Poster making competition, Rangoli competition, dance competition, AD-MAD Competitions etc.
Youth Festival Participation	IQAC ensures maximum participation of students in youth festival.
Seminars and Workshops	IQAC Planned to organise surface oriented workshops and seminars
Social activities	IQAC planned to oraniges blood donation camp for well fare of society and plantation drive for healthy

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Seminar and workshop	• Workshop on computer fundamental and trouble shooting was organised by computer department to make aware students about the basices and advanced methodology of computer on 25-7-2015 • Seminar on free legal aid was conducted by legal aid cell of the college on 4-8-15 to spread awareness among students about the free services provided by government to needy person. • Seminar on stress management was organised on 14-8-15 in which instructor briefed about various method to tackle the stress in life • Seminar on biotechnology was conducted on 25-8-15.
Academic activiies	• ENGIMA- A quiz competition was organised by computer department. • Interclass competition by commerce department was organised in which the students participated in business quiz.AD-MAD show etc. • Interdisciplinary competition was organised under shelter of IQAC on 22-8-15.
Career counselling activities	• Seminar on personality development was conducted by career counselling cell on 19-8-15 where IBS business schoolfaculty gave tips to students how to develop personality. • Career counselling cell conducted lecture on personality development and resume writing on 21-11-15 where students are guided on how to prepare resume.
Patriotic activities	• Independence day was celebrated in the college . • Republic day was also celebrated in college. • Constitution day was celebrated in the college where

	students were made aware about their fundamental rights ,duties and directive principals.
Cultural activites	• Talent hunt was organised in the college where students participated in various activities like singing, dancing • acting and art and crafts. • Students participated in various cultural and heritage activities in youth festival organised by Panjab university with the motive to retain the culture of Punjab. • Students performed bhangra at police line on independence day.
Social activities	• 7 days NSS camp was organised with theme………….started on 22-11-15. • Lecture on boold donation and safe blood transfusion was conducted by red ribbon club on 19-2-16. • Motivational lecture for NCC enrolment was conducted on 18-8-15.
Sports activities	• To create sportsman spirit in students annual athletic meet was organised on 6-2-16 in which students participated in various games.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Under the guidance of IQAC various academic activities like workshop ,seminar was conducted.

Career counselling cell also organised various activities.

Social,culture ,sports and patriotic activities was conducted successfully.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1		1	
UG	5		3	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	7		5	

Interdisciplinary				
Innovative				

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
        CORE /ELECTIVE OPTION AVAILABLE IN COLLEGE
      (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7 (1 and 2nd year sem)UG-5 PG-2
Trimester	
Annual	final year annual

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers ☐   Students √
    (On all aspects)

        Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The board of study of concern university revised and update the syllabi from time to time .The aim is to Introduce the students to latest innovations. Various new subjects are added in syllabi during year are given below-
>
> 1. HRM
>
> 2. Marketing management
>
> 3. Security analysis and portfolio management
>
> 4. Auditing and secretarial practice
>
> 5. Cost management
>
> 6. Research methodology
>
> 7. Quantitative methods
>
> 8. Project management
>
> 9. Company law

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

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No
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	10	1	1	

2.2 No. of permanent faculty with Ph.D.

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NO
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s

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
35								35	

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | 30 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		10	
Presented papers		1	
ssResource Persons			

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

1. Power point presentation by the students.

2. Lecture with ppt by teachers.

3. GDs after completion of syllabus.

4. Smart board usage.

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

1. 216 days (sem system)

2. 182 days (annual system)

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

Double evaluation

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

2.10 Average percentage of attendance of students

Above 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCA 1ST SEM	42		50	21.42		71.42
BCA 2ND SEM	45		31.11	17.77		48.88
BCA 3RD SEM	32		28.12	46.87	6.25	81.25
BCA 4TH SEM	42		14.28	46.87	9.52	76.19
BCA 3RD YEAR	24					87.5
BBA 1ST SEM	26		42.30	26.92		69.23
BBA 2ND SEM	27		55.55	29.62		85.18
BBA 3RD SEM	28		39.28	25		64.28
BBA 4TH SEM	29		44.82	55.17		100
BBA3RD YEAR	15		100			100
BSE BIOTECH 1ST SEM	16		6.25			6.25
BSE BIOTECH 2ND SEM	18		27.77	22.22		50
BSE BIOTECH 3RD SEM	10		50	10		60
BSE BIOTECH 4TH SEM	10		30	50		80
BSE BIOTECH 3RD YEAR	3		100			100
BA 1ST SEM	83			6.2	12.04	18.06
BA 2ND SEM	88		5.68	23.86	14.77	44.31
BA 3RD SEM	85		5.88	24.70	15.29	45.88
BA 4TH SEM	80		10	40	10	60

BA 3RD YEAR	93		38.70	26.88	6.45	72.04
B.COM 1ST SEM	149		44.96	30.20	.67	75.83
B.COM2ND SEM	147		41.49	40.13	.68	82.31
B.COM3RD SEM	138		65.94	16.66	.72	83.33
B.COM 4TH SEM	140		43.57	38.57	4.28	86.42
B.COM 3RD YEAR	110	5.45	73.63	10		89.09
PGDCA 1ST SEM	22	9.09	77.27			86.36
PGDCA 2ND SEM	21		71.4	28.57		100
M.COM1ST SEM	46		84.78	4.34		89.13
M.COM 2ND SEM	46	2.17	91.30			93.47
M.COM 3RD SEM	45	2.22	84.44	6.66		93.33
M.COM 4TH SEM	45	4.44	91.11	4.44		100

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

The college is affiliated to Panjab University, Chandigarh and follows the curriculum prescribed by the university. The Academic Calender of university is followed. The college strives to impart quality education to students depending upon the resource potentiality of the institution. The teachers are encouraged to preapre a well-structured unit plan of their concerned subjects related to each semester before its commencement. This plan is prepared with a view to ensure effective distribution of syllabus and timely completion of the course. The teachers are alloted subjects after a due consideration of their experience, qualifications, performance and subject specialization.

Each department prepares its internal academic calender well before the commencement of the semester. The Heads of various departments keep record of Curriculum plan of their respective course along with academic calender. Besides, the respective teachers prepare course material, class notes, PPT presentations for effective teaching. Students are continuously evaluated throughout every semester through class tests, house examinations and assignments.

Feedback is taken from students ,parents ,teachers and management and meeting was conducted regarding the same by IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	3
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4			2
Technical Staff				1

Criterion – III

3. Research, Consultancy and Extension

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

- Grant of duty leave for attending seminar.

- Motivating the faculty members to undertake major /minor projects.

- Teachers are also encouraged to publish their papers in seminars/workshop/conference.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4　　　Details on research publications

	International	National	Others
Peer Review Journals	2		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		4	

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				

3.7 No. of books published   i) With ISBN No. ☐　　Chapters in Edited Books ☐ ☐ 3

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					6
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   NIL

3.13 No. of collaborations   International NIL National NIL Any other 1

3.14 No. of linkages created during this years   7

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ] From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

NIL

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution   NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No. of students Participated in NSS events:

University level | 100 | State level | NIL

National level | NIL | International level | NIL

3.22 No. of students participated in NCC events:

University level | NIL | State level | NIL

National level | 4 | International level | NIL

3.23 No. of Awards won in NSS:

University level | NIL | State level | NIL

National level | NIL | International level | NIL

3.24 No. of Awards won in NCC:

University level | NIL | State level | NIL

National level | NIL | International level | NIL

3.25 No. of Extension activities organized

University forum | | College forum | 5

NCC | | NSS | 2 | Any other | 2

Activities are mentioned below-

College forum

1	seminar on free legal aid.
2	Seminar on stress management
3	Seminar on personality development
4	Seminar by biotechnology department

NSS

    1.   Health survey by NSS and blood donation campaign adopted village/ locality.

    2.   Plantation drive

ANY OTHER

1.   Celebration of constitution day

2.   Inter class competition by commerce department.

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

- Health survey by NSS and blood donation campaign adopted village/ locality.

- Plantation drive

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	32400 sq mtrs.	2400 Under construction	College fund	32400 sq mtrs.
Class rooms	18			18
Laboratories	8			8
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5			
Value of the equipment purchased during the year (Rs. in Lakhs)	188835			
Others				

4.2 Computerization of administration and library

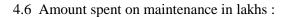College office is computerised and library is partial automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14622		50	25450		
Reference Books	18515		111	9441		
e-Books						
Journals	8					
e-Journals						
Digital Database						
CD & Video	350					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	83	74	2	83		3	6	
Added	0	0	0	0		0	0	
Total	83	74	2	83		3	6	

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

A workshop on computer fundamental and trouble shooting was organized by computer department to trained the students .

4.6 Amount spent on maintenance in lakhs :

   i)   ICT   38,777

   ii) Campus Infrastructure and facilities   174938   m

   iii) Equipments   53180

   iv) Others   598050

                                    Total :   864945

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Enhancing awareness through seminar, information in prospectus, conducting special session at the student orientation and notice board.

5.2 Efforts made by the institution for tracking the progression

> - The students are asked to fill feedback forms regarding faculty and infrastructure .
>
> - Principal and HODs meets to discuss on the progress of students in academics.
>
> - 20% of the students who passed UG go for PG programme.
>
> - 3-4 students every year cleared UGC-NET.
>
> - The students after UG&PG take up jobs through their personal efforts.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
869	115		

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	416	42.3

Women	No	%
	568	57.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
966	85		10		1051	675	226		85		984

Demand ratio   Dropout

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

> We have been providing coaching for competitive exams.this includes coaching on GD,facing interview and solving IQ related questions set ins NET exams.

No. of students beneficiaries   15

5.5 No. of students qualified in these examinations

NET	2	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

> 1.Seminar on career counselling was conducted by college to give guidance to students.
>
> 2.Seminar on stress management is also conducted .

No. of students benefitted   150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			21s(as per data available)

5.8 Details of gender sensitization programmes

> Under the women guidance cell girls students are told about their rights as well as their duties towards institution. Their grievance if any are redressed.

5.9 Students Activities

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

State/ University level | 15 | National level | NIL | International level | NIL

No. of students participated in cultural events

State/ University level | 60 | National level | NIL | International level | NIL

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 | 17 | National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	72	187866
Financial support from government	117	778373
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed:

   Total no.of grievance was 2 and proper action was taken by the concerned committee.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- Being quality conscious in all programme for imparting new educational and cultural experience. Becoming more aware of the institutional as well as individual needs and thus working with initiative. Moving beyond the targeted standard limit through strategic planning and persistent efforts.

Mission-To provide quality education and to make our students self dependent, competent for facing competition and be confident. To provide the society good citizens, better professionals and persons having humanistic values and sensitizations about societal issues that have plagued the humanity since long.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The institution is not autonomous as far as the curriculum development is concerned however the member of the teaching staff suggest changes in prescribes books ,topics .within the college following practices are adopted:-

- Subject allocation as per specialisation of teachers.

- Teachers are free to opt any subject of their choice.

6.3.2 Teaching and Learning

We introduced ICT in college campus.

6.3.3 Examination and Evaluation

Traditional system of exam conduct prevails in college however in evaluation the HOD of department conducts random check of answer books and double evaluation system is adopted by the college.

6.3.4 Research and Development

To promote research among faculty member NRC was established.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is in process of computerization.

- Every information is communicated to the students by SMS service.

6.3.6 Human Resource Management

- Teachers are sent to attend orientation ,refresher courses, seminars and workshops .

- Teachers are also encouraged to enhance their qualification and research.

- Annual increment is given to faculty as per norms.

- EPF and medical facility is given to faculty.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment process is followed as per P.U. and UGC norms.

6.3.8 Industry Interaction / Collaboration

- Students of M.com,Bio-tech go for industrial training on summer break for 4-6 weeks.

- The concerned teacher keeps track on the same.

- The students prepare projects report in this training and reports are prepare by students with collaboration of college faculty and industry

6.3.9 Admission of Students

- Admission of students to various courses are as per university guidelines for an academic year.

- Allotment of reserve seats are done as per Punjab govt.rules.

- Extra seats are allotted to college as per university norms with the permission of VC.

6.4 Welfare schemes for

Teaching	Loan facility from epf for health and family. Epf facility Retirement benefits
Non teaching	Loan facility from epf for health and family
Students	Schorship and welfare scheme Group insurance of students by oriental bank of commerce.

6.5 Total corpus fund generated

30,56,863

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	DPI,CAG and PU	Yes	Principal of college
Administrative	Yes	CA of college	yes	Principal of college

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Online registration and assessment of students

- Dispersal of roll no. done online by the university.

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

> The college development council provide funds to college for conduct state/national /international seminar/conference/workshop at the institution level. The college it self decides the topic,modual and technical session for these events.

6.11 Activities and support from the Alumni Association

> It has been practice in the institution to conduct alumni meet on regular basis. Alumni tale keen interest in the development project initiated by the college from time to time. They provide financial support to the institution for academic and infrastructural progress.

6.12 Activities and support from the Parent – Teacher Association

> The parents teachers association of the college organises half yearly meeting to apprise the parents of their ward's performance.

6.13 Development programmes for support staff

> The support staff is introduced to the world of ICT from time to time.

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

> - Our NSS volunteers are aware of plantation and distribute sapling in the adopted locality .
>
> - The campus has been declared non-polethene and tobacco free zone.
>
> - From this fashion designing department organised a workshop to create utility things out of waste material.

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.

- IQAC hold the meeting of the faculty in starting of the session to iscuss the university calendar, distribution of syllabus and working days.

- Moral and value education is important part of curriculum.

- Utilisation of ICT to make teaching learning process more interesting.

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

Invited eminent speakers and experts from different fields to enhance the skills and knowledge of students as well as teachers. The plan of action decided at the beginning of the year was carried out in a positive manner.

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

BEST PRACTICE :-1

TITLE:- Hawan yajna

GOAL:- To create a living between the youth and rich sanatanist heritage of india.

CONTEXT:-As per the sanatanist precedent, Havana yajna is performed in college campus every solar Sankranti. The staff and the students become part of this valuable ritual, a part of our rich heritage. At the same time, this practice in line with our fore fathers,makes it an integral part of our existence as it purify the environment.

PRACTICE:- In the lap of green cover of vegetation a hawana kunda duly cleansed and purified is placed. With chanting of mantra and shlogas ahuties are poured into the kunda. This practice is completed after the final ahuti. Then the parshaad is distributed among staff and students of the college.

PROBLEMS:-At certain point of time the students are hesitant to come ahead for pouring ahuties. However the staff encouraging them to perform this religious act and take parsdaad.

BEST PRACTICE :-2

TITLE:- Ban of junk food

GOAL:-Eat healthy, stay healthy

CONTEXT:- As junk food is not healthy for for health ,it is banned in our college. It is silently attack on the health of our youth .so in our college canteen no junk food is sold and made and bringing junk food in college is not allowed to anybody.

PRACTICE:-Students are aware about the negative aspect of eating junk food. For this purpose seminar are conducted and lectures are delivered to students at class level.

PROBLEM:-As the youth in modern era is not focusing on thing seriously ,few students does not understand the reality of junk food.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Polling of vehicles by college faculty and students.

- College campus declared tobacco and poly free.

- Students and faculty motivated for the conservative use of water and electricity.

- Maintenance of lush green lawns in college.

- Dustbins are installed in college campus at various places.

- Awareness rallies and door to door awareness derives are conducted.

- The college conduct plantation drives on the days of national importance within campus.

- Printer cartridges sent back for refilling.

- College classrooms are extremely ventilated and enrich with natural light that make minimum use of electricity.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

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

STRENGTH

- Stress on moral value

- Awakening against drugs

- Financial assistance to needy students

- Stress on use of ICT

- involvement of students in main streams of the college

WEAKNESS

- Little involvement of staff in career orientation

- No vocational courses

- College location is less approachable

- Vacant DPI posts

- Less industrial collaboration

OPPORUNTIES

- New technical courses and vocational courses on the anvil

- Research project by UGC

- Conduct seminars

- Collaboration with industries

CHALLENGES

- Disinterest among students for humanity

- Craze among students for abroad

- More degree colleges and institutes in college vicinity

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

The IQAC has proposed a few plans for the session 2016-17:-

1. Annual convocation.

2. Alumni meet.

3. Talent hunt.

4. Teez festival

5. At least two schedules of civil defence training in college.

6. Student orientation at the beginning of session.

7. To focus more on earn while you learn initiative.

8. Celebration of various patriotic days.

9. Quiz competitions by different department.

10. Conduct seminar and workshops on departmental level.s

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____