Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) And Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

_____

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
And Submission of Annual Quality Assurance Report (AQAR)
In Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, Seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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

AQAR for the year *(for example 2013-14)* | *2015-16* |

1. Details of the Institution

1.1 Name of the Institution | Dasmesh Girls College, Chak Alla Baksh, G.T.Road Mukerian. |

1.2 Address Line 1 | Dasmesh Girls College, Chak Alla Baksh, |

Address Line 2 | G.T.Road Mukerian, Distt- Hoshiarpur |

City/Town | Mukerian |

State | Punjab |

Pin Code | 144211 |

Institution e-mail address | dgc_chakallabaksh17@rediffmail.com |

Contact Nos. | 01883-247895/ 247995 |

Name of the Head of the Institution: | Dr. (Mrs) Ravinder Chadha |

Tel. No. with STD Code: | 01883-247895/ 247995 |

Mobile: | 9815713459

Name of the IQAC Co-ordinator: | Mrs. Meetu

Mobile: | 9417358776

IQAC e-mail address: | dgc_iqac@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | PBCOGN21223

OR

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

EC(SC)/11/A&A/6.1

Date: 19-01-2016

1.5 **Website address:** | www.dgcmukerian.org

Web-link of the AQAR:

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**	**A**	**3.18**	**2016**	**2021**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : | 22/01/2016

* However College had already established IQAC before NAAC peer team visit on 21/05/2104 without external members to its composition. On 22-01-2016, formally IQAC was formed as per the guidelines of NAAC including internal as well as external members.

1.8 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 _____**NA____** _____ (DD/MM/YYYY)
  ii. AQAR_____ _____(DD/MM/YYYY)
 iii. AQAR_____ _____(DD/MM/YYYY)
  iv. AQAR_____ _____(DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✔   No ☐

Constituent College   Yes ☐   No ✔

Autonomous college of UGC   Yes ☐   No ✔

Regulatory Agency approved Institution   Yes ☐   No ✔

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

Type of Institution   Co-education ☐   Men ☐   Women ✔

Urban ☐   Rural ✔   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ✔   UGC 12B ✔

Grant-in-aid + Self Financing ☐   Totally Self-financing ✔

1.10 Type of Faculty/Programme

Arts ✔   Science ✔   Commerce ✔   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ✔

Others   (Specify)   **BA(HONS) in History**

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

| Panjab University, Chandigarh |

2. IQAC Composition and Activities

2.1 No. of Teachers

| 8 |

2.2 No. of Administrative/Technical staff

| 1/1 |

2.3 No. of students

| 2 |

2.4 No. of Management representatives

| 1 |

2.5 No. of Alumni

| 1 |

2. 6   No. of any other stakeholder and

Community representatives

| 3 |

2.7   No. of Employers/ Industrialists

| - |

2.8   No. of other External Experts

| 2 |

2.9   Total No. of members

| 19 |

2.10 No. of IQAC meetings held

| 4 |

2.11 No. of meetings with various stakeholders: No. | 6 | Faculty | 2 |

Non-Teaching Staff Students | 2 | Alumni | 1 | Others | 1 |

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. | **Nil** | International | | National | | State | | Institution Level | |

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC chalks out an Academic Plan In the beginning of the session which helps the faculty and students in making the teaching-learning more effective.
- With recommendation of IQAC college has Applied for project for 12 days under the aegis of ICSSR, New Delhi .
- Political Science department also organised one day National Seminar sponsored by ICSSR, New Delhi.
- FDPs in various subjects were also organised which help in enhancing the knowledge of the teachers.

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
1. To apply for project for 12 days on **"Training Course on Research Methodology"** under the aegis of ICSSR, New Delhi.	1. Applied and Response awaited
2. To apply for One day National Seminar under ICSSR, New Delhi by the Political Science deptt.	2. National Seminar organised by Political Science Deptt.
3. To apply for 4years integrated BA/B.Sc B.Ed course	3. Inspection teams visited the college from Panjab University, Chandigarh and NCTE, Jaipur.
4. To apply for Fashion designing as a subject in B.A.	4. Inspection team visited the college from Panjab University.
5. To construct Four new labs in the	5. The college established all the labs

college campus named: Psychology lab, ICT Lab, Language Lab, Math Lab.	
6. To expand the library and construct separate building for Fine Arts deptt.	6. New Library and Fine Arts Labs have been constructed.
7. During the session college decided to purchase new books and journals on various subjects.	7. 851 books and 12 journals in various subjects have been purchased.
8. Plan For three rooms for the better accommodation of the students.	8. Three new classrooms were constructed by the institution.
9. To impart proper physical training to the students by encouraging their participation in games.	9. The Participation of the students in games and other extracurricular activities has been increased.
10. To update library facilities so that the students have calm and quite surroundings.	10. Separate library was constructed during this session.
11. To provide assistance to the students for choosing the right career and help them out for job placements.	11. Regular industrial visits are organised by the college and career counselling cell guides the students regularly.

* Attach the Academic Calendar of the year as Annexure.

Academic Calendar attached of the year as **Annexure-i**

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

          Management ☐   Syndicate ☐   Any other body ☐

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	04	----	04	-----
UG	05	----	05	------
PG Diploma	01	----	01	------
Advanced Diploma	-			
Diploma	-			
Certificate	-			
Others	-			
Total	10		10	

Interdisciplinary	--			
Innovative	----			

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

Choice Based Credit System	No
Core	Yes
Elective Options	Yes(only in Arts)
Open Options	Yes

(ii) Pattern of programmes:

Pattern	No of programmes	PG	UG	DIPLOMA
Semester		4	B.A.i,ii B.SC i,ii BBA i,ii BCA i,ii B.COM i,ii **TOTAL-10**	1
Trimester				
Annual classes			B.A.iii B.SC iii BCAiii BBAiii B.COM iii **Total- 05**	

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(attached annexure ii)

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

> Revision/update of regulation or syllabi is made on the basis of instructions by Panjab University, Chandigarh.

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

> - College got extension of affiliation to fine arts B.A.II in U.G. programme.
> - Applied for BA/BSc.B.Ed 4 year Integrated Course and Fashion Designing as subject in BA.

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	18	0	0	0

2.2 No. of permanent faculty with Ph.D.

06

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

Asst. Professors		V	Associate Professors		Professors		Others		Total	
R			R	V	R	V	R	V	R	V
Permanent	Temporary									
3	30	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

| ----- | ----- | 30 |

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

- A lot of new and innovative processes were adopted, for example, Usage of Drop Box was initiated.
- Usage of Power Point Presentations as learning aid was made mandatory for all courses, and a number of online learning resources were subscribed for the benefit of faculty and students.
- Strict discipline
- Well Equipped Laboratories
- Healthy rapport between staff and students, Conducive atmosphere.
- Special emphasis on moral values, moral education and competitions.
- Spacious class rooms, sprawling Lawns and play fields.
- Highly qualified and experienced staff.
- Teachers plan their lessons and these are regularly monitored by respective Heads of the departments.

2.7 Total No. of actual teaching days during this academic year
- Annual System: 176 Days
- Semester System: 210 Days

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

Examination and Evaluation is conducted strictly as per the University's standardized norms. Total transparency and secrecy is maintained.

2.10 Average percentage of attendance of students | 89%

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 Sem I	29	------	17.85%	------	------	96.55%
BCA Sem II	29	------	29.62%	------	------	93.1%
BCA Sem III	40	------	52.5%	12.5%	------	100%
BCA Sem IV	41	2.5%	32.5%	20%	------	97.56%
BCA III(Annual)	26	------	95.83%	------	------	92.30%
B.Sc Sem I	45	2.22%	100%	------	------	100%
B.Sc Sem II	45	------	66.66%	15.55%	------	100%
B.Sc Sem III	46	------	97.82%	------	------	100%
B.Sc Sem IV	46	------	52.17%	19.56%	------	100%
B.Sc III(Annual)	41	------	68.57%	5.71%	------	85.36%
B.Com Sem I	64	1.56%	73.43%	14.06%	------	100%
B.Com Sem II	64	------	70.31%	20.31%	------	100%
B.Com Sem III	75	------	89.3%	8%	------	100%
B.Com Sem IV	75	1.33%	50.66%	6.66%	------	100%
B.Com III(Annual)	52	1.92%	73.07%	21.15%	------	100%
BBA Sem I	16	1.87%	18.75%	6.25%	------	100%
BBA Sem II	15	6.66%	53.33%	26.66%	------	100%
BBA Sem III	18	5.55%	11.11%	11.11%	------	100%
BBA Sem IV	18	5.55%	38.88%	16.66%	------	100%
BBA III(Annual)	17	5.88%	94.11%	5.88%	------	100%
BA Sem I	206	1.00%	42.21%	25.12%	4.02%	96.60%
BA Sem II	209	------	33%	24%	1%	95.69%
BA Sem III	231	0.43%	38.96%	31.60%	3.03%	100%
BA Sem IV	234	------	51.94%	15.58%	1.73%	98.71%
BA III(Annual)	301	------	73.42%	18.93%	1.32%	100%
MA (His) Sem I	29		55.17%	41.37%	------	100%
MA (His) Sem II	29	10.3%	58.62%	27.58%	------	100%
MA (His) Sem III	26	------	57.69%	42.30%	------	100%
MA (His) Sem IV	25	12%	96%	------	------	100%
MA (Hin) Sem I	22	14.28%	85.71%	4.76%	------	95.45%
MA (Hin) SemII	22	18.18%	86.36%	9.09%	------	100%
MA (Hin) Sem III	09	77.7%	88.88%	11.11%	------	100%
MA (Hin) Sem IV	09	55.55%	88.88%	11.11%	------	100%
MA (MUV) Sem I	08	33.33%	83.33%	16.66%	------	75%
MA (MUV) Sem II	08	12.5%	100%	------	------	100%
MA (MUV) Sem III	08	37.5%	100%	------	------	100%
MA (MUV) Sem IV	08	25%	100%	------	------	100%
M.Com Sem I	35	5.8%	97.05%	------	------	97.14%

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

- ➢ The academic plan for the session is prepared and distributed among the faculty and students at the beginning of the session.

- ➢ Students are encouraged and motivated to come prepared and present their topics to the juniors or their classmates. This helps them to grow mentally and become intellectually efficient.

- ➢ The students of the various classes are asked to prepare their assignments on the topics assigned to them.

- ➢ House tests are conducted to evaluate the grasping power of the students.

- ➢ Feedback from the students and teachers help the administration to incorporate the necessary remedial actions.

- ➢ All the records of PPT presentations, student presentations, student assignments, and examination (House and Final) results are maintained, monitored and used for evaluating the teaching & learning processes.

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	06	-	-	-
Technical Staff	06	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> 1. The Teachers are advised and encouraged to participate in various Conferences /Seminars/workshops etc.
> 2. College has applied for a National level Project on "Training Course on Research Methodology" sponsored by ICSSR .
> 3. College has also applied for one day National Seminar under the aegis of ICSSR, New Delhi.
> 4. Financial assistance by college was extended to the Deptt. of Commerce and Political Science for publication of books.
> 5. Deptt. of Fine Arts and Music organised workshops during the session 2015-16.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.7 No. of books published   i) With ISBN No. | 02 | Chapters in Edited Books | 07 |

ii) Without ISBN No. | ---- |

3.11 No. of conferences /Seminars organized by the Institution

Level	International	National	State	University	College
Number	------	2	----	----	----
Sponsoring agencies	------	ICSSR CDC, PU CHD	-----	-----	---

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

3.21 No. of students Participated in NSS events:

University level | 100 | State level | -- |

National level | -- | International level | -- |

3.22 No. of students participated in NCC events:

University level | --- | State level | -- |

National level | 19 | International level | -- |

3.24 No. of Awards won in NCC: University level | -- | State level | -- |

National level | 07 | International level | -- |

3.25 No. of Extension activities organized

University forum | -- | College forum | -- |

NCC | ✔ | NSS | ✔ | Any other | -- |

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

Following extension activities were organised by various clubs and committees of the college:

Red Ribbon Club:

➢ Documentary Film was shown regarding Aids awareness to college students on 1 Dec 2015 (Aids Day).

➢ One Day Camp on "Aids Awareness" on 30 Jan 2016.

Women Development Cell:

➢ Extension Lecture on" Gynaecological Problems in Adolescence" on 6 Aug 2015.

NSS:

➢ 7 Day NSS Camp in College from 22 Oct - 28 Oct 2015**.**

NCC:

➢ One Day Camp on *"Swachh Bharat Abhiyan"* by NCC Cadets on 22 Oct 2015.

Criterion– IV

4. Infrastructure and Learning Resources

4.1Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20272.3 sqm (5.01 acre)	-	Self Financed	20272.3 sqm(5.01 acre)
Class rooms	35	04	Self Financed	39
Laboratories	07	06	Self Financed	13
Seminar Halls	01	-	Self Financed	01
No. Of important equipments purchased (≥ 1-0 lakh) during the current year.	--	1264	Self Financed	--
Value of the equipment purchased during the year (Rs. In Lakhs)	--	Rs.1699148	Self Financed	--
Others	--	Rs.9,89,592	Self Financed	--

4.2Computerization of administration and library

Computerization of Administration has increased speed of work and accuracy. It helps in keeping records; prepare salary statements of employees speedily in account. Typing of letters, their correction has become easy. Computers hold a lot of data in their memory, print out the documents and much more. We find all information/data easily available on the computer. The library is fully converted into digital library. The following Softwares/applications are used for this purpose:

- OPAC
- DELNET
- British Council Library
- Drop box
- Biblio Software

4.3 Library services:

Library Holdings		Previous Records		2015-2016	
		Number	Total Cost	Number	Total Cost
Text Books/Reference Books	Stock	6566	1432421	6566	1432421
	Addition	--	--	851	376722.25
	Total	6566	1432421	7417	1809143.25
Journals/ Periodicals	Stock	47	58775	47	58775
	Addition	---	----	12	12109
	Total	47	58775	59	70884

4.4 Technology up gradation (Overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	54	03	2P,2WF,4Modem	01	----	05	-----	Smart Classroom, IQAC cell
Added	16	---	------	----	-----	---	----	Language lab,ICT Lab
Total	70	03	2P,2WF,4Modem	01	-----	05	----	

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

Organised workshop on "Importance of Internet for Teachers and Students".

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs.36416

ii) Campus Infrastructure and facilities   Rs.11,65,682

iv) Others   Rs.1,82,505

Total: **Rs.13,84,603**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Established of Internal Quality Assurance Cell (IQAC).
2. The information about curricular and co-curricular activities is disseminated through College Website, notice board and college prospectus.
3. Counselling Cell
4. Feed back form.
5. In the beginning of the session a Talent Hunt programme is organised.
6. Students also contribute in the college magazine *'Dharat'*.

5.2 Efforts made by the institution for tracking the progression

Student Progression	2015-16
UG to PG	11.24%
PG to M.Phil	Not available
PG to P.hd	Not available
Other Jobs	--------

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1218	137		2(PGDCA)

(b) No. of students outside the state

2

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
679	167	--	400	1	1247	722	169		466	----	1357

Demand ratio :   Dropout % :

Name of the programme	Demand ratio
BCA	70%
BBA	37.5%
BSC	112.5%
M.A(HISTORY)	48.3%
M.A(HINDI)	36.6%

Name of the programme	Dropout
BA	3.47%
BCA	37.5%
B.COM	24.24%
BBA	19.04%
B.SC	2.38%
M.A(HISTORY)	7.14%
M.A(MUSIC)	20%

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

1. There are no formal arrangements of coaching classes for competitive exams. But students are given the opportunity to prepare for the exam.
2. Information about various competitive examinations is regularly displayed on students' notice boards.
3. Faculty guides the students with regard to various competitive examinations and related books available in the library.
4. Quiz competitions are regularly organised in the college.

5.6 Details of student counselling and career guidance

The Career Guidance Cell of college functions to guide the students in respect of various career options available to them and what should they do to opt for the respective career options. The guidance cell also organises various lectures before the commencement of the new session to make the students aware of the new and ongoing Courses in the college.

5.8 Details of gender sensitization programmes

1. "Women Development Cell" established in the college actively participates to address all the issues related to women.
2. During this year a lecture was organised on "Gynaecological Problems in Adolescent Girls" by Women Development Cell to make the students aware about their physical health.
3. A specific paper on "Gender Issues on Modern India" was opted in MA(HISTORY) Sem –III to make the students aware of the rights regarding women.
4. Every year college celebrates Teej festival and Lohri festival with great fervour.
5. One seat is kept reserved for single girl child in every course as per the admission guidelines of PU CHD.
6. College ensures every year that the single girl child students should apply for the govt scholarships.

5.9 Students Activities

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

    State/ University level | 9 | National level | 1 | International level | |

    No. of students participated in cultural events

    State/ University level | 78 | National level | | International level | |

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

    Sports : State/ University level | 25 | National level | 06 | International level | |

    Cultural: State/ University level | 31 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	279	1436740
Financial support from government	93(SC/49,BC/44) Applied	Data is not available because the amount is directly deposited into the account of the beneficiaries.
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	NA	NA

5.12 No. of social initiatives undertaken by the students:

    5 social initiatives works done by students:

Date	Activities Conducted
22nd Oct. 2015	**Cleanliness Drive** ❖ Cleanliness of the Campus ❖ Cleanliness of the Surrounding Area of the Campus
23rd Oct. 2015	**Environment Day** ❖ Tree Plantation ❖ Beautification of Campus
24th Oct. 2015	**General Awareness Day** Lectures on: ❖ **How to Save Water by** Prof. Navdeep Kaur, Dasmesh Girls College, Chak Alla Baksh, Mukerian ❖ **Bhagat Puran Singh contribution to the society** by Prof. Sonia Devi, Dasmesh Girls College, Chak Alla Baksh, Mukerian
25th Oct. 2015	**Swacch Bharat Abhiyan** ❖ Cleanliness of the Service lane around the Campus ❖ Levelling the Ground
26th Oct. 2015	**Visit in Adopted Village** ❖ Cleanliness of the Area ❖ Cleanliness of the Govt. School, Khanpur
27th Oct. 2015	**Health and Hygiene Day in Adopted Village** Lecture on: ❖ **Benefits & Effects of Massage in Modern Era** by Prof. Rajwinder Kaur, Dasmesh Girls College, Chak Alla Baksh, Mukerian

5.13 Major grievances of students (if any) redressed:

1. Uniform demanded by professional class's students.
   Redressal = Planning to introduce uniform for professional students w.e.f. 2016-17.
2. Entertainment facilities demanded by students in canteen & common Rooms.
   Redressal= 1- LCD in canteen
3. G.K books & other competitive books demanded by students in library
   Redressal= various kinds of G.K & other competitive exam books were made available in library.
4. More bus facility demanded by students

Redressed= new bus was purchased to meet the growing demands.

new buses routes like **Purana Shala, Niku Chak** started by the college on demand for the students.

5. Regarding the cleanliness

Redressal= More dustbins were installed in the various places of the institution.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
- To encourage teachers and students to maintain the concept of higher education and also to promote their intellectual acumen.
- To promote effective and smart classrooms technology.
- To help the students to grow intellectually by hosting seminars as also to encourage them in Group Discussions and preparing them Interviews.
- To hold educational/historical trips and scientific excursions for developing the intellectual growth of the students.
- By encouraging the students to take part in Extra-Mural activities and Sports.
- Injecting awareness among students regarding Women Empowerment, Female Foeticide and atrocities heaped upon weaker sections of society, especially on women.

MISSION
- To remain one of the best Institutes through strenuous hardwork and honesty.
- To compete not with others but with ourselves.
- To inculcate global and spiritual development among students through holistic learning.
- To facilitate sustainable development by following the norms of University and UGC.
- To stimulate professional competence among teaching and non-teaching faculty members through Faculty Development Programme.
- To motivate teachers for Research work by allowing them to participate in research work/Seminars/UGC-sponsored programmes.
- To invite Business Corporates for promoting students for MNCs.
- To establish a congenial and harmonious relationship between teachers and taught, parents and teachers and to motivate the elite of society for guiding the institution.

6.2 Does the Institution has a management Information System

There is automation of the records viz admission procedure, computerization of library, salary of the faculty and staff, attendance of students etc. These are handled by various softwares.

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

       6.3.1   Curriculum Development

The curriculum for various classes is designed by Board of studies of various departments of Panjab University Chandigarh. Workshops for various subjects are arranged at the college level from time to time for discussing the revised syllabi among the faculty members of the concerned subjects.

6.3.2 Teaching and Learning

- The academic calendar is prepared at the beginning of the session.
- Our faculty exploits effective and innovative teaching methodology and encourages the students to grasp the concepts.
- The faculty uses the smart class rooms, audio-visual aids, multimedia projectors, demonstrations, case studies and many more.
- Teachers are also encouraged to brush-up their knowledge by attending conferences, seminars and workshops organized by various educational institutions.
- To inculcate the habit of learning among the students, student centric participating methods are encouraged. These include group discussions (in the tutorials), home assignments, seminars, project work etc.
- Participative learning is also promoted by self learning through books, journals, internet and other such services.

6.3.3 Examination and Evaluation

The college abides by the norms of Punjab University, Chandigarh with regards to Annual and Semester Examination. These include theory, practical, viva-voce and project work. The College holds two House Examinations in September and March for Under Graduate and Post graduate students. The progress of the students is monitored through continuous internal assessment which is based on attendance, house examinations/tests, Class room interaction, home assignment, presentations and Project Work.

In order to ensure transparency students are shown their answer books of house examinations/tests. Teachers point out the short comings and suggest improvements.

6.3.4 Research and Development

- The college has a research committee which strives to inculcate research atmosphere among the Faculty members and students.

- Teachers are motivated to undertake major/minor research projects for developing academics and professionalism.

- Teachers are motivated to participate in conferences, seminars and workshops held at this college and other institutions. For this purpose they are provided study leave and Duty leave.

- The college has 1 research Journal, 3 Books and one students Magazine.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library and administrative block are fully computerized. The College ahs smart class rooms and internet connectivity through Wi-Fi and wired network in the campus. Software 'DELNET' is used in the Library which is expeditions and User Friendly.

The software is Library Friendly in many ways:

- The students and staff become members automatically and other categories of membership can also be created.
- Bar Code Reader is used to get details of the issue and return books.
- Advanced Searching of books is done on various criteria.
- Overdue statements and late fine calculations can be done automatically.
- It also facilitates stock verification at the end of academic year.
- Various types of reports can easily be generated.

6.3.6 Human Resource Management

- The HRM maintains the records for the faculty and staff and recommends the incentives to the faculty and staff.
- It takes care of the recruitment process.
- It motivates the faculty and encourages them to do research work, publish paper in reputed journals and apply for projects in different agencies.
- In order to keep pace with the changing requirements, it encourages the teachers to enroll for various faculty development programmes like refreshers courses, orientation programs, short term courses etc.

6.3.7 Faculty and Staff recruitment

- Recruitment of regular faculty is done strictly according to rules and regulations laid down by UGC and Panjab University, Chandigarh.
- For recruitment of faculty on ad-hoc /contract basis vacant posts are advertised in local and national newspapers and the candidates are assessed on the basis of their performance in written test and interview conducted by the college.

6.3.8 Industry Interaction / Collaboration

Experts from the academia and industry are invited to deliver talks and interaction with the students so as to provide them practical knowledge and carrier awareness. The college arranges visits of the students to the industries to get first hand information.

6.3.9 Admission of Students

- The college is one of the pioneer institutions in this part of the country. For admission process, the publicity is multipronged and well planned. The process is advertised in daily newspapers and is also put off the website of the college. The prospectus contains all the necessary information on admission related topics.
- For other graduate and all the under-graduate courses, students and admitted strictly on the basis of merit.
- The college follows the Panjab University reservation policy for all classes with regards to various categories such as SC/ST/OBC/ Freedom fighters/Defence personal and Ex-servicemen/Kashmiri migrants/Differently able, sports persons, single girl child etc.

6.4 Welfare schemes for

Teaching :

Duty Leaves
P.F
Maternity Leave
Fee concession to the wards of the staff members.

Non-Teaching :

Medical facility for on-duty mishappening
P.F
Fee concession to the wards of the staff members.
Free Uniforms to the sub-staff members every year

Students:

Fee Concessions
Free Refreshments to the Students participating in sports, NCC, NSS, Youth festival and other co-curricular activities.
Rupees 2000 P.M & freeship to sports students

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	------	Yes	Principal
Administrative	No	------	Yes	Management

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

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

The college follows the norms set by the Panjab University, Chandigarh.

6.11 Activities and support from the Alumni Association

Alumni are the back bone for any college. Regular meetings are held with the Alumni

6.12 Activities and support from the Parent – Teacher Association

The college holds regular meetings with Parents to find a viable solution to problems that students face when they join college. Straight after school, they are suddenly exposed to greater freedom unable to handle this at times, they find themselves under pressure to strike a balance between academics and other psychological problems. The objective of this association is to increase interaction between teachers and parents since the onus of finding solutions to the student's problems lies on both. We aim to create conducive environment for the student's holistic growth and to induct them into college life in the best possible manner. It will also be an effort to help them face peer pressure and interaction between teachers and parents helps in finding comfortable solutions for the students.

6.13 Development programmes for support staff

Computer literacy for support staff by Department of computer science and information technologies and when required. The transport incharge of the colleges generally guides the drivers and conductors of the buses regarding traffic rules by holding lectures.

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

- Cleanliness drives.
- Tree plantation is a regular feature.
- Maintenance of lawns and gardens
- Solar lights.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Following are the innovations introduced in the College campus to improve the functioning :
>
> ➢ Myskool app
> ➢ Drop box
> ➢ Delnet
> ➢ OPAC
> ➢ British council library

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

> ✓ Introduction of ICT lab.
>
> ✓ Introduction of Language lab, Mathematics lab and Psychology lab.
>
> ✓ Digitisation of Library.
>
> ✓ Modification of Canteen.
>
> ✓ Extension Lectures/Seminars.
>
> ✓ Environmental Awareness Programmes by NCC/ NSS units.
>
> ✓ Awareness programme by Red Ribbon Club regarding social problems.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)***Provide the details in annexure (annexure need to be numbered as iii, iv, v)**

Rich Practices Meticulously Followed

✓ Innovative Practice for Academic Excellence.
✓ Practice of organising Seminars.
    Further Details Attached as annexure-iii

7.4 Contribution to environmental awareness / protection

1. One day camp on *"Swachh Bharat Abhiyaan"* organized by NCC wing of college.**(Annexure attached as iv)**

2. Tree plantation drive undertaken by NSS volunteers **(Annexure attached as v)**

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

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

STRENGTHS:

- College has highly qualified and dedicated staff.
- It has a strong ethics of sharing and commitment to increase parental confidence.
- College introduces new courses almost every year.
- College is trying to cover larger strength of rural area for enhancing literacy among girls.
- Latest Infrastructural facilities.
- Strict Discipline.

WEAKNESSES:

- Lack of financial support from outside agencies.
- Lack of exposure to students as college being situated in rural area.

OPPURTUNITIES:

- Extension lectures, seminars should be further organised to increase the effectiveness of institution.
- Introduction of new courses.
- Technology upgradation.
- Developing global competency in the students.

THREATS:

- Lack of knowledge in rural areas about the professional courses which are continuously introduced in the institution.

8. Plans of institution for next year

- To start new courses like BA/BSC/BED and Fashion designing.

- To organise more National conferences/ Seminars.

- To impart Physical Training to students by encouraging their participation in games.

- Organise industrial as well as educational trips.

- Updates library facilities.

- To encourage students to participate in educational fairs.

- Introduction of Post graduate courses.

Name _Ms. Meetu_   Name _Dr (Mrs.) Ravinder Chadha_

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

(Annexure)

Annexure (i)

Academic Calendar (2015-16) (Annual)

Summer Vacation	**25-05-15 (Monday)**	**to**	**05-07-15 (Sunday)**	**(42 days)**
College Open and Admission Start	06-07-15 (Monday)	to	13-07-15 (Monday)	(7 days)
Academic term I	14-07-15 (Tuesday)	to	21-10-15 (Wednesday)	(79 days)
Autumn Break	22-10-15 (Thursday)	to	28-10-15 (Wednesday)	(07 days)
Academic term II	29-10-15 (Thursday)	to	01-12-15 (Tuesday)	(25 days)
House Exam	02-12-15 (Wednesday)	to	19-12-15 (Saturday)	(16 days)
Winter break	21-12-15 (Monday)	to	03-01-16 (Sunday)	(14 days)
Academic Term III	04-01-16 (Monday)	to	12-03-16 (Saturday)	(56 days)
Annual Practical (Exam Preparatory holidays)	14-03-16 (Monday)	to	01-04-16 (Friday)	(15 days)
Annual Theory Examination	02-04-16 (Saturday)	Onward		(49 days)
Summer Vacation	29-05-16 (Sunday)	to	06-07-16 (Wednesday)	(38 days)
Total Teaching Days Of Academic Term I ,II & III =79 +25+16+56 =176				

Annexure (ii)

Feedback Analysis (2015-16)

	Suggestions	Implementations
Alumni	1. Alumni meet should be organised in every year. 2. Career counselling's	1. Meet organised every year. 2.Visit of CT institution was organised
Parents	1.Bus facilities increased to villages 2. More fees concessions 3. Infrastructure facilities increased	1. Areas like Purana Shala, Niku Chak were covered. 2. Fees concession was given to all the needy students. 3. In college campus new library, fine art labs and four new class rooms were constructed.
Students	1. Separate uniform for professional courses. 2. New subject introduced. 3.computer labs should be increased	1. Separate uniform design on student demands. 2. College apply for integrated BA/BSC BED and fashion designing. 3. New ICT lab was constructed.

Annexure (iii)

Best practices-I

Innovative Practice for academic Exellence

Objectives of the practice:

- ✓ To inculcate patriotism
- ✓ To impart value-based education
- ✓ To arouse social consciousness
- ✓ To counsel the students

The practice:

The institute has rich practices which are meticulously observed because of this college enjoys a good reputation and has become the hub of academic excellence. It not only produces good result, but also provides opportunity for shaping and molding the intellectual growth of students.

- Students follow the time schedules, rules and regulations of the institution.
- The students give their opinion and suggestion for the improvement in the quality of education imparted which are considered on the top priority by the institution.
- Students make optimum use of learning resources and the other support services available in the institution.
- The best part of the college is that it helps the weak students give mentally, physically and emotionally. Remedial classes are arranged to boost the pass percentage in the examination. In addition, a proper feedback is gathered and necessary help is provided to improve their academic position.
- Students participate in teacher evaluation through feedback which helps in improving the teaching-learning process.

Best practices-II

Practice of arranging Seminars.

Objectives of the practice.

- ➢ To empower women
- ➢ To counsel and motivate women to lead a dignified life.

The Practice:

- To enhance practical knowledge of the students and to let them know about the scope of their subject, regular Seminars and workshops are arranged.

- This also helps to instil courage, confidence and fortitude among the girls. These days we find women working in every field and they are expected to be as efficient as men in different fields.
- Girls coming from rural and sub urban areas are educated by eminent scholars against, dowry, burning, female foeticide, and infanticide.

__Evidence of success:__

The spiral growth of this institute is the net result of the dedication and sincere efforts put in by Management, Principal,teachers and students who were virtually in 2006 with 84 students. At present the institute has 1357 students studying in different streams like B.A, B.A (Hons.) in history, B.A(Computer science), B.A(Fine arts),B.Com, B.C.A, P.G.D.C.A, B.Sc (N.M), M.A(History), M.A(Music), M.Com. Apply for new courses B.A (fashion designing), B.A B.Ed/ B.Sc B.Ed 4 years integrated course.

Annexure (iv)

CADETS IN ACTION

Annexure (v)

Tree plantation by NSS Volunteers

Glimpses of the College 2015-16

****