

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(For Affiliated/Constituent Colleges)*

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, **Bengaluru - 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*

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(for Affiliated/Constituent Colleges)*

*(Revised as per Revised Accreditation Framework in November, 2017)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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, **Bengaluru - 560 072**, India

*Published by:*

**The Director**

National Assessment and Accreditation Council (NAAC)

P. O. Box. No. 1075, Nagarbhavi,

**Bengaluru - 560 072**, India

*Co-ordinated and Prepared by:*

*Dr. Ganesh A. Hegde, Deputy Adviser, NAAC*

*Dr. Vinita Sahoo, Assistant Adviser, NAAC*

Copyright © NAAC December 2017

All rights reserved. No part of this publication may be reproduced or utilised in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without the prior written permission of the publisher.

*Printed at:*

## Contents

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. Composition of the IQAC	..... 6
7. The role of coordinator	..... 7
8. Operational Features of the IQAC	..... 7
9. Revised Accreditation Framework	..... 8
10. Mandatory Submission of AQAR by IQAC	..... 8
11. The Annual Quality Assurance Report (AQAR)	..... 8

### Part – A

11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12

### Part – B

13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Innovations and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 22
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Institutional Values and Best Practices	..... 27
20. Abbreviations	..... 29

***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 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

**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) Relevant and quality academic/ 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 assessment and evaluation process;
- 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
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- 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) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## **Benefits**

### ***IQAC will facilitate / contribute to***

- a) Ensure 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. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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 by end of September every year positively. 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 as quality sustenance initiatives undertaken by them.

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

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***

### **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

*Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.*

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution - Devki Devi Jain Memorial College for Women

- Name of the Head of the institution : Dr.(Mrs.)Sarita Bahl
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0161-2224682
- Mobile no.: 94174-20999
- Registered e-mail: ddjainldh@rediffmail.com
- Alternate e-mail : drsaritabahl@gmail.com
- Address : Near Suffian Chowk, Kidwai Nagar
- City/Town : Ludhiana
- State/UT : Punjab
- Pin Code : 141008

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Women
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: (All Applicable)

(please specify)

- Name of the Affiliating University: Panjab University
- Name of the IQAC Co-ordinator : Mrs. Anupam Gupta
- Phone no. : 0161-2224682

Alternate phone no.: 94174-20999

- Mobile: 94174-12628
- IQAC e-mail address: iqac\_ddjaincollege@rediffmail.com
- Alternate Email address: ddjainldh@rediffmail.com

**3. Website address:**

Web-link of the AQAR: (2017-18):

<http://www.ddjaincollege.org/PBCOGN24158-Devki> Devi Jain Memorial College for Women, Ludhiana, Punjab.doc

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

**4. Whether Academic Calendar prepared during the year?**

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	A	3.03	2016	from:2016 to: 2021
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: 08/11/2016

**7. Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Call regular meetings of IQAC and evaluate the achievements of all departments and related organs.	Seven meetings of IQAC have been organised during the year.	There are 18 members of IQAC which is reconstituted as per new guidelines of 2018.

2. Regular and timely submission of AQAR.	Regular submission of AQAR has been followed.	Ms. Anupam Gupta IQAC co-ordinator along with its members prepare AQAR.
3. Regular audit of all financial transactions and related matters.	Every year after the closing of financial year regular audit of all financial transactions and related matter is conducted mostly in the month of June.	C.A. Jain & Anil Sood conducts the regular audit.



**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
	95% deficit grant	Central State Govt.	1.4.18-31.3.19	1,21,76,323/-
	B.voc. courses	UGC	March 2019 for Three years	77,10,000/-

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

1. Dr. Mrs. Sarita Bahl (Chairperson)(Principal, Devki Devi Jain memorial College for Women)

2. Ms. Anupam Gupta Cordinator

3. Ms. Seema Soni Co-Cordinator

4. Ms. Ritu Sood (Asth. Professor)

5. Ms. Lotika Gupta (Asth. Professor)

6. Dr. Rubina (Asth. Professor)

7. Ms. Bhawna (Asth. Professor)

8. Ms. Navjot kaur (Asth. Professor)

9. Ms. Inderjeet kaur (Asth. Professor)

10. Ms. Alka Thakur (Asth. Professor)

11. Ms. Sonia Khurana (Asth. Professor)

12. Sh. Nand Kumar Jain (President College Managing Committe)

13. Sh. Ved Kumar Gupta (Amit Enterprises)Industrialist

14. Ms. Anu Joshi (Principal Florance Public school)Local Society

15. Ms. Akankasha Joshi Alumni(Asst. Professor at Rayat Bahra Group of Institute Ropar)

16. Ms. Ravinder Kumari(Supdt. ,office)

17. Ms. Parul Grover (Student)

18. Ms. Parul Jain (Student)

10. No. of IQAC meetings held during the year: 07

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

Yes/No : sYes

A total number of 7 meetings were held from time to time to discuss the plan of action and review the progress being made in the execution of plan of action. Following are the various outcomes:

- The auditorium has been constructed.
- Solar project costing Rs 45,99,050/- had been installed.
- P.U. Zonal youth festival was organized in 2018-19.
- B.Voc Courses in Hospital Administration and Management, Fashion Designing and Beauty Aesthetics and Wellness had been introduced.
- Various Eco-friendly activities were organized during the session.
- A number of seminars, extension lectures, career guidance, departmental activities were organized. Industrial and educational visits were also organized.
- Classroom furniture was added.
- Institutional innovative Council had been formed under MHRD Innovative cell.
- Water purifier cum mineralizer has been installed with zero wastage of water.

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes ---- No ✓

If yes, mention the amount: Year: N.A

12. Significant contributions made by IQAC during the current year (maximum five bullets)

\*Installation of Solar Energy

\*Organization of Panjab University Zonal Youth Festival

\*Introduction of B-Vocational Courses

\*Formation of Institutional Innovation Council as per direction of MHRD & formally registered with it.

\*Organisation of Eco-friendly activities

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Construction of	1. The Auditorium has been constructed.

<p>Auditorium.</p> <ol style="list-style-type: none"> <li>2. To install solar Energy Project.</li> <li>3. To Organize P.U. Zonal Youth Festival.</li> <li>4. To Introduce B-Vocational Courses.</li> <li>5. To add furniture.</li> <li>6. To hold Convocation and Prize Distribution function.</li> <li>7. To organize Seminars and Extension lectures.</li> <li>8. To organise career guidance activities.</li> <li>9. To encourage more activities at departmental level.</li> <li>10. To organise educational trips and visits.</li> <li>11. To develop entrepreneurship skills.</li> <li>12. To organize more Eco-Friendly activities.</li> </ol>	<ol style="list-style-type: none"> <li>2. Solar Energy Project costing Rs. 45,99050/- has been installed on 31<sup>st</sup> August ,2018.</li> <li>3. P.U. Zonal Youth Festival had been organized from 26<sup>th</sup> September,2018 to 29<sup>th</sup> September.2018.</li> <li>4. Following B-Vocational Courses had been introduced <ol style="list-style-type: none"> <li>1. Hospital Administration &amp; Management</li> <li>2. Fashion Designing.</li> <li>3. Beauty Aesthetics &amp; Wellness.</li> </ol> </li> <li>5. Classroom furniture had been added.</li> <li>6. Convocation was held on 20<sup>th</sup> March, 2019.</li> <li>7. A number of seminars , extension lectures ,career guidance and departmental activities were organised. Industrial and educational visits were also organised.</li> <li>8. Water purifier cum mineralizer has been installed.</li> <li>9. Institutional Innovative Council has been established in Nov.2018 as per directions of MHRD</li> <li>10 Eco-Friendly activities were organized in the college.</li> </ol> <p>List of activities:</p> <ul style="list-style-type: none"> <li>• The institution intends to play a constructive role in saving rapidly degrading environment. Growing of trees around helps us to save environment and it is a regular feature of the college. We have grown some mosquito repellent plants to keep the surroundings safe from Dengue and Malaria. A number of herbal plants like aloe vera, tulsi, neem, kadipatta</li> </ul>
---	--



	<p>etc. have been grown in the campus to keep the environment healthy and eco-friendly.</p> <ul style="list-style-type: none"> <li>• A vertical garden has been set up at our campus. It is a great way to utilize hanging space and conserve water at the same time. The garden has been started with 1500 plants of 15 varieties. Dignitaries and guests who visit the college are encouraged to plant a sapling in the garden.</li> <li>• 306 solar panels of 100 Kilowatts have been installed in this academic year to meet the energy needs of the college.</li> <li>• A ‘Cleanliness Drive’ was organised by the college cleanliness committee in collaboration with N.C.C. and N.S.S. units on 2<sup>nd</sup> November 2018, as a mark of respect to ‘Swachh Bharat Abhiyan’ launched by Sh. Narendra Modi (Prime Minister of India) which aims to achieve the vision of clean India.</li> <li>• A two day ‘Eco-friendly Diwali Exhibition’ was organised by Deptt. of Interior Designing and Decoration on 3<sup>rd</sup> November 2018 and 5<sup>th</sup> November 2018 in which diyas and candles made of eco-friendly materials were made and sold by the students of Interior Designing and Decoration.</li> <li>• ‘Green Plastic Initiative’ has been taken by the college to make the campus plastic free zone.</li> </ul>
--	---

**14. Whether the AQAR was placed before statutory body? Yes /No: Yes**

Name of the Statutory body:                      Date of meeting(s):  
College Managing Committee                      22<sup>nd</sup> November,2019

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** No

**Date:** N.A

**16.** Whether institutional data submitted to AISHE: Yes/No: Yes

**Year:** 2018-19

**Date of Submission:** 30<sup>th</sup> April 2019

**17.** Does the Institution have Management Information System?

**Yes No:** Yes

The college ensures a system of participative management whereby information flows and decision making processes are systematized and channelized through all the key constituents of the college. The suggestions given by the Governing Body, the Managing Committee are implemented under the leadership and guidance of the Principal. The Head of the Departments ensure the smooth functioning of the activities of the departments in collaboration with other members of the department.

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college plans the curricular and extra-curricular activities at the beginning of each session and prepares academic calendar for ensuring good learning outcomes. The college has developed a well-structured mechanism for effective implementation of the curriculum. The details of the stages are as below.

**1. Meetings of the Departments:**

Regular meetings of the members of different departments play a significant role in planning effective delivery strategies and finding solutions for problems faced in delivery of contents.

**2. Distribution of Curricula:**

Discussion is held on the distribution of workload in the departmental meetings, syllabus distributed as per classes and subjects/papers for teaching. It is based on the teaching experience of the teachers and the classes, subjects and papers are also interchanged intermittently.

**3. Work Load Assessment:**

The tentative workloads for the next academic year are sought at the end of every year. This practice has helped the administration to assess the need for teaching and non-teaching staff about vacancies and academic facilities.

**4. Departmental Time-table:**

The timetable is finalized at the institutional and departmental level. The stream wise time-table committee designs the timetable of arts, commerce and computer streams. The heads of the respective departments finalize the departmental time table in consultation with their colleagues.

**5. Annual Teaching Plan (Semester Wise):**

The teachers prepare teaching plan, and the concerned Head of the Department checks the plan. The teaching plan not only helps the teacher to plan the curriculum delivery in time but also reflects the use of innovative teaching methods such as ICT, participative and experiential teachings etc.

**6. Implementation of teaching plan:**

Teachers plan their lessons extensively and use suitable methodology to aid teaching and learning. Students' needs, learning styles, strengths and weaknesses are always kept in mind while deciding the teaching methods.

**7. Reporting Teaching-Learning Progress to Principal:**

The Head of the Department informally discusses with the Principal about the progress of the teaching-learning at the end of every month. The heads also discuss the performances of the students, new teaching learning strategies and evaluation methods used in the department's performances of the students, new teaching-learning strategies and evaluation methods used in the departments.

**8. WhatsApp Media for Announcement:**

The students are periodically intimated regarding topics to be taught, syllabus completion and tentative examination schedules through the WhatsApp groups formed for the students of different subjects.

**9. Tutorial Period:**

Tutorial groups are formed at the beginning of session and tutors and senior tutors interact with them and impart information regarding leave rules, code of conduct, various facilities available at the campus. Important issues like Gender Sensitization, Human Values, Organic Farming and Water Conservation are discussed in tutorial period.

**10. Monitoring by IQAC:**

The Internal Quality Assurance Cell established in our college plays an active and significant role in maintaining quality standards by monitoring the teaching, learning and evaluation processes followed in the institution.

**1.1.2 Certificate/ Diploma Courses introduced during the Academic year**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship (Job Roles)	Skill development For skill development
N.A	B.voc <b>1. Beauty Aesthetics and Wellness</b>  B.voc <b>2. Hospital Administration and Management</b>  B.voc <b>3. Fashion Designing</b>	9-10-2018 Diploma=1 year  Diploma=1 year  Diploma=1 year	The courses cover the following job roles: - (1) Beauty Aesthetics and wellness *Makeup Artist  (2) Hospital Administration & Management  * Hospital Co-ordinator  (3) Fashion Designing * Fabric Artist	The syllabus has been divided into two components: - (i)General Education (40% weightage) (ii)skill component (60% weightage)  More emphasis has been given to practical training while designing the syllabus.

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year Nil

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	N.A	N.A	N.A

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. Nil

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
N.A	N.A	N.A	N.A	N.A	N.A

Already adopted (mention the year) Nil

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Courses

No of Students	NIL	50
----------------	-----	----

### 1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year Nil

Value added courses	Date of introduction	Number of students enrolled
Nil	N.A	N.A

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Internships/ Summer Training	Class No. of students
	MSC-IT 13
	B.Voc. Hospital Management and Administration 06
	Fashion Designing 19
	Beauty & Aesthetics and Wellness 14
M. Com 39	

### 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The college obtains feedback from students, parents, alumni and teachers regarding curriculum, governance, infrastructure etc. through various methods and after doing feedback analysis , required action is taken and implemented.

- Student Feedback** – Student feedback is taken through questionnaires, student council meetings and suggestion box installed in the college campus. After making an analysis of feedback received in 2018-19, it was found that students were satisfied with the teaching methods and other aspects of curriculum implementation but demanded improvement in infrastructure especially water supply and toilet facilities.
- Parents Feedback**- Parents feedback was received through questionnaires and informal meetings. A complete analysis of their responses was made. The parents were full of appreciation of the college authorities for providing a safe and secure environment in college for girl students. They praised the competent and committed faculty for imparting knowledge with the help of effective teaching methods and grooming the personalities of the students by organizing seminars, workshops and extension lectures. They were also impressed with the activities of N.C.C, N.S.S and centre for value education and their positive role in the character development of the students. They hailed the initiative taken by the teacher to inform the parents from time to time about the attendance and performance of their wards in class tests and other activities of the college.
- Faculty Feedback**-Faculty feedback is received through staff meetings with the Principal and departmental meetings with the Head of Department. Any problem faced by the faculty in curriculum implementation or making pedagogical strategies are solved in these meetings. The faculty is encouraged to give suggestions for the improvement of college prospects.
- Alumni Feedback**-Alumni meet is held in the college where teachers interact with the

old students of the college and share their perspectives. Alumni of the college feel proud of being product of an institution which played a pivotal role in imparting quality education and instilled moral and ethical values in them. Their suggestions are welcomed. They express their immense joy and satisfaction with the pace at which college has made progress in different fields and has earned a place for itself among the best institutions of the region.

## 2.1 Student Enrolment and Profile

### 2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A I	No Limit		217
B.A II	No Limit		173
B.A III	No Limit		181
B.COM I	145		145
B.COM II	145		143
B.COM III	154		152
B.B.A. I	42		42
B.B.A II	42		40
B.B.A III	42		39
B.C.A I	82		81
B.C.A II	82		72
B.C.A III	82		58
B.Voc(Beauty Aesthetics & Wellness)	50		15
B.Voc(Fashion Designing)	50		20
B.Voc(Hospital Administration and Management) (H.A.M)	50		15
PGDCA	40		9
M.A.(English) I	60		16
M.A.(English) II	60		16
M.A.(Hindi) I	60		26
M.A.(Hindi) II	60		18
M.A.(History) I	60		23
M.A.(History) II	60		10
MCOM I	42		42
MCOM II	42		42
MSC IT I	42		14
MSC IT II	42		13

## 2.2 Catering to Student Diversity

### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the	Number of full time teachers available in the institution teaching	Number of full time teachers available in the	Number of teachers teaching both

		institution (PG)	only UG courses	institution teaching only PG courses	UG and PG courses
2018-19	1398	229	44	1	30

### 2.3 Teaching - Learning Process

#### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
75	75%	107	13	5	1

#### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

To improve the academic and overall performance of the students, an effective students mentoring system has been provided. The college and faculty are providing students with effective mentorship, career advice and resources that go a long way to help them in the long term.

- Student teacher ratio is low, making teaching process more effective.
- Lecture system enabled with ICT, smart class room and practical education is followed.
- The academic base of students is further strengthened by organising field visits, seminars, demonstrations, workshops etc.
- In addition to the curriculum, the Centre for Value Education in the college contributes towards the enrichment of moral and ethical values in the students.
- The college has started vocational degree courses for skill development of students so as to improve the employability of students.
- Student's feedback is taken through both formal and informal channels.
- Besides end of semester examination, monitoring of academic progression of students is done by taking regular class tests, presentations, assignments and mid semester exams.
- The college library has been up-graded by adding 128 books to it.
- Faculty Development Programs are organised for the staff.
- Regular departmental meetings are held and relevant suggestions are implemented.
- Placement cell of the college actively organises placement activities for the students.
- Wi-Fi facility for students and faculty is available.

### 2.4 Teacher Profile and Quality

#### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	8	19	0 (NIL)	6

**2.4.2 Honours and recognitions received by teachers**

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Sarita Bahl	Principal	Adarsh Vidya Saraswati Rashtriya Puruskar (Global Management Council)
2018	Dr. Sarita Bahl	Principal	Dr.APJ Abdul Kalam National Peace Award (Global leader foundation)
2018	Dr. Sarita Bahl	Principal	Honorary Degree of Doctor of Letters (University of South America)
2018	Ms.Nisha	Assistant Professor	Certificate of Membership (MHRD's Innovation cell, GOI)
2018	Dr. Sarita Bahl	Principal	Honorary post of District Head for SAVE OUR RIVERS(Global Leader Foundation)
2018	Ms. Ambuj Mala	Associate Professor	Teacher's Day Award (Punjabi Divas Social Ladies Club (Regd.))
2018	Ms. Seema Soni	Assistant Professor	Teacher's Day Award (Punjabi Divas Social Ladies Club (Regd.))
2018	Dr. Ashu Beri	Assistant Professor	Teacher's Day Award (Punjabi Divas Social Ladies Club (Regd.))
2018	Dr. Monika Dawar	Assistant Professor	Award of Honour (Rotary Club)
2018	Ms.Sonia Khurana	Assistant Professor	Award of Appreciation(PCTE,Baddowal)

**2.5 Evaluation Process and Reforms****2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
<b>DECEMBER -2018</b>				
B.A.		1 <sup>st</sup> Sem	21.12.2018	29.3.2019
		3 <sup>rd</sup> Sem	22.12.2018	1.3.2019
		5 <sup>th</sup> Sem	22.12.2018	20.2.2019



B.Com		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem 5 <sup>th</sup> Sem	26.12.2018 26.12.2018 26.12.2018	5.2.2019 1.2.2019 4.1.2019
B.B.A		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem 5 <sup>th</sup> Sem	26.12.2018 24.12.2018 22.12.2018	28.1.2019 30.1.2019 31.1.2019
B.C.A.		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem 5 <sup>th</sup> Sem	19.12.2018 18.12.2018 15.12.2018	23.1.2019 22.1.2019 18.1.2019
B.Voc Fashion Designing		1 <sup>st</sup> Sem	21.12.2018	25.06.2019
B.Voc Beauty Aesthetics & Wellness		1 <sup>st</sup> Sem	22.12.2018	08.03.2019
B.Voc (H.A.M)		1 <sup>st</sup> Sem	19.12.2018	13.09.2019
PGDCA		1 <sup>st</sup> Sem	24.12.2018	
M.A (English)		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem	22.12.2018 14.12.2018	19.03.2019 14.03.2019
M.A (Hindi)		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem	24.12.2018 22.12.2018	07.03.2019 01.03.2019
M.A (History)		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem	21.12.2018 24.12.2018	12.03.2019 20.03.2019
M.Com.		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem	13.12.2018 15.12.2018	12.03.2019 4.04.2019
MSC.IT		1 <sup>st</sup> Sem 3 <sup>rd</sup> Sem	24.12.2018 22.12.2018	22.02.2019 1.03.2019
<b>MAY-2019</b>				
B.A.		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem 6 <sup>th</sup> Sem	01.06.2019 29.05.2019 01.06.2019	30.07.2019 20.07.2019 30.06.2019
B.Com		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem 6 <sup>th</sup> Sem	30.05.2019 31.05.2019 29.05.2019	12.07.2019 17.07.2019 17.06.2019
B.B.A.		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem 6 <sup>th</sup> Sem	27.05.2019 27.05.2019 20.05.2019	12.07.2019 13.07.2019 10.06.2019
B.C.A.		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	17.05.2019 22.05.2019	06.07.2019 10.07.2019

		6 <sup>th</sup> Sem	11.05.2019	03.06.2019
B.Voc Fashion Designing		2 <sup>nd</sup> Sem	17.05.2019	26.08.2019
B.Voc Beauty Asthetics & Wellness		2 <sup>nd</sup> Sem	17.05.2019	21.08.2019
B.Voc (H.A.M)		2 <sup>nd</sup> Sem	14.05.2019	16.09.2019
PGDCA		2 <sup>nd</sup> Sem	25.05.2019	14.08.2019
M.A(English)		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	30.05.2019 31.05.2019	14.08.2019 08.08.2019
M.A(Hindi)		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	27.05.2019 29.05.2019	01.08.2019 02.08.2019
M.A(History)		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	30.05.2019 26.05.2019	14.08.2019 09.08.2019
M.Com.		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	29.05.2019 30.05.2019	06.09.2019 01.08.2019
MSC.IT		2 <sup>nd</sup> Sem 4 <sup>th</sup> Sem	26.05.2019 24.05.2019	26.07.2019 20.06.2019

### **2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

The college follows a systematic approach on continuous internal evaluation of students. Multiple evaluation formats such as written test, presentation, group discussion etc are employed by faculty members at periodic intervals to test the learning of the students in a comprehensive manner. Faculty members hold regular discussions on performance with students to help them improve their performance. The overall internal evaluation framework is also studied and discussed by various committees of the college to further improve the effectiveness of the internal evaluation system.

### **2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

The college follows the broad outline of academic calendar issued by Panjab University Chandigarh. The Academic year is divided into 2 semesters. i.e. July to December and January to June. In each semester, end semester examination is conducted by P.U. in the month of December and May. In addition to university examination, continuous evaluation is also done through different methods like mid semester examination, class tests, presentations, assignments, projects etc. NSS unit of the college organises 7 day NSS camp during vacations. The industrial training is also arranged for students after May exams in the vacations. Besides the academic activities like lectures, practical and tutorials, time is devoted to co-curricular activities such as Youth-festival, Inter-College competitions, Guest lectures, Seminars, Workshops, field visits, One day NSS camps, NCC parades, Sports and Cultural Events in the college.

## **2.6 Student Performance and Learning Outcomes**

### **2.6.1 Program outcomes, program specific outcomes and course outcomes**

**for all programs offered by the institution are stated and displayed in website of the institution(to provide the web link)**

The program outcomes, program specific outcomes and course outcomes are developed and governed by the Panjab University, Chandigarh. The program outcomes, program specific outcomes and course outcomes are duly displayed on the University website.

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A. 1 <sup>st</sup> Sem	203	170	83.74%
	3 <sup>rd</sup> Sem	169	169	93.3%
	5 <sup>th</sup> Sem	180	178	98.9%
	B.Com 1 <sup>st</sup> Sem	140	145	100%
	3 <sup>rd</sup> Sem	141	141	100%
	5 <sup>th</sup> Sem	150	150	100%
	B.B.A 1 <sup>st</sup> Sem	37	37	100%
	3 <sup>rd</sup> Sem	40	40	100%
	5 <sup>th</sup> Sem	39	39	100%
	B.C.A 1 <sup>st</sup> Sem	80	80	100%
	3 <sup>rd</sup> Sem	72	72	100%
	5 <sup>th</sup> Sem	58	58	100%
	B.Voc (Fashion Designing) 1 <sup>st</sup> Sem	20	20	100%
	B.Voc Beauty Asthetics & Wellness 1 <sup>st</sup> Sem	14	14	100%
	B.Voc (H.A.M) 1 <sup>st</sup> Sem	9	9	100%
	PGDCA(1 <sup>st</sup> Sem)	7	7	100%
	M.A(English) 1 <sup>st</sup> Sem	14	13	100%
	3 <sup>rd</sup> Sem	16	16	93.3%
	M.A(Hindi) 1 <sup>st</sup> Sem	23	23	100%
	3 <sup>rd</sup> Sem	18	18	100%
	M.A(History) 1 <sup>st</sup> Sem	19	19	100%
	3 <sup>rd</sup> Sem	10	10	100%
	M.Com. 1 <sup>st</sup> Sem	40	40	100%
	3 <sup>rd</sup> Sem	42	42	100%
	MSC.IT 1 <sup>st</sup> Sem	13	13	100%
	3 <sup>rd</sup> Sem	13	13	100%
	B.A. 2 <sup>nd</sup> Sem	172	166	96.5%
	4 <sup>th</sup> Sem	172	164	95.3%
	6 <sup>th</sup> Sem	189	187	98.9%
	B.Com 2 <sup>nd</sup> Sem	139	139	100%
	4 <sup>th</sup> Sem	138	138	100%
	6 <sup>th</sup> Sem	148	148	100%
	B.B.A 2 <sup>nd</sup> Sem	35	35	100%

	4 <sup>th</sup> Sem	40	40	100%
	6 <sup>th</sup> Sem	39	39	100%
B.C.A	2 <sup>nd</sup> Sem	75	75	100%
	4 <sup>th</sup> Sem	71	71	100%
	6 <sup>th</sup> Sem	57	57	100%
B.Voc(Fashion Designing)	2 <sup>nd</sup> Sem	15	15	100%
B.Voc (Beauty Aesthetics & Wellness)	2 <sup>nd</sup> Sem	14	14	93.3%
B.Voc (H.A.M)	2 <sup>nd</sup> Sem	6	6	100%
PGDCA	(2 <sup>nd</sup> Sem)	7	7	100%
M.A(English)	2 <sup>nd</sup> Sem	11	11	100%
	4 <sup>th</sup> Sem	16	16	100%
M.A(Hindi)	2 <sup>nd</sup> Sem	15	15	100%
	4 <sup>th</sup> Sem	18	18	100%
M.A(History)	2 <sup>nd</sup> Sem	18	18	100%
	4 <sup>th</sup> Sem	10	10	100%
M.Com	2 <sup>nd</sup> Sem	39	39	100%
	4 <sup>th</sup> Sem	42	42	100%
MSC.IT	2 <sup>nd</sup> Sem	13	13	100%
	4 <sup>th</sup> Sem	13	13	100%

## 2.7 Student Satisfaction Survey

### 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

A formal Student Satisfaction Survey is conducted in the institution, using a feedback from every year. Following is the analysis of feedback received from the students:

1. Students in the large were satisfied with college ambience, teachers, teaching methods, evaluation system and lab facilities.
2. Majority of the students demanded an increase in number of educational trips organised by the college.
3. An increase in number of co-curricular activities was demanded by the students.
4. Improvement in parking facility was required by some of the students.
5. An improvement in seating capacity of students during free periods was demanded by students.
6. The need of improved cleanliness conditions was emphasized by the students.

2.7.1 Weblink: <http://www.ddjaincollege.org/satisfy.html>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

#### 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

NIL

Nature of the Project	Duration	Name of the	Total grant Sanctioned	Amount received during the Academic year
-----------------------	----------	-------------	------------------------	--

		funding Agency		
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects ( <i>other than compulsory by the College</i> )	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

### 3.2 Innovation Ecosystem

#### 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Entrepreneurship awareness programme	PG Dept. of Commerce & Management in collaboration with Regional centre for Entrepreneurship development on behalf of Dept. of Science & Technology, Government of India.	12-10-2018 & 13-10-2018
Intellectual Property Rights	Institutional Innovative Council under regime of MHRD, Government of India.	21-01-2019

#### 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

#### 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year NIL

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

<b>3.3 Research Publications and Awards</b>						
3.3.1 Incentive to the teachers who receive recognition/awards NIL						
State		National		International		
-		-		-		
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> ) NIL						
Name of the Department			No. of Ph. Ds Awarded			
-			-			
3.3.3 Research Publications in the Journals notified on UGC website during the year NIL						
	Department	No. of Publication		Average Impact Factor, if any		
National	-	-		-		
International	-	-		-		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Maths			1			
Computer Science			2			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops	2		3		-	1
Presented papers	-		2		-	-
Resource Persons	-		-		1	-
<b>3.4 Extension Activities</b>						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Cleanliness Drive organised by College Cleanliness committee in collaboration with NSS unit of college	NSS & Cleanliness committee of DDJMCW	30+	1000+
Awareness Programme on PCOS on Women Health by Dr. Venus Bansal (MBBS FICOG gynaecology) Senior consultant of Obs and Gynaecology of Satguru Partap Singh Hospital	NSS	2	100+
Extension Lecture on Aan Milo Dariavo	NSS	2	200+
Camp in slum area to educate society about "Aan Milo Dariavo" drive	NSS in Collaboration with Namdhari Sect. Under the guidance of Sadguru Uday Singh	2	50+
Flood Relief Collection Drive	Centre for Value Education and NCC in Collaboration with Bharat Vikas Parishad	6	1000+
Visit to Dholewal Military Complex	NCC	1	20 cadets

Rally on Drug abuse	NCC	8	30+
Extension Lecture and Rally to save water on World Water Day	NCC	3	40+
Yoga camp on International Yoga Day	NCC Unit of DDJMC and 19 Pb bn	2	500+
A lecture on Cancer Awareness by Dr Ashwin Philips, DM(Medical Oncology),Dr. Pomela Georg(MD Radiation Oncology),Dr. Preety Negi and Mr. Jacop Luthra (Dainik Bhaskar)	DDJMC in collaboration with Dainik Bhaskar	3-4	50+
A Vigilance Awareness Week 2018 in the theme 'Eradicate Corruption Build an new India'	College in consonance with Nation wide initiative of Central Vigilance Commission	75	1200+
Meditation session by Dr. Narinder Sharma (H.P) and Dr. Shruti Jain	Department of Cosmetology in collaboration with Sehaj Yoga	3	15+



A seminar on Crimes against women by S. Rajbir Singh Boparai ADCP-I and S. Walyam Singh ACP-Central	Anti-Sexual Harassment Cell in collaboration with Police Department Ludhiana	15	15+
A nuked natak about the significance of water	Centre for Value Education with IPTA(Indian People's Theatre Association (Moga))	50+	50+
A lecture on the teachings of Shri Guru Nanak ji by Ms Rekha Bhanot Arya College,Ludhiana	P.G Department of History	10	500+
Dignity March Comprising volunteers and rape Survivors	Rashtriya Garima Abhiyan	50+	50+
Manavata Drive	The Centre for Value Education in collaboration with Punjab Police	4	500+
Sensitisation Programme	Anti Women Harassment Cell in collaboration with Punjab Police	8	60

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year NIL

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Contribution to Social Services	Dr.Abdul Kalam National Peace Award-2018	Global Leader foundation	1600
Contribution to Social Services	Adarsh Saraswati Rashriya Puraskar	Glacier Journal Research Foundation Global	1600

		Management Council	
Contribution to Social Services	Dr. APJ Abdul Kalam Rashtriya Puraskar	Glacier Journal Research Foundation Global Management Council	1600
Ek Rishta School Se Sarhad Tak	Recognition Certificate	Principal Chief Commissioner of Income Tax, North West Region , Chandigarh	1600
Perna Mahotsav	Certificate For Saving Environment	Dr.S.S.Johal Social awareness	15
Greeting Cards for Soldiers	Recognition letter		40
Save Our Rivers	Honorary post of DISTRICT HEAD - LUDHIANA for save our River Project.	Global Leader's foundation	1600+

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
-	NSS & Cleanliness committee of DDJMCW	Cleanliness Drive organised by College Cleanliness committee in collaboration with NSS unit of college	30+	1000+
	NSS	Awareness Programme on PCOS on Women Health by Dr. Venus Bansal (MBBS FICOG gynaecology) Senior consultant of Obs and Gynaecology of Satguru Partap Singh Hospital	2	100+

	NSS	Extension Lecture on Aan Milo Dariavo	2	200+
	NSS in Collaboration with Namdhari Sect. Under the guidance of Sadguru Uday Singh	Camp in slum area to educate society about “Aan Milo Dariavo” drive	2	50+
	Centre for Value Education and NCC in Collaboration with Bharat Vikas Parishad	Flood Relief Collection Drive	6	1000+
	NCC	Visit to Dholewal Military Complex	1	20 cadets
	NCC	Rally on Drug abuse	8	30+
	NCC	Extension Lecture and Rally to save water on World Water Day	3	40+
	NCC Unit of DDJMC and 19 Pb bn	Yoga camp on International Yoga Day	2	500+

	DDJMC in collaboration with Dainik Bhaskar	A lecture on Cancer Awareness by Dr Ashwin Philips, DM(Medical Oncology),Dr. Pomela Georg(MD Radiation Oncology),Dr. Preety Negi and Mr. Jacop Luthra (Dainik Bhaskar)	3-4	50+
	College in consonance with Nation wide initiative of Central Vigilance Commission	A Vigilance Awareness Week 2018 in the theme 'Eradicate Corruption Build an new India'	75	1200+
	Department of Cosmetology in collaboration with Sehaj Yoga	Meditation session by Dr. Narinder Sharma (H.P) and Dr. Shruti Jain	3	15+
	Anti-Sexual Harassment Cell in collaboration with Police Department Ludhiana	A seminar on Crimes against women by S. Rajbir Singh Boparai ADCP-I and S. Walyam Singh ACP-Central	15	15+
	Centre for Value Education with	A nuked natak about the significance of water	50+	50+

	IPTA(Indian People's Theatre Association (Moga))			
	P.G Department of History	A lecture on the teachings of Shri Guru Nanak ji by Ms Rekha Bhanot Arya College,Ludhiana	10	500+
	Rashtriya Garima Abhiyan	Dignity March Comprising volunteers and rape Survivors	50+	50+
	The Centre for Value Education in collaboration with Punjab Police	Manavata Drive	4	500+

**3.5 Collaborations** NIL

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year NIL

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Internship	Summer Training	Young berry Design Studio	1-6-2019-13-7-2019	2
		Marziaa Designer Studio	1-6-2019-13-7-2019	2
		Kalayogi Enterprises	1-6-2019-13-7-2019	2
		Garg Acrylics	1-6-2019-13-7-2019	2
		Straight Mills	1-6-2019-13-7-2019	2

	Kudu Knit Pvt. Ltd.	1-6-2019-13-7-2019	4
	Kayakalp Beauty Clinic and Training Centre, 123, Green field, Ldh.	1-6-2019-13-7-2019	7
	Luxurious Look Salon	1-6-2019-13-7-2019 and 45 days	7
	Fortis Hospital	1-6-2019-13-7-2019	5
	Pankaj Fabrics	1-6-2019-13-7-2019	1
	BSN Industries	1-6-2019-13-7-2019	1
	Imperial Steel Pvt. Ltd.	1-6-2019-13-7-2019	1
	Umeed Consultants	1-6-2019-13-7-2019	1
	Dawn Motor Ltd.	1-6-2019-13-7-2019	2
	Ajit Mills	1-6-2019-13-7-2019	1
	Purba Hosiery	1-6-2019-13-7-2019	1
	Satish K. Bansal & Co, Stock Exchange, Ldh	1-6-2019-13-7-2019	1
	Arjun Flour & Oil Industries	1-6-2019-13-7-2019	1
	Pepsi Company	1-6-2019-13-7-2019	1
	Hero Cycles Ltd.	1-6-2019-13-7-2019	1
	Sachdeva Hosiery	1-6-2019-13-7-2019	1
	Ujjiwan Small Finance Bank	1-6-2019-13-7-2019	1
	Sel Manufacturing Pvt. Ltd.	1-6-2019-13-7-2019	1
	Arora Knitfab Ltd.	1-6-2019-13-7-2019	1
	Atam International	1-6-2019-13-7-2019	1
	DRFP Services Pvt. Ltd.	1-6-2019-13-7-2019	1
	Ludhiana Stock &	1-6-2019-13-7-2019	1

	Capital Ltd.		
	Mona Exports	1-6-2019-13-7-2019	1
	Cremica Food Industries Ltd.	1-6-2019-13-7-2019	1
	Paceone Knitwear	1-6-2019-13-7-2019	1
	Vardhman Textile Ltd.	1-6-2019-13-7-2019	1
	Surjan Knitwear	1-6-2019-13-7-2019	1
	Ecostan India Pvt. Ltd.	1-6-2019-13-7-2019	1
	Sportking Pvt. Ltd.	1-6-2019-13-7-2019	1
	Hero Eco tech Ltd	1-6-2019-13-7-2019	1
	Hamid Exports	1-6-2019-13-7-2019	2
	Aarti International Ltd.	1-6-2019-13-7-2019	1
	Kalra Hospital	1-6-2019-13-7-2019	1
	Malbros Plastic(India) Ltd.	1-6-2019-13-7-2019	1
	Nahar Spinning mills Pvt. Ltd.	1-6-2019-13-7-2019	1
	Vishvakarma Engineering Works	1-6-2019-13-7-2019	1
	P.M Oberoi Hosiery	1-6-2019-13-7-2019	1
	Amro Steel Pvt. Ltd.		1
	Yorex Infotech	1-1-2019-30-4-2019	5
	HB Infotech	1-1-2019-30-4-2019	6
	Integ Solutions	1-1-2019-30-4-2019	1

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
• The Institute of Banking Training	11-09-2018	• Industrial Training	650+
• Telcocrats Technology Mohali	28-06-2018	• Exchange of Information	247
• Glam girls	02-07-2018	• Organization of workshops , seminars, field visits, guest lectures	20
• Hiyaav Beauty Hub	01-07-2018		15
• VLCC Healthcare Ltd.	28-06-2018	• Placement of students.	15
• Kayakalp beauty clinic and training centre	28-06-2018		15
• Sri Rattan Muni Jain Hospital	10-09-2018		15
• Sigma Hospital	28-06-2018		15
• Dr Gupta Piles Hospital	28-06-2018		15
• Guneeta Ghai Haute Couture	02-07-2018		20
• Career Launcher IAS KSG	01-02-2019		650+
• Bright Academy	05-02-2019		650+
• SIEC Education Pvt. Ltd. Center	08-02-2019		650+
• Eduhome Institute	14-02-2019		650+
• Luxurious Look Salon	28-03-2019		30+
• JSR Technologies Pvt. Ltd.	30-03-2019		247



<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>							
<b>4.1 Physical Facilities</b>							
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year							
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development				
55,00,000			55,52,887				
4.1.2 Details of augmentation in infrastructure facilities during the year							
Facilities		Existing		Newly added(2018-19)			
Campus area		7271 sq mts		-			
Class rooms		40		-			
Laboratories		12		-			
Seminar Halls		2		-			
Classrooms with LCD facilities		-		-			
Classrooms with Wi-Fi/ LAN		-		-			
Seminar halls with ICT facilities		2		-			
Video Centre		-		-			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		-		9			
Value of the equipment purchased during the year (Rs. in Lakhs)		-		55,52,887			
Others		-		-			
<b>4.2 Library as a Learning Resource</b>							
4.2.1 Library is automated {Integrated Library Management System -ILMS }							
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation	
ICON software		Partially		I <sup>st</sup>		2014	
4.2.1 Library Services:							
		Existing(2017-18)		Newly added (2018-19)		Total	
		No.	Value	No.	Value	No.	Value
Text Books		38	3103	-	-	38	3103
Reference Books		-	-	128	69407	128	69407
e-Journals		6237+	N-LIST	6237+	N-LIST	-	11650
e-Books		1335809+	5750	1335809+	5900	-	
Journals		1	2200	7	21442	-	23642
Digital Database		13	N-LIST Database	13	N-LIST Database	-	-
CD & Video		-	-	-	-	-	-
Library automation		-	-	-	-	-	-
Weeding (Hard & Soft)		-	-	-	-	-	-
Others (Newspapers)		12	20016	13	21282	-	41298
Others(magazine)		19	17380	18	12164	-	29544

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Computer Labs	Internet	Browsin g Centres	Com puter Cent res	Office	Departmen ts	Available band width (MGBPS)	Others
Exi stin g	112	6	42	2	2	5	3	16MBPS	1
Add ed	-	-	18	-	-	-	-	-	-
Tot al	112	6	60	2	2	5	3	16MBPS	1
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) 5017716(2018-19)									
16 MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e – content		
NIL		NIL			NIL		NIL		

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
	6,17,366		73,540
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>The institution obtains the necessary requirements of classrooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. Any new facility to be constructed /acquired is provided by the management before the semester begins. The various blocks are maintained for their up-keep and repaired on a regular basis. All procedures and policies for utilizing physical, academic and support facilities are shared with students through prospectus, college website and briefing them about standard operating</p>			

procedures of institution during student orientation programme. Wherever there exists a situation that a facility (classroom or laboratory) is required by more than one department, suitable adjustments in the time table are made to make optimum use of facility. Standard operating procedures are reviewed and amended as and when required.

College Website :- [www.ddjaincollege.org](http://www.ddjaincollege.org)

Web links :- <http://ddjaincollege.org/infrastructure.html>  
<http://ddjaincollege.org/library.html>

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

#### 5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	• Freeships	10	58,034/-
	• Cash Prizes	136	106500/-

#### Financial support from other sources

a) National	<ul style="list-style-type: none"> <li>• Mittal Pandey Scholarship for Girls</li> <li>• Bharat Vikas Parishad(Brother hood Society)</li> <li>• Senior Citizen Conclave</li> <li>• GuruNanak Sewa Mission</li> <li>• Nikhil trust</li> </ul>	<p style="text-align: center;">12</p> <p style="text-align: center;">12</p> <p style="text-align: center;">03</p> <p style="text-align: center;">13</p> <p style="text-align: center;">07</p> <p style="text-align: center;">07</p>	<p style="text-align: right;">72000/-</p> <p style="text-align: right;">18900/-</p> <p style="text-align: right;">9000/-</p> <p style="text-align: right;">42,000/-</p> <p style="text-align: right;">61200/-</p> <p style="text-align: right;">61200/-</p>
b) International	NIL	NIL	NIL

#### 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1. NCC Camp	13/7/18 to 22/7/18	24	19Pb.Battalion
2. Mehndi Stalls	29/8/18	10	Deptt. Of Cosmetology

3. Exhibitions On Herbal Products	31/8/18	06	Deptt. Of Cosmetology
4. Donation/Collection for Kerala Flood Victims	11/9/18	12	NCC Wing and Centre for Value Education
5. Bull's Eye Competition	11/9/18	125	I.B.T. Institute and Deptt of Commerce
6. Mehndi Competition	12/9/18	25	Deptt Of Cosmetology
7. Seminar On how to lead and excel in Civil Services Exams	18/9/18	40	P.G Deptt of Commerce and Chanakya IAS Academy
8. Entrepreneurship Awareness Competition	12/10/18 to 13/10/18	120	Regional Centre for Entrepreneurship Development
9. Seminar On Authentic Makeup and Hair do	17/10/18	15	Luxurious Look Salon
10. Eco friendly Diwali Exhibition	3/11/18 and 5/11/18	20	Deptt. of Interior Designing and Decoration
11. Seminar on how to crack Civil Service Exams	14/11/18	400	Khan study Group
12. Awareness programme on women Health	15/11/18	100	NSS Dept
13. Quiz O Grand by Team of event management	16/11/18	80	Team of Event Management
14. Seminar on how to crack civil services exam	24/11/18	80	Khan Study Group
15. Donation Collection by centre for value education	29/11/18	33	Centre for Value Education

16.Demonstration on Anti-Tan Facial of Cosmetology Department	18/1/19	40	VLCC
17.Seminar on how to become IAS officer	2/2/19	100	Khan Study Group
18.Workshop on Conversational Sanskrit	7/2/19 to 18/2/19	35	Bharat Vikas Parishad
19.Visit to Orane Academy	14/2/19	30	Deptt. Of Cosmetology
20. Manavata Drive	22/2/19 and 23/2/19	50	Centre for Value Education
21.Workshop on Accounts and E-filing of returns	22/2/19	80	Edu. home Institute of InfoTech, finance & accounts
22.Declamation Contest	23/2/19	25	Centre for Value Education
23.Creative Writing Contest	23/2/19	25	Centre for Value Education
24.Career Counselling	5/3/19	120	P.G Deptt. of Commerce & Mgt
25.B.Voc(Hospital Administration and Management) visit	6/3/19	06	Dr. Ramesh Super speciality eye & Laser centre
26.Visit by students of Music vocal and Instrumental to music Festival	9/3/19	28	Deptt. Of Vocal Music
27.Industrial Visit to Cremica	12/3/19 to 13/3/19	110	Cremica Agro Foods

28.Demo on Vegetable Peel and Exhibition	12/3/19	25	Deptt. Of Cosmetology
29.Seminar on Career Counselling and Skills	16/3/19	80	P.G Deptt. Of Commerce & Mgt.
30.UPSC Civil Services Scholarships Test	18/3/19	86	IBT Institute
31. Three day workshop at IBT	23/3/19 to 25/3/19	40	IBT Institute

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-2019	U.G.C(NET) Coaching	17	550	65	27

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
15	15	3

**5.2 Student Progression**

**5.2.1 Details of campus placement during the year**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
OmCareer	30	04	NIL	NIL	NIL

**5.2.2 Student progression to higher education in percentage during the year**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-	04	3 from BA	Arts & Computer	Devki Devi Jain Memorial	P.G.D.C.A

2019		1 from BCA	Science	College for Women	
2018-2019	18	B.A	Arts	Devki Devi Jain Memorial College for Women	M.A(Hindi)
2018-2019	07	B.A	Arts	Devki Devi Jain Memorial College for Women	M.A(History)
2018-2019	07	B.A	Arts	Devki Devi Jain Memorial College for Women	M.A(English)
2018-2019	11	B.C.A	Computer Science	Devki Devi Jain Memorial College for Women	M.Sc(IT)
2018-2019	25 (19+6)	B.COM & B.B.A	Commerce & Management	Devki Devi Jain Memorial College for Women	M.COM

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	01	PB0502504190
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-

CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

#### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Sports Day	Intramural(College)	800
Fresher's & Teej	College Level	1000
P.U.CHD Zonal Youth & Heritage level	College Level	1500
Basant Panchmi Celebration	College Level	30
Nukkad Natak by IPTA on Save Water	College Level	400
Farewell	College Level	1200
Teacher's Day	College Level	1000
Inter College Football Tournament	Inter College level	15
Inter College Cycling Competition	Inter College level	5
Inter College Archery Competition	Inter College level	3
Alumni Meet	College level	200

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	Silver	International	Canoeing	NIL	186	Meera Das
	Bronze	International	Throwball		1821	Pankaj Saini
	Gold	Sr. National	Canoeing		186	Meera Das
	Silver	Sr. National	Wushu		2028	Y Nirmala Devi

#### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)



The student council performed their duties with full commitment throughout the session in all the small and big events organized in the college campus. The Council showed similar exemplary dedication during youth festival hosted by our college from 26<sup>th</sup> September to 29<sup>th</sup> September 2018 and during convocation held on 19<sup>th</sup> - 20<sup>th</sup> March 2019.

### **5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the institution has registered Alumni Association as it is registered under Act XXI of 1860 via Registration No. 20150018787 on 13.7.15

- College invites alumni as resource persons or speakers for lectures and events.
- College invites them as guests on Prize Distribution function, Sports Meet, Fresher's and Farewell parties.
- Entrepreneurs (Alumni) put up stalls during college fests.
- Many alumni are serving as faculty members of the institution.
- College invites them as adjudicators for various cultural and co-curricular activities.
- Alumni Association Conducts events for Social causes e.g. Tree Plantation, Water Conservation etc.
- Alumni provide Career Counselling sessions to students.
- Alumni provide GST training to current batches.

5.3.2 No. of-registered enrolled Alumni:

36

5.3.3 Alumni contribution during the year (in Rupees) :

0

5.3.4 Meetings/activities organized by Alumni Association :

Alumni meet was held on 19.03.19

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

#### **VISION:**

- To impart quality education.
- To stimulate positive energy through right values and quality education for the welfare of students, their families, the organization and the society.
- To start and consolidate career oriented programmes in order to make female section of the society economically independent and self-reliant.
- All round development of students through academics as well as co-curricular activities leading to women empowerment along with moral values.
- To achieve excellence in studies and inculcate among students the positive human values of life.

#### **MISSION:**

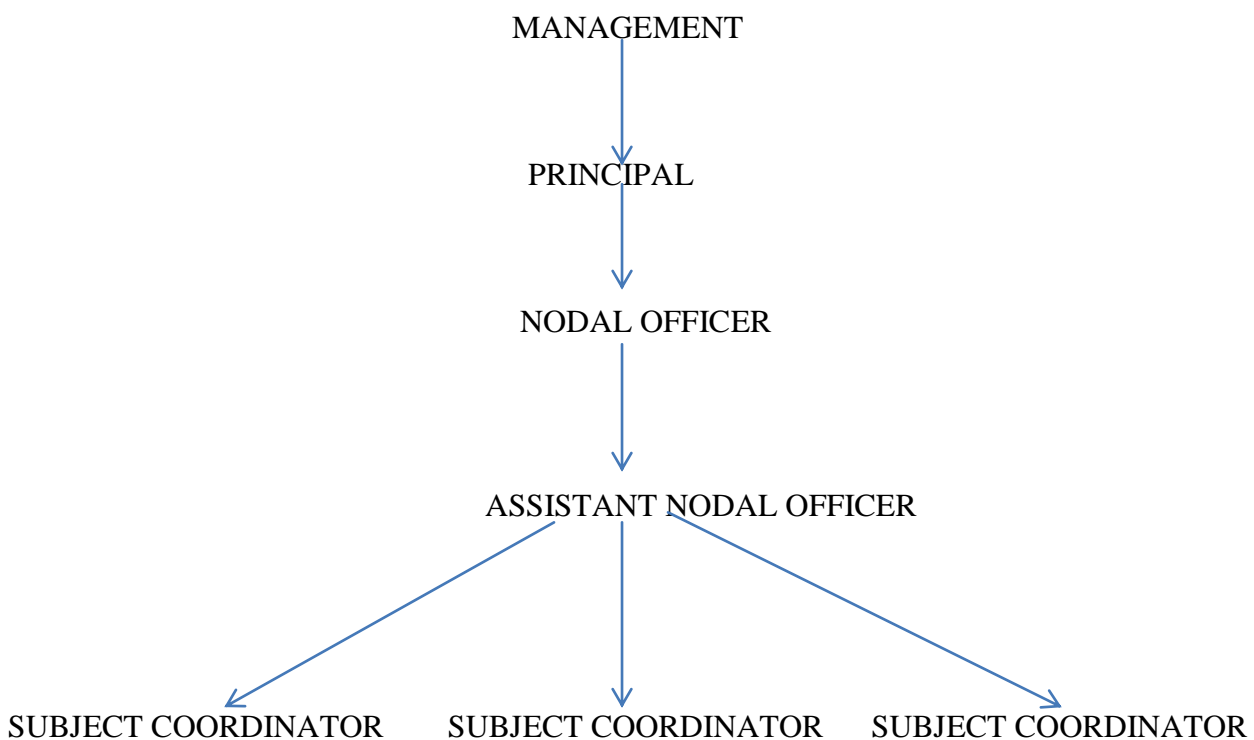
Intellectual and human transformation through quality education

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Devki Devi Jain Memorial College for Women acted as a host of Panjab University Zonal

Youth and Heritage Festival held between September 26, 2018 to September 29, 2018 in which 11 colleges of Zone B participated. This four day gala event was carried out very successfully in a very democratic environment in which the administrative staff, heads of all the departments, various staff committees were given full liberty to take decisions and give necessary suggestions.

2. In the induction of B.Voc. Courses, Principal and the staff members were given liberty to choose, decide and design the syllabus for the same. The entire process of induction of these courses was carried out in a democratic environment where management gave full liberty and decision making power to the Principal and the Staff regarding infrastructure and selection of courses as well as the framing of syllabus for the same.



Three subject coordinators were given full liberty to choose, decide, and design the syllabus of their respective subjects. Principal, nodal officers and the subject coordinators mutually discussed and decided unanimously and conveyed the final decisions to the management. The nodal officers deal with MHRD. The Staff and Principal are accountable to the Management for their decisions.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

**Yes,** The college ensures a system of participative management whereby information flows and decision making processes are systematized and channelized through all the key constituents of the college. The suggestions given by the Governing Body, the Managing Committee are implemented under the leadership and guidance of the Principal. The Head of the Departments ensure the smooth functioning of the activities of the departments in collaboration with other members of the departments.

**6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100

words each):

❖ Curriculum Development

- Two faculty members were the members of Board of Studies and contributed towards the development of curriculum of their subject.
- Syllabus of two courses of B.Voc. (Beauty ,Aesthetics and Wellness, Fashion Designing) were prepared by the faculty members of the institution.
- Principal is the member of board of studies of Shree Vaishnav Vidyapeeth Vishwavidyalaya ,Indore(M.P).

❖ Teaching and Learning

Teaching and Learning is taken out of humdrum bookish knowledge and beyond the monotonous four walls of classrooms. It is made more interesting and students get the hand on experience through workshops, seminars, visits etc.

- Department of Commerce and Management in collaboration with I.B.T Institute Pvt. Ltd. Ludhiana organized a seminar on the topic of Govt. Jobs & Private Placement on September 11,2018
- Students of PG Department of Commerce and Management attended the seminar on 'How to lead and Excel in Civil Services Examinaiton's on September 11,2018.
- A one day trip to Sanghol and Chandigarh was organized by the PG Department of History on October 10,2018.
- A seminar on the Importance of Education was organized by the PG Department of History on October 12,2018.
- P.G Department of Commerce and Management organized a Two day workshop on Entrepreneurship in collaboration with Regional Center for Entrepreneurship Development on October 15,2018.
- A lecture on Cancer Awareness was organized on October 22,2018.
- A Vigilance Awareness Week 2018 on the theme 'Eradicate Corruption-Build a New India' was organized from October 29 to November 3,2018.
- Department of Cosmetology organized Meditation session in collaboration with Sehaj Yoga on November 10,2018.
- P.G Department of Commerce & Management organized a Seminar on 'How to Crack Civil Services Exam' on November 24,2018.
- N.S.S unit organized an awareness programme on Women Health (PCOS) on November 15,2018.
- A seminar on Crimes against Women was organized by the Anti-Sexual Harassment Cell on January 16,2019.
- A workshop on 'Intellectual Property Rights' was conducted on January 21,2019.
- The Department of Sanskrit organized a ten day workshop " Nav Ucchar Sanskrit Sambhashan Shivir Karyashala" to teach the conversational Sanskrit from February 7,to February 18,2019.
- A Nukad Natak was performed on February 16,2019 by IPTA (Moga) in the college to aware the students about the significance of water.
- A lecture on the teachings of Shri Guru Nanak Dev ji was organized by the P.G Department of History on February 20,2019.
- The Centre for Value Education conducted the Manvata Drive on February 22 & February 23,2019,in which students visited school for deaf and dumb and Bharat Vikas Parishad ,the charitable trust.
- The PG Department of Commerce and Management organized a workshop on 'Accounts & e-Filling of Returns' in collaboration with Eduhome Institute of Infotech ,Finance and Accounts on February 22,2019.

- Students of B.Voc. ( Hospital Administration and Management) visited Super Speciality Eye and laser Centre on March 6,2019.
- IQAC conducted a seminar on Career Counselling and Communication Skills on March 16,2019.

❖ **Examination and Evaluation**

The college follows the broad outline of the academic calendar issued by the Panjab University, Chandigarh. The academic year is divided in two terms i.e July to December and January to June. Besides end semester examinations conducted by Panjab University in the months of December and May, continuous evaluation is also done through different methods like assignments, presentations, projects, class tests and house examination. Evaluation process is carried out in a very transparent manner. During Examinations, differently abled students are accommodated on the ground floor. MIS module of examination has been activated. Seminars are conducted to destress the students about the examinations blues and peer pressure.

In order to maintain complete transparency, the students are shown their answersheets of house examinations with some suggestive measures for final exams.

Internal Assessment is also displayed on the notice board before being submitted to the Panjab University. The parents of students are informed about the performance of their wards in the house examinations. Students are regularly apprised of their attendance in various classes.

❖ **Research and Development**

- Seminars are regularly held at the college to promote research. Faculty is motivated to attend the seminars and workshops to develop their research skills. Research based assignments/projects are assigned to the students especially at the Post graduation level.
- Under-graduate research is being promoted
- All students at PG level and in some UG subjects are assigned research based assignments.
- Various departments have started the concept of “Wall Magazine” wherein the students display the research based articles.
- Students are motivated to present papers at Conferences/Seminars and publish them in reputed Journals.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

College Library has a large collection on various subjects as well as references books. Library is partially automated. Issue/return is done by using Library Management Software. Library has subscribed to various e-journals and magazines. Library has a Networking Resource centre and membership on N-LIST programme by which library users can access a vast collection of e-Journals and e-books. Apart from this, library has subscribed to 13 newspapers, journals, magazines. Library provides the photocopy facility to the students and staff. Separate reading room has also been provided to the students. Library has seating capacity of 80 individuals.

❖ **Human Resource Management**

- The faculty members are encouraged to participate in self-development programmes like orientation, refresher courses and faculty development workshops. They are encouraged to undertake research on part time basis and are given academic flexibility to involve themselves in research activities. The institution provides laboratory, library and internet facilities for research activities. The faculty members are granted duty leave to attend seminar, workshops and conferences.
- The College takes decisions pertaining to the addition of teaching and non- teaching staff within the parameters provided by UGC, Panjab University, and the College Managing Committee.
- The process of recruitment of new faculty is initiated through advertisements in major national

dailies of the region to attract best talent.

- Regular performance appraisal of teaching and non-teaching staff is done.
- Members of the faculty are assigned rotational duties in various committees to benefit from their extra-academic proficiency in diverse fields.
- Besides encouraging the teachers to go for periodic training through Orientation/Refresher Courses/Faculty Development Programmes and Staff Training Courses for their Professional development, the college itself organises such programmes in the campus.
- Staff members are honoured for their achievements and performance.

#### ❖ **Industry Interaction / Collaboration**

- MOUs were signed with the following set ups during the Mou's session 2018-19:
  1. The institute of Banking Training on September 11,2018
  2. Career Launches IAS KSG on February 1, 2019.
  3. Eduhome Institute on February 14,2019
  4. Bright Academy on February 5,2019.
  5. SIEC education Pvt. Ludhiana Center on February 8,2019.
  6. Telcocrats Technology mohali on June 8,2018
  7. Glam Girls on July 02,2018
  8. Hiyaav Beauty Hub on July 01,2018
  9. VLCC Healthcare Ltd. on June 28,2018
  10. KayaKalp Beauty clinic & Training on June 28,2018
  11. Sh. Ratan Muni Jain Hospital on September 10,2019
  12. Sigma Hospital on June 28,2018
  13. Dr. Gupta Piles Hospital on June 28,2018
  14. Guneeta Ghai Haute Couture on July 02,2018
  15. Luxurious Look Salon on March 28,2019
  16. JSR Technologies Pvt. Ltd. on March 30,2019
- During the session ,directors, educators, entrepreneurs, executives were invited as resource persons to interact with the students and faculty members.
- Students of PG Department of Commerce and Management visited Cremica Agro Foods Ltd.Phillaur ,Ludhiana on March 12 and March 13,2019.
- B.Voc. courses were introduced to impart skill based education.
- Various events of Exhibition cum Sale were organized by the department of cosmetology and interior designing to enhance the entrepreneurial skills among the students.

#### ❖ **Admission of Students**

- The College follows Panjab University guidelines for admissions to different courses with regard to minimum eligibility criteria.
- The College follows the reservation policy for SC, ST, disabled students as per PU norms.
- Admission is done on the basis of merit and academic record of students.
- PPTs and orientation lectures were delivered by various departments for the benefit of the newly admitted students.

#### 6.2.2 : **Implementation of e-governance in areas of operations:**

❖ Planning and Development - Partially

❖ Administration – Partially

❖ Finance and Accounts – Partially

❖ Student Admission and Support – Partially

❖ Examination – Completely

#### **6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership

fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	NIL	NIL	NIL	NIL

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	-	Digitization by SBI	February 7,2019	-	13
2019	Financial Management by SBI	-	February 7,2019	61	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Awareness Programme/workshop conducted by NAAC	Two	October 12,2018
National Seminar	One	February 9,2019
Seven Days International Workshop	Two	January 15-21,2019

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
35	40	5	12

6.3.5 Welfare schemes for

**Teaching**

- Fee concessions are given to the wards of all employees.
- Loans from the Employee Provident Fund for marriage, higher education of children, purchase of vehicle, and construction of house are available.
- Maternity Leave
- Duty Leave facility for attending seminars/conferences and other faculty development programmes and on being appointed as judges in other institute etc.
- Access to e-resources through N-List facility of Inflibnet

- Free medical check up is conducted
- Free wifi facility on campus.
- Canteen facility
- Gym facility
- Meditation Camps

#### **Non teaching**

- Fee concessions are given to the wards of all permanent employees.
- Staff accommodation has been provided.
- Advance Loans from the Employee Provident Fund for marriage, higher education of children and purchase of vehicle, and construction of house are available.
- Uniforms are provided to Class IV employees.
- Bonus and gifts are given on special occasions.
- Maternity leave to the female staff.
- Jobs on Compassionate grounds are given to the family members of the non-teaching staff

#### **Welfare Schemes for Students**

- Merit cum need - based scholarships offered by College to meritorious/deserving students belonging to economically weaker sections.
- Fee concession is provided
- Free books are provided to these students if sought for.
- Substantial refreshment is provided to all the students participating in various extra-curricular activities.
- Medical facilities are also available for the students.
- Self defence training, Yoga classes and a gymnasium are also provided to the students
- Gymnasium facility
- Campus placement
- Free medical check up camp is conducted.
- Canteen facility.
- Transport facility
- Mineral water facility
- Meditation facility in Meditation centre

### **6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly  
(with in 100 words each)

Institution conducts internal and external financial audits regularly. The objective of auditing is to clear all arrears of accounts of college and timely audit of accounts, so that college can take timely action on the irregularities detected by the CA firms. In the audit, responsibility of auditor is to review fee, vouchers, ledgers, cash book, payments, receipts, physical verification and canteen rent. Vouchers include bills receipts, paying slips, cash memos .Cash Book includes receipts and payments of cash transactions ,ledger includes cash A/C, Debtors A/C, Inventory and Investment A/C. Our college receives 95% of grants from govt . So we conduct the internal

auditing to verify that grants had been spent properly. The college also conducts audit of accounts of General. (95% grant books, service books, salary registration, fines ,grants receipts etc.) Auditors also audits management books which includes donations, bank interest, fees and rent.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Students	28723660/-	Fees
Canteen and bank	298000/-	Rent
Fixed deposit	392156/-	Bank Interest
Non-government bodies	917116/-	Donation

Total corpus fund generated = 110731559/-

### 6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Jain & Anil Sood	Yes	C.A
Administrative	Yes	Jain & Anil Sood	Yes	C.A

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- The Parent Teacher Association held its annual meeting in the college campus with the aim of synergizing parent-teacher partnership for the success of the students
- Feedback from parents was obtained during the PTA meet.
- Different departments hold Parent teacher meet after MST to review the progress of students.

6.5.3 Development programmes for support staff (at least three)

- Yoga sessions were organized in the college which can be joined by the support staff.
- Free health check up camps were organized for the support staff.
- Sports events are conducted for the support staff on the annual athletic meet.

6.5.4 Post Accreditation initiative(s) (mention at least three)

1. Vertical Garden :With a desire to play a constructive role in saving environment, a Vertical Garden ‘the innovative environment savior’ has been started at the college campus which was inaugurated by Honorable Sh. Binay K. Jha , Chief Commissioner , Income Tax, Ludhiana on 2nd May 2018. This garden has been started with planting 1500 saplings of different varieties. ‘Green Plastic Initiative’ has been taken by the college to make the campus plastic free zone.

2.Solar Panels to use the solar energy : 306 Solar panels of 100 kilo watts were installed.



3. Vermi Culture was started.
4. To develop and enhance the skills among students, courses of B.Voc were started.
5. Institutional Innovative Council was established as per the directions of MHRD.

**6.5.5**  
a. Submission of Data for AISHE portal : (Yes /No) Yes  
b. Participation in NIRF : (Yes /No) No  
c. ISO Certification : (Yes /No) No  
d. NBA or any other quality audit : (Yes /No) No

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from..... To.....)	Number of participants
2018	NCC cadets participated in the 19 Punjab Battalion Combined Annual Training Camp at Malot.	July 13,2018 – July 22,2018	July 13,2018 – July 22,2018	24
2018	Inaugural Ceremony of the session 2018-19	July 25,2018	July 25,2018	1000
2018	Stall on Mehndi and Nail Art ( Department of Cosmetology)	August 29,2018	August 29,2018	15
2018	Exhibition on Herbal Products (Department of Cosmetology)	August 31,2018	August 31,2018	15
2018	Fresher’s and Teej Celebration	August 31,2018	August 31,2018	1200
2018	Teacher’s Day Celebration	September 5,2018	September 5,2018	1000
2018	Kerala Flood Rehab, Donation Collection	September 8,2018	September 8,2018	1200
2018	Department of Commerce and Management in collaboration with I.B.T Institute Pvt. Ltd. Ludhiana organized a seminar on the topic of Govt. Jobs & Private Placement	September 11,2018	September 11,2018	70
2018	Chicago Day ( Department of Sociology)	September 11,2018	September 11,2018	40

2018	Bull's Eye Test for Scholarship	September 11,2018	September 11,2018	125	
2018	Students of PG Department of Commerce and Management attended the seminar on 'How to lead and Excel in Civil Services Examinations	September 11,2018	September 11,2018	400	
2018	Inter Class Mehndi Competition (Department of Cosmetology)	September 12,2018	September 12,2018	20	
2018	Hindi Diwas	September 14,2018	September 14,2018	60	
2018	Appreciation to College Student Pushpa NCC Cadet	September 15,2018	September 15,2018	01	
2018	Entrepreneurship Awareness Competition	September 16,2108	September 16,2108	70	
2018	Seminar on how to lead & excel in Civil Services Exams ( Department of Commerce & Management)	September 17,2018	September 17,2018	150	
2018	Hosted the Panjab University Chandigarh Zonal Youth & Heritage Festival	September 26,2018- September 29,2018	September 26,2018- September 29,2018	Approx.1300	
2018	Participated in the Panjab University Chandigarh Zonal Youth & Heritage Festival.	September 26,2018- September 29,2018	September 26,2018- September 29,2018	60	
2018	Inter College Football Tournament	October 3,2018 to October 7,2018	October 3,2018 to October 7,2018		
2018	Inter College Cycling Competition	October 9,2018	October 9,2018		
	A one day trip to Sanghol and				

2018	Chandigarh was organized by the PG Department of History	October 10,2018	October 10,2018	40	
2018	A seminar on the Importance of Education was organized by the PG Department of History	October 12,2018.	October 12,2018.	60	
2018	P.G Department of Commerce and Management organized a Two day workshop on Entrepreneurship in collaboration with Regional Center for Entrepreneurship Development	October 13, 2018.	October 13, 2018.	200	
2018	Seminar on Authentic Make up & Hairdo ( Department of Cosmetology)	October 17,2018	October 17,2018	15	
2018	Bridal Competition ( Department of Cosmetology)	October 17,2018	October 17,2018	15	
2018	A lecture on Cancer Awareness was organized	October 22,2018	October 22,2018	200	
2018	Participation in the PU Chandigarh Inter Zonal Youth & Heritage Festival at Muktsar Sahib	November 2,2018	November 2,2018	11	
2018	Cleanliness Drive	November 2,2018	November 2,2018	1200	
2018	A Vigilance Awareness Week 2018 in the theme 'Eradicate Corruption Build an new India was organized	October 29, to November 3,2018.	October 29, to November 3,2018.	100	
2018	Eco –friendly Diwali Exhibition ( Department of Interior Designing)	November 3,2018	November 3,2018	16	
2018	Department of Cosmetology organized meditation session in collaboration with Sehaj Yoga	November 10,2018	November 10,2018	30	

2018	N.S.S unit organized an awareness programme on Women Health (PCOS)	November 15,2018.	November 15,2018.	100	
2018	Seminar on how to crack civil service exam ( Department of Commerce & Management)	November 15,2018	November 15,2018	100	
2018	Quiz o Grand (Event Management)	November 16,2018	November 16,2018	100	
2018	P.G Department of Commerce & Management organized a Seminar on 'How to Crack Civil Services Exam	November 24,2018	November 24,2018	80	
2018	Inter College Archery Competition	November 26,2018 to November 27,2018	November 26,2018 to November 27,2018	3	
2018	Collection of Donation	November 29,2018	November 29,2018	37	
2018	4 <sup>th</sup> Annual Prerna Mahotsav	December 1,2018	December 1,2018	15	
2018	New Year Card Making for Soldiers	December 18,2018	December 18,2018	40	
2018	Seed Balls Workshop	December 23,2018	December 23,2018	15	
2018	Workshop on how to reuse Polythene Bags	December 24,2018	December 24,2018	50	
2019	A seminar on Crimes against Women was organized by the Anti-Sexual Harassment Cell	January 16,2019	January 16,2019	200	
2019	Demonstration on Anti Tan Facial ( Department of	January 18,2019	January 18,2019	20	

	Cosmetology)				
2019	Mere Sapno ka Dariya (An Awareness event on Water Pollution)	January 19,2019	January 19,2019	130	
2019	A workshop on ‘Intellectual Property Rights’ was conducted	January 21,2019.	January 21,2019.	100	
2019	NSS Extension awareness lecture on Water Pollution	January 23,2019	January 23,2019	140	
2019	NSS participated in the Buddha Nallah cleanliness drive	January 27,2019	January 27,2019	130	
2019	Seminar on ‘How to become IAS officer ‘( Dept. of Commerce & management)	February 2,2019	February 2,2019	150	
2019	Visit to Swami Vivekananda Varidha Ashram & Sai Dham ( Dept. of Commerce & Management )	February 4,2019	February 4,2019	50	
2019	Inter College Web Designing Competition	February 4,2019	February 4,2019	16	
2019	The Department of Sanskrit organized a ten day workshop “ NavUcchtar Sanskrit SambhashanShivirKaryashala” to teach the conversational Sanskrit.	February 7,to February 18,2019	February 7,to February 18,2019	30	
2019	Basant Panchmi Celebration	February 8,2019	February 8,2019	30	
2019	Trip To Vrindavan	February 8,2019 to February 10,2019	February 8,2019 to February 10,2019	50	
2019	Seminar Drug De-Addiction	February 11,2019	February 11,2019	50	
2019	Visit to Orane Academy ( Dept. of Cosmetology)	February 14,2019	February 14,2019	15	
2019	Nukkad Natak by IPTA	February 16,2019	February 16,2019	400	

	(Jalandhar) on Save Water				
2019	Dignity March by Rashtriya Garima Abhiyan	February 16,2019	February 16,2019	50	
2019	Celebration of Punjabi Mother Tongue fortnight	February 16,2019	February 16,2019	100	
2019	A lecture on the teachings of Shri Guru Nanak ji was organized by the P.G Department of History	February 20,2019.	February 20,2019.	65	
2019	The Centre for Value Education conducted the Manavata Drive in which students visited school for deaf and dumb and Bharat VikasParishad ,the charitable trust.	February 22 to February 23,2019	February 22 to February 23,2019	100	
2019	The PG Department of Commerce and Management organized a workshop on 'ACCOUNTS & e-Filling of Returns'( Eduhome Institute of Infotech ,Finance and Accounts)	February 22,2019.	February 22,2019.	100	
2019	Annual Athletic Meet	February 28,2019	February 28,2019	1200	
2019	Seminar on 'Career & Counselling ( Dept. of Commerce & Management)	March 5,2019	March 5,2019	100	
2019	Students of B.Voc. ( Hospital Administration and Management) visited Super Specialty Eye and laser Centre	March 6, 2019.	March 6, 2019.	6	
2019	Sensitization Program by Punjab Police( Anti Women Harassment	March 8,2019	March 8,2019	150	

	Cell)				
2019	Visit to Music Festival ( Dept. of Music Vocal & Instrumental)	March 9,2019	March 9,2019	40	
2019	Visit to Bharat Vikas Parishad	March,11,2019	March,11,2019	45	
2019	Celebration of Behan Devki Devi Jain ji's Birth Anniversary	March 12,2019	March 12,2019	1200	
2019	Industrial Visit to Cremica Agro Foods Ltd., Phillaur ( Dept. of Commerce & Management)	March 12 –March 13,2019	March 12 –March 13,2019	100	
2019	Demonstration on Vegetable Peel & Exhibition cum Sale	March 12,2019	March 12,2019	40	
2019	IQAC conducted a seminar on Career Counselling and Communication Skills	March 16,2019.	March 16,2019.	150	
2019	UPSC Civil Services Scholarship Test ( Dept. of Commerce & Management)	March 18,2019	March 18,2019	86	
2019	Alumni Meet	March 19,2019	March 19,2019	200	
2019	Convocation	March 20,2019	March 20,2019	1200	
2019	Celebration of World Water Day ( NCC)	March 20,2019	March 20,2019	50	
2019	Rally On Water Conservation	March 22,2019	March 22,2019	40	
2019	A Three Day Workshop at IBT ( Dept. of Commerce & Management)	March 25,2019	March 25,2019	150	
2019	New Year Celebration (Samvat)	April 4,2019	April 4,2019	200	
2019	Farewell	April 16,2019	April 16,2019	1200	

2019	Installation of Purifer cum mineraliser	May 1,2019	May 1,2019	1200	
2019	Celebration of yoga day	June 21,2019	June 1,2019	50	



**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
1.Awareness Programme on Women Health(PCOS) by NSS	15.11.2018	100	-
2.Seminar on ‘Crime Against Women’	16.01.2019	100	-
3.Dignity March by Rashtriya Garima Abhiyan	16.02.2019	200	-
4. Sensitization Programme by Punjab Police(Anti harassment Cell)	08.03.2019	150	-
5.Judo-Karate for Self-Defence	August 2018 to March 2019	15	-

**7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources.****Solar Energy Project:**

Alternate energy initiatives represent both an environmental necessity and an economic opportunity. Our college has installed 306 solar panels of 100 Kilowatts to meet the energy needs of the college. This has resulted in providing access to modern energy services and helped in reduction of the electricity bills of the institution. We all know that solar energy is an unlimited renewable energy source that does not produce CO<sub>2</sub> emissions or other gases and it is an unlimited and continuous source of energy that does not require any additional maintenance or usage costs.

**Vertical Garden- An Innovative Environment Saviour**

A Vertical garden is a garden that grows upward vertically using a trellis or other support system, rather than on ground(horizontally).It is a great way to utilize hanging space and conserve water at the same time.In the college this garden started with 1500 plants of 15 varieties.This green plastic initiative and Drip Irrigation is the best way to transform the concrete into greenery.It purifies the air and saves water upto 92% by drip irrigation.

**Graffiti:**

Graffiti on the college wall on the theme of Energy Conservation has been drawn by the college students.

**Water Purifier cum Mineraliser:**

Water Purifier cum Mineraliser with zero percent wastage of water has been installed in the college

**7.1.3 Differently abled (Divyangjan) friendliness**

Items Facilities	Yes/No	No. of Beneficiaries
Physical Facilities	Yes	1
Provision for Lift	No	-
Ramp Rails	Yes	1
Braille Software Facilities	-	-
Rest Rooms	Yes	1
Scribes for Examination	Yes	1
Special Skill Development for differently abled students	-	-
Any other	-	-

**7.1.4 Inclusion and Situatedness**

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of	Number of	Date and duration	Name of the initiative	Issues addressed	Number of
------	-----------	-----------	-------------------	------------------------	------------------	-----------

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community	of the initiative			participating students and staff
2018	0	1	02.09.2018	Community Service(Financial help)	To serve community	56
2018	0	1	08.09.2018	To help Kerela Flood Victims	Social Service	1200
2018	1	1	01.12.2018	Appriciation Certificate for saving Environment on Prerna Mahotsava	Saving Environment	15
2018	0	1	18.12.2018	Card Making for Soldiers	Showing Solidarity to The Nation.	40
2018	1	1	23.01.2019	Workshop on Seed Balls	To grow more and more trees for saving environment	15
2018	0	1	24.12.2018	Reuse of Polythene bags	Environment Conservation	50
2019	1	1	19.01.2019	Seminar on 'Mere Sapno ka Dariya'	Water Pollution	100
2019	1	1	27.01.2019	Drive on "Aan Milo Dario"	Cleaning of Budha Dariya	50
2019	0	1	04.02.2019	Visit to Swami Vivekanand Ashram & Sai Dham	Love, Care and Empathy towards Elders	80
2019	1	1	16.02.2019	Nukkad Natak	To Save Water	5
2019	1	1	16.02.2019	Dignity March	To provide moral support to rape victims	50

2019	1	1	22.02.2019 - 23.02.2019	Manavata Drive	To teach values like kindness and empathy to connect with community	50
2019	1	1	11.03.2019	Visit to Bharat Vikas Parishad(NGO)	To teach the value of charity and self-service	45
2019	0	1	20.03.2019	Swachh Bharat Abhiyan by NCC students	Pollution cleanliness & hygiene	50

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
DDJMC	1.07.2018	The college has code of conduct handbook for students, teachers, governing body, and administration including Principal, officials and support staff. The handbook provides for rules and regulations for the institute. The institute authority may take decision disciplinary action if any student violates the institution rules and regulations. The book also contains general guidelines for implementation of punishments. All the stakeholders are advised to adhere to the rules and regulations provided in the handbook and discharge their responsibilities with diligence fidelity and honour.

### 7.1.6 Activities conducted for promotion of Universal Values and Ethics

Activity	Duration (from---to-----)	Number of participants
1.Card Making showing solidarity to the Nation	18.12.2018	40
2. Workshop on Seed Balls to grow more and more trees	23.12.2018	60
3.Reuse of polythene bags for environment conservation	24.12.2018	50
4.Visit to 'Swami Vivekananda Varidh Ashram' and 'Sai Dham'	4.02.2019	80
5. Extension Lecture on preaching of 'Sri Guru Nanak Dev Ji'	20.02.2019	50
6. Two days Manavata Drive to	22.02.2019-23.02.2019	50

inculcate values among the students and to connect them with society and community work.

### 7.1.7 Initiatives taken by the Institution to make the campus Eco-Friendly (at least five)

- The institution intends to play a constructive role in saving rapidly degrading environment. Growing of trees around helps us to save environment and it is a regular feature of the college. We have grown some mosquito repellent plants to keep the surroundings safe from Dengue and Malaria. A number of herbal plants like aloe vera, tulsi, neem, kadipatta etc. have been grown in the campus to keep the environment healthy and eco-friendly.
- A vertical garden has been set up at our campus. It is a great way to utilize hanging space and conserve water at the same time. The garden has been started with 1500 plants of 15 varieties. Dignitaries and guests who visit the college are encouraged to plant a sapling in the garden.
- 306 solar panels of 100 Kilowatts have been installed in this academic year to meet the energy needs of the college.
- A 'Cleanliness Drive' was organised by the college cleanliness committee in collaboration with N.C.C. and N.S.S. units on 2<sup>nd</sup> November 2018, as a mark of respect to 'Swachh Bharat Abhiyan' launched by Sh. Narendra Modi (Prime Minister of India) which aims to achieve the vision of clean India.
- A two day 'Eco-friendly Diwali Exhibition' was organised by Deptt. Of Interior Designing and Decoration on 3<sup>rd</sup> November 2018 and 5<sup>th</sup> November 2018 in which diyas and candles made of eco-friendly materials were made and sold by the students Interior Designing and Decoration.
- 'Green Plastic Initiative' has been taken by the college to make the campus plastic free zone.
- Seed ball workshop was organised on 23.12.2019. Mrs. Geetanjali Mehra w/o Additional Commissioner Income Tax, Sh. Rohit Verma conducted this workshop with the concept to grow more and more trees.
- The Institutional Innovative Council of college organised a workshop on 24.12.2018 in which the students were made to learn door mats, artificial flower and basket from used polythene bags. These were subsequently displayed in an exhibition held in the college campus on 12.03.2019.
- An event titled "Mere Sapno ka Dariya" under the project "Water Conservation" was organised on 19.01.2019 where in the students used their imagination to exhibit their talent to make slogans, charts and posters on the theme "Water Conservation".
- NSS unit of college organised an extension lecture on "Aan Milo Dariyawo" on 23.01.2019 to create awareness regarding the scheduled cleaning project of Budha Dariya, so as to leave cleaner and healthier future for coming generations. The students were also apprised of different methods of cleaning and conserving water.
- Graffiti on the college wall on the theme of Energy Conservation has been drawn by the college students.

## 7.2 Best Practices

### Best Practice-I

Title: Nav Uchhtar Sanskrit Sambhashan Shivir Karyashala

Goals:

1. To apprise the students of the greatness of Sanskrit- the mother of all languages.
2. To familiarize the students with our rich culture and heritage.
- 3 To highlight the relation of Sanskrit language with other subjects.
- 4 To develop, propagate and encourage Sanskrit learning and teaching.

**The Context:** Sanskrit is classical language and considered as the origin of all languages. It is the oldest living language and most continuously used in the world. According to research, Sanskrit can make a better language for computers. Since many languages have derived from it, learning Sanskrit gives better understanding of other languages.

**The Practice:** With a view to encourage Sanskrit learning among students, The Department of Sanskrit organised a ten day workshop on “Nav Ucchar Sanskrit Sambhashan Shivir Karyashala” from 7<sup>th</sup> February 2019 to 18<sup>th</sup> February 2019. The resource person Sh. Inder Prashad from Bhartiya Sanskrit Sangathan familiarized the students about the various aspects of spoken Sanskrit. During these ten days of workshop, he taught students how to introduce oneself in Sanskrit language, Vastu Gyan, Vibhakti Gyan, Usage of Dhatu, recital of Sanskrit Geet, reciting of Mantra and recital of Shlokas. On the ninth day, the students practiced the conversational Sanskrit while on the tenth day, students were familiarized with the role play and essay writing in Sanskrit language.

**Evidence of Success:** The ten day workshop proved to be a great success as the students were able to converse in the language after completing the workshop.

## **Best Practice- II**

**Title:** Institutional Innovative Council

**Goals:**

1. To create a vibrant local innovation eco-system.
2. To prepare institute for Atal Ranking of Institutions on innovation achievements.
3. To conduct various innovation and entrepreneurship related activities.
4. To organise periodic workshops/seminars/interactions with entrepreneurs, investors and professionals.
5. To create institution’s innovation portal to highlight innovative projects carried out by faculty and students.

**The Context :** Ministry of Human Resource Development (MHRD), Governments of India has established MHRD’s Innovation cell(MIC) to systematically foster the culture of innovation amongst all Higher Education Institution(HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes. Following the guidelines of MHRD regarding Institution’s Innovation Council, the college established its Institutional Innovative Council on 21<sup>st</sup> November 2018.

**The Practice:** As per the directions of Ministry of Human Resource Development (MHRD) the ‘Institutional Innovative Council’ was established on 21<sup>st</sup> November 2018 in the college to promote innovation. On this day Mr. Sachin Kumar, Astd. Prof. Computer Science visited AICTE Head Quarter (New Delhi) to participate in the inaugural function of MHRD’s innovation cell where honourable HRD Minister Shri Parkash Javedkar launched the event and our college was awarded with the certificate of Institutional Innovation Council with registration

number IC201810829. Various activities have been organised by the council since its inception which includes workshops on Waste Polythene Management, Intellectual Property Rights, Cognitive Skills, Design thinking and Critical thinking etc. The council has hosted a series of leadership talks on the topics- What is the meaning of Innovation, planning for career, future industry trends and start up and future of technical education in India. ‘An Idea’ competition was also organised by the council as per guidelines of MHRD Innovation cell to propose the technical solutions of the problems related to pollution , solid waste management, deforestation, health services and agriculture.

Evidence of Success: The Institutional Innovative Council has succeeded in achieving its aim of providing innovation through various activities conducted by the council.

### **7.3 Institutional Distinctiveness**

Inspired by the motivating principles of women education and women development, as lived and preached by the great saintly lady Behan Devki Devi Ji, the college aims at Intellectual and Human Transformation through Quality Education following its Quality Statement i.e. from effort to excellence. We strive to fulfil our vision of imparting quality education for the welfare of students, families, organisation and society at large. To realise the vision of starting and consolidating career oriented programmes in order to make female section of the society economically independent and self reliant, the college has started skill based B. Vocational Degree courses under NSQF (National Skills Qualifications Framework) during 2018-2019. The college has started B. Voc. in Beauty Aesthetics and Wellness, Hospital Administration and Management and Fashion Designing. The main aim of these courses is to provide judicious mix of skills relating to a profession and appropriate context of General Education. The curriculum has been designed keeping in view the industrial needs and requirements to enhance the employability of the graduates and meet industry requirements. The courses provide multiple exit levels such as Diploma/Advance Diploma according to the convenience of the students. The college has signed Memorandum of Understanding (MOU) with concerned industry partners for training and placement of the students. The courses have incorporated various job roles that have been defined in the curriculum along with their NSQF levels. It has been a long felt necessity to align higher education with emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. After completing the degree course, the various job roles are: Salon Manager/Director (Beauty Aesthetics and Wellness), Patient Relation Executive, Health Information Management Director, Business Operational Specialist (Hospital Administration and Management) and Merchandiser, Fashion Designer (Fashion Designing). The courses would surely enable the graduates completing B. Voc. to make a meaningful participation in accelerating the economy by gaining appropriate employment, becoming entrepreneur and creating appropriate knowledge Imparting value based higher education focusing innovative and creative skills to the girl students will surely help in realising our vision.

**8. Future Plans of action for next academic year (500 words)**

**Effective measures towards various Future Plans to be taken**

1. Enhancing academic excellence.
2. Enhancement of infrastructural facilities
3. Development of various skills of the students.
4. Language lab to be set up.
5. Up gradation of labs and renovation of buildings.
6. More Mou's to be signed.
7. To organize career guidance activities.
8. To make the students economically independent more placement drives to be organized.
9. To achieve research excellence more research related activities to be undertaken.
10. Enhancing academic excellence.
11. To save environment, the use of single plastic to be discouraged.
12. For the physical and mental well-being yoga workshop to be organized.
13. Effective measures to be taken for water conservation.
14. To organize educational and industrial visits to provide exposure to the students
15. To enhance social compatibility and create awareness more activities to be organized by N.C.C and N.S.S.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*

## Annexure I

### Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

\*\*\*\*\*



**PANJAB UNIVERSITY, CHANDIGARH**

<b>From:-</b> The Deputy Registrar (Colleges), Panjab University, Chandigarh.	<b>To:-</b> <ol style="list-style-type: none"><li>1. The Principals of all the Colleges (Arts, Science and Commere) affiliated to P.U., Chandigarh.</li><li>2. The Chairperson of all teaching Departments of Panjab University, Chandigarh.</li><li>3. The Director/Hony. Director of Panjab University/Regional Centres, Sri Muktsar Sahib, Ludhiana and Hoshiarpur.</li><li>4. Secretary to Vice-Chancellor, P.U., Chandigarh.</li><li>5. P.A. to F.D.O.</li><li>6. P.A. to Dean of University Instruction, P.U., Chandigarh.</li><li>7. P.A. to Registrar, P.U., Chandigarh.</li><li>8. P.A. to Dean Student Welfare, P.U., Chandigarh.</li><li>9. P.A. to Dean College Development Council, P.U., Chandigarh.</li><li>10. P.A. to Controller of Exams., P.U., Chandigarh.</li><li>11. All the Heads of Branches of the Administrative Block, P.U., Chd.</li><li>12. O.S. (Enquiry).</li></ol>
--	---

**By E-Mail/Post**

No. Misc./A-6/13136-13335

Dated :30.03.2018

**Subject: Academic Calendar for the Session 2018-19.**

Sir/Madam,

The Vice-Chancellor in anticipation approval of the Syndicate has approved the Academic Calendar for the 2018-19 for the Teaching Department/Regional Centre's of the Panjab University and its Affiliated College (Art, Science and Commerce) having Semester System of the examinations as mentioned against each below :-

1. University Teaching Department/Regional Centre's - Annexure 'A'  
having Semester System of Examinations.
2. Affiliated Colleges and Undergraduate and Post  
Graduate Courses having Semester System of  
Examinations. - Annexure 'B'

This is for your information and necessary action.

Yours Faithfully,

-sd-

Deputy Registrar (Colleges)

Encl : As Stated.

Annexure 'A'

**PANJAB UNIVERSITY, CHANDIGARH**

Academic Calendar (Tentative) for the session 2018-19 for the Panjab University Teaching Departments/Regional Centres having Semester System of examination:

<b>Summer Vacation</b>	02-06-18 Saturday	To	08-07-18 Sunday	(37 days)
<b>Teaching Departments and Regional Centres of the University Open on and commencement of teaching for ongoing classes</b>	09-07-18 Monday			
<b>Admission Schedule</b>				
Admission Process		upto	13-07-18 Friday	(07 days)
Normal Admission for new classes(except for those classes in which admission is through PU-CET (U.G.)	16-07-18 Monday	To	28-07-18 Saturday	( 13 days)
Late Admission to be allowed by the Chairperson of the University Teaching Department/Regional Centres with late fee of Rs.560/*-per student.	30-07-18 Monday	To	13-08-18 Monday	( 15 days)
Admission for classes through CET tentative	Schedule to be provided by Dean Faculty of Science			
For new Admission classes (those admitted through PU-CET (U.G.) tentative	As per CET			
Late Admission in the University Teaching departments/Regional Centres to be allowed by the Vice-Chancellor with late fee of Rs. 2040/*-per student	14-08-18 Tuesday	To	31-08-18 Friday	( 18 days)

**(All Saturdays are working during normal admission days)**  
**\*Or any Revision of Late admission Fees by the Syndicate/Senate**

<b>Academic Term-I Odd semesters</b>	09-07-18 Monday	To	07-12-18 Friday	(97 Teaching days)
--	--------------------	----	--------------------	-----------------------

**Total Teaching days of Academic Term I=97 days**

<b>End Semester Examinations</b>	08-12-18 Saturday	To	24-12-18 Monday	(13 days)
--------------------------------------	----------------------	----	--------------------	-----------

<b>Semester vacation (Winter Break )</b>	25-12-18 Tuesday	To	06-01-19 Sunday	(13 days)
--	---------------------	----	--------------------	-----------

<b>Academic Term-II Even semesters University reopens after Semester Examination</b>	07-01-19 Monday	To	09-05-19 Thursday	(83 Teaching days)
--	--------------------	----	----------------------	-----------------------

**Total Teaching days of Academic Term II= 83 days**

<b>End Semester Examinations</b>	10-05-19 Friday	To	30-05-19 Thursday	( 17 days)
--------------------------------------	--------------------	----	----------------------	------------

<b>Summer vacation (tentative)</b>	31-05-19 Friday	To	07-07-19 Sunday	( 38 days)
--	--------------------	----	--------------------	------------

**Total Teaching days of academic term I & II 97 + 83 = 180 days**

**Note: The Departments/Regional Centres are free to fix the dates of test/Sessionals as per their convenience.**

**Adjustments, if any, in the Semester schedule of certain University Teaching Departments and Regional Centres may be allowed by the Dean of University Instruction in special cases**



<b>Academic Term-I Odd semesters</b>	24-07-18 Tuesday	To	03-12-18 Monday	(101 Teaching days)
--	---------------------	----	--------------------	------------------------

**Total Teaching days of Academic Term I=101 days**

<b>End Semester Examinations</b>	04-12-18 Tuesday	To	24-12-18 Monday	( 17 days)
--------------------------------------	---------------------	----	--------------------	------------

<b>Semester vacation (Winter Break )</b>	25-12-18 Tuesday	To	13-01-19 Sunday	( 20 days)
--	---------------------	----	--------------------	------------

<b>Academic Term-II Even semesters University reopens after Semester Examination</b>	14-01-19 Monday	To	03-05-19 Friday	( 88 Teaching days)
--	--------------------	----	--------------------	------------------------

**Total Teaching days of Academic Term II=88 days**

<b>End Semester Examinations</b>	04-05-19 Saturday	To	30-05-19 Thursday	( 21 days)
--------------------------------------	----------------------	----	----------------------	------------

<b>Summer vacation (tentative)</b>	31-05-19 Friday	To	07-07-19 Sunday	( 38 days)
--	--------------------	----	--------------------	------------

**Total Teaching days of academic term I & II=101+88=189 days**

For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: [director.naac@gmail.com](mailto:director.naac@gmail.com)

Website: [www.naac.gov.in](http://www.naac.gov.in)