

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Devki Devi Jain Memorial College for Women
1.2 Address Line 1	Near Suffian Chowk, Kidwai Nagar, Ludhiana
Address Line 2	-----
City/Town	Ludhiana
State	Punjab
Pin Code	141008
Institution e-mail address	www.ddjaincollege.org
Contact Nos.	0161-2224682
Name of the Head of the Institution:	Dr.(Mrs.) Sarita Bahl
Tel. No. with STD Code:	0161-2224682
Mobile:	9417420999

Name of the IQAC Co-ordinator: Mrs. Anupam Gupta

Mobile: 9417412628

IQAC e-mail address: iqac_ddjaincollege@rediffmail.com

1.3 NAAC Track ID PBCOGN24158

(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date: EC/(SC)/18/A&A/84.1 dated 5-11-2016
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.ddjaincollege.org

Web-link of the AQAR: <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>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.03	2016	5 yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 8/11/2016

1.8 AQAR for the year (for example 2010-11) 2016-17

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science

1.12 Name of the Affiliating University (for the Colleges)

Panjab University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text" value="----"/>
UGC-Special Assistance Programme	<input type="text" value="----"/>	DST-FIST	<input type="text" value="----"/>
UGC-Innovative PG programmes	<input type="text" value="----"/>	Any other (<i>Specify</i>)	<input type="text" value="----"/>
UGC-COP Programmes	<input type="text" value="----"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	3

2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty	<input type="text" value="✓"/>
Non-Teaching Staff	<input type="text" value="✓"/>	Students	Alumni	<input type="text" value="✓"/>
			Others	<input type="text" value="✓"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC checks out academic plan in the beginning of the session which keeps the faculty and students in making the teaching learning process more effective. The IQAC monitors the academic activities throughout the year, makes suggestions and incorporates the remedial measures.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action (Chalked out on 8-11-2016)	Achievements
A) To organise educational trips and visits B) To encourage more activities at departmental level C) Organise extension lectures D) To develop entrepreneurship skills E) More placement drives F) To hold national seminars G) To organise career guidance activities	Refer to Annexure I

* Attach the Academic Calendar of the year as Annexure. (Refer to Annexure II & III)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the meeting of the managing committee and suggestions were taken for quality enhancement of the institution.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	4	1	5	--
UG	4	--	3	--
PG Diploma	1	--	1	--
Advanced Diploma	4	--	4	--
Diploma	4	--	4	--
Certificate	4	--	4	--
Others	--	--	--	--
Total	21	1	21	--
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

CBCS	NIL
Core/Elective option	Yes
Open options	NIL

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	NIL
Annual	12 (Add-on Courses)

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

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

**Please provide an analysis of the feedback in the Annexure (Refer to Annexure-IV)*

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

Syllabi is prepared and revised by the Punjab University from time to time in consultation with the Members of Board of Studies.

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

Department of Physical Education was introduced with the introduction of Physical Education as elective subject in B.A. Department of Commerce became P.G. Dept. of Commerce after the introduction of M. Com in August, 2016.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	21	6		1

2.2 No. of permanent faculty with Ph.D.

7

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	13								

2.4 No. of Guest and Visiting faculty and Temporary faculty

40		
----	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	2	29	
Resource Persons		01	

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

1. Use of multimedia
2. Use of smart class rooms
3. To conduct classroom seminars/presentations

2.7 Total No. of actual teaching days during this academic year 211

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

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-I sem	232	2.3	23	23	11	100
BA-II sem	227	1.5	27	24	3.5	100
BA-III sem	222	0.9	26.5	20.1	8.2	100
BA-IV sem	218	Not Available (NAV)	(NAV)	(NAV)	(NAV)	95.17
BA-V sem	187	1.6	30.3	36.8	9.7	100
BA-VI sem	182	(NAV)	(NAV)	(NAV)	(NAV)	100
BCA-I sem	69	20	52	8.6	1.4	100
BCA-II sem	60	18.3	73.3	8.3	--	100
BCA-III sem	57	5.3	38.5	21	7	100
BCA-IV sem	55	9	52.7	32.7	5.4	100
BCA-V sem	62	8	70.9	6.4	--	100
BCA-VI sem	61	2	40	9.6	--	100
B.COM-I sem	153	0.7	44.4	16.9	0.6	100
B.COM-II sem	153	2.61	56.2	20.9	0.6	100
B.COM-III sem	74	0.013	66.2	18.91	--	100
B.COM-IV sem	74	14.86	86.48	10.81	--	100
B.COM-V sem	78	11.53	78.2	6.41	--	100

B.COM-VI sem	78	3.84	82.05	2.56	--	100
BBA-I sem	46	4.35	26	87	--	100
BBA-II sem	42	7.14	59.52	14.28	--	100
BBA-III sem	43	4.65	69.76	11.62	--	100
BBA-IV sem	43	6.97	86.04	2.32	--	100
BBA-V sem	33	--	90.9	9.09	--	100
BBA-VI sem	21	4.76	90.47	4.76	--	100
M.A. Eng-I sem	10	--	--	20	10	100
M.A. Eng-II sem	10	--	--	20	--	100
M.A.Eng-III sem	18	--	30	71	--	94.5
M.A. Eng-IV sem	18	--	12	41	6	94.5
M.A. Hin-I sem	17	--	21.42	21.42	--	100
M.A. Hin-II sem	14	--	25	75	--	100
M.A. Hin-III sem	25	--	40	52	--	100
M.A. Hin-IV sem	25	--	43.4	47.8	--	100
M.A. His-I sem	32	--	18.75	25	--	100
M.A. His-II sem	32	--	18.75	34.3	6.25	100
M.A. His-III sem	27	--	33	29.6	--	100
M.A. His-IV sem	27	--	33	29.6	--	100
M.Sc.IT-I sem	13	53.84	92.3	--	--	100
M.Sc.IT-II sem	13	53.84	92.3	--	--	100
M.Sc.IT-III sem	19	73.68	100	--	--	100
M.Sc.IT-IV sem	19	89.74	100	--	--	100
M.COM-I sem	45	6.67	91.1	2.22	--	100

M.COM-II sem	43	4.65	88.37	--	--	100
PGDCA-I sem	6	66.6	100	--	--	100
PGDCA-II sem	6	83.3	100	--	--	100

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

- Holds meetings
- To design and execute the action plan
- To analyze the results
- Arrange Parent-Teacher meetings
- To get feedback performa filled
- Invites suggestions, acts upon while preparing action plans for the next session.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NA
UGC – Faculty Improvement Programme	02
HRD programmes	NA
Orientation programmes	NA
Faculty exchange programme	NA
Staff training conducted by the university	NA

Staff training conducted by other institutions

1. On 6 Sep, 2016, a Faculty Development Programme was organised on ‘Investor Awareness’ sponsored by SEBI, supported by Ludhiana Stock Exchange.

2. On 14 sep, 2016, a Faculty Development Programme on ‘Innovative Techniques of Teaching’ was organised in college. Dr. (Mrs.) Vijay Laxmi, Principal D.D Jain College of Education was the resource person.

Workshops

1. Assistant Professor Ms. Alka Thakur (Deptt. of English) attended the International Workshop for 'Teacher Educators to Discover Their Learning Preferences' held on October 26, 2016 organized by Pratap College of Education, Ludhiana.

2. Assistant Professor Ms. Alka Thakur (Deptt. of English) participated in a 7 Day National Workshop on 'Techniques of Writing Research Paper: Application of Statistical Tools' held on May 29 to June 4, 2017 organized by Khalsa College for Women, Civil Lines, Ludhiana in collaboration with Association for Research and Advanced Studies. (Regd.)

3. Ms. Ravinder Kumari, Office Superintendent attended a one day workshop on 'A Gateway for Digital India Vision-National Academic Depository Good Practices of the Institution' held under the aegis of RUSA, U.T Chandigarh on 8 March, 2017.

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	--	--	3
Technical Staff	1	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Arranges extension lectures/activities.
- Motivates staff members to present papers in seminars.
- Motivates staff members to write research papers and get them published.
- Makes provisions of national/international journals and latest reference books by subscribing.
- Organizes national seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-

Outlay in Rs. Lakhs	-	-	-	-
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3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings		14	

e-Journal

Ms. Ritu Sood (Department of English): A paper titled 'Intertextuality' was published in Vision, An International Journal of Humanities and Management Vol. 4 Issue 4, May, 2017 ISSN:2348-3598

Conference proceedings

Ms. Ritu Sood (Department of English): A paper titled 'Human Development and Right to Education' was published in the book 'Strengthening Democracy and Good Governance' 2016 ISBN:978-81-8342-378-6.

Ms. Seema Soni (Department of Commerce & Management): Paper titled 'Corporate Social Responsibility' was published in the proceedings of National Seminar on 'Transforming Traditional Business-Changing Scenario of Corporate Business' held at Ramgarhia Girls College, Ludhiana on February 18, 2017. ISBN: 978-93-85450-24-2.

Paper titled 'Customer Focus in New Business Culture' was published in the proceedings of National Seminar on 'Transforming Traditional Business – Changing Scenario of Corporate Business' held at Ramgarhia Girls College, Ludhiana on February 18, 2017. ISBN: 978-93-85450-24-2.

Ms. Bhawna Jain (Department of Commerce & Management): A research paper titled "Gandhi's Charkha as a Symbol of Entrepreneurship" was published in the proceedings of National Conference on 'Post-Independence India and the Relevance of Gandhian Values' organized by Centre for Gandhian Studies, Arya College, Ludhiana on 10 November, 2016. ISBN: 978-93-85835-41-4

A research paper titled 'Customer Focus in New Business Culture' was published in the proceedings of CDC sponsored National Seminar on 'Transforming Traditional Business-Changing Scenario of Corporate Business' organized by Ramgarhia Girls College, Ludhiana on 18th February, 2017. ISBN: 978-93-85450-24-2

Dr. Sushma (Department of History): A research paper titled 'Social Evils Among Women In Medieval Punjab' was published in the proceedings of ICSSR sponsored National Seminar on 'Foreign Invasions on Punjab and Their Impact on Society' organized by D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-74-2 Page no. 105-109.

A research paper titled 'Dhan Nirgaman Bhartiye Arthik Shoshan; Atihashik Drishticon' was published in the proceedings of National Seminar on 'Foreign Invasions on Punjab and Their Impact on Society' organized by D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-742 page no. 28 – 32

Ms. Simranpreet Kaur (Department of History): A research paper titled 'Foreign Invasion and Social Structure During Medieval Period' was published in the proceedings of National Seminar on 'Foreign Invasions on Punjab and Their Impact on Society' organized by Deptt. Of History of D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-74-2 page no. 33 – 37

Ms. Rajinder Kumari (Department of Punjabi): A research paper titled 'Punjab Vich Sikhya Upper Videshi Hamlyan Da Parbhav' was published in the proceedings of ICSSR sponsored National Seminar on 'Foreign Invasions on Punjab and Their Impact on Society' organized by D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-74-2.

Ms. Kashmi (P.G. Department of Commerce & Management): A research paper titled 'Customer Focus in New Business Culture' was published in the proceedings of CDC sponsored National Seminar on 'Transforming Traditional Business-Changing Scenario of Corporate Business' organized by Ramgarhia Girls College, Ludhiana on 18th February, 2017. ISBN: 978-93-85450-24-2

Ms. Reeti (Department of English): A research paper titled 'Impact of Arab Invasion on Social Customs and Traditions' was published in the proceedings of ICSSR sponsored National Seminar on Foreign Invasions in Punjab and Their Impact on Society organized by D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-742

Ms. Sukhvir Kaur (Department of History): A research paper titled 'Guru Gobind Singh Ji Dharam Sahit Atey Itihas Vich Yogdaan' was published in the proceedings of National Seminar organized by Guru Gobind Singh Khalsa College for Women, Jhar Sahib, Ludhiana 23 December 2016. ISBN: 978-93-86318-77-0, Page no.340

A research paper titled 'Do Samkali Itihas Atey Punjab' was published in the proceedings of National Seminar on 'Foreign Invasions on Punjab and Their Impact on Society' organized by D.D. Jain Memorial College for Women, Ludhiana on 10th March, 2017. ISBN: 978-93-85835-74-2 Page no.63-68.

A research paper titled 'Drid Niscahy , Nirbhayata te Chardi Kala De Punj Sri Guru Gobind Singh Ji' was published in the proceedings of National Seminar on 'Shri Guru Gobind Singh Ji di Vichardhara Te Sandharb 350 Sala Parkash Purab' at Ramgarhia Girls College, Ludhiana on 25th March, 2017. ISBN No.978-93-86713-13-1.

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		1		1	7

National seminars

On 16th February 2017, CDC sponsored National Semianr on ‘Art Under Scanner-Challenges to artistic expression’ was organised by P.G. Department of English.

On 10th March 2017, ICSSR sponsored National Seminar on ‘Foreign Invasions in Punjab and Their Impact on Society’ was organised by P.G. Department of History.

College Seminars

1. On 17th August, 2016, a seminar on ‘ General Health Awareness’ was organized by the P.G. Department of Commerce & Management.
2. On 31st August 2016, a seminar on ‘Future Career Guidance’ was organized by P.G. Department of Computer Science. Mr. Sandeep Khushwaha (Centre Head), Bright Academy, Dr. Deepak Yadav and Mr. Millan Bector from Bright Academy were the resource persons.
3. On 2nd September 2016, Department of Cosmetology organized a Seminar-cum-Demonstration on ‘ Skin Care & Make-up’ by AVON.
4. On 3rd September 2016, seminar-cum-rally on ‘Cleanliness’ was organized under the Patronage of Municipal Corporation by the N.S.S. wing.
5. On 8th October 2016, Computer Science Department of the college organized a seminar on ‘Nasha Mukta’ with the motive of making the students aware of ill effects of drugs and their prevention.
6. On 24th January, 2017, Deptt. of Cosmetology organized a seminar on ‘Nutrition and Balanced Diet’ in which Mrs. Dorry Jain, a Nutritionist from VLCC was the resource person.
7. On 24th February 2017, a seminar on “Career Guidance and Interview Skills” was organized by the Post Graduate Department of Commerce & Management in which Mr. Dev, Mr. Omkar and Mr. Mohit from Bright Academy were the resource persons.

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

On 3rd October 2016, Centre for Value Education signed an MOU with Sehaj Yoga Society, Ludhiana.

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1	1	-----	----	-----	----	-----

Dr. (Mrs.) Sarita Bahl was awarded for “Research Excellence” by the Indus Foundation at Indo-American Education Summit 2016 held at New Delhi on September 13, 2016.

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

1
3

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

-

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -
National level 6 International level -

3.23 No. of Awards won in NSS:

University level - State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -
National level - International level -

3.25 No. of Extension activities organized

University forum	---	College forum	51
NCC	8	NSS	7
Center For Value Education	10	Sports	5

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

College Forum

1. On 8th August, 2016, a 'Blessing Ceremony' was organised in the college campus to seek almighty's blessings and to remember great souls of Sh. Ratan Muni Ji Maharaj on his 100th birth anniversary, Sh. Atma Ram Ji Maharaj and Behan Devki Devi Ji.
2. On 13th August, 2016, 'Frehers day cum Teej Festival' was organised in the college campus. Mrs. Mamta Aashu(w/o Sh. Bharat Bhushan Aashu,M.L.A)was the chief guest of the function.
3. On 17th August, 2016, a seminar on 'General Health Awareness' was organized by the P.G. Department of Commerce & Management.
4. On 17th August, 2016, P.G Deptt. of Hindi organized a declamation contest on the topic 'Aarakshan' in collaboration with self-service organization 'Hum Log'.
5. On 20th August 2016, an inter class Mehndi Competition was organized by the Department of Home Science.
6. On 27th August 2016, P.G. Department of Commerce & Management organized a placement drive conducted by NIIT in the college campus. 14 candidates appeared for the interview and 3 candidates got letter of intent for the job of Counsellor and Tele-caller.
7. On 29th August 2016, a spell check competition was organized by the P.G Department of English.
8. On 31st August 2016, a seminar on 'Future Career Guidance' was organized by P.G. Deptt. of Computer Science. Mr. Sandeep Khushwaha (Centre Head), Bright Academy, Dr. Deepak Yadav and Mr. Millan Bector from Bright Academy were the resource persons.
9. On 1st September 2016, a fun filled contest "Quizzers & Gamers" was organized by the students of Event Management.
10. On 2nd September 2016, a seminar on 'Career Counseling' was organized by the P.G. Department of Commerce and Management. Dr. D.K. Bharti and Ms. Ginni Syal of Panacea Bharti Institute were the resource persons.

11. On 2nd September 2016, Deptt. of Music Instrumental invited Dr. (Pandit) Harvinder Sharma to deliver a lecture cum demonstration.
12. On 2nd September 2016, Deptt. of Cosmetology organized a Seminar-cum-Demonstration on 'Skin Care & Make-up' by AVON.
13. On 6th September 2016, P.G Deptt. of History organized a one day trip to Panjab University, Chandigarh.
14. On September 6, 2016, a highly informative and an engaging seminar was organized on "Investor Awareness (Capital Market)" at the college premises sponsored by SEBI, North Delhi and SEBI North Chandigarh, supported by Ludhiana Stock Exchange.
15. On 7th September 2016, a Rangoli Competition was conducted by the Deptt. of Home Science, in which students participated with lot of creative fervor.
16. On 8th September 2016, an inter class on the spot slogan making competition was organized by the Legal Literacy Cell of the college on the topics like 'Women Empowerment, Corruption, Terrorism, Child Labour, Drug Addiction and Eve teasing'.
17. On 11th September 2016, Deptt. of Computer Science organized a refreshing trip to Kasauli, in which 30 students were accompanied by eight faculty members.
18. On 14th Sep, 2016, a Faculty Development Programme on 'Innovative Techniques of Teaching' was organised in the college premises. Dr. (Mrs.) Vijay Laxmi of Delhi Devi Jain College of Education acted as resource person.
19. From 22nd September, 2016, a six day training of 1:30 Hrs. each regarding Banking & Insurance was organised by P.G Deptt. of Commerce and Management in collaboration with IDBI. Mr. Rajat Lamba (Branch Head) and Mr. Harkesh Verma were the resource persons.
20. On 15th September 2016, Hindi Diwas was celebrated in the college in which a one act play 'Andher Nagri Chaupat Raja' depicting today's political scenario was presented. To mark this occasion, a declamation contest was also organized.
21. On 15th September 2016, P.G. Deptt. of Commerce and Management of the college organized an Industrial visit to IDBI Federal Life Insurance Co. Ltd. for the students of M.Com.
22. On 17th September 2016, a sensitization programme was held on the topic 'Benefits of Voting' in the college premises by the Deptt. of Sociology under the guidance of Election Commission Office, Ludhiana.
23. On 17th September 2016, Deptt. of Mathematics organized a paper reading contest on the topic 'Uses of Mathematics in Daily Life'.
24. On 8th October 2016, Deptt. of Computer Science of the college organized a seminar on 'Nasha Mukti' with the motive of making the students aware of ill effects of drugs and their prevention.

25. On 13th October 2016, a poster making competition was organised by 'Center for Value Education' on the topic 'SAVE WATER'.
26. On 24th January, 2017, P.G Deptt. of Cosmetology of the college organized a seminar on 'Nutrition and Balanced Diet' in which Mrs. Dorry Jain, a Nutritionist from VLCC was the resource person.
27. On 27th January 2017, P.G. Department of Commerce & Management organized a placement drive conducted by Concentrix Daksh Services India Pvt. Ltd. Gurgaon. 10 students of deptt. got letter of intent.
28. On 8th February 2017, A Spell Bee contest was organized by the P.G Deptt. of English.
29. On 10th February 2017, a one day trip to Naina Devi, Anandpur Sahib and Virasat-E-Khalasa was organized by the Deptt. of Punjabi and Political Science.
30. On 10th February 2017, a one day trip to Chandigarh was organized by the Deptt. of Cosmetology.
31. On 11th February 2017, Rubi Kumari and Jyoti Rani of B.Com.-II participated in the inter college declamation contest organized by the P.G. Deptt. of Economics in Kamla Lohtia S.D. College on the topics 'Young India and Skill Development' and 'Cashless India - A way to Digital Economy'.
32. On 13th February 2017, a story writing competition was organized by the P.G Deptt. of English to enhance the creative skills of the students and widen their imagination.
33. On 15th February 2017, a seminar on "Career Guidance" was organized by the P.G. Deptt. of Commerce & Management in which Mr. Kapil Bhandari of T.I.M.E. Institute acted as the resource person.
34. On 16th February 2017, a one day national seminar on "Art Under Scanner – Challenges to artistic expression" sponsored by CDC, Panjab University was organized by P.G. Department of English.
35. On 17th February 2017, students of Event Management visited an orphanage ,Shree Balaji Prem Ashram and Nikhil Vidayala.
36. On 20th February 2017, a declamation contest was organized by the Deptt. of Sanskrit. The participants picked up different suktis from their book 'Nitishtakam' and spoke on their relevance in today's life.
37. On 22nd February 2017, a seminar cum extension lecture on 'Career Guidences and Interview Skills' was organised by the P.G. department of commerce and management.
38. On 24th February 2017, a seminar on 'Career Guidance and Interview Skills' was organized by the Post Graduate Deptt. of Commerce & Management in which Mr. Dev, Mr. Omkar and Mr. Mohit from Bright Academy were the resource persons.

39. On 1st March 2017, a workshop on ‘ Hair-cut and Hair-style’ was organized by the Deptt. of Cosmetology. It was organized in collaboration with ‘Orane Beauty Academy’.
40. On 1st March 2017, a workshop on ‘First Aid’ was organized by the Deptt. of Home Science.
41. On 1st March 2017, Centre for Value Education conducted a seminar with collaboration with NGO-VMAD, SAMBHAV. The topic was Creating Extra Ordinary Results in Your Career. Mr. Jatinder Singh (Chairperson of VMAD, SAMBHAV) was the leading speaker.
42. On 3rd and 4th March 2017, a two day workshop was organized by the Deptt. of Home Science in which the enthusiastic students got tips on preparing sumptuous snacks and cakes by expert chefs.
43. On 4th March 2017, birth anniversary of Behan Dekvi Devi was celebrated in the college campus.
44. On 6th March, 2017, on the eve of International Women’s Day, a social campaigning on ‘Beti Bachao, Beti Padoo’ was conducted in collaboration with Gulzar Group of Institutes.
45. On 9th March 2017, an extension lecture on the topic ‘Increasing Violence On Women’ was organised by P.G .department of computer science.
46. On 10th March 2017, a National Seminar on “Foreign Invasions in Punjab and Their Impact on Society” sponsored by ICSSR, Panjab University, Chandigarh was organized by P.G. Department of History.
47. On 11th March 2017, the students of Deptt. of Music (Vocal and Instrumental) visited the ‘Indian Idol Academy & Ishmeet Singh Music Institute’, Ludhiana.
48. On 28th March 2017, the Deptt. of Fine Arts organized the Annual Art Exhibition. Ms. Poonampreet Kaur (PCS) Deputy Director Local Government was the Chief Guest on the occasion.
49. On 1st April 2017, Indian Idol conducted auditions for the musical contest ‘Indian Icon’ in collaboration with the Deptt. of Music(vocal and instrumental). These auditions were open for the students of all the sister institutions being run by S.S. Jain Girls School Committee, Ludhiana.
50. On 3rd April 2017, the Centre for Value Education in collaboration with Max Super Speciality Hospital, Mohali organized a ‘Free Multi Specialty Health Camp’ sponsored by Rotary Club, Ludhiana.

51. On 13th April 2017, a declamation contest on different topics 'Digital payment', 'Social Media and Make In India' was held at NITTTR Chandigarh. Almost 50 students from the college participated in the contest. MS. Ruby Kumari of B.Com. 6th Semester got 1st position.

NCC

- 1 On 18th July 2016, NCC cadets of the college participated in a 10 day 'National Trekking Camp', which was organised by 19 Panjab Battalion at Shimla (Rampur). Ritika won two medals for her wonderful performance in different events.
- 2 On 3rd August 2016, N.C.C. and N.S.S. cadets organized a rally on 'Cleanliness'.
- 3 From 15th October, 2016 to 25th October, 2016, NCC Camp was held at Ropar. Ahshavpreet Kaur, student of B.A.-2nd year was selected for R.D. Camp.
- 4 On 7th November, 2016, N.C.C. cadets participated in 'Swachh Bharat Abhiyan' organized at D.D. Jain Memorial College for Women, Ludhiana.
- 5 On 25th November, 2016, N.C.C. cadets participated in 'Youth Awareness Rally' held at D.D. Jain Memorial College for Women, Ludhiana.
- 6 From 9th January, 2017 to 20th January, 2017, N.C.C. cadets participated in 'National Integration' camp held at Ropar.
- 7 On 5th February, 2017, 14 N.C.C. cadets took an examination of C certificate held at S.C.D. Govt. College, Ludhiana.
- 8 On 12th February, 2017, 20 N.C.C. cadets took an examination of B certificate held at C.G. Complex, Ludhiana.

NSS

1. NSS Volunteers of the college zealously carried out a 'Tree Plantation cum Cleanliness' drive on 1st and 2nd August, 2016.
2. On 3rd September 2016, Seminar-cum-Rally on 'Cleanliness' was organized under the Patronage of Municipal Corporation by the N.S.S. wing.
3. On 25th November 2016, N.S.S. volunteers generated Rs.7290/- by selling the Flags for the National Foundation for Communal Harmony.
4. On 22nd October, 2016 N.S.S. Volunteers participated in 'Safe Braking Contest' organized by HONDA at Children Traffic Training Park, Model Town, Ludhiana in which Anjali of B.Com.-1st semester got 1st prize.
5. From 11th to 17th October 2016, a seven day N.S.S. camp was organized in the college campus in which 115 volunteers participated. During this camp various lectures on Road Safety, Water Conservation and YOGA were delivered. Various competitions like Mehndi, Rangoli, Poster Making were also conducted.

6. On 14th January 2017, National Youth Day was celebrated by N.S.S. wing. Students were educated about the digital payment & cashless system. A debate on ‘Drug De-Addiction’ was also conducted.
7. On 25th January, 2017 ‘National Voter’s Day’ was celebrated by N.S.S. wing. Students were apprised of the importance of casting vote. They were enlightened about the rights of every citizen.

Centre for Value Education

1. On 1st September 2016, a Meditation Camp was organized by the Centre for Value Education in collaboration with ‘Sehaj Yog’.
2. On September 5, 2016, Centre for Value Education of the college celebrated Teacher’s Day with zest and zeal.
3. On 3rd October 2016, Centre for Value Education signed MOU with Sehaj Yoga Society, Ludhiana.
4. On 28th October 2016, ‘DAAN UTSAV’ was celebrated by Centre for Value Education on the eve of Diwali in which old clothes, shoes, stationary, toys etc. donated by students & staff members were handed over to different NGO’s.
5. From 1st February 2017, a seven day workshop was organized by Centre for Value Education on Stress Management & Meditation in collaboration with Sehaj Yoga Society, Ludhiana.
6. On 2nd February 2017, Centre for Value Education organized a campaign to aware the voters to caste their vote.
7. On 22nd February 2017, Centre for Value Education organized Blessing Ceremony by Shri Tarak Muni Ji. He blessed the students & the staff.
8. On 1st March 2017, Centre for Value Education conducted a seminar in collaboration with NGO-VMAD, SAMBHAV on ‘Creating Extra-ordinary Results in Your Career’. Mr. Jatinder Singh (Chairperson of VMAD, SAMBHAV) was the leading speaker.
9. On 16th March 2017, Rotary International Club, Ludhiana Greater installed Rotract Club in collaboration with Centre for Value Education. President of Rotary Club, Mr. Parminder Singh, Secretary, Madam Param, Ex Governor K.K. Dhir addressed the members of Centre for Value Education.
10. On 4th April 2017, Centre for Value Education in collaboration with Max Super Speciality Hospital, Mohali organized a ‘Free Multi -Speciality Health Camp’ sponsored by Rotary Club, Ludhiana Greater.

Sports:

1. On 21st July, 2016, the karate players of the college participated in 'all India karate Competition' and brought laurels to the college by clinching 3 Gold, 2 Silver and 3 Bronze medals.
2. On July 26, 2016, college students participated in 'women Tae-Kwando Championship' and won size medals in different categories.
3. On 17th August, 2016, An inter college Wushu Championship was held at Panjab University, Gymnasium Hall, Chandigarh, in which 7 players of the college participated and won 6 bronze medals.
4. On 26th January 2017, the karate champions of the college made the institution proud by keeping the winning streak up by clinching two gold and two bronze medals at the 'Republic day Ashiare Karate Championship' organised by Ashiare karate federation, India.
5. On 7th March 2017, the college organized the annual athletic meet with great fervour.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7271 Sq Mts.	-	-	7271 Sq Mts
Class rooms	31	-	-	31
Laboratories	12	-	-	12
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Computers	Furniture 100 Chairs	Principal Fund	-
Value of the equipment purchased during the year (Rs. in Lakhs)	165325/-	127278/-	-	292603
Others (Buses)	1496000/-	-	Principal Fund	1496000

4.2 Computerization of administration and library

College has a well-equipped and well stocked computerized library. Students have free access to the use of internet in the library to facilitate their learning process. The college administrative block is fully computerized.

4.3 Library services:

	Existing (2015-2016)		Newly added (2016-2017)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41	7583	57	17177.95	98	24760.95
Reference Books	285	25710	215	78157	500	103867
e-Books	N List	5725	N List & Delnet	27975	-	-
e-Journals						
Journals	1	2000	8	14750	8	16750
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others(specify) Newspapers	12	16135	12	17875	12	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	112	105	47	2	-	6	1	Nil
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	112	105	47	2	-	6	1	Nil

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

Computer and internet facility is available to all the college students and staff. The students can access internet in Networking Resource Centre and staff has this facility in staff room. There are total number of 112 computers, 2 Fax machines, 1 photocopies, 12 printers and 1 Laptop.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,85,394
ii) Campus Infrastructure and facilities	15,42,611
iii) Equipments	2,13,499
iv) Others	1,38,763
Total :	20,80,267

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC provides all the support which is needed by the students and implements it through the higher authorities.
- Meetings are conducted to increase responsiveness of the members.
- The students support services of the college are as follows:-
 - Anti women harassment cell
 - Anti ragging committee
 - Anti ragging squad
 - Grievance redressal committee
 - First aid and health care
 - Career counselling and placement cell
 - Gym facility
 - Canteen facility
 - Book bank facility
 - Subsidized educational trips and visits
 - Orientation session at the beginning of session
 - Regular announcements and display on the notice boards
 - Apart from the participation in Youth Festivals, NSS and NCC , students are encouraged to participate in Seminars and Workshops .

5.2 Efforts made by the institution for tracking the progression

- Screening and monitoring the progress of each student is done by the faculty by analysing internal tests and external examinations.
- Performance of each semester is made known to the students and parents.
- Mentoring is done to provide help and motivation to enhance the students performance.
- Tracking of attendance and informing the students is done on regular basis
- Data is collected on the recruitment of the students with reference to on the campus and off the campus placement to track their employment status.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1295	225	-	-

(b) No. of students outside the state

7

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
1520	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1356	87	-	16	-	1459	1232	169	-	119	-	1520

Demand ratio

Dropout %

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

N.A

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Career counselling and placement cell imparts individualised counselling for personal, academic and career oriented information during admission, financial emergency and career options
- Lesson coaching and guidance is given a great priority in the institute to prepare the students in their psychological readiness for teaching in addition to concepts and methodology.
- Mentoring is organised in order to prepare the students profile and it helps them tide over the demand of the course
- Pre-campus sessions are conducted with different schools to apprise the students of their expectations and their career opportunities

- 1 An Interview was conducted by Mr. Sumeet Chopra, Director NIIT, Ludhiana on 27th August, 2016, 14 students participated and 3 got selected and received letter of intent from the company.
- 2 A seminar on 'Career Guidance' was organised on 31st August, 2016, Mr. Sandeep Khushwala (Centre head), Bright Academy, Dr. Deepak Yadav and Mr. M. Bector were the resource persons.
- 3 A 'Career Counselling' seminar was organised on 2nd September, 2016, Dr. D.K. Bharti, Director, Panacea Bharti Institute Pvt. Ltd. was the resource person.
- 4 Industrial visit to IDBI Federal Life Insurance Co. Ltd., Mall Road Ludhiana was organised by P.G. Deptt. of Commerce and Management on 15th September, 2016. Mr. Rajat Lamba, Branch head and Mr. Kapil Dev, training manager addressed students of M.COM regarding career opportunities in banking and finance sector.
- 5 From 22nd September, 2016, a six day training of 1:30 Hrs. each regarding Banking & Insurance was organised by P.G. Deptt. of Commerce and Management in collaboration with IDBI. Mr. Rajat Lamba (Branch Head) and Mr. Harkesh Verma were the resource persons.
- 6 Placement drive was organised in college campus on 27th January, 2017 by the Concentrix Daksh Services India Pvt. Ltd., Gurgaon. 10 students of B.Com. 3rd year got letter of intent after successfully clearing the interview round.
- 7 Seminar-cum-workshop by T.I.M.E was conducted at college campus on 13th February, 2017. The workshop was addressed by Mr. Kapil Bhandari (PGDMIIM Indore) who laid special emphasis on 'How to Crack CAT and Bank Related Exams'.
- 8 Seminar-cum-extension lecture on 'Career Guidance and Interview Skills' was organised by P.G. Deptt. of Commerce & Management on 21st February, 2017. Mr. Dev, Mr. Onkar and Mr. Mohit of Bright Academy acted as resource persons.

No. of students benefitted

584

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	59	15	10

5.8 Details of gender sensitization programmes

Inter class on the spot slogan making competition was organised by Legal Literacy Cell on 8th September, 2016 on the topics like Women Empowerment, Corruption, Terrorism, Child Labour, Drug Addiction, Eve Teasing.

A sensitization programme was held on the topic 'Benefits of Voting' on 17th September, 2017 by Deptt. of Sociology under the guidance of Election Commission Office, Ludhiana. Ms Shweta Arora stressed on the importance of casting vote by young girls as responsible citizen of country.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	359	15,17,873
Financial support from government	83	Not yet received
Financial support from other sources	113	417300
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

- 1 Tree Plantation cum Cleanliness Drive**

NSS Volunteers zealously carried out a tree plantation cum cleanliness drive on 1st and 2nd August, 2016.
- 2 Cleanliness Drive**

NCC cadets and NSS volunteers carried out cleanliness awareness programme under the patronage of the municipal corporation on 3rd August ,2016. They took out impressive rally carrying placards and posters, sensitizing the people towards increasing pollution that is plaguing our mother earth.
- 3 Meditation Camp**

Students participated in the meditation camp organised on 1st September, 2016 in collaboration with 'SEHAJYOG'.
- 4 National Youth Day**

On 14th January,2017 ,National Youth Day was celebrated in the memory of Swami Vivekanand wherein NSS Volunteers educated the students about the 'Digital Payment and Cashless System'.
- 5 National Voters' Day**

On 25th January, 2017 National Voters Day was celebrated wherein students were apprised of the importance of casting vote, helping others in casting vote and rights & duties of good citizen.
- 6 Workshop on Stress Management & Meditation**

Students participated in a seven-day workshop commencing from 1st February 2017, in which they learned about stress-free life style.
- 7 Visit to Orphanage**

Students of Event Management visited an orphanage 'Shree Bala Ji Prem Ashram' and 'Nikhil Vidyalaya' on 17th February,2017.
- 8 Workshop on First-Aid**

on 1st March 2017 , a workshop on First-Aid was organised in which students learned basic first-aid skills.

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

The Committee is upholding the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial student- student relationship and student-teacher relationship by encouraging the students to express their grievances freely and frankly without any fear of being victimized

In this session following two problems were considered and readdressed by the college:

- 1 Complaints of students (UG and PG Classes) regarding non –availability of books as per new syllabus
 - Provision of printed material related to different subjects
- 2 Non-availability of Drinking water on the second floor of the college
 - Provision of water dispenser facility on the second floor near the class rooms.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the institution have a management information system?

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.

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

following:

6.3.1 Curricular Development:

A staff member from the Deptt. of Fine Arts has been the member of Board of Studies and she has contributed towards the development of curriculum of her subject and other related issues. Students' and parents' feedback is taken from time to time and their suggestions are considered in improving the curriculum by the respective members of Board of Studies. Several faculty members are active members of the university appointed examination committees to frame question papers and evaluate examination scripts.

In order to supplement university's curriculum and integrate the goals and objectives of the college, the following measures have been taken up by the institution:

1. The institution organizes a number of co-curricular and social activities like seminars/workshops/cultural events etc. throughout the year to ensure all round development of students. A number of social activities under NCC and NSS are organized in the college to encourage the students to contribute to the society at large.
2. To stress upon the need of a strong moral character, the students are given moral lectures by the faculty members and Guru Maharaj Ji of the Jain Community, especially at the onset of the academic session and before the commencement of the annual examinations.
3. The college also makes arrangements for remedial classes for SC/BC, OBC and economically weak students to facilitate the process of making them a part of the mainstream of the nation.
4. In order to replenish the behavioural patterns and communicative competence of the students, the college also organizes Personality Development Programmes.
5. The college aims at imparting value-based as well as career oriented education to the students to make them self-reliant, to meet the everyday challenges of competitive world. To achieve it, the college has introduced a variety of job oriented courses.

6.3.2 Teaching and Learning:

- Competent and highly dedicated faculty.
- Library equipped with latest journals and e-journals along with a large number of books for ready reference.
- Students are free to interact with their teachers even beyond the classrooms.
- Variety of methods are adopted for teaching and learning like the use of ICT, discussion method, Power point presentation, over head projector, presentations by the students and the traditional chalk & board method.
- Feedback from students to improve the teaching and learning methods.
- Remedial classes are held for slow learners.

6.3.3 Examination and Evaluation

The college follows the broad outline of the academic calendar issued by 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 April, 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.

6.3.4 Research and Development

The institution has a research advisory committee constituted in year 2013. The committee monitors, suggests ways and makes efforts to promote research activities in the institution from time to time. INFLIBNET and DELNET services are available. 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.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Networking has been installed in the library which facilitates access to information on various types such as online databases, e-journals, e- books, digitally through networked systems. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues.
- Computer labs, Home science labs provide opportunities for hands-on training.
- Physical Infrastructure/Instrumentation: Seminar Halls, ClassRooms , Administrative Office, Staff Rooms, Well Equipped Laboratories, Fine Arts Studio, Library, a Meditation Hall, Gymnasium, First-Aid Room, Browsing Centre, a Bank with ATM facility, Canteen, a Juice Bar and Parking Area.
- Security :The security staff has been appointed 24X7 for the protection of the property of the college as well as for the safety of the students and staff. An entry register is maintained at the gate in order to track the movements of the outsiders as well as of the students. Identity cards are provided to the students for security reasons which are checked at random to avoid any unauthorized entry.
- Fire extinguishers and CCTV cameras have been installed at various places in the college campus.

6.3.6 Human Resource Management

The faculty members are encouraged to participate in self development programmes like orientation, refresher courses and faculty development programme. 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 seminars, workshops and conferences. Two staff members have been granted study leave for pursuing their Ph.D. Degree and one staff member joined after submission of thesis at the end of session.

6.3.7 Faculty and staff recruitment

Qualified and competent teachers are always required to meet the today's pedagogical challenges. Hence, the college is always in search of competent teachers. The process of recruitment starts with the advertisement in the newspaper, local as well as national. Then scrutiny of the applications is made and merit list is prepared according to the U.G.C/P.U guidelines. The college makes a request to the university to appoint a panel of experts for conducting the interview. The interview panel consists of two subject experts deputed by the Panjab University, one Vice Chancellor nominee, one DPI nominee (in case of covered post), one subject expert, Principal of the college and the Chairman of the college managing committee. Selection of the candidate is done strictly on the basis of merit. The last step of the

recruitment process is to get the approval of DPI (in case of covered post) and the affiliating university. For the retention of the teachers, college takes care that these teachers are provided with:

- Salary on time
- Casual leave
- Maternity leave
- Study leave
- Earned leave
- Gratuity
- Duty leave
- Medical Leave

6.3.8 Industry interaction/Collaboration

The students of commerce are given exposure of latest industrial scenario through visits to the industrial setups like Verka, IDBI Life Insurance Company Limited. The College has formal understanding with various industries for placements and educational visits since they are very important for the interest of the students.

6.3.9 ADMISSION OF STUDENTS

The college offers a number of under graduate and post graduate as well as add on courses for the students. The college ensures wide publicity as well as transparency in a planned manner. At the beginning of the new academic session, admission notice is published in leading national and regional daily newspapers. Prospectus of the college gives detailed information about the number and the range of courses, eligibility conditions for admission and academic as well as sports facilities in the college. It also tells about the admission process. In addition to it, the same information is also available on the college website www.ddjaincollege.org. The faculty members of the college personally visit various schools of the neighbouring area to counsel students and motivate them to join our college. Achievements of the college are also read out and formally presented by the principal through college report at the annual function. Huge flex boards fixed at strategic points at the campus and the boundary walls of the college building also serve a good purpose. To ensure transparency in the admission process merit lists are prepared for courses like B.Com, B.B.A. & M.Com which are displayed on the notice board well in advance. Admission to every course is conducted under the supervision of the admission committee of various courses constituted for this purpose. Seats reserved for SC/ST/OBC/Defence Personal/Sports/Girl Child are allocated to them as per the policy of the State Government.

The criteria adopted in the process of admission:
Depending upon the type of course, the students are admitted on merit or on first come first serve basis provided they fulfil all conditions laid down by Panjab University. The students are counselled regarding the subject combinations which they can opt for. Students' performance in all fields i.e. academics, extracurricular activities and sports is maintained by the institution. The students who bring laurels to the institution are given scholarships and free-ships. The students who are weak in academics are encouraged to attend extra classes.

6.4 WELFARE SCHEME FOR

TEACHING:

- C.P.F (Contributory Provident Fund Scheme) is available for the staff and management contributes equal share to the employees
- Medical leave is provided to the employees to the amount of 240 leaves. This is calculated at the rate of 20 leaves per year, provided the job is minimum of 24 years.
- Faculty can take loan from their provident fund once.
- Fee concession is provided to the employees' children.
- Medicines for minor ailments are available in the institution.
- Free medical check-up camps are held from time to time.
- Gratuity and earned leave encashment are given to the employees at retirement.
- The faculty is motivated to pursue higher studies.
- The college has provided telephone, internet and Xerox facilities to the staff.
- Duty leave is sanctioned if required.
- The staff is motivated to participate in the seminars, conferences and workshops.

NON TEACHING:

- Benefits of Employees State Insurance Corporation scheme is available for both teaching and non-teaching staff with income less than Rs.15000/-.
- C.P.F (Contributory Provident Fund Scheme) is available for the staff and management contributes equal share to the employees
- Management follows a liberal policy in giving advance salary to the staff members as and when required by them.
- Medical leave is provided to the employees to the amount of 240 leaves. This is calculated at the rate of 20 leaves per year, provided the job is of minimum 24 years.
- Fee concession is provided to the employees' children.
- Medicines for minor ailments are available in the institution.
- Free medical check-up camps are held from time to time.
- Uniforms are provided to class IV employees annually.
- Gratuity and earned leave encashment are given to the employees at retirement.
- Staff quarters

STUDENTS:

- Needy and deserving students are given fee concessions and scholarships by the management.
- The students are also given financial support through different NGO's.
- Medicines for minor ailments are available in the institution.
- Free medical check-up camps are held from time to time.
- Needy students are issued books from the book bank for the whole semester.
- Weak students are encouraged to attend extra classes.

6.5 Total corpus fund generated

Internal Resources : 31,28,347 /-

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AG Punjab	Yes	C.A
Administrative	Yes	AG Punjab	yes	C.A

The Internal audit for both academic and administrative types is conducted by the managing committee.

6. 8 Does the University/Autonomous College declares results within 30 days?

NOT APPLICABLE

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

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

During this session alumni meet was organized on 17th September,2016. In this meet many old students participated and shared their experiences and put forwarded some suggestions like requirement of more skill oriented courses as it makes students better equipped for jobs.

6.12 Activities and support from the Parent – Teacher Association

A parent – teacher meet was organized on 17th September, 2016, in which parents participated enthusiastically. They appreciated the college administration and gave some suggestions also which were brought into the notice of management and required actions were taken.

6.13 Development programmes for support staff

The management and the principal always encouraged the support staff to participate in programmes to enhance their skills and knowledge. College superintendent participated in RUSA sponsored One Day workshop on “A Gateway for Digital India Vision – National Academic Depository (MHRD, Initiative) held under the aegis of RUSA, UT, on 8th March, 2016.

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

The institution works meticulously to keep the campus eco- friendly by making many conscious efforts like tree plantation. 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, Curry leaves etc. have been grown in the campus to keep the environment healthy and eco- friendly. The students are also sensitized about the environment related issues through NSS & NCC programmes. To reduce the consumption of electricity we have done away with conventional bulbs and heaters in the campus and have resorted to CFLs. We have developed the culture of using energy resources in a thrifty manner; hence all the unnecessary electricity connections are disconnected after the class hours and during holidays. The institution is also planning to replace non renewable source of energy with the renewable source by installing solar panels.

Criterion – VII

7. Innovations and Best Practices

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

The following initiatives have been taken by the college during this session to improve the functioning of the institution:

- Following the motto of NSS “Not me but you” and the philosophy of selfless service, the NSS volunteers of the college zealously carried out the plantation cum cleanliness drive on 1st and 2nd Aug, 2016.
- On 3rd August, 2016, the NSS volunteers and NCC cadets of the college organized an awareness programme about ‘Cleanliness’ under the patronage of the Municipal Corporation.
- on 17th August, 2016, seminar on ‘General Health Awareness ‘ was organized by the PG Department of Commerce and Management.
- On 27th August 2016, P.G. Department of Commerce & Management organized a placement drive conducted by NIIT in the college campus. 14 candidates appeared for the interview and 3 of them got letter of intent for the job of Counsellor and Tele-caller.
- On 31st August, 2016, a seminar on ‘Future Career Guidance’ was organized by P.G. Deptt. of Computer Science. Mr. Sandeep Khushwaha (Centre Head), Bright Academy, Dr. Deepak Yadav and Mr. Millan Bector from Bright Academy were the resource persons
- On 1st September, 2016, a ‘Tree Plantation’ drive was organized in the college campus by the N.S.S. wing.
- On 1st September, 2016, a fun filled contest ‘Quizzers and Gamers’ was organized by the students of Event Management.
- On 1st September, 2016, a meditation camp was organized by the centre for value Education in collaboration with ‘Sehaj Yog’.
- On 2nd September, 2016, a seminar on career counselling was organised by the P.G. Department of Commerce and Management. Dr. D.K. Bharti and Ms. Ginni Syal of Panacea Bharti Institute acted as the guest speakers for the occasion.
- On 3rd Sep 2106, a seminar cum rally on ‘Cleanliness’ was organised under the patronage of Municipal Corporation by the NSS wing.
- On 6th Sep, 2016, a highly informative and engaging seminar was organised on ‘Investor Awareness (Capital Market)’ at the college premises, sponsored by SEBI, North Delhi and SEBI, North Chandigarh, supported by Ludhiana Stock Exchange.
- On 14th Sep, 2016, a Faculty Development Programme on ‘Innovative Techniques of Teaching’ was organised in the college premises. Dr. (Mrs.) Vijay Laxmi of Delhi Devi Jain College of Education acted as resource person.
- On 8th Oct, 2016, Deptt. of Computer Science organised a seminar on ‘Nasha Mukti’ with the motive of making the students aware of ill effects of drugs and their prevention.
- On 28th October 2016, the Centre for Value Education organised ‘Deep Utsav’ on the eve of Diwali, in which clothes, stationery, footwear, toys etc. were donated by staff and students to orphanages, NGO’s and Bharat Vikas Parishad.

- On 15th Jan, 2017, a seminar on 'Career Guidance' was organized by the P.G. Department of Commerce and Management in which Mr. Kapil Bhandari of T.I.M.E. institute acted as the resource person.
- On 27th Jan, 2017, P.G. Deptt. of Commerce and Management organised a placement drive conducted by Concentrix Daksh Services India Pvt. Ltd., Gurgaon. 10 students of the deptt. got letter of intent.
- From 1st Feb 2017, a seven day workshop on 'Stress Management and Meditation' was organised by Centre For Value Education in collaboration with Sehaj Yog.
- On 13th Feb 2017, a story writing competition was organised by the Deptt. of English to enhance the creative skills of students and widen their imagination.
- On 17th Feb, 2017, P.G. Deptt. of Commerce and Management organised a visit to 'Shri Balaji Prem Ashram' and 'Nikhil Vidayala' where 50 students of Event Management organised a charitable event named 'Taare Zammen Par' for the children with special needs.
- On 24th Feb, 2017, a seminar on 'Career Guidance and Interview Skills' was organized by the P.G. Deptt. of Commerce and Management in which Mr.Dev, Mr.Omkar and Mr.Mohit from Bright Academy were the resource persons.
- On 1st Mar, 2017, a workshop on 'First-Aid' was organised by the Deptt. of Home Science.
- On 6th March, 2017, on the eve of International Women's Day, a social campaigning on 'Beti Bachao, Beti Padoo' was conducted in collaboration with Gulzar Group of Institutes.
- On 3rd April, 2017, the Centre for Value Education in collaboration with Max Super-Speciality Hospital, Mohali, organised a 'Free Multi-Speciality Health Camp' ,sponsored by Rotary Club, Ludhiana.

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

As per the plan chalked out by IQAC, two National Seminars were organized in the college. A number of extension lectures, seminars, workshops and placement drives were organized in the college and activities on career guidance were also conducted. A number of new books , journals were added in the library.

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

1. Title: Sports Activities and Achievements

Goals:

- To develop physical fitness for all round development of students
- To provide means for recreation and relaxation for students
- To accord priority to sports and physical education in the curriculum
- To provide professional coaching for developing sports skills among students

The Context:

Sports activity programmes prepare the students for various competitive levels i.e. Inter College, Inter Varsity , National and International. Sports Education not only maintains the physical stamina, but also inculcates the habit of obedience, discipline, the determination to win and willpower . Therefore, sports education along with the academics result in the all round development of students.

The Practice:

The college has around 51 students on its roll, who are trained by 3 coaches in different games like Taekwondo, Wushu, Karate, Judo, Power-lifting, Chess, Throw-Ball and Athletics. The College has a Basket-Ball court, Volley-Ball court and a Gymnasium. The college provides free transportation to the students during competition (local or out-station).

Evidence of Success:

The college students participated in the following competitions at inter-college and national levels and brought laurels:

- One Student of the College won bronze and silver medal in long jump and triple jump respectively in Senior state Athletic Meet held at Guru Nanak Stadium from 16-09-16 to 18-09-16
- Three students of the college got 3rd position in Senior State Throw ball championship held at Govt. Sikh Kanya School ground, Ferozpur from 25-10-16 to 27-10-16.
- The college students won 4 gold medals in 5km walking, 100 meter and 400 meter hinder race, 400 meter race and one bronze medal in Marathon in Annual Athletic Meet held at P.U. Chandigarh from 22-11-16 to 24-10-16.
- Four Karate players of the College participated in Republic Day Aashiara Karate Championship held at B.J.S. Public School, Ludhiana on 26-01-17 and won two gold and two bronze medals.
- Our college student Anshu Rani won gold medal in 40kg Bench Press in Senior State Power lifting Championship held at Ludhiana on 5-3-17 and was also selected for the Nationals.

2. Title: Co-Curricular activities

Goals:

- To let the students discover their talents through co-curricular activities.
- To provide opportunities for leadership through competition, co-operation and confidence building.
- To help in the development of skills to meet the challenges in the professional world.

The Context:

Co-curricular activities are defined as the activities that enable to implement and complement the curricular or main syllabi activities. These are the very important part and parcel of educational institutions to develop the students' personality as well as to strengthen the classroom learning. Our College aims at intellectual and human transformation through quality education. The college also realizes the need for the all-round development of students through academics as well as co-curricular activities leading to Women Empowerment along with moral and human values. Extra-curricular involvement allows students to link academic knowledge with practical experience, thereby leading to a better understanding of their own abilities, talents and career goals.

The Practice:

The vision of the college is all-round development of students. To realise this vision, the college took following initiatives at co-curricular front in the year 2016-17-

- On 1st, 2nd and 3rd August, 2016, the NSS volunteers and NCC cadets of the college carried out a 'Tree Plantation' cum Cleanliness drive and organised an awareness programme about cleanliness under the patronage of the Municipal Corporation.
- On 17th Aug, 2017, seminar on 'General Health Awareness' was organised by the P.G. Department of Commerce and Management.
- On 27th Aug, 2016, P.G. Deptt. of Commerce and Management organised a placement drive conducted by NIIT in the college campus. 14 candidates appeared for the interview and 3 of them got letter of intent.
- On 31st Aug 2016, a seminar on the 'Future Career Guidance' was organised by P.G. Department of Computer Science.
- On 1st Sep, 2016, a fun-filled contest 'Quizzers and Gamers' was organised by students of Event Management.
- On 2nd Sep 2016, a seminar on 'Career Counselling' was organised by P.G. Department of Commerce & Management. Dr. D.K. Bharti and Ms. Ginni Sayal of Panacea Bharti Institute acted as the guest speakers for the occasion.
- On 7th Sep 2016, a 'Rangoli Competition' was conducted by the Department of Home Science, in which students participated with lot of creative fervour.
- On 8th Sep, 2016, an inter-class on the spot 'Slogan Making' competition was organised by the legal literacy cell of the college.
- On 11th SEP 2016, Department of Computer Science organised a refreshing trip to Kasauli.
- On 15th September, 2016, 'Hindi Divas' was celebrated in the college in which a one-act play 'Andher Nagri Chauhat Raja' was presented. To mark the occasion, a declamation contest was also organised.
- On 15th Sep 2016, Department of Commerce and Management organised an industrial visit to IDBI Federal Life Insurance Co. Ltd.
- On 17th Sep 2016, Alumni Meet was organised in the college premises.
- On 17th Sep 2016, Department of Mathematics organised a paper reading contest on the topic 'Uses of Mathematics in Daily Life'.

- On 27th Sep 2016, college students participated in P.U. Zonal Youth Festival held at SDP College for Women, Ludhiana and brought laurels to the college by winning prizes in different categories.
- On 8th October 2016, Computer Science Department of the college organised a seminar on 'Nasha Mukti' with the motive of making the students aware of ill-effects of drugs and their prevention.
- On 25th Oct 2016, the computer wizards of the Department Of Computer Science participated in the Inter College Competition held at Gujranwala Guru Nanak Khalsa College and won first prize in technical quiz, second prize in project display and third prize in web designing.
- On 14th Jan 2017, NSS wing of the college celebrated 'National Youth Day' in the college campus.
- From 1st Feb 2017, a seven day workshop on 'Stress Management and Meditation' was organized by the Centre For Value Education.
- On 8th Feb 2017, a 'Spell Bee Contest' was organised by the Department Of English.
- On 11th Feb 2017, Rubi Kumari and Jyoti Rani of B.COM-II participated in Inter- College declamation contest organised by P.G. Department of Economics of Kamla Lothia S.D. College on the topics 'Young India and Skill Development' and 'Cashless India-A way to digital Economy'.
- On 13th Feb 2017, a story writing competition was organised by the Department of English to enhance the creative skills of students.
- On 7th March 2017, the college celebrated the Annual Athletic Meet with great fervour.
- On 11th March 2017, the students of Department of Music (Vocal & Instrumental) visited the Indian Idol Academy and Ishmeet Singh Music Institute, Ludhiana.
- On 3rd April 2017, the Centre For Value Education in collaboration with Max Super Speciality Hospital, Mohali organised a 'Free Multi Speciality Health Camp' sponsored by Rotary Club, Ludhiana .

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

7.4 Contribution to environmental awareness / protection

Growing of trees around help us to save environment and it is a regular feature of the college. We have grown some mosquito's repellent plants to keep the surroundings safe from dengue and malaria. A number of herbal plants like neem, tulsi, kadipatta, aloe vera etc. have been grown in the campus to keep the environment healthy and eco-friendly. The students are made aware of importance of growing plants to save environment. Poster making/Slogan writing competitions were organised on the theme of 'Save Environment'. Cleanliness drives were undertaken by the NSS volunteers to make college campus litter and pollution free. The entire campus has been declared as 'No Smoking Zone' and a continuous effort is being made to make it plastic free zone.

7.5 Whether environmental audit was conducted? Yes No

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

SWOC Analysis of the Institution

Strengths:

- Intellectual and human transformation through quality education
- Committed Management and Staff.
- Multi-faculty post-graduate institution.
- A robust work culture.
- High Quality co-curricular programmes to complement class room teaching.
- Latest educational infrastructure.
- A beautiful and clean campus.

Weaknesses:

- Changing trends in the study of traditional subjects.
- Higher education becoming expensive and therefore inaccessible to all.
- Financial constraints.

Opportunities:

- Scope for developing better human beings through education in society
- To become instrumental in bringing women empowerment.

Challenges:

- To maintain as well as increase the strength of students.
- Need to cope up with financial constraints.
- To bring intellectual and human transformation through quality education.

8. Plans of institution for next year

- (a) Planned to introduce classical dance as elective subject.
- (b) More rooms to be constructed (Commerce Block)
- (c) Construction of auditorium.
- (d) Organise extension lectures.
- (e) To develop entrepreneurial skills
- (f) To apply for B.COM Honours.
- (g) More placement drives.
- (h) To hold national seminars.

Name Anupam Gupta

Name DR. SARITA BAHL

Anupam Gupta

Signature of the Coordinator, IQAC

Sarita Bahl

Principal

Dr. Sarita Bahl
Signature of the Chairperson, IQAC

College For Women
LUDHIANA.

Annexure I

(A)

1. On 10th February 2017, a one day trip to Naina Devi, Anandpur Sahib and Virasat-E-Khalsa was organized by the Deptt.of Punjabi and Political Science.
2. On 10th February 2017, a one day trip to Chandigarh was organized by the Deptt.of Cosmetology.
3. On 17th February 2017, students of Event Management visited an orphanage ,Shree Balaji Prem Ashram and Nikhil Vidayala.
4. On 11th March 2017, the students of Deptt. of Music (Vocal and Instrumental) visited the ‘Indian Idol Academy & Ishmeet Singh Music Institute’, Ludhiana.

(B)

5. On 8th February 2017, A Spell Bee contest was organized by the P.G Deptt. of English.
6. On 11th February 2017, Rubi Kumari and Jyoti Rani of B.Com.-II participated in the inter college declamation contest organized by the P.G. Deptt. of Economics in Kamla Lohtia S.D. College on the topics ‘Young India and Skill Development’ and ‘Cashless India - A way to Digital Economy’.
7. On 13th February 2017, a story writing competition was organized by the P.G Deptt. of English to enhance the creative skills of the students and widen their imagination.
8. On 20th February 2017, a declamation contest was organized by the Deptt. of Sanskrit. The participants picked up different suktis from their book ‘Nitishtakam’ and spoke on their relevance in today’s life.
9. On 1st March 2017, a workshop on ‘First Aid’ was organized by the Deptt. of Home Science.
10. On 3rd and 4th March 2017, a two day workshop was organized by the Deptt. of Home Science in which the enthusiastic students got tips on preparing sumptuous snacks and cakes by expert chefs.
11. On 28th March 2017, the Deptt. of Fine Arts organized the Annual Art Exhibition. Ms. Poonampreet Kaur (PCS) Deputy Director Local Government was the Chief Guest on the occasion.
12. On 1st April 2017, Indian Idol conducted auditions for the musical contest ‘Indian Icon’ in collaboration with the Deptt. of Music(vocal and instrumental). These auditions were open for the students of all the sister institutions being run by S.S. Jain Girls School Committee, Ludhiana.

(C)

13. On 17th August, 2016, a seminar on 'General Health Awareness' was organized by the P.G. Department of Commerce & Management.
14. On 31st August 2016, a seminar on 'Future Career Guidance' was organized by P.G. Department of Computer Science. Mr. Sandeep Khushwaha (Centre Head), Bright Academy, Dr. Deepak Yadav and Mr. Millan Bector from Bright Academy were the resource persons.
15. On 2nd September 2016, Department of Cosmetology organized a Seminar-cum-Demonstration on 'Skin Care & Make-up' by AVON.
16. On 3rd September 2016, seminar-cum-rally on 'Cleanliness' was organized under the Patronage of Municipal Corporation by the N.S.S. wing.
17. On 8th October 2016, Computer Science Department of the college organized a seminar on 'Nasha Mukta' with the motive of making the students aware of ill effects of drugs and their prevention.
18. On 24th January, 2017, Deptt. of Cosmetology organized a seminar on 'Nutrition and Balanced Diet' in which Mrs. Dorry Jain, a Nutritionist from VLCC was the resource person.
19. On 24th February 2017, a seminar on "Career Guidance and Interview Skills" was organized by the Post Graduate Department of Commerce & Management in which Mr. Dev, Mr. Omkar and Mr. Mohit from Bright Academy were the resource persons.

(D)

20. On 1st March 2017, a workshop on 'Hair-cut and Hair-style' was organized by the Deptt. of Cosmetology. It was organized in collaboration with 'Orane Beauty Academy'.

(E)

21. On 27th January 2017, P.G. Department of Commerce & Management organized a placement drive conducted by Concentrix Daksh Services India Pvt. Ltd. Gurgaon. 10 students of deptt. got letter of intent.
22. On 16th February 2017, CDC sponsored National Seminar on 'Art Under Scanner-Challenges to artistic expression' was organised by P.G. Department of English.
23. On 10th March 2017, ICSSR sponsored National Seminar on 'Foreign Invasions in Punjab and Their Impact on Society' was organised by P.G. Department of History.

(F)

24. On 15th February 2017, a seminar on “Career Guidance” was organized by the P.G. Deptt. of Commerce & Management in which Mr. Kapil Bhandari of T.I.M.E. Institute acted as the resource person
25. On 24th February 2017, a seminar on ‘Career Guidance and Interview Skills’ was organized by the Post Graduate Deptt. of Commerce & Management in which Mr. Dev, Mr. Omkar and Mr. Mohit from Bright Academy were the resource persons.

Annexure II

PANJAB UNIVERSITY, CHANDIGARH

Academic Calendar for the session 2016-17 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-

Summer Vacation	25-05-16 Wednesday	To	06-07-16 Wednesday	(43 days)
Academic Calendar				
Colleges Open on and normal Admission for ongoing Classes	07-07-16 Thursday			
Admission Schedule				
Normal Admission for ongoing and new classes (except for those classes in which admission is through PU-CET (P.G))	07-07-16 Thursday	To	16-07-16 Saturday	(9 days)
Late Admission for, ongoing classes and new classes) to be allowed by the Principal of the College with late fee of Rs.560/- per student.	18-07-16 Monday	To	01-08-16 Monday	(13 days)
Teaching starts				
(i) For ongoing classes	11-07-16 Monday			
(ii) For new admission classes (those admitted through PU-CET (P.G)) tentative	18-07-16 Monday			
Late admission in Panjab University, affiliated Colleges to be allowed by the Vice-Chancellor with the fee of Rs. 2040/-per student	02-08-16 Tuesday	To	20-08-16 Saturday	(16 days)
Academic Term-I (a) 1st & 3rd & 5th Semester	11-07-16 Monday	To	10-10-16 Monday	(75 Teaching days)
Autumn Break	11-10-16 Tuesday	To	17-10-16 Monday	(07 days)

Academic Term-I(b)	18-10-16 Tuesday	To	02-12-16 Friday	(38 days)
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Total Teaching days of Academic Term I=75+38=113 days

End Semester Examinations	03-12-16 Saturday	To	28-12-16 Wednesday	(22 days including Saturday)
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Semester Vacation (Winter Break)	29-12-16 Thursday	To	10-01-17 Tuesday	(13 days)
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**Academic Term-II
2nd & 4th & 6th semester**

Colleges reopens after Semester Examination	11-01-17 Wednesday	To	05-05-17 Friday	(94 Teaching days)
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Total Teaching days of Academic Term II=94 days

End Semester Examinations	06-05-16 Saturday	To	31-05-16 Wednesday	(22 days)
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Summer vacation (tentative)	01-06-17 Thursday	To	08-07-17 Saturday	(39 days)
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Total Teaching days of academic term I & II =113+94=207 days

Annexure III

Proposed Acitivity Calender of the college

Term-1

July 11 To Oct 10,2016

1. Admission as per schedule
2. Inaugural Day with blessings of Rev. Jain Muni Ji Maharaj.
3. Classes Start
4. Teej Celebration
5. Welcome to the Freshers
6. Talent Hunt.
7. Formation of tutorial groups
8. Enrolment for NSS
9. Teachers' Day Celebration
10. Hindi Diwas Celebration
11. Participation in Punjab University Zonal Youth Festival
12. Preparation for NAAC Inspection
13. To organise more activites.

Term-II

Oct 18 To Dec 28,2016

1. Fine Arts Exhibition
2. Demonstration to be organized by Department of Home Science
3. Any one activity by each department.
4. Diwali celebration
5. Inter college quiz competition
6. Parent Teacher Meeting
7. One day NSS Camp
8. Prize distribution
9. Convocation
10. Educational Tour

Term-III

Jan 11 to till the end of the session

1. Sports Day
2. Second Parent Teacher Meeting
3. Birthday of Behan Devki Devi Ji
4. Students' Farewell Function
5. Final Examination
6. National Seminars

Seminars, Extension Lectures and Workshops will be organized by different departments from time to time .Educational trips and Excursions will also be organized during the session.

Annexure IV

Analysis of feedback report collected from different stakeholders

The college regularly collects 360° feedback from various stakeholders' viz. students, alumni, parents and management. Both verbal and formal (on specific performa) modes of feedback collection are employed. The feedback is analysed by the IQAC/Advisory Committee/Principal and the conclusions are passed on to decision making authorities (Management or Punjab University) through Principal and Teacher representatives in different bodies of incorporation for improvement process at the college and university level.

S.No.	Stakeholder	Need/Requirement for improvement
1.	Students	<ul style="list-style-type: none">• Need for improvement of infrastructure, particularly number of classrooms• Requirement of smart classrooms• The vehicle parking space should be increased• Need for an auditorium
2.	Alumni	<ul style="list-style-type: none">• Need for introduction of practical subjects• Need for introduction of skill based courses
3.	Parents	<ul style="list-style-type: none">• Most of the parents appreciated the college authorities for giving concessions on the fee and hailed the efforts of the teachers in acquainting the parents with the performance of their wards from time to time.• Coaching classes for competitive exams should be organised in the college .