Mehr Chand Mahajan DAV College for Women

Sector 36-A, Chandigarh – 160036 (U.T.)

Annual Quality Assurance Report
2013-14

Submitted to

National Assessment and Accreditation Council

Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

With a view to achieve the vision of MCM as a 'Total Quality Zone', the college has been following specific mechanisms for quality design and control:

- The IQAC has been constituted in the session 2015-17 (See Annexure I for constitution of IQAC).

- However, even before that, quality was being maintained through continuous assessment, monitoring and upgradation, in consultations with various academic and non-academic committees and Heads of Departments.

- The concerned faculty/Dean/ Head of the department is given an overall framework. Thereafter, the concerned faculty/committee works out the detailed quality parameters on its own.

- The college follows a set of innovative and healthy practices, which involve the faculty as well as the students.

AQAR for the year   : 2013-14

1. Details of the Institution

1.1 Name of the Institution   : MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN

1.2 Address Line 1   : Sector 36-A

Address Line 2

City/Town   : Chandigarh

State   : Chandigarh (U.T.)

Pin Code   : 160036

Institution e-mail address   : principal_mcmdavcollege@yahoo.com

Contact Nos.   : 0172-2603355, 0172-2624921

Name of the Head of the Institution : Dr. (Mrs.) Puneet Bedi

Tel. No. with STD Code : 0172-2603355

Mobile No. : 9815758400

Name of the IQAC Co-ordinator: : Dr. Renu Bedi

Mobile No. : 9814007819

IQAC e-mail address : principal_mcmdavcollege@yahoo.com

1.3 **NAAC Track ID** : PBCOGN12690

OR

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

1.5 Website address : www.mcmdavcw-chd.edu

Web-link of the AQAR: : www.mcmdavcw-chd.edu/iqac.htm

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	-	2006	5 years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : 1st November, 2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR (i)   – January, 2016

  ii. AQAR (ii)   – January, 2016

 iii. AQAR(iii)   – January, 2016

 iv. AQAR(iv)   – January, 2016

1.9 Institutional Status

University   **N/A**   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 ☐

                         UGC 2(f) ☑   UGC 12B ☑

Financial Status   Grant-in-aid ☐   Grant-in-aid + Self Financing ☑

               Totally Self-financing ☐

1.10 Type of Faculty/Programme

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

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

Others (Specify)

Undergraduate:	BBA, BCA
Postgraduate:	MA (English, Economics, Psychology, Sociology), M.Com.
Diploma Courses:	PGDMC, PGDCA

1.11 Name of the Affiliating University *(for the Colleges)* : Panjab University
Chandigarh (U.T.)

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

Department of Bio-technology (DBT) Star College Scheme.*

Star College Scheme : DBT Grant of 55 Lakhs from 2012-2015 to five departments (Physics, Chemistry, Botany, Zoology, Microbial and Food technology).

2. IQAC Composition and Activities   **:** *Please refer ANNEXURE - I*

Since the IQAC had not been constituted, the AQAR had not been prepared in the stipulated format.

However, an Annual Report of the activities and achievements of the college in the session is furnished to the Managing Committee, New Delhi on an annual basis, for perusal.

Criterion – I
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (Aided)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	5	-	5	-
UG	4	-	4	-
PG Diploma	2	1	3	3
Add Ons • **Advanced Diploma**	4	-		
	3	-	3	3
• **Diploma**	3	-	3	3
• **Certificate**	4	-	4	4
Others	-	-	-	-
Total	21	1	22	13

Interdisciplinary	02	-	-	**-**
Innovative	-	-	1	**-**

1.2 (i) Flexibility of the Curriculum

: Core & Elective options, Vocational & Add-on Courses

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11 (MA English I,II, MA Sociology I,II, MA Economics I,II,MA Psychology I,II, M.COM I,II, PGDCBC).
Annual	19 (BA I,II,III,B.SC I,II,III,B.SC MFT I,II,III,B.COM I,II,III,BCA I,II,III,BBA I,II, PGDCA,PGDMC)

1.**3 Feedback from stakeholders***   Alumni ☑   Parents ☐
   (On all aspects)
                                      Employers ☑   Students ☑

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

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

Syllabus is revised periodically according to the guidelines of the Panjab University, with inputs on curriculum revision and suggestions which are directed through the representatives of Board of Studies from our college, to the university. Faculty members also participate in workshops regarding syllabi revisions and improvements.

1.5 Any new Department/Centre introduced during the year. If yes, give details.
   No

Criterion – II
Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
102	60	42	-	

2.2 No. of permanent faculty with Ph.D.   : 38

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
-	06	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty : 55

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended	12	35	-	47
Presented papers	08	28	-	36
Resource Persons	-	-	04	04

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

1. Subscription to digital journals through INFLIBNET and DELNET to provide easy access to faculty and the students.
2. Teaching through power point and audio visual aids highlights the latest information and figures. This has been adopted by the faculty to make teaching effective.
3. Delivery of lectures by experts in relevant fields ignites the minds of students.

2.7 **Total No. of actual teaching days during this academic year :** 183

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

The Institute is affiliated to Panjab University & has to follow the rules & regulations.

1. The institute has introduced the computerization of the Examination system in the year 2014-15.

2. Post Graduate students are allotted assignments in each subject through which they are assessed for awarding internal assessment

2.9 **No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop :** 16

2.10 Average percentage of attendance of students :
75 % approx (as per Panjab University rules)

2.11 Course/Programme wise distribution of pass percentage:
Refer ANNEXURE II

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

- Identify weak students in the beginning of session and keep a track of their progress. They are provided remedial classes and counseling sessions.
- Identify students with research aptitude and scientific temper, through tests informal discussions, and then encourage them to go for research projects and present research papers.
- Students with clarity in conceptual understanding are encouraged and provided support and proposed to appear in different competitive exams.

- The heads of departments monitor the implementation of the pre-decided work schedule and work is completed term-wise.
- The examination policy, setting up of question paper i.e. Pattern, distribution of marks for the house exam are declared in the very beginning to keep the students fully prepared.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefited*
Refresher courses	07
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	17
Faculty exchange Programme	-
Staff training conducted by the university	06
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	05
Others *(Faculty Development Programmes within the college)*	-

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	51	02	04	23
Technical Staff	13	-	-	-

Criterion – III
Research, Consultancy and Extension

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

- The College encourages the blending of the academic know-how with research which is introduced at every level in the pedagogic methodology.

- The faculty is motivated to write and publish quality research papers.

- The college has also developed a culture of holding national seminars, and workshops on upcoming themes and topics of multi-disciplinary relevance in which academicians and industry experts of international repute are invited to enlighten students and faculty on contemporary research issues.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	13,30,800*	-

Dr Neetu Monga (Dept. Of Zoology) is a Co-investigator in a UGC funded Research Project wherein a Grant of Rs. 13,30,800/- has been sanctioned in the name of the Principal Investigator from PGGCG-42, Chandigarh .

3.3 Details regarding minor projects: None

3.4 Details on research publications

	International	National	Total
Peer Review Journals	16	19	35
Non-Peer Review Journals	03	05	08
e-Journals	09	02	11
Conference proceedings	04	06	10

3.5 Details on Impact factor of publications:

Range - Average - h-index - Nos. in SCOPUS -

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

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

3.7 No. of books published   i) **With ISBN No.:** 5
Chapters in Edited Books : 7

ii) **Without ISBN No**. : 01

3.8 No. of University Departments receiving funds from: Not Applicable

3.9 For colleges
    Autonomy   :
    CPE   :
    Inspire   :
    CE   :
    DBT Star Scheme   : 05 Departments*
    Any other (Specify)   :
    Star College Scheme : DBT Grant of 55 Lakhs from 2012-2015 to five departments (Physics, Chemistry, Botany, Zoology, Microbial and Food technology

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3.10 Revenue generated through consultancy : None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College	
Number	-	06 National Seminar	-	-	Panel Discussions	02
					Workshops	11
					Expert Lectures	18
					Seminars	09
					Total	**40**
Sponsoring agencies	-	DBT	-	-	-	

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

3.13 No. of collaborations : 1*

Dr Neetu Monga (Dept. Of Zoology) is a Co-investigator in a UGC funded Research Project wherein a Grant of Rs. 13,30,800/- has been sanctioned in the name of the Principal Investigator from PGGCG-42, Chandigarh .

3.14 No. of linkages created during this year : 05*
* Linkages created where the students engage in summer training/ internships.

3.15 Total budget for research for current year in lakhs :

From Funding Agency	From Management of University / College	Total
UGC		*Rs.13,30,800/-

* for the entire project, to receive in part as Co-investigator.

3.16 No. of patents received this year : None

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
06	02	04	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and new students enrolled / registered under them : 2 Newly enrolled and 8 Existing

3.19 No. of Ph.D. awarded by faculty from the Institution : 1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) : None

3.21 No. of students Participated in NSS events:
University Level : 200

3.22 No. of students participated in NCC events: 7 Students at National Level and 47 at State Level

3.23 No. of Awards won in NSS: 1 at State Level

3.24 No. of Awards won in NCC: 3 at National Level and 12 at State Level

3.25 No. of extension activities organized
College Forum : 36 **NCC :** 06 **NSS:** 10 **Any Other :** 20

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

MCM Rotaract Club (RID 3080)

- Awarded for 'Best Project, District Function Hosting and Membership Development' at Rotary District Award Function.
- Celebration of Eid at Senior Citizen Home in Sector 15, Chandigarh.
- Drawing competition for slum children of Sector 38(West), Chandigarh.
- Fund raiser ―Dandiya Night celebrated.
- Rs. 50,000/- donated to Sh. Iqbal Singh for urgent kidney transplant.
- Sewing machine presented to a young woman to empower her.
- Rs. 8,600/- donated to Sh. Sonu for his son's treatment for ruptured food pipe.
- Selling of candles made by children from 'Society for Rehabilitation of Mentally Challenged (SOREM)' at MCM DAV College Diwali Mela and proceeds given to them.
- Children's Day celebrated at Mother Teresa Home in Sector 23, Chandigarh.
- 'Clothes and Toys Collection Drive' for slum dwellers in Sector 38 West, Chandigarh.

Student Council

- Cracker free Diwali awareness signature rally: 700 signatures received

MCM NSS Club

- 226 units of blood collected at the Annual Blood Donation Camp.
- 200 herbal saplings planted at Plantation Drive.
- HIV AIDS Rally in adopted Badheri Village, Chandigarh.
- 15-day Self Defence Training Drive in collaboration with Chandigarh Police

MCM Arya Samaj Committee

- Project Ashirwad: Interaction with senior citizens from Old Age Home, Sector 15, Chandigarh.

Criterion – IV
Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	16 acres	-	-	16 acres
Class Rooms	51	-	-	51
Laboratories	30	-	-	30
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year	07	-	-	07
Value of the equipment purchased during the year (Rs. In lakh)	12.58284	-	-	12.58284

4.2 Computerization of Administration and Library

Implementation of in-house admission and assessment system and INFLIBNET in Library

4.3 Library Services:

	Existing		Newly Added		Total	
	No.	**Value (in Rs.)**	**No.**	**Value (in Rs.)**	**No.**	**Value (in Rs.)**
Text Books	33956	-	391	156333.35	34347	-
Reference Books	526	-	33	103725.15	559	-
e-Books	-	-	-			-
Journals	19	24840	06	37110	25	61950
e-Journals	-	-	INFLIBNET	5000	-	
Others	78	49102	6	5295	72	43843

4.4 Technology Up gradation (overall)

Allocation of Computers:

	Total	Compu-ter Labs	Internet (connections)	Browsing centers	Office	Departments	Library +Others
Existing	158	114	2	1	19	17	8
New	5	5				-	-
Total	**163**	**119**	**2**	**1**	**19**	**17**	**8**

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

Use of INFLIBNET and distribution of user names and passwords. Staff was imparted training about use of the system

4.6 Amount spent on maintenance in (in lakhs):
   1. ICT   : 16.71
   2. Campus Infrastructure and facilities   : 67.22
   3. Equipment   :
   4. Others   :
      Total   : 83.93

Criterion – V
Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Principal, Deans, Convenors of Committees and the Academic and Advisory Councils work throughout the year to enhance awareness about Student Support Services. Annual documents such as the College and Hostel Prospectus also become the medium for providing information about the vision and mission of the institution, support services/facilities available along with the facilitators, courses offered, subject combinations available, rules and regulations, fee structure, admission procedure, examination system, academic calendar, extension activities, guidelines for scholarships, stipends, fee concessions, prizes and cash incentives etc to the students.

5.2 Efforts made by the institution for tracking the progression

The Alumni Association of the College-AMDA- maintains a record of the students who have passed out which is a graphic indication of their progression to further studies and employment.

Student Progression	2013-14
UG to PG	87.59%
PG to M.Phil.	3.4%
PG to Ph.D.	Not available
Employed- Other than Campus Recruitment	2.67%

5.3 (a) Total Number of students : UG : 3675 and PG 482

(b) No. of students outside the state   1000*

The above mentioned number pertains to the approximate Hostellers who are definitely from outside the state. However, the college admits many students from neighbouring and distant states who stay with their relatives/ in Paying Guest and rented accommodation; the data for which is not available.

(c) No. of international students : 11

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3201	68	28	411	-	3331	3957	111	26	67	-	4157

Dropout %   **:** 3.21 (Undergraduate) and 1.65 (Post-graduate)
Demand ratio: Not available.

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

Subject Experts and eminent academicians are invited by the college regularly to equip students for competitive examinations through lectures, seminars, workshops and interactive sessions.

No. of students beneficiaries   : Students of various concerned streams.

5.5 **No. of students qualified in these examinations:** Data Not available

5.6 **Details of student counselling and career guidance**

- The College has a Grievance Redressal Cell that lends a hand to the students in their psychological, social and emotional concerns.

- Workshops and seminars on entrepreneurship development are regularly held to hone the concerned skills among the students.

- Healthy and positive atmosphere prevails in the classrooms and frequent interaction takes place between the teachers and the students for informal emotional, academic and career guidance.

No. of students benefited : 330*

* Number pertains to career guidance only

5.7   Details of campus placement

On campus			Off Campus
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
63	1370	558	-

5.8   Details of gender sensitization programmes

The NSS Unit conducted organized a 15 day self defence training drive in collaboration with Chandigarh Police to equip young women with martial skills for self protection.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events
State/ University level : 14   **National level :** 2 **International level : -**
No. of students participated in cultural events
State/ University level : 132   **National level :** 2 **International level :** 2

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

Sports:
State/ University level : 13   National level: 1   International level-
Cultural:
State/ University level : 34   National level: 2   International level-0

Includes team and individual prizes

5.10 Scholarships and Financial Support

	No of students	Amount
Financial support from institution	28	52,400/-
Financial support from government	5	88,000/-
Financial support from other sources	24	1,70,300/-

5.11 Student organised / initiatives: : None

5.12 No. of social initiatives undertaken by the students : 12

5.13 Major grievances of students (if any) redressed:

The Grievance Redressal Committee handled a number of complaints this year pertaining to time table issues; subject change; availability of basic amenities and interpersonal issues.

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Criterion – VI
Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To make MCM DAV College a '**Total Quality Zone**' by imparting quality education at all levels to produce 'Women of Potential' who can face the challenges of globalization in the 21st century.

Mission: To create young minds with a quest for excellence and a sense of self-evaluative accountability, and chisel them into socially responsible, morally upright, innovative women leaders, administrators and policy makers who can contribute constructively to the task of nation - building.

6.2 Does the Institution has a management Information System

MIS Committee has been formed and in due course the college will install the MIS system.

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

6.3.1 Curriculum Development

- Being affiliated to Panjab University, teachers follow the curriculum prescribed by the University.
- 16 members of faculty were members of the Board of Studies of PU that prepares and revises curriculum for the students at various levels.
- In this session 4 members were engaged in the Panjab University USOL study material development.
- In addition, to develop practical skills, new practicals were introduced in the subject of Chemistry like 'Estimation of Calcium and Magnesium in the Waters of Tricity'.

6.3.2 Teaching and Learning

- The role of teachers has been transformed into being facilitators and the students are encouraged towards active and collaborative learning by enhancing their access to ICT supported education.
- Those teaching methods are adopted that cater to the diverse needs of students so as to give them maximal benefit.

- The teachers usually go beyond the prescribed syllabi by employing an interdisciplinary approach and providing the students, a practical knowledge of the subject instead of bookish knowledge which focuses only on clearing the examinations.
- The learners are encouraged to develop research-oriented thinking and given opportunities to share their views and experiences through exposure in the form of participation in competitions organized by various organizations.
- An innovative addition to the teaching–learning process adopted in the college is the formation of e-groups and phone groups of various classes and extensive use of e-mails for swift dissemination of information.

6.3.3 Examination and Evaluation

- The evaluation process is very transparent, completely adhering to the guidelines stipulated by the affiliating University.
- House examinations are conducted and the question papers are set according to the specific pattern prescribed by the Panjab University.
- The results are informed to the parents too and the students are given an access to the answer scripts.
- The assessment is marked strictly according to the parameters laid down by the University and it is then displayed on the notice board. In case of any discrepancy, they can approach their teachers.
- Evaluation is done both quantitatively through oral, written and practical techniques as well as qualitatively through cumulative records and is treated diagnostically to bring about the best possible level of learning outcome.
- The internal assessment system has been upgraded to be submitted online.

6.3.4 Research and Development

- The college conducted 6 National seminars and workshops on current issues and on topics of multi-disciplinary relevance.
- The College also publishes a Multidisciplinary research Journal 'New Horizons' (ISSN no 2277-5218).
- Faculty is motivated to replicate research process in the classroom. Inductive teaching or its variations as an instruction method is encouraged.
- The Research Committee fosters scientific temper in the college, journal subscriptions, and utilization of funds for research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A library committee in consultation with the library staff regularly seeks to upgrade in terms of research journals, books, encyclopedias, audio and video CD's, e-journals as well as other online resources. These resources are purchased as per the recommendation of the Research Committee and the various Departments of the college.
- Installation of INFLIBNET to improve faculty access to academic content.
- To make the college, disabled- friendly, connecting corridors are being constructed between the Arts and Science Blocks.
- A lift has been installed to make the upper floors easily accessible for students and staff.
- Laboratories have been upgraded and new furniture has been procured to improve the quality of learning

6.3.6 Human Resource Management

- As per UGC and Panjab University guidelines, faculty is encouraged to attend Orientation and Refresher Courses.
- Staff is also encouraged to attend national and international seminars, workshops, conferences, etc.
- Opinion and suggestions of the employees are considered a vital input for devising plans of the College.
- At all operational levels of the institution, grievance redressal mechanisms exist and efforts are directed towards making them as fair and expeditious as possible.

6.3.7 Faculty and Staff recruitment

- The College constantly endeavours to attract competent and well qualified staff. Faculty is recruited as per UGC/ Panjab University norms on merit basis. New teachers are appointed according to the need of the subject with specialization in the relevant field.
- The guest faculty is also appointed if there is a requirement in any of the Departments.

6.3.8   Industry Interaction / Collaboration

MCM DAV College is an institution that displays sensitivity to the swiftly changing global educational, social and market scenario and its consequent demands. With that in view, we are geared to promote an ambience of creativity and innovation. For this purpose,

- Company executives, directors and entrepreneurs are invited to the College to interact and share their experiences with students and faculty.
- Industrial visits are organised to enhance understanding and provide hands on training to students. During thois session visits were organized to
    - Claas India Private Limited, Morinda.
    - IMTECH Mohali
    - Fish Farm at Phagan Majra, Fatehgarh Sahib.

- The MCM-Mega Job fest is a successful venture that takes place every year. In 2013-14, 558 students were shortlisted by various national and international companies.

6.3.9   Admission of Students

- College follows Panjab University guidelines for admission to different courses relating to minimum eligibility criteria, compartment cases and reservations in different categories.
- To ensure transparency in the admission process Dean Admissions makes several admission committees for different classes. Merit list of selected courses (with limited seats) is prepared and put up on the notice board.
- Several new initiatives for easing the admission rush have been introduced including more cash counters, acceptability of bank drafts, payment at other SBI branches and recently online fee payment has also been introduced

6.4   Welfare schemes for:

Teaching Staff	04
Non-Teaching Staff	07
Students	04

6.5   Total corpus fund generated :

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	No	-	No	-
Administrative	No	-	No	-

6.8   Does the University/ Autonomous College declares results within 30 days?
        For UG Programmes : No
        For PG Programmes : No
        The annual examination, evaluations and the declaration of results falls within the purview of the Panjab University.

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 :

- The alumni contribute to quality by interacting with the students and guiding them in various ways including in matters such as placement and moral values.
- Alumni Association of the college organizes regular formal and informal interactions. The alumni Association AMDA serves as an ambassador of the college and hence plays a positive role in building the reputation of the college.

- The college invites the alumni as resource persons / speakers for various lectures and events to inspire the present students and share their valuable memories and experiences with them.

- Alumni are invited and honoured on momentous occasions like Annual Prize Distribution, Induction and Convocation.

- This year Ms Darvir Raj (PCS), Ms Nupur Bishnoi (Haryana Police Services), Mother of Late Harita Kaur Deol (Pilot, IAF), Dr.Mamta Gupta (Doctor), Ms. Rajni Gujral (Cine Artist), Ms. Khusboo Kochar (Model and Cine Artist), Ms. Satwinder Bitti (Panjabi Folk and Gurbani Singer), Ms. Monita Mehta (Advocate), Ms. Payal Sodhi (Activist for Animal Rights), Ms. Rama Mehndiratta (Deputy Manager, Oriental Insurance Company), Ms. Neeru Chugh (Senior Hindi Officer, CSIO), Ms. Raminder Bhatia (DGM, PUNCOM) and Ms. Aarti Mehta (Manager) were honoured in College.

6.12 Activities and support from the Parent – Teacher Association

- There were informal discussions with the parents about the progress of their wards. Also, the results of students are sent to their residence.
- Principal/ Teachers call parents when required to discuss the performance of their children. Even the parents can freely access the Principal and teachers.
- Parents are also invited to attend two major functions of College: Annual Prize Distribution function, and Convocation.

6.13 Development programmes for support staff

- Support Staff is invited to attend lectures and seminars being held at the college, to increase awareness about safety in the laboratory, and the use of ICT.
- They are also informally trained by their respective seniors so that they acquire competence in their jobs.

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

- The college has developed a database of all its examination results and Internal assessments which has not only helped in the organization and ease of accessibility of data, but also made the system more eco-friendly.
- Strict instructions are issued to tuck shop, college canteen, Nescafe outlet and juice shop in the college campus against the use of polythene bags.
- Aquatic ecosystem pond has been set up with the help of Dept. of Zoology, Panjab University, in the botanical garden.

- Sinks discarded after renovation of Chemistry labs are used as flower beds.
- Department of Zoology organized a National Seminar cum Workshop on 'New Dimensions in Eco Management' sponsored by Department of Biotechnology, Ministry of Science and Technology, Government of India.
- NSS unit organized a plantation drive in which 200 herbal plants were planted within the campus.
- The Environment Committee of the College celebrated 'MCM Van Mahotsav' in which the students planted 100 saplings of Medicinal plants.

Criterion – VII
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.

- MCM DAV College for Women is constantly geared towards developing innovative methods which are in line with the fast paced global scenario. Innovative techniques are employed to smoothen the functioning of the college and to create an environment conducive to growth of the stakeholders.

- Students are encouraged to take up organizational responsibilities in various events

    - Endeavouring to create job providers and entrepreneurs rather than job seekers

- Project Aashirwaad: Realizing the social malaise of broken homes and parents being disowned by their children, the college organizes Hawan before exams in which citizens from old age homes are invited to the hostel to bless students who are away from their families. These students adopt grandparents and receive their blessing.

- E-mail groups of Honours and Post graduate and Functional English students are created for the dissemination of notes and other relevant information to them.

- Whatsapp and Facebook Groups with present and past students for quick communication and information exchange.

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

Action Taken Report

S.No	POA (Plan of Action)	Action Taken
1	Creation of electronic database	• Electronic database created for Examination and Admission records. • Internal assessment systems computerized.
2	Entrepreneurial Skills in students	• Various Events like Diwali mela, Department functions organized and executed by students. • Students involved in the setting up of stalls and kiosks in Diwali Mela and Environment fests.
3	Enhancing social responsiveness in students	• Project Ashirwad initiated as a means of adopting grandparents and sustaining the traditional wealth of the nation.
4	Environment Awareness	• Around 150 students participated in the Plantation Drive organized during the Van Mahotsav and planted 100 saplings of 12 varieties of medicinal plants. • The NSS Wing also organized a 7-day camp on the theme of "Environment" in which 100 volunteers participated. • Screened a movie titled "Flying Monsters" highlighting the role of changing environment and maintaining biodiversity, followed by interactive session and quiz. • Students were taken to an organic farm in village Tira, Kharar, for demonstration of vermiculture and organic farming. • Students were taken for a visit to a fish farm at the village Phaganmajra, Fatehgarh Sahib. • A visit to Nepli Forest and Sukhna Wildlife Sanctuary was organized, to study flora in its natural habitat and to observe species of migratory birds visiting Sukhna Lake.

		• An Interdisciplinary Poster Making contest on "Save your carbon Footprint" was organized to generate awareness about individual environmental responsibility.
5	Spiritual Empowerment	• Collaborating the spirituality with the environment, a 31 Hawankund Yajna was organized in the 49th Varshik Utsav organized by Arya Samaj, Sector 16, Chandigarh.

7.3 Give two Best Practices of the institution

1. Generating Environment Consciousness

Objective of the practice

- To generate awareness and responsibility towards creating and maintaining a clean and healthy environment for the present society and future generations.

Context

- The depleting life sustaining resources in the environment across the globe is a matter of deep concern, especially for the young generation.
- The responsibility of protecting and nurturing and preserving a green and healthy natural environment rests with the youth.

The Practice

Being located in a highly environment/ conscious 'City Beautiful': the institution is fully awake to its environmental responsibilities and collaborates eagerly with the Chandigarh Administration in its environment resuscitation ventures.

- With that in view the College carries out numerous activities throughout the session to sensitize the students about their role in the amelioration of the environment.
- Celebration of Prakriti Utsav.
- Maintenance of Rishi Vatika – a nursery of herbal and medicinal plants.
- Carrying out plantation drives

- Lectures and workshops on major environment related issues.
- National/International seminars on important issues such as climate change, global environmental concerns, carbon footprint etc.
- Maintaining vermin composting unit for hygienic and nature friendly disposal of waste.
- Visits to industries/ institutions and botanical gardens to learn and adopt environment friendly practices.
- Joined the DAV initiative project 'BOOND' to sensitize the stakeholders to water conservation.
- Solar panelling on College hostel roof for providing hot water facility to residents.
- Maintaining MCM as a polythene free zone. Strict instructions issued to tuck shop, fruit shop and food plaza to avoid using polythene bags.
- The members of the staff are encouraged to pool their vehicles for commuting to college.

Evidence of success

- MCM boasts of one of the greenest campuses in the city. Students celebrate cultural festivals such as Holi, Diwali, Basant etc in a nature friendly manner. Active participation and contribution of faculty and students in seminars/ workshops on environmental issues.

Problems Encountered

Since the area is heavily infested with termite, the protection of trees and old infrastructure is a huge challenge.

1. **Induction Ceremony**

   Objective of the practice
- The Induction programme aims to introduce newcomers with the rich traditions of MCM. It creates a bond among newcomers with their seniors and staff and inculcates a feeling of discipline and loyalty to their institution.

   Context

- The problem of ragging is turning into a life threatening menace in our country.
- Induction is a means of laying a healthy foundation of a relationship between seniors and freshers.
- Provides a platform to ease new students into the value system of the college
- Provides a space of interaction and healthy exchange between different stakeholders.

The Practice
- New students are made aware of rules and regulations of the college, examination system and a Anti-ragging Cell through skits and songs by the senior students.
- Freshers are welcomed by seniors .
- Introduction of the deans/convenors of main committees to the freshers.

Evidence of success
- Compliance of rules is an evidence for success of this practice. All are informed and updated with information.
- The college has received zero report of ragging since the system has been put into practice.

Problems Encountered:
- To hold these events, classes have to be shortened and loss of classroom time is incurred. However, considering the instructional and personality building facets of this activity, it seems like a reasonable cost to pay.

2. Technological Advancement

Objectives
- To be up to date with latest technological trends
- To save time and energy in common college procedures
- To reduce chances of error and human fallibility
- To archive important information
- To save paper and space

Context
- In the current scenario, computerization and technological advancement is the order of the day

- Records and relevant information has to be archived for future and common reference
- Ecological concerns are ignored in paper filing

The Practice

- Effective teaching/learning using technical support and the Internet.
- Database of examination results and Internal assessments
- Access to Inflibnet and DELNET to its faculty members to promote research based education.
- e-journals and other research-based resources in diverse disciplines to provide pedagogic support.
- e-mail groups of Honours and Post graduate students for collection of assignments, dissemination of notes and creating a knowledge bank for students
- Whatsapp and Facebook Groups of classes for quicker communication with present and past students

Evidence of Success

- Use of Internet in teaching/learning by staff and faculty
- Better organization and ease of accessibility of data

7.4 Contribution to environmental awareness / protection

- Sensitization of stakeholders about environment through extension lectures, screening of movies and visits to Fish farm, organic farm and Nepali forests.
- A hygienic and organized approach towards day to day activities is inculcated through Cleanliness Drives.

7.5 Whether environmental audit was conducted? : No

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

Strengths:

- Quality teaching, innovative pedagogical techniques and technologies. Highly qualified, dedicated and experienced faculty.
- Key emphasis on teaching and learning beyond the class room through regular workshops, lectures by experts, field and industrial visits, educational tours.

- Imposing building and state-of–the-art infrastructural facilities including a well stocked digital library, cyber café and Wi-Fi enabled laboratories.

Weakness:

- Collaborations with other institutions of higher learning to facilitate student-exchange programmes.
- Non existence of Research Centre in the institution for guiding research scholars in spite of a highly qualified staff.

Opportunities :

- Since the college is a Postgraduate institution and has potential to become a Research Centre, it can offer research facilities to both Postgraduate students and its faculty.
- Being a college for women, it offers a wide range of resource personnel in domestic fields who can also contribute in GDP.

Threats:
- Inclination of students to opt for technical courses.
- Large turnout of unskilled graduates with limited chances of employability.

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

- Enhancement of ICT based pedagogical techniques.
- Propagation of Swachh Bharat Abhiyaan.
- Impetus to research through seeking research grants for research projects and proposal to apply for a research center.

Name __Dr. Renu Bedi_____　　　*Name __Dr. Nisha Bhargava _____*

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

IQAC – 2015-2017

Member of Managing Committee : Sh. H.R Gandhar

Chairperson : Principal - Dr. Nisha Bhargava

Coordinator : Dr. Renu Bedi

Members of NAAC Core Committee : Dr. Vibha Sharma
Mrs. Bindu Sharma
Mrs. Vandana Syal
Mrs. Sukhpreet Bhatia
Mrs. Raman Ghuman
Mrs. Baljeet Kaur Tiwana
Dr. Neha Pandeya
Dr. Manjit Sidhu

Senior Administrative Officers : Registrar – Mrs. Rama Kashyap
Bursar - Mrs. Madhvi Bajaj
Dean (Exam) – Dr. Neela Pawar
Dean(Cultural Affairs) – Mrs. Sukhpreet Bhatia

Staff Representative : Dr. Simmi R Singh
(Governing Body)

Teaching Faculty : Mrs. Madhu Marwaha
Dr. Savita Thapar
Mrs. Suman Mahajan
Dr. Gurvinder Kaur
Dr. Geeta Mehra

Co-ordinator Hostel Committee : Mrs. Kamini Tayal

Librarian : Mrs. Shashi Prabha Bansal

Local Society (M.C Councillor) : Mrs. Asha Kumari Jaswal

President (Students Union)   :   Ms. Antpreet Kaur

Alumni   :   Ms. Anu Dhingra
Ms. Suditi Jindal

Industrialists/Stakeholders   :   1. Mr. Sat Pal Gupta
(Swarna Industries Ltd., Ph-II, Ind. Area, Panchkula (Hry).)

2. Mr. N.S. Brar
(PAGRO Frozen Foods Ltd., Sirhind (Punjab))

3. Dr. Anil Angrish
(Director, Ludhiana Stock Exchange)

4. Mr. Narender Verma
(Senior Executive, CII)

CLASS	No. of students appeared	Ist Div.	II Div.	III Div.	College %	PU %
BA I	786	425	188	56	91.86%	45.62%
BA II	575	349	152	52	96.17	64.94%
BA III	518	333	119	25	98.46	69.20%
BA III HNS	340	209	83	2	93.82	81.84%
B.Com I	227	141	41	8	94.27%	55.56%
B.Com II	208	143	37	4	97.59%	74.31%
B.Com III	220	191	27	2	100.00%	96.66%
B.Com III (Hons.)	142	126	9	NIL	95.07%	89.53%
BBA I	49	33	4	NIL	89.79%	48.73%
BBA II	45	34	9	1	100.00%	83.19%
BCA I	80	34	7	NIL	78.75%	39.55%
BCA II	53	23	17	NIL	88.68%	81.97%
BCA III	62	50	8	NIL	100.00%	85.21%
B.Sc I	244	127	59	12	89.34%	
B.Sc II	200	123	49	10	99.00%	83.87%
B.Sc III	193	118	47	6	98.45%	87.11%
B.Sc I MFT	35	30	4	1	100%	100%
B.Sc II MFT	30	17	7	2	93.33%	89.29%
B.Sc III MFT	32	28	3	NIL	100%	100%
PGDMC	21	4	8	NIL	57.14%	
PGDCA	15	11	1	NIL	86.67%	64.57%
PGDCBC SEM I	10	10	NIL	NIL	100.00%	100.00%
PGDCBC SEM II	9	9	NIL	NIL	100.00%	100.00%
MA ENG SEM I	50	8	13	8	98.00%	46.14%
MA ENG SEM II	49	3	7	10	83.67%	46.72%
MA ENG SEM III	46	5	20	12	100.00%	73.31%
MA ENG SEM IV	46	4	20	9	97.82%	
MA SOC SEM I	47	27	15	1	93.61%	66.63%
MA SOC SEM II	46	10	25	3	93.48%	47.29%
MA SOC SEM III	42	22	13	1	100.00%	77.09%
MA SOC SEM IV	42	22	11	1	83.33%	79.52%

CLASS	No. of students appeared	Ist Div.	II Div.	III Div.	College %	PU %
M.Com SEM I	**46**	**37**	**NIL**	**NIL**	**95.65%**	**71.61%**
M.Com SEM II	**45**	**37**	**1**	**NIL**	**86.66%**	
M.Com SEM III	**43**	**33**	**4**	**NIL**	**86.05%**	**81.27%**
M.Com SEM IV	**42**	**35**	**2**	**NIL**	**88.10%**	
MA ECO SEM I	**53**	**18**	**18**	**6**	**98.11%**	**43.43%**
MA ECO SEM II	**53**	**18**	**15**	**14**	**94.34%**	
MA ECO SEM III	**38**	**13**	**15**	**7**	**100.00%**	**81.44%**
MA ECO SEM IV	**38**	**7**	**13**	**2**	**68.42%**	
MA PSY SEM I	**35**	**14**	**9**	**1**	**97.14%**	**71.92%**
MA PSY SEM II	**34**	**22**	**10**	**1**	**100.00%**	
MA PSY SEM III	**34**	**27**	**4**	**-**	**100.00%**	**91.67%**
MA PSY SEM IV	**34**	**17**	**6**		**100.00%**	