

Mehr Chand Mahajan
DAV College for Women
Sector 36-A, Chandigarh – 160036 (U.T.)

Annual Quality Assurance Report
2014-15

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 : 2014-15

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	1 st Cycle	A	-	2006	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th 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	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution :	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>			
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>			
	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>					
Financial Status	Grant-in-aid	<input type="checkbox"/>	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>					
	Totally Self-financing	<input type="checkbox"/>							

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, PGDCBC

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	3	-	3	-
Add Ons	5	-		
• Advanced Diploma	3	-	3	3
• Diploma	3	-	3	3
• Certificate	5	-	5	5
Others	-	-	-	-
Total	23	-	23	11

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	17 (BA I, BSC I, B.SC MFT I, B.COM I, BCA I, BBA I, MA English I, II, MA Sociology I, II, MA Economics I, II, MA Psychology I, II, M.COM I, II, PGDCBC)
Annual	14 (BA II, III, B.SC II, III, B.COM II, III, B.SC MFT II, III, BCA II, III, BBA II, III, PGDCA, PGDMC)

1.3 Feedback from stakeholders*
(On all aspects)

Alumni

Parents

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
97	55	42	-	

2.2 No. of permanent faculty with Ph.D. : 41

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
-	04	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty : 68

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended	42	68	04	114
Presented papers	33	55	02	90
Resource Persons	-	03	03	06

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

1. Exposure to research which emphasizes critical thinking, intellectual curiosity, learning to sieve the relevant from the non- relevant, analyzing literature, clear and concise expression of thoughts.
2. Teaching across disciplines and allocation of assignments on recent developments in the discipline.

3. Usage of e-resources, e.g. whats app, e-mail groups for dissemination of information.

2.7 Total No. of actual teaching days during this academic year : 224

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

- 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.
- The college is phasing out hard copies of result statements and all the data of the Examination Committee is now available at the click of a button.

2.9 No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 15

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:

The college, and its various committees, incorporate advances in teaching/ learning process:

- Conducting training workshops/seminars/expert lectures for students and teachers.
- Upgrading library resources.
- Emphasis on practical and applied approach through field trips.

- Encouraging students to actively participate in research activities through project work, facilitating participation in conferences and publications in reputed Journals.
- Seeking formal and informal feedback from students regarding the teaching-learning environment, competence of faculty, sensitivity of faculty and the institution towards the needs of the students. The feedback received is discussed in departmental meetings and the relevant suggestions are implemented.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	06
UGC – Faculty Improvement Programme	-
HRD Programmes	01
Orientation Programmes	10
Faculty exchange Programme	-
Staff training conducted by the university	04
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
<i>Others (Faculty Development Programmes within the college)</i>	03

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	52	01	02	26
Technical Staff	13	-	-	04

Criterion – III Research, Consultancy and Extension

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

- Constituting a Research Committee.
- Subscription to relevant journals especially for Post Graduate Courses.
- Computer and Internet facilities have provided to Departments.
- The research achievements of the students and faculty members are felicitated at the Annual Prize Distribution function.
- Faculty members are encouraged to seek grants and sponsorships for taking minor/major research projects from UGC and other funding agencies.

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	-	-	01	01
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Total
Peer Review Journals	47	48	95
Non-Peer Review Journals	05	09	14
e-Journals	31	01	32
Conference proceedings	05	10	15

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>	2 months	IISER, Mohali	10000	10000
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

i) With ISBN No.: 14
Chapters in Edited Books : 23

ii) Without ISBN No. : 03

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) : 01 (Indian Academy of Sciences)

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

3.10 Revenue generated through consultancy : None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College	
Number	-	02 (National Seminar / cum Workshop)	-	-	Panel Discussions	01
					Workshops	14
					Expert Lectures	18
					Seminars	01
					Total	34
Sponsoring agencies	-	Indian Academy of Science	-	-	-	

3.12 No. of faculty served as experts, chairpersons or resource persons : 06

3.13 No. of collaborations : 1 - Mai Bhago Armed Forces Preparatory, Mohali
(Armed forces preparatory institute setup by Govt. of Punjab)

3.14 No. of linkages created during this year : 04*

** Linkages created with companies where students participate in Summer Trainings and Internships.*

3.15 Total budget for research for current year in lakhs :

From Funding Agency	From Management of University / College	Total
Rs. 10,000/-		Rs. 10,000/-

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
09	05	03	01	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and new students enrolled / registered under them : 14 Newly enrolled and 5 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 National Level : 2**

3.22 No. of students participated in NCC events: 6 Students at National Level

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC: 6 at National Level and 3 at State Level

**3.25 No. of extension activities organized
College Forum : 35 NCC : 06 NSS: 11 Any Other : 18**

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

By MCM Rotaract Club (RID 3080)

- Awarded for Maximum Donation and Maximum Registration at the District Assembly.
- Donation of Rs. 1,31,000/- for treatment of cancer patients.
- Donated Rs. 93, 846/- for heart surgery of baby Avni, d/o Sapna, at the Post Graduate Institute of Medical Education and Research (PGIMER), Chandigarh.
- Celebrated Independence Day at Mother Teresa Charitable Trust, Sector 23, Chandigarh.
- Celebrated Parents' Day at Satya Sai Ashram in Sector 19, Chandigarh.
- Celebrated Children's Day with poor children.
- 'Blanket Distribution Drive' for Rickshaw Pullers.
- 'Nukkad Natak' on —Literacy for Better Future in the slums of Sector 38 (West), Chandigarh.
- Hygiene and Cleanliness awareness drive in Sector 38(West), Chandigarh.

- Donation of 300 packets of sanitary napkins to women living in the slums.
- Warm Clothes collection drive.
- Distribution of Newspaper bags in markets.
- Contribution to 'Swachh Bhaarat Abhiyan' .
- Anti-Cracker Initiative .
- Celebration of 'International Girl Child Day'.
- Anti-smoking awareness campaign.
- Cancer Awareness sessions with MAX Hospital, Mohali.
- 7-day-night camp on —'Health and Hygiene'
- Rally, street play, flash mobs and human chain in Sector 17, Panjab University and Elante Mall on the theme of Child abuse.

MCM NSS Club

- Donated 240 units of blood at Annual Blood Donation Camp.
- Lecture by Ms. Payal Sodhi from PFA (People for Animals).
- Cleanliness Drive under Swachh Bharat Abhiyan.
- 7-day-night camp on —Health and Hygiene.
- Poster Rally on AIDS, Blood Donation and Cleanliness.
- Women Two Wheeler Safety Helmet Rally in collaboration with Chandigarh Traffic Police.
- Interactive session with SSP Sukhchain Singh Gill on —Crime Against Women.

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 (\geq 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

Computerization of admission procedures and Examination system in administration branch and DELNET facility in the Library

4.3 Library Services:

	Existing		Newly Added		Total	
	No.	Value (in Rs.)	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	34347	-	444	212597.43	34791	-
Reference Books	559	-	29	112980.19	588	-
e-Books	-	-	-	-	-	-
Journals	97	-	02	-	99	1,43861/-
e-Journals	-	-	DELNET	11500/-	-	11,500/-
*CD & Video	-	-	-	-	335	-

* As part of a books

4.4 Technology Up gradation (overall)

Allocation of Computers:

	Total	Computer Labs	Internet (connections)	Browsing centers	Office	Departments	Library +Others
Existing	163	119	2	1	19	17	8
New	13	5	8	1	2	-	6
Total	176	124	10	2	21	17	14

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

- Use of DELNET
- Administrative staff was coached for online fee deposit.
- Examination committee was trained to use the new Examination System

4.6 Amount spent on maintenance in (in lakhs):

1. ICT	: 7.43
2. Campus Infrastructure and facilities	: 97.88
3. Equipment	:
4. Others	:
Total	: 105.31

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 out information about the vision and mission of the institution, details of 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.

5.3 (a) Total Number of students* UG-3890 and PG -488 *Appeared in PU Exams

(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 : 15

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3957	111	26	67	-	4157	4182	118	30	137	-	4467

Dropout % = 1.86* (Undergraduate)
= 2.98 (Post-graduate)

2014-15 Demand Ratio

Programmes	Number of applications	Number of students admitted	Demand
Ratio			
B.A 1	908	908	1:1
B.Sc 1 (M)	453	67	6.7:1
B.Sc 1(NM)	665	70	9.5:1
B.Com 1*			
BBA-1	400	47	8.5:1
BCA-1	114	74	1.5:1
BMF-1	190	68	2.8:1
MA-1 (eng)	134	48	2.8:1
MA-1(eco)	138	51	2.7:1
M.Com-1	288	45	6.4:1
MA-1(psy)	91	37	2.45:1
MA-1(socio)	59	53	1.1:1
PGDCA	18	14	1.2:1
PGDMC	24	24	1:1
PGDCBC	24	24	1:1

*centralized admission

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 of last 4 years (available from alumni records) As year-wise data is not available

UGC NET/SLET	=	42
Civil Services	=	7
Defence Services	=	4

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. The Placement Cell of the College organizes lectures for Career Guidance, Personality Development and Stress Management.

No. of students benefited : 412*

** 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
41	1273	416	-

5.8 Details of gender sensitization programmes

The MCM Rotaract Club and the NSS Unit conducted gender sensitization camps and awareness rallies in the college and nearby rural areas. Some of the issues discussed include:

- Child Abuse
- Female Foeticide
- Domestic Violence
- Women Safety
- The International Girl Child day was celebrated with great enthusiasm.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events
State/ University level : 12 National level : 4 International level : -

No. of students participated in cultural events
State/ University level : 138 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 : 9 National level: 2 International level-

Cultural:

State/ University level : 34 National level: 5 International level-2

**Includes team and individual prizes*

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	31	67,400/-
Financial support from government	1	72,700/-
Financial support from other sources	30	2,17,000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives: : None

5.12 No. of social initiatives undertaken by the students : 19

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; addition of furniture, electrical installations etc. in classrooms; quality of food items in canteen; and interpersonal issues.

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

- Many teachers are members of varied Boards of Studies that prepare and revise curriculum for the students at various levels.
- As the college is affiliated to Panjab University, teachers follow the curriculum provided by the university but they are given autonomy to plan the teaching strategy.

6.3.2 Teaching and Learning

- Teachers are encouraged to regularly participate in Faculty Development Programmes.
- Advancement in information technology has been enmeshed upon by providing services like INFLIBNET and DELNET in the college.
- To cater to the changing aspirations of students, new courses/subjects have been added.
- The teachers usually go beyond the prescribed syllabi by interlinking it with other disciplines and assigning research projects beyond the syllabus.
- Faculty members take classes across the discipline to foster an inter-disciplinary thrust.

6.3.3 Examination and Evaluation

- Professionals are invited from time to time to apprise the students of ways to handle stress, examination fear, peer pressure and other such problems.
- During examinations differently abled students are accommodated on the ground floor.
- Objective peer evaluation is encouraged in some classes which improves the class atmosphere and clarifies the concepts better.
- In order to maintain complete transparency, the students are shown their answer-sheets of house examinations.
- Internal Assessment is also displayed on the notice board before being submitted to the University.
- The parents of students are informed about the performance of their wards in the House examinations.

6.3.4 Research and Development

In order to encourage research and development:

- The College publishes an ISBN numbered Journal the 'New Horizons'.
- INFLIBNET and DELNET services are available.
- Seminars and workshops are regularly held at the College to promote research.
- Research based assignments/projects are assigned to the students especially at the Postgraduation level.
- Faculty is motivated to replicate research process in the classroom. Inductive teaching as a method of instruction is encouraged.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Teaching aids like overhead projectors, computers, visualizers, and wi fi facility in laboratories is available for the faculty and students to improve the teaching –learning process.
- To cope up with increase in number of students, new furniture has been procured.
- DELNET facility and more than 450 new books were added to the library.
- New lockers have been procured and placed in the staff-room.
- Laboratories have been provided with the facility of wi-fi connectivity.

- A proposal for the construction of a new Administrative Block and washroom, and expansion of the library has been put forth.

6.3.6 Human Resource Management

- The College takes decisions pertaining to the addition of teaching and non-teaching staff within the parameters provided by UGC, Panjab University, and the DAV College Managing Committee.
- Recruitment to various posts is as per need and norms.
- Regular performance appraisals of teaching and non-teaching staff are done.
- Opinion and suggestions of the employees are considered a vital input for future plans and strategies of the College.
- Members of the faculty are assigned rotational duties in various clubs and committees to benefit from their extra-academic proficiency in diverse fields.

6.3.7 Faculty and Staff recruitment

- The process of recruitment of new faculty has been initiated through advertisements in major dailies of the region.
- In this session, 68 appointments of faculty on contract were made.

6.3.8 Industry Interaction / Collaboration

- Company executives, Directors and Entrepreneurs are invited to the College to interact and share notes with students and the faculty.
- Students are taken for Industry visits for first-hand experience and skill-enhancement. In this session, visits have been organised to:
 - Claas India Pvt. Ltd., Morinda
 - Department of Forestry, YS Parmar University, Solan.
- Membership of prestigious bodies like CII to promote linkages with industry.
- Many Add-on courses are available to hone entrepreneurial skills.

6.3.9 Admission of Students

- The college follows Panjab University guidelines for admissions to different courses with regard to minimum eligibility criteria, compartment cases and reservations in different categories.
- Admission is done on the basis of merit and academic record of students'. There is a minimum cut off for elective subjects, honours and Postgraduation.
- The college follows the reservation policy for SC, ST, and disabled students as per Chandigarh Administration/UGC Norms.
- At the time of admission, the applicants are counselled by senior students and the faculty at regarding the choice of subjects/stream/add-on courses.
- PPT's prepared by various departments are played for the benefit of the students.

6.4 Welfare schemes for:

Teaching Staff

- Tuition fee concessions are given to the wards of all employees.
- Group Insurance scheme for teaching staff is provided.
- Loans may be taken from the Employee Provident Fund for marriage, higher education for children, purchase of vehicle, and construction of house.
- Subsidized medical and dental facility is provided to staff members and their families.

Non-Teaching Staff

- Tuition fee concessions are given to the wards of all employees.
- Group Insurance scheme for non-teaching staff is provided.
- Loans may be taken from the Employee Provident Fund for marriage, higher education for children, purchase of vehicle, and construction of house.
- Uniforms are given to some employees.
- Staff accommodation has been provided to Staff IV employees.
- Rent free and semi-furnished accommodation is provided to hostel wardens.
- Subsidized medical and dental facility is provided to staff members and their

Welfare Schemes for Students

- Merit cum means scholarships are offered by college to the meritorious/deserving students belonging to economically weaker sections.
- Free books are provided to such students if sought for.
- Group Insurance scheme
- Substantial refreshment is provided to all the students participating in various extra-curricular activities.

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 :

- During Alumni meets and on important occasions, the Alumni of the college give valuable suggestions regarding new courses and changes required to be incorporated in the existing courses to the Principal and the teachers.

- Alumni are invited and honoured on momentous occasions like Annual Prize Distribution, Induction and Convocation to share their experiences with the students and encourage them by offering self-example for emulation.

6.12 Activities and support from the Parent – Teacher Association

- A Parent Teacher Association has been constituted.
- Suggestion boxes have been placed in the campus for inputs from students and parents alike.
- The teachers in general hold informal discussions with the parents about their wards' attendance and their academic progress.
- The parents of students are encouraged to freely access the principal/faculty to discuss the progress of their wards.

6.13 Development programmes for support staff

- Lectures and seminars are conducted for the support staff to create awareness about laboratory safety, and use of computers.
- Members of the Examination Committee were trained to adopt the new computerized method of uploading internal assessment.
- They are encouraged to participate in the programmes conducted by various departments on issues like environment protection, swine flu, etc.

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

- Sensitization of stakeholders about energy conservation through lectures, workshops and seminars.
- Healthy practices like switching off fans, lights and other equipments when leaving class rooms, and, turning off taps after usage are reinforced amongst the students.
- The hostel is supported by Solar heating systems for providing hot water to residents.
- A Green House in the 'Rishi Vatika' of the college, and a vermin-composting unit in the Botanical Garden produces organic manure out of hostel and canteen mess solid waste by using earthworms.

- The college conducts various tree plantation drives every year under the aegis of its Environment Committee, Science association, NSS, Rotaract etc.
- Medicinal and herbal plants are not only planted on campus but also distributed among faculty members and students free of cost for a greener future.
- Aquatic ecosystem pond has been set up with the help of Department of Zoology, Panjab University, in the botanical garden.
- Sinks discarded after renovation of Chemistry labs are used as flower beds.
- E-waste bins have been installed in the college premises and students are encouraged to dispose off e-waste in them.

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.

- Inlibnet and DELNET Database subscription for faculty members for access to international research archives.
- Upgraded library by subscription to e-journals through N-list.
- Whatsapp groups created for classes for quick dissemination of information.
- Current affairs are deliberated upon in the classrooms, to promote general awareness and social responsiveness.

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	National Cleanliness Mission	<ul style="list-style-type: none"> • Cleanliness Committee has been strengthened. • Massive voluntary student enrolment registered • Organized cleanliness drives on the campus and surrounding areas.
2	Faculty Research promoted	<ul style="list-style-type: none"> • 95 papers published in peer-reviewed journals. • More than 250 papers presented at national and international forums.
3	Research Tie ups	<ul style="list-style-type: none"> • Three members of faculty on Board of Studies • One member of the faculty on Selection Committee for sporting events • Faculty membership in Editorial Boards' of 6 International Journals
4	Web based Learning systems	<ul style="list-style-type: none"> • Membership to Inlibnet and DELNET Database for members of the faculty. • Subscription to e-journals
5	Computerization of systems	<ul style="list-style-type: none"> • Examination results and admission details computerized.

7.3 Give two Best Practices of the institution

1. Vocational and Add on Training

Objective of the practice

- To enable students for the job scenario
- To create job providers instead of job seekers

Context

- Basic and theoretical knowledge is insufficient in the competitive professional scenario
- Need for advanced, specialized and skill based learning
- Lack of employment opportunities leading to the demand of self-employment

The Practice

- The college has started many new courses to address the various demands of education and the professional world.
- In affiliation with the Panjab University, the college offers, besides traditional Under Graduate and Post Graduate courses:
 - a. B.A. Vocational in Office Management and Secretarial Practice
 - b. B. Com Honours in E-commerce and Business Economics
 - c. Bachelor of Business Administration
 - d. Post Graduate Diploma courses in Computer Application, Mass Communication and Cosmetology and Beauty Care
 - e. Innovative course: B. Sc. Microbial and Food Technology
 - f. The college has developed a system of promoting entrepreneurial skills in its stakeholders. Vocational and Add on diploma, certificate and advanced courses are run in cosmetology and beauty care, video reporting, communicative English, interior designing and decoration and French are offered here which students can pursue vertically to establish specialization, or horizontally to establish variety in talent.
- The college also organizes Annual Maha Job Fest to provide employment opportunities to our students.

Evidence of success

- The add-on and vocational/professional courses have attracted a large number of meritorious students, even necessitating the expansion of student base

- The employability and entrepreneurial opportunities have been enhanced for the stakeholders

Problems Encountered:

- The add-on courses are self-financed which poses a challenge and high risk at the time of inception. Lack of funds and university sponsorship often discredits the viability of the course for a novice scholar.

2. 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.

7.4 Contribution to environmental awareness / protection

- The Environment Committee of the College provides a platform for Industry-Academia interaction with an aim to train students in marketing organic food, reducing carbon footprints and adopting a natural approach to life.
- International level lectures, visits, seminars and workshops organized by NSS, Rotaract and Cleanliness Committee.
- Tree Plantation and Cleanliness drives.
- Students educated about Bio-fertilization and poisonous pesticides etc.

7.5 Whether environmental audit was conducted? : No**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)****Strengths:**

- A grant of Rs. 55 lakhs received from Department of Bio-technology under the 'Star College Scheme' for the period 2012-2015.
- Technological advancement in basic functioning
- Motivated and well qualified faculty
- Star college status for science departments
- Opportunities for the development of vocational skills and soft skills apart from the academic learning
- Ample opportunities for student participation in academic, cultural, sports and community out-reach programmes through numerous committees, clubs, NCC, NSS, Arya Samaj Rotaract etc.

Weakness :

- Lack of infrastructure in the wake of increasing student strength and number of courses offered.
- Increased examination burden due to semester system challenges research possibilities.
- Need to have more minor/major research projects.

Opportunities :


- Techno-savvy faculty and students for advanced courses and learning systems.
- New areas of education and new age courses.
- Since the college is a postgraduate institution and has the potential to become a Research Centre, it can offer research facilities to both- postgraduate students and the faculty.

Threats:

- Increasing demand for co-educational institutions.
- Brain drain from north Indian states to cosmopolitan cities in India and abroad.

8. Plans of institution for next year

- Greater impetus to research by applying for a research centre and research grants.
- To strengthen remedial coaching.
- Subscribing to more journals in the library.



Name Dr. Renu Bedi _____

Signature of the Coordinator, IQAC



Name Dr. Nisha Bhargava _____

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 (Governing Body)	:	Dr. Simmi R Singh
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)

Annexure II

CLASS	No. of students appeared	Ist Div.	II Div.	III Div.	College %	PU %
BA I	867	390	214	75	98.04%	44.12%
BA II	715	400	210	48	96.64%	63.93%
BA III	565	368	131	19	96.81%	67.9%
BA III HNS	345	227	68	14	89.57%	76.58%
B.Com I	294	200	53	2	97.28%	55.44%
B.Com II	213	134	54	4	96.71%	73.53%
B.Com III	202	159	32	2	99.50%	89.49%
B.Com III (Hons.)	121	98	11		90.08%	
BBA I	47	44			93.62%	55.39%
BBA II	42	31	6		92.86%	76.80%
BBA III	45	42	3		100.00%	93.27%
BCA I	72	32	10		58.33%	39.87%
BCA II	67	26	20	3	91.04%	62.40%
BCA III	47	33	12		97.87%	87.90%
B.Sc I	172	131	25	2	99.42%	57.10%
B.Sc II	214	138	58	4	95.79%	86.11
B.Sc III	198	34	79	37	97.47%	85.21%
B.Sc I (V)	39	22	10		100.00%	57.10%
B.Sc II (V)	43	29	7	1	88.37%	86.11%
B.Sc III (V)	38	3	17	9	92.10%	85.21%
B.Sc I (M)	63	47	10	2	98.41%	57.10%
B.Sc II (M)	62	41	15	2	96.77%	86.11
B.Sc III (M)	54	3	17	9	92.10%	85.21%
B.Sc I (NM)	70	62	5		100.00%	57.10%
B.Sc II (NM)	109	68	36	1	98.17%	86.11
B.Sc III (NM)	106	28	45	19	98.11%	85.21%
B.Sc I MFT	65	48	8		96.92%	96.92%
B.Sc II MFT	35	30	2	3	100%	100%
B.Sc III MFT	30	20	6		100.00%	100%
PGDMC	22	6	9	1	77.27%	80.70%
PGDCA	13	6			53.85	50.89%

CLASS	No. of students appeared	Ist Div.	II Div.	III Div.	College %	PU %
PGDCBC SEM I						
PGDCBC SEM II	23	23			100	100.00%
MA ENG SEM I						
MA ENG SEM II	45	7	20	7	93.33%	46.50%
MA ENG SEM III						
MA ENG SEM IV	39	2	3	1	94.87%	74.27%
MA SOC SEM I						
MA SOC SEM II	44	24	14	2	95.45%	38.47%
MA SOC SEM III						
MA SOC SEM IV	54	26	13	1	92.59%	91.32%
M.Com SEM I						
M.Com SEM II	43	35	2		90.69%	82.84%
M.Com SEM III						
M.Com SEM IV	44	33	6		88.63%	89.67%
MA ECO SEM I						
MA ECO SEM II	48	8	18	9	93.75%	
MA ECO SEM III						
MA ECO SEM IV	42	13	13	5	85.71%	69.23%
MA PSY SEM I						
MA PSY SEM II	37	33			100.00%	
MA PSY SEM III						
MA PSY SEM IV	34	27			100.00%	92.57%