# Mehr Chand Mahajan DAV College for Women

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

## Annual Quality Assurance Report
## 2015-16

*Submitted to*

**National Assessment and Accreditation Council**

**Bangalore**

**AQAR for the year** : 2015-16

## 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

**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.) Nisha Bhargava

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** : 1$^{st}$ 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

 v.  AQAR(v)      – 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, Sociology, Economics, Psychology), M.Sc. Maths and M.Sc. Chemistry. |
| 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**

   DBT Star Scheme                                :        10, 26,094/-

   UGC-Special Assistance Programme (PBG)         :        12,00,000/-

   Any Others (DST, Chd Admn)                     :        7,30,50/-

   DBT (for Science Fest)                         :        1,00,000/-

   RUSA                                           :        1,50,000/-

   ICPR                                           :        10,000/-

   DCDC                                           :        30,000/-

**2. IQAC Composition and Activities**

**2.1 No. of Teachers**                                   6

**2.2 No. of Administrative/Technical staff**   7 + 1 (Staff Representative to the
                                                                    Governing Body of the College)

**2.3 No. of students**                                 1

**2.4 No. of Management representatives**    1

**2.5 No. of Alumni**                                   2

**2.6  No. of any other stakeholder and**       1

  **community representatives**

**2.7 No. of Employers/ Industrialists**         5


**2.8  No. of other External Experts**           -

**2.8 (a) Members of NAAC Core Committee** 8

**2.9 Total No. of members**                       32

**2.10 No. of IQAC meetings held**              2

**2.11 No. of meetings with various stakeholders** No. 14        **Faculty**  3

   **Non-Teaching Staff**  2  **Students**  2  **Alumni**  4  **Others**  3

**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**

      **Workshops**   20                              **Seminar**   02

**(ii) Themes**

IQAC conducted various events with the following objectives:
- Enhance the soft skills for personality development.
- Refurbish the knowledge base and employability quotient of students.
- Improve the pedagogical skills of the faculty.
- Update the practical skills of the Non - teaching staff.

## 2.14 Significant Activities and contributions made by IQAC

The following proposals were taken up for deliberations and requisite approvals in the IQAC meetings for quality enhancement in all spheres:

- Signing of MOUs.
- Extension of wi-fi  facility.
- Upgradation of English laboratory.
- Provision of seed money for research oriented activities.
- Hiring professionals for beautification and landscaping of the campus.
- Harvesting of renewable energy sources.
- Creation of more smart classrooms.
- Construction of new washrooms and renovation /repair of existing infrastructure.

Apart from the set agenda certain other issues came up for discussion and suggestions:

- Ways to improve student teacher interaction through workshops
- Expanding horizons of students through activities such as book reading club, performance of art activities, making an annual calendar for all academic and co-curricular activities of the college.

## 2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| • To constitute a Committee for interacting with parents of students. | Committee constituted and PTA meet held on 20th December, 2015. |
| • To harvest rainwater and use renewable energy resources in the College. | Rainwater harvesting system and photovoltaic panels installed. |
| • To seek approval for signing of MOUs and guidance sought from IQAC members for the same. | • MOU signed with M/s Jonjua Overseas Private Ltd (Mohali) by the Department of Office Management and Secretarial Practice.<br>• MOU signed with Molecular Diagnostics and Research Laboratories (MDRL), Private Ltd. Chandigarh by Department of Food Science.<br>• MOU signed with Mai Bhago Armed Forces Preparatory Institute and MCM DAV College. |
| • To strengthen Alumni linkages and involvement. | Alumni meet held on 30th January, 2016. |
| • Installation of wi-fi on campus. | Wi-Fi facility installed in select areas such as Functional English Laboratory, Office Management Laboratory, Multimedia Hall and Gymnasium Hall. |
| • To upgrade English Laboratory | English laboratory equipped with state of the art pedagogical equipment and software. |
| • Creation of more smart rooms | ICT facilities installed in 10 classrooms/laboratories. |
| • To enhance the security of students in the campus and hostels. | 32 CCTV cameras installed at strategic positions to monitor campus security. |

| | |
|---|---|
| • To conduct more Workshops/ Personality and Skill Development Programmes/ Faculty Development Programmes for students, faculty and support staff. | • A seven day Faculty Development Programme for the faculty.<br>• Two Workshops for Non- Teaching staff.<br>• Workshops/Awareness Programmes/ Seminars organized. |
| • Renovation of Hostels and Students Toilets /Washrooms | • Hostel infrastructure has been renovated. |

*Attach the Academic Calendar of the year as Annexure.* (Please refer Annexure – 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**

Management granted approval and sanction of funds for the following:

- CCTV Cameras Installation.
- Wi-Fi connectivity.
- Purchase of Computers and Peripherals.
- Renewable energy – Photo voltaic Solar Panels.
- Rainwater Harvesting unit.
- Seed money for Research.
- Upgradation of English Laboratory.
- Signing of MOUs.
- Repair/Renovation of Hostels and Students Toilets/Washrooms.
- Purchase of Computers and Peripherals.

## Criterion – 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 | 7 | | 7 | |
| UG | 8 | | 4 | |
| PG Diploma | 2 | | 2 | |
| Advanced Diploma | 3 | | 3 | 3 |
| Diploma | 3 | | 3 | 3 |
| Certificate | 4 | | 4 | 4 |
| Others | | | | |
| Total | 27 | 2 | 23 | 10 |

| | | | | |
|---|---|---|---|---|
| **Interdisciplinary** | 1 | | - | |
| **Innovative** | - | | - | |

**1.2 (i) Flexibility of the Curriculum: Core and Elective options**
**(ii) Pattern of programmes:**

| Pattern | Number of programmes |
|---|---|
| **Semester** | 7(PG)+8(UG)+2(PGD)= 17 |
| **Trimester** | - |
| **Annual** | 8(UG)+ 3(AD)+3(D)+ 4(C)= 18 |

**1.3 Feedback from Stakeholder : Alumni**  √   **Parents** √
      *(On all aspects)*

               **Employers** √   **Students** √


   **Mode of feedback**     :  **Manual** √


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

1. Syllabus is periodically revised by the PU as per the deliberations of Undergraduate and Postgraduate Board of Studies.

2. Faculty members also participate in workshops on syllabi revision and improvement.

3. Ten members of faculty are members of Board of Studies, three are members of Academic Council, Panjab University and one is a member of Choice Based Credit System Committee (Bachelor of Arts).

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

M.Sc Maths and M.Sc Chemistry were started. Police Administration was added as an elective subject under the Department of Public Administration.

## Criterion – II

## Teaching, Learning and Evaluation

**2.1 Total No. of permanent faculty (2015-2016)**

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 105   | 63               | 40                   | -          | 02     |

**2.2 No. of permanent faculty with Ph.D.** 54

**2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2015-16)**

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| **R** | **V** | **R** | **V** | **R** | **V** | **R** | **V** | **R** | **V** |
| 08 | 06 | - | - | - | - | - | - | 08 | 06 |

**2.4 No. of Guest and Visiting faculty and Temporary faculty** 05 | NIL | 65

**2.5 Faculty participation in conferences and symposia:**

| No. of Faculty | International level | National level | State level |
|----------------|--------------------|----------------|-------------|
| **Attended**   |                    |                |             |
| **Presented papers** | 50           | 116            | 21          |
| **Resource Persons** |              | 06             | 07          |

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**
- Audio Visual aids.
- Seminar Presentations.
- Case-studies during class room interaction.
- Group Discussions during tutorials.
- Students present papers in conferences/seminars.
- Teaching across disciplines and allocation of assignments on recent developments in the discipline.

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

As per **PU Academic Calendar** :  216 days (Semester System)
181 days (Annual System)

**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 computerized database of all its examination results and internal assessments which has not only helped in the organization and easy accessibility of data.

**2.9 No. of faculty members involved in curriculum restructuring /revision / syllabus development as member of Board of Study/Faculty/Curriculum Development  workshop**
07 (Undergraduate Board of Studies), 3 (Academic Council) +1 (CBCS)

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

**2.11 Course/Programme wise   distribution of pass percentage:**

| Title of the Programme | Total no. of students appeared | Total no. of students passed | Division | | | | |
|---|---|---|---|---|---|---|---|
| | | | Distinction | I | II | III | Pass % |
| **BA III** | 694 | 685 | 38 | 436 | 187 | 62 | 98.70 |
| **B.COM III** | 207 | 206 | 30 | 162 | 34 | 10 | 99.52 |
| **BCA III** | 62 | 61 | 06 | 36 | 22 | 3 | 98.39 |
| **BBA III** | 41 | 41 | 10 | 32 | 07 | 2 | 100 |
| **B.Sc III** | 208 | 206 | 30 | 144 | 43 | 19 | 99.04 |

* Ist division is inclusive of distinction holders.

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

- Regular meetings are held to assess and evaluate teaching learning processes.

- Necessary suggestions and grievances received from students, teachers, parents and alumni are discussed and addressed to bring a qualitative improvement in teaching learning process and academic ambience.

**2.13 Initiatives undertaken towards faculty development**

| Faculty / Staff Development Programmes | *Number of faculty benefitted* |
|---|---|
| **Refresher courses** | 12 |
| **UGC – Faculty Improvement Programme** | - |
| **HRD programmes** | - |
| **Orientation programmes** | 02 |
| **Faculty exchange programme** | - |
| **Staff training conducted by the university** | 03 |
| **Staff training conducted by other institutions/Faculty Development Programmes** | 36 |
| **Summer / Winter schools, Workshops, etc.** | 04 (03 Summer School and 01 Winter School) |
| **Others (RUSA & DCDC)** | 41 (RUSA) & 154 (DCDC) |

**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** | 44 | 02 | 01 | 15 |
| **Technical Staff** | 11 | 04 | NIL | 22 |

# Criterion – III

## Research, Consultancy and Extension

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

Research is one of the agenda of every IQAC meeting. External representatives are asked for suggestions regarding research opportunities for faculty and students.

**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** | - | - | 02 (UGC) | - |
| **Outlay in Rs. Lakhs** | - | - | Received – Rs 2 Lacs & 01 Awaited | - |

**3.4 Details on research publications**

|  | International | National | Total |
|---|---|---|---|
| **Peer Review Journals** | 59 | 37 | 96 |
| **Non-Peer Review Journals** | 01 | 06 | 07 |
| **e-Journals** | 10 | 14 | 24 |
| **Conference proceedings** | 09 | 10 | 19 |

**3.5 Details on Impact factor of publications:**

**Range** 1.20 - 7 **Average** 4.10 **h-index** 5.5 **Nos. in SCOPUS** 10

**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 (02) | 2015-16 | UGC | Rs 2 lacs | 01 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects *(other than compulsory by the University)* | | | | |
| Any other(Specify) | | | | |
| Total | | | Rs 2 lacs | 01 |

**3.7 No. of books published   i) With ISBN No.:** 37  **Chapters in Edited Books :** 33

**ii) Without ISBN No.**  03

**3.8 No. of University Departments receiving funds from: NA**

**3.9 For colleges**   **Autonomy** | - |   **CPE** | - |   **DBT Star Scheme** | 05 |

**INSPIRE** | - |   **CE** | - |

**Any Other (specify)** | UGC, IPCR, PCRS and RUSA |

**3.10 Revenue generated through consultancy :** NIL

**3.11 No. of conferences organized by the Institution**

| Level | International | National | State | University | College |
|-------|--------------|----------|-------|------------|---------|
| **Symposia** | - | 01 (UGC) | - | - | 08 ( College) and 01 (IPCR) |
| **Workshops** | - | 01 (RUSA) | 01(PCRA) | - | (12 – College and  09 – RUSA) |
| **Total** | - | 02 | 01 | - | 30 |

**3.12 No. of faculty served as experts, chairpersons or resource persons :** 15

**3.13 No. of collaborations:  International** : Nil    **National** : Nil   **Any other** : Nil

**3.14 No. of linkages created during this year :** 36 (Placement Cell)

**3.15 Total budget for research for current year in lakhs :**

   **From Funding agency :** 01 (UGC Minor Research Project)

   **From Management of University/College :** Nil

   **Total :** 2 Lacs

**3.16 No. of patents received this year**

| Type of Patent | | Number |
|----------------|---------|--------|
| **National** | Applied | 01 (Chemistry) |
| | 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 |
|-------|--------------|----------|-------|------------|------|---------|
| 02 | 01 | 01 | - | - | - | - |

**3.18 No. of faculty from the Institution**
   **who are Ph. D. Guides :** 09
   **and students registered under them :** 26

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

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

**3.21 No. of students Participated in NSS events:**
   **University level :** 200        **State level** : 02        **National level** : 04

**3.22 No.  of students participated in NCC events:**
   **State level :** 37        **National level** :   09

**3.23 No.  of Awards won in NSS:**
   **State Level :** 01

**3.24 No.  of Awards won in NCC:**
    **State level :** 07

**3.25 No. of Extension activities organized**
   **NCC :** 11  **NSS :** 10

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

- Blood Donation Camp
- Beti Bachao Rally
- AIDS Awareness Rally
- Health Awareness campaign for Ladies and Children in Badheri village, 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 | - | | |
| **Class Rooms** | 51 | - | | |
| **Laboratories** | 30 | - | | |
| **Seminar Halls** | 03 | - | | |
| **No. of important equipments purchased (≥ 1-0 lakh) during the current year** | | 02 (Solar and 6 Gym Equipments) | College | 02 |
| **Value of the equipment purchased during the year (Rs. In lakh)** | | 19,44,350 | College | 19,44,350 |

**4.2 Computerization of Administration and Library**

Implementation of Admission and Examination system in Administration Branch of the College Office and DELNET in Library

**4.3 Library Services:**

| | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| | **No.** | **Value (in Rs.)** | **No.** | **Value (in Rs.)** | **No.** | **Value (in Rs.)** |
| **Text Books** | 34791 | | 822 | 370373 | 35613 | |
| **Reference Books** | 588 | | 89 | 157658 | 677 | |
| **e-Books** | | | | | | |
| **Journals** | 32 | 80820 | 14 | | 46 | 76527 |
| **e-Journals** | DELNET | | | | | |
| **Digital Database** | | | | | | |
| **CD & Video** | 319 | | 16 | | | 335 |
| **Magazines** | 67 | 50461 | -12 | | 55 | 48537 |

## 4.4 Technology Up gradation (overall)

| | Total Computers (2+5+6+) 1 | Computer Labs 2 | Internet (connections) 3 | Browsing centers 4 | Office 5 | Departments 6 | Library+ Others 7 |
|---|---|---|---|---|---|---|---|
| **Existing** | 176 | 124 | 10 | 2 | 21 | 17 | 14 |
| **New** | 63 | 29 | 02 | | Examination -1 | English -30 | Resource room-3 |
| **Given/ taken to/from other deptt** | | -29 (Off. Mgmt-15) (Chemistry-5) (Zoology-4) (MFT-2) (Home Sci-1) (Botony-1) (examination-1) | | | +1 old | +28 old | |
| **Total** | 239 | 124=(95 Old+ 29 New) | 12 | 2 | 23= (21+ 1 old+ 1 new) | 75 =(17+ 28 old+ 30 new) | 17 (14+3 New) |

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

MIS modules in examination and alumni were made operational. Teaching and non teaching members of the respective committees were trained to use the same.

Web centric LSEase Library software system was installed. The Library staff was trained to handle the system.

A one day faculty development programme for non teaching staff was held under the aegis of RUSA

**4.6 Amount spent on maintenance in (in lakhs):**

   I.    **ICT**                            : 6.79
  II.   **Campus Infrastructure and facilities**  : 27.38
 III.  **Equipment**                  : Nil
 IV.  **Others**                     **:** Nil

      Total                          *:* 34.17

## Criterion V

## Student Support and Progression

**5.1 Contribution of IQAC in enhancing Awareness about Student Support Services**

- The Principal, Advisory Council, Academic Council, Deans/Convenors of Committees create awareness about students support services on periodical basis through College and Hostel Prospectus, College Website, Notice Boards, Student Assemblies and Public Address System.

- Information pertaining to research funding agencies and collaborative grants is made available to the faculty and displayed on notice board.

**5.2 Efforts made by the institution for tracking the progression**

The College maintains contact with former students through Alumni Association of the College-AMDA

**5.3. (a) Total Number of students**    UG: 4334  PG: 566

**(b) No. of students outside the state**   UG – 75 % and PG - 51% ( Approx.)

 **(c) No. of International Students**: 32

| Last year (2014-15) | | | | | | This Year (2015-16) | | | | | |
|---------|----|----|-----|------------------------|-------|---------|-----|-----|-----|------------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 4182 | 118 | 30 | 137 | - | 4467 | 4588 | 156 | 37 | 119 | - | 4900 |

### Dropout%

| Class (Undergraduate) | Annual |
|-----------------------|--------|
| UG | 1.04 |
| PG | 0.53 |

**2015-16    Demand Ratio:**

| Programmes | Number of Applications | Number of Students Admitted | Demand Ratio |
|---|---|---|---|
| B.A.1 | 848 | 848 | 1: 1 |
| B.Sc. I ( Medical) | 497 | 143 | 3.5: 1 |
| B. Sc. I (NM) | 587 | 124 | 4.7 : 1 |
| B.Sc. I Vocational | 60 | 44 | 1.4 : 1 |
| B. Sc I (MFT) | 198 | 72 | 2.7 : 1 |
| B. Com I * | | 299 | |
| BBA I | 391 | 49 | 7.9 : 1 |
| B C A I | 91 | 64 | 1.4 : 1 |
| M. A I English | 152 | 54 | 2.8 : 1 |
| M.A I Economics | 145 | 48 | 3.02 : 1 |
| M A I Psychology | 110 | 30 | 3.7 : 1 |
| M A I Sociology | 80 | 52 | 1.5 : 1 |
| M.Sc. I Mathematics | 116 | 41 | 2.9 : 1 |
| M. Sc. I Chemistry | 147 | 32 | 4.6 : 1 |
| M.Com I | 241 | 46 | 5.2 : 1 |
| PGDCA I | 26 | 26 | 1 : 1 |
| PGDMC I | 18 | 18 | 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 guide and prepare students for competitive examinations through lectures, seminars, workshops and interactive sessions.

- Hostel residents are allowed to attend coaching classes outside College.

## 5.5  No. of students qualified in these examinations:

UGC NET/SLET: 03
Civil Services : 01
Defence Services: *
*No data available for the session 2015-16

**5.6. Details of student counseling and career guidance**

- The Placement Cell of the College organizes lectures for Career Guidance, Personality Development and Stress Management.
- Students are given guidance during admissions by the teachers on admission duty.
- Some teachers are specifically deputed at time of admissions to counsel students about their choice of subjects/streams/careers.
- Teachers also counsel students about their career in the class rooms /final year.

**5.7 Details of Campus Placement**

| On Campus | | | Off Campus |
|---|---|---|---|
| **No. of Organizations Visited** | **No. of Students Participated** | **No. of Students Placed** | **No. of Students Placed** |
| 36 | 1100 | 429 | - |

**5.8. Details of Gender Sensitization Programme**

Departments, Clubs and Committees of the College have been regularly conducting gender sensitization camps and awareness programmes in the college, city and nearby rural areas. Some of the issues raised this year include:
- Women Safety
- Drug Abuse
- Legal rights pertaining to Women
- Female Foeticide
- Domestic Violence
- The International Women's Day and Girl Child Day were celebrated with great zeal.

**5.9 Students' Activities**

**5.9.1. Number of Students participated in Sports, Games and Other events**
   **State/ University Level:** 120   **National Level:** 8   **International Level:** 2

**Number of Students participated in cultural events**
**State/ University Level:** 184    **National Level:** 13   **International Level:** 05

**5. 9.2.  No. of Medals/awards won by students in Sports, games and other events**

**Sports**
**State/ University Level:** 111   **National Level:** 3   **International Level:**

**Cultural**
**State/ University Level:** 81     **National Level:** 05 **International Level:**  03

- **Includes team and individual prizes**

**5.10 Scholarships and Financial Support**

|  | No. of Students | Amount |
|---|---|---|
| **Financial Support from Institution** | 247 | 5,73,100 |
| **Financial Support from Government** | - | - |
| **Financial Support from other Sources** | 38 | 3,04,000 |
| **Number of students who received International/ national recognitions** | - | - |

**5. 11 Student organized /initiatives:** 2 (Rotaract and Meraki)

**5.12 No. of social initiatives undertaken by the students:** Quite a few social initiatives were undertaken by the students under MCM Rotaract Club and the NSS. These included -
- Blood Donation camps
- Cleanliness and health awareness drives in urban slums
- Visit to old age homes and gender sensitization programmes were organized (For details refer to Criterion VII)

**5.13. Major grievances of students (if any) redressed:**
The Students' Grievance Redressal Cell has handled a number of complaints this year pertaining to time table issues, infrastructure and interpersonal issues. No. of student beneficiaries: Students of various concerned streams.

## Criterion – VI

## Governance, Leadership and Management

**6.1 State the Vision and Mission of the institution**

**Vision:** To make Mehr Chand Mahajan 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 have a Management Information System**

MIS System has been activated. Examination and Alumni modules have been made functional.

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

### 6.3.1 Curriculum Development

- During the year 2015-16, 3 teachers were members of Academic Council, Panjab University and 10 faculty members were members of various Boards of Studies that prepare and revise curriculum for the students at various levels and 1 teacher was a member of CBCS Committee (BA) of the Panjab University.

- Since the College is affiliated to Panjab University, teachers follow the curriculum provided by the University but have autonomy to plan the teaching strategy and term- wise syllabus.

### 6.3.2 Teaching and Learning

- Teachers are encouraged to regularly participate in Faculty Development Programmes.

- During 2015-16, a 7- day Faculty Development Programme was held under RUSA in Feb-March 2016.

- A one – day DCDC sponsored Faculty Development Programme was held on 19th March, 2016.

- A seven - day Personality Development Program for students was organized by the Student Council of the College in January, 2016.

- Remedial classes for students of BA/B Sc./B.Com I were held in the subjects of English (16th to 24th Feb), Maths (17th to 25th Feb) and Accounts (17th to 25th Feb) respectively.

- Advancements in Information Technology have been incorporated in the system by providing services like INFLIBNET and DELNET in the college.

- M.Sc (Maths) and M.Sc (Chemistry) have been introduced in the College from 2015-16.

- 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 disciplines to foster 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.

- MIS module of examination has been activated.

- During examinations differently-abled students are accommodated on the ground floor and provided wheel chair if needed.

- 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.

- Students are regularly apprised of their attendance in various classes.

### 6.3.4 Research and Development

In order to encourage research and development:

- The College publishes an ISSN numbered Journal the 'New Horizons'.

- INFLIBNET and DELNET services are available.

- Seminars and workshops are regularly held at the College to promote research.

- All students at PG level and in some UG subjects are assigned research based assignments..

- Inductive teaching as a method of instruction is encouraged.

- Students are motivated to present papers at Conferences/Seminars and publish them in reputed Journals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Teaching aids such as overhead projectors, computers, visualizer, and wi- fi facility in laboratories are available for the faculty and students to improve the teaching learning process.

- To cope up with increase in number of students, new furniture was procured.

- English and Science labs have been upgraded.

- 911 new books and 14 new journals have been added to the library.

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

- Lockers , Almirahs and other fixtures have been provided in the departmental rooms.

### 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.

- The process of recruitment of new faculty is initiated through advertisements in major dailies of the region to attract best talent.

- Regular performance appraisal of teaching and non-teaching staff  is done.

- Members of the faculty are assigned rotational duties in various clubs and committees to benefit from their extra-academic proficiency in diverse fields.

- Teachers are encouraged to go for periodic training  through Orientation/Refresher Courses/Faculty Development Programmes and Staff Training Courses for their Professional Development.

### 6.3.7  Faculty and Staff recruitment

- In this session, 71 appointments of faculty on Contract and 8 on Permanent basis were made.

### 6.3.8  Industry Interaction / Collaboration

- Company executives, Directors and Entrepreneurs were invited to the College to interact and share knowledge with students and the faculty members.
- Students were taken for Industry and field visits for first-hand experience and skill enhancement.

- To promote linkages with Industry, membership of prestigious bodies like CII was acquired. A representative of CII is also a member of the IQAC 2015-17.
- 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 Post-graduation. During the session 2015-16 nearly 4900 students were admitted to various courses.

- The college follows the reservation policy for SC, ST, disabled students and various quotas as per Chandigarh Administration/UGC Norms/ PU norms.

- At the time of admission, the applicants are counselled by senior students and the faculty regarding the choice of subjects/stream/add-on courses.

- PPTs prepared by various departments are run at the time of admissions for the benefit of the students to make them aware about various courses/subjects.

- Induction day is organized for freshers of all streams, during which a detailed presentation on all the Add –on Courses available in the College, is made for their benefit.

### 6.4 Welfare schemes for

### Teaching Staff

- Fee concessions are given to the wards of all permanent employees.

- Rs 2,95,510 was contributed towards premium of Group Insurance Scheme for teaching and non-teaching staff.

- Loans from the Employee Provident Fund for marriage, higher education of children, purchase of vehicle, and construction of house are available.

- 1.23 % of staff availed loan facility during 2015-16.

- Subsidized medical and dental facility is provided to staff members and their families.

**Non-teaching:**

- Fee concessions are given to the wards of all permanent employees.
- Group Insurance Scheme is provided to teaching and non - teaching staff.
- Staff accommodation has been provided to 14 employees (8 office staff members and 6 hostel wardens).
- Loans from the Employee Provident Fund for marriage, higher education of children and purchase of vehicle and construction of house are available.
- 16.67 % of staff availed loan facility during 2015-16.
- Uniforms are provided to Class IV employees periodically.
- Subsidized medical and dental facility provided to staff members and their wards.

**Welfare Schemes for Students**

- Merit cum need - based scholarships offered by College to meritorious/deserving students belonging to economically weaker sections.
- Free books provided to these students if sought for.
- Substantial refreshment provided to all the students participating in various extra-curricular activities.
- Students have been provided with gymnasium facility.

6.5 Total corpus fund generated         **Rs.  36, 42, 87, 350/-**

- *Normally, the audited figure is available in the month of October, so the figure for 2015-16 will be shown to the peer team during their visit.*

**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 declare 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? : N.A.**

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

There is a provision to provide Autonomous Status to Colleges in Panjab University Calendar Volume I, Chapter VIII (f), Pages 177-178.

**6.11 Activities and support from the Alumni Association**

- Alumni Meet was organized in the College on 30th January, 2016 with significant inputs from a number of alumni involved in its organization.

- Three alumni came as resource persons during the session.

- Rs 45,500 were donated by the 'Batch of 1994' for scholarships to needy students.

**6.12 Activities and support from the Parent – Teacher Association**

- The PTA meet was held in December 2015 and various pertinent issues were deliberated upon.

- 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.

- 3 to 4 PM every Wednesday is the scheduled time for students to meet the principal and discuss any issue.

**6.13 Development programmes for support staff**

- One day FDP was held under the aegis of RUSA on e-governance and financial management for the support staff in March 2016.

- An interactive session was organized wherein doctors from PGI discussed the ill effects of Tobacco usage on Anti-Tobacco Day on 23rd June, 2016.

- Lectures and seminars were conducted for the support staff to create awareness about laboratory safety, and use of computers.

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

- Sensitization of stakeholders about energy conservation through lectures, workshops and seminars.

- 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. Organic manure was sold to those interested.

- 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.

- 2 units of solar panels were installed in 2015-2016

- Rain water harvesting system was installed and made functional during 2015-16.

## 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.**

- Installation of Rain Water Harvesting System.

- Installation of Renewable Energy Plant to reduce Carbon Footprint.

- Week-long Personality and Skill Development Workshop to enhance employability of students and ensure positive skill development towards nation building.

- Training programmes for teaching and support staff under RUSA.

- MIS modules in examination and alumni were made operational.

- Web centric LSEase Library software system was installed. The Library staff was trained to handle the system.

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

| POA (Plan of Action) | Action Taken |
|---|---|
| Greater impetus to research and curriculum development | <ul><li>180 papers published and/or presented by faculty members this year</li><li>33 books published by the faculty this year</li><li>3 faculty members newly inducted in Board of Studies or syllabus enhancement committees of PU this year.</li><li>1 faculty member became a member of the CBCS Committee (BA) of PU.</li></ul> |

| | |
|---|---|
| | • 2 faculty members (Dr.Minakshi Rathore and Dr.Gunjan) received grants for Minor projects from UGC<br><br>• Dr.Tanvi Kiran became the only recipient of the UGC Post Doctoral Fellowship for Women in India in Economics and recommended for the Dr. S. Radhakrishnan Post Doc Fellowship<br><br>• Faculty members on the editorial boards of 6 International Journals. |
| Infrastructural Advancement for Environment Protection | • Rain Water Harvesting System installed on campus.<br><br>• Installation of Grid Interactive 20 KWP roof-top mounted solar photovoltaic power plant. The annual power generation is estimated at 26400 Kwh- 29700 Kwh. The system will generate power and will interact with utility grid and feed power into the electric panel of the college building. It would meet partial load requirements of the building and feed the surplus power into the grid. |
| Skill Development and Remedial coaching | • A seven day workshop on Skill Development and Nation Building organized for students. It included lectures and interactive sessions with Mr. Amit Hans, Director EduCorp., Mr. Sumeet Gill, Asst. Prof. SGGS College, Dr.Komil Tyagi, Dr, Akanksha Tripathi, Dr. Shweta Begra and Ms. Navjot Kaur, Asst. Profs. MCM DAV College. |
| Student Participation in Management of events | • In continuation of encouraging student participation in events to enhance organizational and entrepreneurial skills, the college organized Meraki 2016. |

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

- Social engagement and awareness initiatives (Annexure i)
- Alumni interaction and support (Annexure ii)

**7.4 Contribution to environmental awareness / protection**

- Work on the **installation of Rain Water Harvesting Unit in the campus** has been completed.
- **Grid Interactive 20 KWP Roof-Top Mounted Solar Photovoltaic Power Plant installed.**

**7.5 Whether environmental audit was conducted?  : No**

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

**STRENGTHS:**

- Well placed and devoted alumni: This year, at the Annual Alumni Meet, the 1994 batch donated a sum of Rs. 45,500/- as scholarship. Various lectures and interactive sessions with alumni were also organized.
- High research quotient among faculty members.

**WEAKNESS:**

- Infrastructural paucity acts as a stumbling block to starting new courses.

**OPPORTUNITIES:**

- New options and courses can be introduced as specializations at post graduate level.

- With a variety of postgraduate courses, the college can become a research centre.

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**THREATS:**

- Increasing demand for skill based short-term courses .
- Diminishing relevance of conventional degrees and diplomas

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

- Establishing research centre in at least one Post graduate course. To start new specialization/ options /courses at PG level to stimulate research.
- To increase the number of Solar Power Generation Units.
- More modules of MIS to be made operational.


*Name __Dr. Renu Bedi_____*

*Signature of the Coordinator, IQAC*

*Name __Dr. Nisha Bhargava _____*

*Signature of the Chairperson, IQAC*

# Annexure i

## Social Engagement and Awareness Initiatives

**Objective of the practice**

- To instil social responsibility in students
- To use education as a means of uplifting the society

**Context**

- Merely rote education is of no relevance in social life
- Society is suffering from ills and ignorance which must be fought
- Students must become agents of social change and development

**The Practice**

The college, through various clubs, conducts awareness programmes and social instruction events. Some of these events are:

**NSS**

- Organized a 'Plantation Drive and Flash Mob' in the campus to make the students and staff members aware of the potential threat of global warming.
- 20 volunteers participated in the Smart City – citizens interaction programme organized by Chandigarh Administration.
- Rally on female education in village Badheri.
- Poster rally on blood donation and AIDS awareness in village Badheri.
- Donated 127 units of blood during Blood Donation Camp.
- Celebrated Constitution Day.
- Conducted awareness drive on Dengue.
- Candle March on World AIDS Day.
- 30 NSS volunteers participated in Swachhta Abhiyan.
- Distributed over 100 woollens among underprivileged families at Palsora village.
- Workshop on traffic awareness.

**Rotaract**

- Annapurna day was celebrated with a visit to Sai Baba Temple. Around 40 poor and malnourished people in sector 29 were provided a meal.
- Students visited Old Age Home, Sector- 23 to celebrate Parent's Day. Fruits and items of daily use were provided to the aged.
- Do-it-yourself skills were promoted among underprivileged children of a slum area in Sector - 38 (West).
- As a part of the literary mission, students of Heritage Public School, Jagatpura were invited to the College to participate in a cultural evening and a talk on hygiene. Stationary items and toiletries were donated to children.
- A cultural fund- raising event was organised. A collection of more than one lakh was made through entry tickets and other events.
- Members of the club participated in the Walkathon organised by the Pink Chain of Hope to create awareness about breast cancer.
- The members of the club celebrated Diwali in the slum area in Sector - 38 (West) and distributed sweets.
- Members of the club performed a flash mob at Student Centre, Panjab University to mark Women Empowerment.
- A sum of Rs 10,000/- was donated to the Sahayata Cancer Trust.

**Medical Committee**

- The Medical Committee organized an Awareness Programme on Eye Donation where Dr. Sudesh Arya, Dept. of Ophthalmology, GMCH, Chandigarh sensitized the students and faculty members about the relevance and nobility of eye donation.

**Evidence of success**

- Participation in these events has instilled a sense of social responsibility among students.

- Many social groups and underprivileged sections have benefitted through these events and initiatives.

**Problems Encountered:**

Such events often take up a lot of time and interfere with academic schedules

# Annexure ii

## Alumni Interaction and Support

### Objective of the Practice

- To allow our students to benefit from interaction with the alumni

- To instil a feeling of responsibility in alumni towards their alma mater

- To provide a platform for interaction and healthy exchange between different stakeholders

### Context

- MCM has a wide base of well-placed alumni.

- Current batches receive enormous encouragement and inspiration

  from alumni interaction.

- Alumni interaction promises a healthy and warm environment in the college and strengthens bonds with them.

### The Practice

- Ms. Vibha Sharma, IT expert, to deliver a talk on "Digital Marketing".
- She also used CII Webinar on positive use of "Social Media".
- Ms. Diksha Ahi interacted with the students about the programme "Lean In: Women, Work and the Will to lead" by Sheryl Sandberg.
- Ms. Navdeep Randhawa, from the London School of Economics, interacted with the students on education possibilities and opportunities abroad.
- Ms. Shriya Gautam, from *Speaking Archeologically* organized workshops on "Colonial Coinage" and the "History of Silk".
- Ms. Enma Popli, Founder Skill Smart Training Academy, conducted a workshop on "Soft Skills and Importance of Body Language".
- An Alumni Meet was organized.
- The batch of 1994 collected and donated a scholarship of Rs.45,500.

**Evidence of success**

- Alumni has become more responsive

- Students have given a positive feedback to alumni interaction and lectures

**Problems Encountered:**

- To hold these events, schedules of the prominently placed alumni has to be considered which often clashes with holidays or exams.

## Annexure iii

# Academic Calendar

## PANJAB UNIVERSITY, CHANDIGARH

### Academic Calendar for the session 2015-16 for the Panjab University affiliated colleges with Arts, Science & Commerce having Annual System:

| | | |
|---|---|---|
| Summer Vacation | 25-05-2015 (Monday) to 05-07-2015 (Sunday) | (42 days) |
| **Academic Calendar** | | |
| Colleges open on and normal admission for ongoing classes | 06-07-2015 (Monday) | |
| **Admission Schedule** | | |
| i) Normal Admission for on-going and new classes | 06-07-2015 (Monday) to 13-07-2015 (Monday) | (8 days) |
| ii) Late admission (for on-going and new classes) to be allowed by the Principal of the College with late fee of Rs. 525/- per student | 14-07-2015 (Tuesday) to 03-08-2015 (Monday) | (21 days) |
| iii) Teaching starts | I) 09-07-2015 (Thursday) for on going classes<br>II) 14-07-2015 (Tuesday) For new admission classes | |
| iv) Late admission in the Colleges to be allowed by the Vice-Chancellor with late fee of Rs. 1890/- per student | 04-08-2015 (Tuesday) to 18-08-2015 (Tuesday) | (15 days) |
| **Academic Term-I** | 08-07-2015 (Wednesday) to 21-10-2015 (Wednesday) | (85 days) |
| **Autumn Break** | 22-10-2015 (Thursday) to 28-10-2015 (Wednesday) | (07 days) |
| **Academic Term II** | 29-10-2015 (Thursday) to 19-12-2015 (Saturday) | (41 days) |
| **Winter Break** | 21-12-2015 (Monday) to 03-01-2016 (Sunday) | (14 days) |
| **Academic Term- III** | 04-01-2016 (Thursday) to 12-03-2016 (Saturday) | (56 days) |
| **Annual Practical Exams / Preparatory Holidays** | 14-03-2016 (Monday) to 01-04-2016 (Friday) | (15 days) |
| **Annual Theory Examination** | 02-04-2016 (Saturday) | onwards |
| **Summer Vacation (Tentative)** | 29-05-2016 (Sunday) to 06-07-2016(Wednesday) | (39 days) |

Total working days of academic terms I, II & III= 85+41+56=182 days

### Academic Calendar for the session 2015-16 for the Panjab University affiliated colleges with Undergraduate and Postgraduate having Semester System:

| | | |
|---|---|---|
| Summer Vacation | 25-05-2015 (Monday) to 05-07-2015 (Sunday) | (42 days) |
| **Academic Calendar** | | |
| Colleges open on | 06-07-2015 (Monday) | |
| **Admission Schedule** | | |
| i) Normal Admission for on-going and new classes | 06-07-2015 (Monday) to 13-07-2015 (Monday) | (8 days) |
| ii) Late admission (for on-going and new classes) to be allowed by the Principal of the College with late fee of Rs. 525/- per student | 14-07-2015 (Tuesday) to 03-08-2015 (Monday) | (21 days) |
| iii) Teaching starts | I) 08-07-2015 (Wednesday) for on going classes<br>II) 14-07-2015 (Tuesday) For new admission classes | |
| iv) Late admission in the Colleges to be allowed by the Vice-Chancellor with late fee of Rs. 1890/- per student | 04-08-2015 (Tuesday) to 20-08-2015 (Thursday) | (17 days) |
| **Academic Term-I** (1st & 3rd Semester) | 08-07-2015 (Wednesday) to 21-10-2015 (Wednesday) | (85 days) |
| **Autumn Break** | 22-10-2015 (Thursday) to 28-10-2015 (Wednesday) | (7 days) |
| **College Re-opens after Autumn Break** | 29-10-2015 (Thursday) to 01-12-2015 (Tuesday) | (25 days) |
| | Total working days of Academic Term I = 85+25= 110 days | |
| End Semester Examinations | 02-12-2015 (Wednesday) to 19-12-2015 (Saturday) | (18 days) |
| Winter Break | 21-12-2015 (Monday) to 03-01-2016 (Sunday) | (14 days) |
| **Academic Term-II** (2nd & 4th Semester) | | |
| **College Re-opens after Semester Examination** | 04-01-2016 (Monday) to 13-05-2016 (Friday) | (106 days) |
| | Total working days of Academic Term II = 106 days | |
| End Semester Examinations | 14-05-2016 (Saturday) to 28-05-2016 (Saturday) | (15 days) |
| Summer Vacation (Tentative) | 29-05-2016 (Sunday) to 06-07-2016 (Wednesday) | (39 days) |

Total working days of academic terms I & II =110+106=216 days