# Annual Quality Assurance Report (AQAR)

**2015-16**

**Part – A**

**2015-16**

**AQAR for the year**

**1. Details of the Institution**

**Sanatan Dharma College (Lahore)**

1.1 Name of the Institution

**Jagadhari Road**

1.2 Address Line 1

**Ambala Cantt**

Address Line 2

**Ambala Cantt**

City/Town

**Haryana**

State

**133001**

Pin Code

**principal.sdcol@gmail.com**

Institution e-mail address

**0171-2630283, 0171-2640283**

Contact Nos.

Name of the

**Dr. Rajinder Singh, Principal**

Head of the Institution:

**0171-2630283, 0171-2640283**

Tel. No. with STD Code:

**+91-9466596782**

Mobile:

Name of the IQAC Co-ordinator:

**Dr. Sushil Kansal, Associate Professor**

**+91-9416260750**

Mobile:

**iqacsdcamb@gmail.com**

IQAC e-mail address:

**EC/56/RAR/75 dated 16-09-2011**

1.4 **NAAC Executive Committee No. & Date:**

**www.sdcollegeambala.org**

1.5 Website address:

**www.sdcollegeambala.org/wp-content/uploads/AQAR\_2015-16.doc**

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Cycle** | **Grade** | **CGPA** | **Year of Accreditation** | **Validity Period** |
| 1 | 1st Cycle | **B++** | **NA** | **2003** | **5 years** |
| 2 | 2nd Cycle | **A** | **3.48** | **2011** | **5 years** |
| 3 | 3rd Cycle | NA | NA | NA | NA |
| 4 | 4th Cycle | NA | NA | NA | NA |

**05/03/2001**

1.7 Date of Establishment of IQAC:

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC:

1. **AQAR- 2014-2015: submitted on 20-08-2016**
2. **AQAR-2013-2014: submitted on 19-06-2015**
3. **AQAR-2012-2013: submitted on 02-12-2013**
4. **AQAR-2011-2012: submitted on 07-03-2013**

1.9 Institutional Status

**✓**

University State Central Deemed Private

**✓**

Affiliated College Yes No

**✓**

Constituent College Yes No

**✓**

Autonomous college of UGC Yes No

**✓**

Regulatory Agency approved Institution Yes No

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

**✓**

Type of Institution Co-education Men Women

**✓**

Urban Rural Tribal

**✓**

**✓**

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

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

    NIL

Others (Specify)

**Kurukshetra University, Kurukshetra**

1.11 Name of the Affiliating University:

1.12 Special status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR etc Autonomy by State/Central Govt. / University

**Non-Autonomous**

University with Potential for Excellence: UGC-CPE

**✓**

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

DDU Kaushal Kendra

**✓**

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

06

2.1 No. of Teachers

01

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

00

community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

07

02

03

2.11 No. of meetings with various stakeholders: Students Faculty

01

Non-Teaching Staff Alumni Others

00

01

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

√

If yes, mention the amount

NA

2.13Seminars and Conferences (only quality related)

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

0

0

0

NIL

0

Total Nos. International National State Institution Level

NA

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

* **Complete preparation and timely submission of AQARs and SSR.**
* **Devising the Annual Program Plan for various Departments, Clubs, associations, Societies and major facilities like Sports, Cultural, NCC and NSS**
* **Brainstorming, planning and setting of goals for the Placement Cell and Career Guidance Cell (CGC) of the college.**
* **Taking active part in the Decision Making Processes related to major policy decisions.**

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:**

|  |  |  |
| --- | --- | --- |
| **SNo** | **Action Plan** | **Achievements** |
| 1 | **Renovation** | **Following additions have been done in the College Auditorium at the cost of Rs 42,00,000/-:**   1. Change of front Curtain 2. New Calendaring Screen of Size 20’X 10’ 3. New Motor Curtain Machine 4. False ceiling and LED lights 5. Sound system 6. Central Air Conditioning |
| **Administrative Office has been renovated with following additions at the cost of Rs. 9,00,000/-**   1. Separate cabins for office staff 2. Store room 3. Gents and Ladies Washrooms   **Girls Wash Room renovated at a cost of**  **Rs 2,00,000/-** |
| 2 | Up-gradation of Girls’ Common Room | **Girls’ Common Room equipped with following items at the cost of Rs 2,00,000/-:**   1. Installation of LCD TV 2. Introduction of indoor games and Magazines/ Newspapers 3. Addition of furniture |
| 3 | Up-gradation of Seminar Room | **Following items have been added in Seminar Room at the cost of Rs 8,00,000/-:**   1. High luminance Wi-Fi projectors 2. Blinds 3. Additional Chairs |

2.16 Whether the AQAR was placed in statutory body: Yes No

**✓**

NO

**✓**

**✓**

Management Syndicate Any other body a

Provide the details of the action taken

**The AQAR is placed before the College Management and a copy is sent to the State IQAC as per the guidelines of the Director General, Higher Education (Haryana).**

**Part – B**

**Criterion – I**

**1. 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 | **0** | **0** | **0** | **0** |
| PG | **08** | **0** | **6** | **0** |
| UG | **20** | **01** | **15** | **0** |
| PG Diploma | **1** | **0** | **1** | **0** |
| Advanced Diploma | **0** | **0** | **0** | **8** |
| Diploma | **0** | **0** | **0** | **8** |
| Certificate | **0** | **0** | **0** | **8** |
| Others | **0** | **0** | **0** | **0** |
| **Total** | **29** | **01** | **22** | **24** |
| Interdisciplinary | **1** | **0** | **0** | **0** |
| Innovative | **1** | **0** | **0** | **0** |

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

* All UG (Arts/Science/Commerce) Programmes have flexibility of choosing Elective and Core options.
* CBCS has been introduced in PG Courses by KUK in the University departments only in the first phase.
* The college has CBCS option available to students of B.Voc Courses.

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of Programmes |
| Semester | **29** |
| Trimester | **00** |
| Annual | **01** |

**✓**

**✓**

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

**✓**

***(On all aspects)***

**✓**

**✓**

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 updated by the Board of Study of affiliating University keeping in mind the suggestions given by faculty members who are part of it and otherstakeholders.

**Yes**

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

**Criterion – II**

College has started Skill Development Centre under the UGC Scheme of Deen Dayal Upadhaya Kausal Kendra under which B. Voc. Courses are run.

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| **53** | **34** | **19** | **0** | **0** |

2.1 Total No. of permanent faculty

**31**

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| **00** | **26** | **00** | **0** | **0** | **0** | **0** | **0** | **00** | **26** |

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

**Visiting 01**

**Guest**

**02**

**Temp**

**65**

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | **04** | **67** | **02** |
| Presented papers | **13** | **177** | **0** |
| Resource Persons | **0** | **10** | **0** |

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

College has adopted following innovative processes in Teaching and Learning:

|  |  |  |
| --- | --- | --- |
| **Interactive Learning** | **Collaborative Learning** | **Independent Learning** |
| Smart-Classrooms | Field Visits / Industrial Visits | Labs with latest ICT Facilities |
| Surveys | Activities of Subject Associations/Clubs | Providing latest equipment in labs. |
| Interactive Lectures | Training Sessions | Projects/Assignments |
| Role Plays | Workshops/Seminars | Free Wi-Fi Facility for students |
| Expert Lectures | Language Lab | Availability of Computers/Printers/Scanners |
| Movies & Documentaries | Mass Media Lab | BSR Projects |
| Departmental Fests | Special Software | Preparation of Charts/Models/PPTs |
| Extension Lectures | Rural Camps/Health Awareness Drives/Drives against Social-Evils | Availability of e-resources like INFLIBNET, E-Resources and MOU with Consortium for Educational Communication for e-resources |
| In-Basket Exercises | Subject Exhibitions | Spoken Tutorials |
| Group Discussions | Talent Show | Notes and Question Banks on CIMS |
| Brain Storming | Youth Festival | College Magazine |

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

**180**

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 does not enjoy any autonomy regarding Examination/ Evaluation Reforms because it is obliged to follow the system formulated by the University.**
* **As per the university rules in the semester system, students are evaluated with one class test and two assignments before the final university exams which forms the basis for internal assessment.**
* **Internal assessment is 20% of total Marks of respective papers which is calculated as per following criteria:**
  + **02/01 (UG/PG) handwritten assignments : 10 marks**
  + **One class test : 5 marks**
  + **Attendance : 5 marks**

2.9 No. of faculty members involved in curriculum restructuring/

0

0

**03**

revision/syllabus development as member of Board of Study/

Faculty/Curriculum Development workshop

**90%**

2.10 Average percentage of attendance of students:

2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of the Programme** | **Total no. of students appeared** | **Division** | | | | |
| **Distinction %** | **I %** | **II %** | **III %** | **Pass %** |
| B.A | 85 | 0 | 4.2 | 31.8 | 20 | 56 |
| BBA | 32 | 0 | 20 | 40 | 9 | 69 |
| BCA | 42 | 16.67 | 63 | 4.33 | 0 | 84 |
| B.Com ASPSM | 34 | 3.23 | 29 | 49.77 | 0 | 82 |
| B.Com CAV | 32 | 0 | 53.3 | 28.7 | 10 | 92 |
| B.Com Gen | 146 | 7.14 | 37 | 40 | 10.86 | 95 |
| B.Com OMSP | 29 | 3.45 | 27.5 | 30.45 | 9.6 | 71 |
| B.Com PPI | 10 | 0 | 22.22 | 46.78 | 10 | 79 |
| B.Sc Bio-Tech | 16 | 43.75 | 45.25 | 0 | 0 | 89 |
| B.Sc CAV | 11 | 9.09 | 18.18 | 49.70 | 10.03 | 87 |
| B.Sc Comp. Sci. | 31 | 9.68 | 54.8 | 12.52 | 0 | 77 |
| B.Sc Electronics | 28 | 0 | 24.28 | 51.71 | 0 | 76 |
| B.Sc IT | 37 | 56.76 | 30.54 | 0 | 2.70 | 90 |
| BSc Med | 27 | 48.15 | 48.85 | 0 | 0 | 97 |
| BSc Non-Med | 104 | 22 | 45 | 3 | 0 | 70 |
| M.A Economics | 7 | 0 | 57.71 | 14.29 | 0 | 72 |
| M.A English | 11 | 9.09 | 36.55 | 36.36 | 0 | 82 |
| M.A Hindi | 2 | 50 | 50 | 0 | 0 | 100 |
| M.A Mass Comm | 5 | 0 | 100 | 0 | 0 | 100 |
| M.Com | 30 | 0 | 74 | 14 | 0 | 88 |
| M.Com IT | 15 | 0 | 35 | 65 | 0 | 100 |
| M.Sc App Phy | 40 | 17.5 | 75.5 | 40 | 0 | 93 |
| M.Sc Maths | 32 | 21.88 | 40.62 | 17.5 | 0 | 80 |
| PGDCA | 06 | 00 | 66% | 15% | 0 | 81 |

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

**IQAC conducts meetings with the HOD's of the respective departments to take suggestions in the beginning of the session and then implement suggestions in a phased manner during the session and in subsequent meetings the feedbacks are taken from the HOD's to evaluate the newly implemented processes.**

**The IQAC augments the teaching-learning process by providing suggestions to the authorities in the following areas:**

* Development of Faculty by organizing Workshops/Seminars and FDPs.
* Up-gradation of teaching-learning infrastructural facilities
* Up-gradation of Library Resources in tandem with ICT based teaching-learning and Net Resources.
* Motivating teachers to use ICT as a teaching-learning tool.
* Organizing workshops on ICT.
* Taking regular feedback from all the stakeholders including students/alumni and teachers.

2.13 Initiatives undertaken towards faculty development:

|  |  |
| --- | --- |
| ***Faculty / Staff Development Programmes*** | ***Number of faculty* *benefitted*** |
| Refresher courses | **04** |
| UGC – Faculty Improvement Programme | **00** |
| HRD programmes | **02** |
| Orientation programmes | **04** |
| Faculty exchange programme | **00** |
| Staff training conducted by the university | **00** |
| Staff training conducted by other institutions | **52** |
| Summer / Winter schools, Workshops, etc. | **64** |
| Others **(**FDPs organized by the college) | **150** |

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 | **28** | **08** | **00** | **14** |
| Technical Staff | **21** | **0** | **00** | **0** |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

**IQAC motivates and sensitize faculty for research through Research Committee.**

* The Research Committee motivates and provides guidance to faculty members.
  + The Faculty Members consult the committee for the publication of their Research Articles. The Committee checks these articles and forwards them to journals of repute.
  + It helps the faculty members to identify relevant topics/fields for applying Major and Minor Research Projects.
  + Motivating Departments to organize seminars, conferences, workshops and extension lectures.
  + Motivate faculty and students to conduct extension activities to help society and making them aware of social responsibility by conducting talks.
  + Raising funds for research work from external sources.

3.2Details regarding major projects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | **00** | **01** | **00** |
| Outlay in Rs. Lakhs | 00 | **00** | **3,70,000** | 00 |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | **00** | 00 | **11+01** | **00** |
| Outlay in Rs. Lakhs | **00** | 00 | **25,20,000** | 00 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | **15** | **15** | **0** |
| Non-Peer Review Journals | **02** | **19** | **0** |
| e-Journals | **08** | **17** | **0** |
| Conference proceedings | **00** | **37** | **0** |

3.5 Details on Impact factor of publications:

**0.7**

**0-2.0**

**02**

**02**

Range Average h-index Nos. in SCOPUS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | Received |
|  |  |  |  |  |
| Major projects | **2015-16** | **UGC** | **3,70,000** | **3,70,000** |
| Minor Projects | **2015-16** | **UGC** | **25,20,000** | **---** |
| Interdisciplinary Projects | **---** | **---** | **---** | **---** |
| Industry sponsored | **---** | **---** | **---** | **---** |
| Projects sponsored by the University/ College | **---** | **---** | **---** | **---** |
| Students research projects  *(other than compulsory by the University)* | **---** | **---** | **---** | **---** |
| Any other(Specify) | **---** | **---** | **---** |  |
| Total | **---** | **---** | **28,90,000** | **3,70,000** |

**11**

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

**02**

**00**

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

✓

INSPIRE CE Any Other (specify)

Nil

* 1. Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number | 0 | **06** | **00** | 00 | **00** |
| Sponsoring agencies | -- | **03-UGC,New Delhi**  **01-S.D College**  **01-NCHRCS, Panchkula**  **01-BVP,Ambala** |  |  |  |

3.12 No. of faculty served as experts,

**10**

chairpersons or resource persons

00

00

00

3.13 No. of collaborations International National Any other

**15**

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency 3**, 00, 645**/- From Management of university/College

Total:

**3, 00, 645/-**

3.16 No. of patents received this year

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | 00 |
| Granted | 00 |
| International | Applied | 00 |
| Granted | 00 |
| Commercialised | Applied | 00 |
| Granted | 00 |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| **0** | **02** | **02** | **0** | **0** | **0** | **0** |

of the institute in the year:

**03**

3.18 No. of faculty from the Institution

who are Ph. D. Guides and

**04**

students registered under them

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

**02**

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

JRF SRF Project Fellows Any other

NO

NO

NO

NO

3.21 No. of students Participated in NSS events:

**192**

**92**

University level State level

00

**14**

National level International level

3.22 No. of students participated in NCC events:

**40**

00

University level State level

00

National level International level

**03**

3.23 No. of Awards won in NSS:

**08**

**50**

University level State level

00

**10**

National level International level

3.24 No. of Awards won in NCC:

**22**

00

University level State level

00

03

National level International level

3.25 No. of Extension activities organized

**40**

00

University forum College forum

**17**

**05**

NCC NSS

Any other

00

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

**Activity:**

|  |  |
| --- | --- |
|  | NSS Volunteers’ Registration Drive |
|  | Independence/ Republic Day Celebration |
|  | Sadbhavna Diwas Celebration |
|  | Mini/ Mega Blood Donation Camp |
|  | Oath Taking Ceremony |
|  | 7 Days Camp, Village Boh |
|  | One Day Camp on Gandhi Jayanthi & Competitions |
|  | NSS Day Celebration, KUK |
|  | Camp, Mansa Devi Complex, Panchkula |
|  | Pre- RD Trial Camp, KUK |
|  | Traffic Awareness Camp |
|  | NSS Fest |
|  | Motivational Talk to Volunteers by Pos |
|  | Lecture on ‘Rakshabandhan’by Dr. Kamdev Jha |
|  | Golden Jubilee Celebration of 1965 Indo-Pak War |
|  | National Youth Fest, Chhattisgarh |
|  | T-20 Cricket Match between NSS Volunteers and NCC Cadets. |
|  | Blood Donation Camp |
|  | Seminar on ‘Role of NCC in Personality Development |
|  | Declamation on ‘Beti Bachao Beti Padhao’ |
|  | Yoga Day |
|  | Rain Water Conservation plants installed |

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | **14.51 Acres** | **0** | **0** | **14.51 Acres** |
| Class rooms | **42** | **0** | **0** | **42** |
| Laboratories | **32** | **0** | **0** | **32** |
| Seminar Halls | **2** | **01** | **UGC** | **03** |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | **0** | **0** |  |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  | **18,87,797/-** | **UGC & College** | **18,87,797/-** |
| Seminar Room  Wi-fi campus |  | **10,00,000**  **25,00,000** | **UGC**  **UGC** | **10,00,000**  **25,00,000** |

4.2 Computerization of administration and library

**ADMINISTRATION**

Administration office is fully equipped with computers, printers, scanners, Photostat machine. Entire office is on networking and has internet facility.

The college has developed CIMS (College Information Management System), which is an ERP based software developed in consultation with the needs of the stakeholders. Through CIMS students can access their examination results, assignment scores, attendance details and other academic information directly on their computers or mobile phone. Faculty members have the facility to upload details of their activities and duties during the session and then retrieve the same in a desired format.

Students and faculty are also informed about college activities through website and Automated Messaging system.

**LIBRARY**

**The following initiatives have been taken up to make the Library user/student friendly:**

* Up gradation of Library Automation
* Full access to internet in the Library
* Subscription to e-resources
* Installation of CCTV cameras for better surveillance
* Updating of Library Collection Procedure
* Strengthening of Reprographic Facility for Students
* Installation of OPAC on KIOSK
* AC Reading Hall
* Book Bank Facility for meritorious, needy, SC/BC and Minority students
* Separate Reference Section
* 20 computers have been installed for students and staff for:
  + Searching Books on OPAC
  + Downloading and printing E-Books.

4.3 Library services:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments |
| Existing | **387** | **13** | **23** | **01** | **01** | **16** | **20** |
| Added | **55** | **01** | **Wi-fi campus** | **0** | **0** | **0** | **10** |
| Total | **442** | **14** | **442** | **01** | **01** | **16** | **30** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | **1604** |  | **1038** | **1,80,766** | **2642** |  |
| Reference Books | **54284** |  | **1261** | **4,22,910** | **5545** |  |
| e-Books | **137000** | **10,000/-** | **3000** | **5,000** | **1,40,000** | **15,000/-** |
| Journals | **126** |  | **105** | **94,231** | **231** |  |
| e-Journals | **6000** |  | **35** |  |  |  |
| Digital Database | **00** |  | **00** |  |  |  |
| CD & Video | **861** |  | **10** | **1200/-** | **871** |  |
| Others (specify)  News Paper | **74** |  | **00** |  | **74** |  |

4.4 Technology up gradation (overall)

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

* **College has a well established Network Resource centre where students and staff can make use of internet & ICT facilities.**
* **All HoD’s of respective departments are provided with laptops.**
* **All departments have internet facility.**
* **College conducts workshops for ICT training for Teaching, Non teaching staff and students from time to time.**
* **FDP on ICT Skills was conducted in 15-16 Feb, 2016 for teachers.**
* **FDP on** **Blog Development & Web Hosting was conducted for the teachers on 15th Dec 2015.**
* **Workshop on Android Application Development was conducted for teachers in March 2015.**
* **Workshop on Andriod Application Development was conducted for the students in June 2016.**
* **102** **students attended Workshop on Digital Marketing by Xperia Technologies on 9-10 Feb 2016.**
* **All Science departments are equipped with projectors, visualizers & smart boards.**

4.6 Amount spent on maintenance: (In Rupees)

**Rs. 100,739/-**

i) ICT

**Rs 29,99,942.70/-**

ii) Campus Infrastructure and facilities

**Rs 4,08,222/-**

iii) Equipments

**Rs 4,62,227/-**

iv) Others

**Rs.39,71,130.70/-**

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

**Regular information is disseminated to the students regarding Placement Programs, Training Sessions, Personality Development Workshops and Alumni Association through College Website, Prospectus and Orientation Programs.**

5.2 Efforts made by the institution for tracking the progression

1. **Student progression is monitored by tutors of respective classes and slow learners and advanced learners are identified and supported as per needs.**
2. **The institute maintains exhaustive data regarding the students’ involvement in various academic/co-curricular/social movements /activities. The entire data is available on CIMS of the college.**
3. **The entire record regarding the students’ activities is also maintained by the In-charges of various associations/clubs in their Activities Register.**
4. **This record is also presented in an abridged form in the Annual Report.**
5. **It is also regularly updated on the college website.**

|  |
| --- |
| **2747** |

5.3 (a) Total Number of students

**14**

(b) No. of students outside the state

00

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| **1465** | **53.33** |

|  |  |
| --- | --- |
| No | % |
| **1282** | **46.66** |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | **Total** | General | SC | ST | OBC | Physically Challenged | **Total** |
| **1779** | **290** | **0** | **625** | **09** | **2703** | **1752** | **318** | **02** | **669** | **06** | **2747** |

Demand ratio **2:1** Dropout %: **14%**

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

**100**

No. of students beneficiaries

5.5 No. of students qualified in these examinations

**03**

**05**

NET SET/SLET GATE CAT

NIL

NIL

**15**

NIL

**02**

**01**

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. **45** students of B.Com were trained in personality development skills in a workshop on “Elevate-A Road towards Future” by Mr. Parth Ashok Narang.
2. **40** students of B.Sc. III and B.C.A.III attended a Workshop on “Computer Programming Skills” organized by MIET, Mohra.
3. Pre-employment assessment and interview by Genpect (Computer Based Adaptive Test.)
4. A seminar on Resume writing and interview skills by ICFAI
5. A seminar on “Resume Writing and Interview Skills” organized by IBS Business School, ICFAI Group.

**Career Counselling**

1. **100** students of B.Com attended lecture on “Career Opportunity in Banking” by Mr. Sameer Aneja, **Regional Head, ICICI Bank.**
2. **110** students of B.A and M.A. were trained in one day career awareness camp on “Career Options & Job Opportunities” by Prof. Ashutosh Mishra, Dean, Chitkara University.
3. A training program was organized by JCI, Ambala on "College and Beyond - The Challenges".
4. A seminar in Chitkara University on “Career Prospects in Management” was attended by students.
5. Students attended career counseling program in Maharaja Agarsen Institute of Management and Technology, Jagadhari.
6. A training program by AIMT, Ambala City on “Career Prospects in Management”.
7. A Training Program by JCI, Ambala on “Fly High: Touch the Sky”.
8. A seminar on “Career Guidance in Insurance Sector” by DHLF Life Insurance.
9. A seminar to enlighten students about Government jobs as Career after Graduation was organized.
10. A seminar on Govt. jobs was organized by Career Launcher.
11. A guest lecture on Career Guidance by Mr Vinod Sood from IIM, Ahmedabad.

No. of Students benefitted

**650**

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 |
| **08** | **354** | **213** | **19** |

* 1. Details of gender sensitization programmes:

1. The Women Cell and Legal Literacy Cell of the college are actively engaged in sensitizing the students about gender issues.
2. Various Clubs & Associations of the college also organize Poster Making, Poetry Recitation, Debate, Declamation, Story Writing and Slogan Writing competitions to spread gender awareness.
3. Hemoglobin Testing Camp is organized in the college for girl students by the Women Cell and many renowned gynecologists have been invited to provide medical counseling.
4. Expert lectures on legal issues are organized by Women Cell and Legal Literacy Cell by inviting advocates.
5. Self defense workshop was organized in which more than 500 students participated.

Nukkad Nataks (Street Plays) are staged regularly on issues like *Beti Bachao, Beti Padhao*; Domestic Violence; Eve Teasing, Dowry issues and Female Foeticide.

5.9 Students Activities

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

**116**

**04**

0

State/ University level National level International level

No. of students participated in cultural events

0

0

**100**

State/ University level National level International level

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

**04**

**50**

0

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

0

0

**30**

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | **429** | **7,17,625/-** |
| Financial support from government | **153** | **15,51360/-** |
| Financial support from other sources | **128** | **2,87,000/-** |
| Number of students who received International/ National recognitions | --- | --- |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

00

**01**

00

0

0

00

Exhibition: State/ University level National level International level

**50**

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **NIL**

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

* **The vision and mission of the college is in consonance with the stated objectives of higher education and the college strives hard for the upliftment of the society through education with the motto: *Tamsoma Jyotirgamaya* (O God, lead me from darkness to light)**
* **To impart quality education with all the modern techniques and facilities.**
* **To give utmost importance to the socially, economically marginalized sections in consonance with Govt. approved proactive measures.**
* **To explore and utilize the natural resources of the state**
* **To foster economic growth**
* **To provide the benefits of higher education**
* **To  study, preserve, and enrich the socio-cultural tradition of the region**

**Yes**

**a**

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

**Curriculum development is the prerogative of the Affiliating University. Teachers of the college play an active role in curriculum development as members of Boards of Studies which is the statutory body for designing the curriculum**

6.3.2 Teaching and Learning

**The IQAC augments the teaching-learning process by providing suggestions to the authorities in the following areas:**

* **Development of Faculty by organizing Workshops/Seminars and FDPs.**
* **Up-gradation of teaching-learning infrastructural facilities**
* **Up-gradation of Library Resources in tandem with ICT based teaching-learning and Net Resources.**
* **Motivating teachers to use ICT as a teaching-learning tool.**
* **Organizing workshops on ICT.**
* **Taking regular feedback from all the stakeholders including students/alumni and teachers.**

6.3.3 Examination and Evaluation

**There is not much scope for innovation in the area of examination and evaluation as the institution is obliged to follow the University guidelines in this regard.**

6.3.4 Research and Development

**Faculty members are encouraged to submit more and more proposals for Major and Minor UGC Research Projects. This year 11 minor projects have been applied by the staff of college.**

6.3.5 Library, ICT and physical infrastructure / instrumentation:

The institution is well aware about the fast pace changes that the teaching-learning process is undergoing. It realizes that to make the process of teaching-learning effective, infrastructure, ICT and Library plays a very important role. Consequently, Smart Class Rooms, fully equipped state-of-the-art laboratories, automated library, seminar and audio-visual rooms, comfortable, spacious class-rooms remain a top priority.

The Policy of the college regarding infrastructure, ICT & Library is consistent with the needs that arise as a result of academic development and market trends.

Its salient features are:

* Need based feedback from stakeholders is taken for enhancement of infrastructure & ICT Tools.
* The management evaluates and approves the proposal given by the Principal in governing body meetings, thereby allocating the budget for strengthening the facilities.
* The concerned committees utilize and monitor the grants received from various funding agencies.
* Infrastructure is created and enhanced to meet the need of world class quality education and for promoting good teaching-learning environment.
* Maximum resources are allocated for infrastructure development.
* Optimum utilization of resources is ensured to carry out curricular, co-curricular and research activities.

There are two committees which look after the working of the Library —Library Advisory Committee and the Library, Audio-Visual Rooms and Internet Up gradation Committee. All Heads of the Departments are the members of the Library Committee. Their composition is as follows:

* **Library Advisory Committee**
  + It is headed by the senior-most HOD of the college with the Librarian as its Secretary. Presently it has 17 members including all HODs.
* **Library, Audio-Visual Rooms and Internet Up gradation Committee.**
  + It is headed by the Librarian and currently has 08 members.
    1. **Human Resource Management**

Human Resource, both in the form of teaching faculty and non-teaching staff plays the most vital role in the institution. The institution takes care in selection and retention of its Human Resource through the following measures:

* All recruitments are done in a transparent manner on All-India basis as per UGC/Haryana Govt./KUK guidelines.
* The college encourages its teachers to participate actively in FDPs, Seminars and Conferences.
* The college pays the highest emoluments to its temporary teaching faculty in the region.
* Training Programs are organized for the staff to enhance various skills. These include the following:
  + Communication Skills
  + Use of ICT as a Teaching-Learning Resource
  + Soft Skills
  + Use of CIMS

6.3.7 Faculty and Staff recruitment

**The entire recruitment is on merit with all-India open selection. UGC/KU/DGHE rules are strictly adhered to.**

6.3.8 Industry Interaction / Collaboration

**College has signed MoUs with 15 companies.**

6.3.9 Admission of Students

**Admission process is fully transparent. Admission is based on merit and state reservation policy is followed.**

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching | **1.ESI & PF deduction is provided to contractual staff**  **2. Soft loan scheme provision for contractual staff.** |
| Non teaching | **1. Wheat Loan**  **2. Uniform given to non-teaching staff** |
| Students | **1. Earn While You Learn Scheme**  **2. Insurance** |

6.5 Total corpus fund generated

**Rs. 2,69,65,412/-**

**✓**

6.6 Whether annual financial audit has been done Yes No

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit Type | External | | Internal | |
| Yes/No | Agency | Yes/No | Authority |
| Academic | **Yes** | **Experts appointed by University** | **Yes** | **Student & peer feedback** |
| Administrative | **Yes** | **University/DHE** | **Yes** | **Management** |

6.8 Does the University/Autonomous College declare results within 30 days?

**✓**

For UG Programmes Yes No

**✓**

For PG Programmes Yes No

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

**Examination Reforms are done by the University.**

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

NA

6.11 Activities and support from the Alumni Association

* The Alumni Association is actively engaged in the development of the institution.
* As and when required the alumni association is involved in major planning and decision making policies of the institution.
* Donations of Rs 1,60,000/- were received from the association for providing financial assistance to 78 financially weak students.

NA

6.12 Activities and support from the Parent – Teacher Association

**02**

6.13 Development programmes for support staff:

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

* Ground water recharging plants are installed.
* Hundreds of saplings are planted on the campus, city and villages adopted by students and staff of the college.
* Zero Waste Campus Model Project (2015-16). This was undertaken as a part of UGC’s CPE (Extension Activity) Programme with the objective of creating a model that is environmentally sustainable, economically viable and socially meaningful. The thrust was on segregating waste at source- sorting dry waste and sending it for recycling; composting wet waste and proper disposal of e –waste. The students of Environment Club developed two compost pits behind the commerce building for collecting organic waste, especially dried fallen leaves and converting it into manure to be used during tree plantation.
* Cleanliness drives: the drives were organized by NSS, Environment Club throughout the year.
* ‘Say No to Plastic’ Campaigns: Efforts are underway to reduce the use of plastic bags and bottles on campus. Volunteers of NSS, Environment Club are working towards a plastic free campus.

**Criterion – VII**

**7. Innovations and Best Practices**

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

It is the endeavour of the institution authorities in general and the IQAC in particular to constantly innovate in academic, curricular and administrative sphere of the institution in order to achieve all-round excellence.

The following innovations introduced during the last year which have created a positive impact on the functioning of the institution:

**Infrastructure**

The infrastructural facilities of the college are second to none in the region. In this year, new smart class-rooms, Seminar Hall, fully renovated AC Auditorium, AC Reading Room in the library, remote controlled concealed Wi-Fi LCD Projectors have been added to augment the teaching-learning resources.

**Upgradation of Information & Communication Technology**

* + The entire campus has been converted into a Wi-Fi Zone.
  + All major facilities and departments are connected through EPBAX.
  + Internet labs have been upgraded to facilitate routine academic activity and research.
  + E-Kiosks have been installed

**Website Up-gradation**

The college website is an indispensable source of information for both the stakeholders and the general public. It has been fully revamped with new user friendly features. Entire information about the college related to all areas — Academic, Curricular, Administration — can be accessed online.

**Creation of College Information Management System (CIMS)**

The college has developed CIMS (College Information Management System), which is an ERP based software developed in consultation with the needs of the stakeholders. Through CIMS students can access their examination results, assignment scores, attendance details and other academic information directly on their computers or mobile phone. Faculty members have the facility to upload details of their activities and duties during the session and then retrieve the same in a desired format.

**To facilitate the growing needs of the students for employment and higher studies, this year the Placement and Counseling Cell is separated in to two cells:**

1. **Placement Cell**
2. **Career Guidance cell**

**Placement Cell**

Keeping in view the growing needs of the students and the changes in career trends, the college has reinforced the existing Placement Cell to make it in sync with the requirements of the corporate sector in this year. Major Corporate Giants have shown keen interest and there have been a record number of placements this year.

**Career Guidance Cell**

The CGC of the college plays a vital role in providing guidance, counseling, training in soft-skills and information regarding career choices to the students by organizing seminars, lectures by experts, training programs and workshops especially in Personality Development, Communication Skills and Career Options. The CGC also runs specialized courses in Tally and Medical Sales Representative.

**Zero Water Wastage Campus**

Educational Institutions need to set a trend globally regarding water-saving measures. The college has taken a pledge to save water. Consequently, the college campus has been turned into a Zero Water Wastage Campus.

**Zero Waste Campus (Vermi-composting Project)**

Vermicomposting is the science of transforming organic waste into highly useful manure with the help of earthworms. It is one of the best options available for the treatment of organic rich solid waste. With the aim of making the institution a ‘Zero Waste Campus’ a functional vermi-composting system, comprising of two units, has been constructed. Canteen Waste and garden Waste is used as raw material in the composting units which turns it into an excellent organic fertilizer. The end product so obtained is then used as an additive in the campus gardens to improve the soil fertility for better growth of plants.

**E-Kiosks**

Two E-Kiosks have been installed in the college library which are equipped with Online Public Access Catalogue (OPAC). They are Wi-Fi enabled with a built-in facility to access the internet. Students and faculty can search and locate books online, browse the internet and access e-resources through it.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **SNo** | **Department / Place** | **Work Undertaken** | **Approximate Amount(Rs.)** |
| 1 | Auditorium | Change of front Curtain, New Calendaring Screen of Size 20’X 10’, New Motor Curtain Machine, False ceiling and LED lights, Sound system, Air Conditioning | 42,00,000/- |
| 2 | Administrative Office | Separate cabins for office staff, Store room, Gents and Ladies Washrooms | 9,00,000/- |
| 3 | Girls’ Common Room | Installation of LCD TV, Introduction of indoor games and Magazine/ Newspapers, addition of furniture | 2,00,000/- |
| 4 | Seminar Room | High luminance Wi-Fi projectors, Blinds, Additional Chairs | 8,00,000/- |
| 5 | Chemistry & Physics Depts. | Renovation and Construction of Ladies/Gents’ Washrooms and stores | 5,00,000/- |
| 6 | Girls’ Washroom | Renovation | 2,00,000/- |
| 7 | Commerce Dept. | New Seminar Room | 10,00,000/- |
| 8 | Area in front of Office, Chemistry Dept, Commerce Dept. and English Dept. | Relaying of Lawns | 5,00,000/- |
| 9 | Computer Science , Electronics, Home Science, Maths, Chemistry, Zoology, Botany Dept. | Renovation | 18,00,000/- |
| 10 | Installation of Generator Set of 125 KVA, Installation of Control Panel | | 11,00,000/- |
| 11 | Installation of 14 RO Systems | | 3,00,000/- |
| 12 | Wi-Fi Campus | | 25,00,000/- |
| **Total** | | | **1,40,00,000/-** |

**7.3 Give two Best Practices of the institution**

1. **Development of College Information Management System (CIMS)**
2. **Development of Social Progress Index (SPI) of Students**

**7.4 Contribution to environmental awareness / protection**

The college makes special efforts to instill environmental awareness amongst its students with the belief that environmental awareness will lead to environmental action. For developing ecological consciousness amongst students a wide range of activities such as organizing campaigns, poster exhibitions, street plays, film screenings, field visits, workshops and seminars are undertaken by the college. Efforts are also made to institutionalize some of the environmentally sustainable practices in college. The initiatives taken by the college to make the campus eco-friendly are as follows:

**Energy Conservation**

* ELCB (Earth Leakage Circuit Breaker) were installed at various locations on the campus to prevent current leakage and protect other electrical installations.
* Ground water recharging plants

**Efforts for Carbon Neutrality**

* The college campus is green and every year trees are planted on regular basis. Planting trees has been one of the ways of offsetting carbon. In general CO, CO2 emissions are already within permissible limits as there are no pollution sources in the vicinity. A well maintained botanical garden.

**Tree Plantation**

* Every year hundreds of saplings are planted on the campus, city and villages adopted by students and staff of the college.

**Waste Management**

* Zero Waste Campus Model Project (2015-16). This was undertaken as a part of UGC’s CPE (Extension Activity) Programme with the objective of creating a model that is environmentally sustainable, economically viable and socially meaningful. The thrust was on segregating waste at source- sorting dry waste and sending it for recycling; composting wet waste and proper disposal of e –waste. The students of environmental club developed two compost pits behind the commerce building for collecting organic waste, especially dried fallen leaves and converting it into manure to be used during tree plantation.
* E-Waste Awareness Campaign and Collection Drive since 2012: E-waste is hazardous to the environment and health of people and it needs to be recycled and disposed in appropriate ways. Every year an awareness campaign and collection drive is organized by the NSS, environmental club students. A large quantity of e-waste is collected and sent off for further recycling and appropriate disposal.
* Cleanliness drives: whole the year the drives were organized by NSS, Environmental club
* ‘Say No to Plastics’ Campaigns: Efforts are underway to reduce the use of plastic bags and bottles on campus. Volunteers of ‘NSS, Environmental club ’ are working towards a plastic free campus. The campaign is a part of this effort.

**Handling Hazardous Waste**

* Liquid waste generated from Biotechnology and Chemistry laboratories is diluted with water and then discharged.
* Efforts have been made to make college /departmental Fests fests eco friendly. A list of suggestions are put up on notice boards and distributed to all the fest heads. The volunteers appeal to all the departments to follow certain guidelines in ‘reducing waste’ and promoting ‘Eco-friendly practices’. Every departmental fest has an observer. This has made significant difference and students are learning to be eco literate.
* Activities for raising environmental awareness
* Screening of Environmental Films and Documentaries
* Environmental Exercises and Games
* Street Plays and Poster Exhibition
* Human Rights Week: “Environment and Human Rights”

7.5 Whether environmental audit was conducted? Yes No

**✓**

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

NIL

1. **Plans of institution for the next year**

|  |  |
| --- | --- |
| 1. | Renovation of Principal’s office, Head Clerk room, office store |
| 2. | Addition of furniture in Girls Common Room and Canteen |
| 3. | Air conditioning, Paneling, New Chairs in new Seminar Rooms and Auditorium. |
| 4. | Renovation, Stacks, Air conditioning, Furniture in Library |
| 5. | Renovation and addition of washrooms in Commerce and Computer Dept |
| 6. | Inter-locking tiled passage Area near English Dept. to Basket Ball Court |
| 7. | Tile work in the Corridors of Botany, Zoology, Electronics, Computer Dept., Corridors of First floor class rooms 22-40, Stairs, Fee Counter, Doctors’ Room |
| 8. | Two new Seminar Rooms with audio video facilities. |
| 9. | Underground electrical fitting of whole campus |
| 10. | New Basket Ball Court. |
| 11. | Renovation of Sports Hall. |
| 12. | New Boxing Ring |
| 13. | New cemented Cricket Pitch. |
| 14. | Five Rain water recharging plants. |
| 15. | Online Library facility |
| 16. | Constant up-gradation of CIMS and Website |
| 17. | More tree plantation in and around the campus. |
| 18. | More CCTV cameras. |
| 19. | Conversion of more classrooms in to smart classrooms. |
| 20. | Modern Equipment. |

Dr Sushil Kansal Dr Rajinder Singh

Associate Professor Principal

Coordinator, IQAC Chairperson, IQAC

**Note: As this is a computer generated document, signatures are not required**

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