

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

S.D. College Hoshiarpur

1.2 Address Line 1

Deep Nagar

Address Line 2

Phagwara Road

City/Town

Hoshiarpur

State

Punjab

Pin Code

146001

Institution e-mail address

Sdcollegehsp@gmail.com

Contact Nos.

01882-249968,248268

Name of the Head of the Institution:

Dr.Nand Kishor

Tel. No. with STD Code:

01882-249968

Mobile:

9779031210

Name of the IQAC Co-ordinator:

Prof.Parshant Sethi

Mobile:

9872104467

IQAC e-mail address:

iqacsdcollegehsp@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

2/2/2006, EC/38/067

1.5 Website address:

www.sdcollegehsp.net

Web-link of the AQAR:

www.sdcollegehsp.net/aqar.aspx

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	79.15	2006	01-02-2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

2006

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

2016-17

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

- i. AQAR_13-14 31/01/2019
- ii. AQAR_14-15 31/01/2019
- iii. AQAR_15-16 31/01/2019

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Application

1.12 Name of the Affiliating University (*for the Colleges*)

Panjab University Chandigarh

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

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

1

2.9 Total No. of members

18

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff students Alumni 4 Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- 1) A National Seminar on Female Foeticide and Women Empowerment was organised in college campus on 12-jan-2017, in which various eminent women of the state participated and honoured
- 2) Extension Lectures on the topic “Research Methodology” was organised by by Dr.Sanjeev Kumar on 13 Aug-2016
- 3) Workshop on Time Management was delivered by Ms.Shivani Malhotra on 13 Aug 2016 at 2:00 p.m in which she gave lecture on Time management to the faculty members of SD College.
- 4) Seminar on “Shaping Young Mind” was organised by commerce Department on 19-Aug-2016..The lecture was delivered by Dr. Ashwani Bhalla of SCD College , Ludhiana.
- 5) Seminar on GST was organised by the Department of Economics on 10-Aug-2016.Dr. Satish Verma, Professor, RBI chair, CRRID, Chandigarh . Mr Jatin Malhotra , advocate Hoshiarpur was also present . Both of them interacted with the students also.
- 6) A Surface oriented workshop was organised by Fashion Designing Department by Asst. Prof. Manmeet Kaur from 1/9/2016 to 3/9/2016, to givr training about block printing, free hand painting etc.
- 7) A 4-day workshop on baking was organised by Fashion Designing Department
- 8) A Lecture on Cashless economy was organised in which the methods of online payment, e-wallets ,Plastic money was introduced to the faculty members of SD college.

2.14 Significant Activities and contributions made by IQAC

Academic Activities	<ul style="list-style-type: none"> • IQAC planned to organise various Extension Lectures on different topics to give them a broad knowledge on upcoming topics • IQAC planned to take unit plans from the teachers • To help weak students, IQAC planned to frame university style Questions from teachers
Sports Activities	IQAC planned to organise annual sports meet
Orientation Courses	IQAC planned to conduct Orientation courses for freshers
Alumni Meet	IQAC proposed to hold Alumni meet
Convocation	IQAC suggested to organise convocation to give degrees to the pass-outs of the college
Patriotic Activities	Internal Quality Assurance Cell suggested to celebrate various patriotic functions like Independence day and Republic Day Celebrations
Religious Activities	Various Religious activities were planned like Havan on every Sankranti, Shobha Yatra Participation etc
Extra-co curricular Activities	Keeping in view, the intellectual, moral and aesthetic development of student IQAC planned to organise various competitions like Poster making competition, Rangoli competition, dance competition, AD-MAD Competitions etc.
Youth Festival Participation	IQAC ensures maximum participation of students in youth festival at Zonal and Inter Zonal level
Seminars and Workshops	IQAC Planned to organise surface oriented workshops in Fashion Designing Department and seminars

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
<p>1) Under the guidance of IQAC Department of Social Science, Fashion Designing Planned to organise Competitions, Extension Lectures and workshops for students</p>	<ul style="list-style-type: none"> • A Workshop on Baking Techniques was organised by Fashion Designing Department in which students were taught about cooking and baking Techniques. • An Exhibition – cum-sale was organised by Fashion Designing Department on the theme “Earn While You Learn” • Department of Political Science organised one day Declamation, Debate and Poem Recitation Competition on 13-Aug-2016 • Department of Economics organised an Extension Lecture on “GST” on 20-Aug-2016 • Creative Writing Competition was organised by Literary Society on 27 Aug-2016. • A seminar was organised by Hindi Department to celebrate Hindi Diwas on 14-09-2016 • 3- day “Surface Orientation” Workshop was organised by Fashion Designing Department from 01/09/2016 to 3/9/2016. • Declamation Contest on National Voters Day was organised on 25-jan-2017 • Seminar on Female Foeticide and Women Empowerment was organised by NGO Smt. Sraswati Devi Memorial Educational Society on 12 Jan-2017.
<p>2) Under the guidance of IQAC Department of Commerce planned to organise Extension Lectures, Competitions.</p>	<ul style="list-style-type: none"> • Extension Lecture on Research Methodology was organised by Commerce Department on 13-Aug-2016. • Extension Lecture on “Shaping young Minds” was organised by Commerce Department on 19 Aug-2016. • Camaraderie 2016 was organised by commerce Department on 27-aug-2016. Various competitions like AD-MAD, Quiz competitions were held. • One day Recreational trip was organised by Commerce department for the students of M.Com-2 and 4sem. On 20 April 2017.
<p>3) Under the leadership of IQAC Department of Science planned to organise competitions, and Workshops for students</p>	<ul style="list-style-type: none"> • Orientation Lecture was delivered to the new students of the department on 30-july-2016 • Department of Computer Applications organised “creation-2016” in which “Best Out Of Electronic Waste” and “Poster Making” Competitions were held on 13-Aug-2016.

	<ul style="list-style-type: none"> Workshop on “ Hardware Assembling” was organised by Department of computers on 26-Aug-2016
	<ul style="list-style-type: none"> Department of Biotechnology organised competition on “Models for Water Conservation” on 10/09/2016. Educational trip was organised by Biotech Department to CRI,Kasauli,and Pinjore garden in April,2017
4)Under the guidance of IQAC Cultural Committee of college planned to organise various cultural competitions, Heritage Festivals	<ul style="list-style-type: none"> Talent Hunt Programme was organised on 6 –Aug-2016 which included various dance competitions. Talent Hunt Programme was organised on 13 –Aug-2016, which included various Fine-Arts Competitions. Teej Festival was celebrated on 20 Aug,2016
5)Under the guidance of IQAC NSS Camp, Alumni Meet, Convocation	<ul style="list-style-type: none"> 7 day NSS camp was organised from 8 Oct-2016 to 16 Oct-2016.the theme of NSS Camp was “Go Green and Digital India” Alumni meet was held on 25 Dec , 2016 Convocation was held in March, 2017
6) IQAC planned to celebrate Festivals promoting communal harmony	<ul style="list-style-type: none"> Celebration of Teej Festival Celebration of National Festivals like Republic Day, Independence Day, Gandhi Jayanti. Awareness Rallies were organised
7) Visits, excursions and educational trips will be organized	<ul style="list-style-type: none"> A visit to Science city , Kapurthala was organised Excursion trip of all the classes was held in Feb-Mar-2017 to the places such as Anandpur Sahib,Chandigarh, McLeod Ganj etc.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Academic Activities	<ul style="list-style-type: none"> Unit Plans, Question Banks were prepared by teachers New Methods of Teaching were adopted like Group Discussion, Presentations, collaborative teaching etc.
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Sports Activities	Athletic Meet was held in Feb,2016
Alumni Meet	Alumni meet was held on 25 Dec, 2016
Convocation	Convocation was held in March, 2017
Patriotic Activities	Flag hoisting, National Anthem, followed by Student's performances on patriotism on independence day and republic day. Shahid Bhagat Singh Jayanti, Gandhi Jayanti and Vivekanand Jayanti were also celebrated.
Religious Activities	Havan on every Sankranti, Participation in Shobha Yatra in Janam-Ashtami and Shiv Ratri Ramayan Path is held during Navratras
Extra-co curricular Activities	Camarederie-A commerce Extravanga was organised in Sep, 2016. Besides various competitions like Best out of Electronic wastes, Poster Making Competition, Mehendi Competitions were held
Youth and Heritage Festival Participation	About 100 students of the college participated in Youth Festival and brought laurels to the college by bringing prizes
Orientation Courses	Foundation program was held at the beginning of semester to introduce the fresher students to College environment.
Infrastructure Up gradation	Completion of Hall Construction, Installation of Projector in New Hall

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the	Number of	Number of	Number of	Number of value
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Programme	existing Programmes	programmes added during the year	self-financing programmes	added / Career Oriented programmes
PhD				
PG	1		1	
UG	5		3	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	7		5	
Interdisciplinary				
Innovative				

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

B.A	Core-3, Elective-9
BBA	Core-6 each in semester I, II, III, IV Core-4 each in sem. V, VI Elective-3 groups each in sem. V, VI
BCA	Core- 5 in each semester
B.Com	Core-6/7 in each sem.
M.com	Core-19 Elective-12
PGDCA	Core-12
B.sc(Biotech)	Core-27

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

The board of study in PU revises and updates the syllabus from time to time. The aim is to introduce the students in the latest innovations and advancements in their fields.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	11	9	1	1	

2.2 No. of permanent faculty with Ph.D.

1

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
32	nil	nil	nil	1	nil	nil	nil	33	nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

		32
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		21	
Presented papers		10	
Resource Persons			

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

Provide the facility of online Class Room, Smart Board , PPTs by Students, Lecture with PPT by Teachers, Group Discussions on topic after completion of students, Online Tests ,Brainstorming, Collaborative Teaching, Projects distributions in CD's etc. Experimental Teaching is also followed

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

207

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

Double Valuation,It is ensured that during examination,Teacher of same subject are sent to different classes to check unfair means

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

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2.10 Average percentage of attendance of students

78%

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.Com-I sem	143		30.06%	29.37%	4.9%	100%
B.Com-II Sem	138	0.72%	47.82%	21.01%		100%
B.Com-III sem	136		54.41%	33.09%	0.73%	100%
B.Com-IV sem	135	2.2%	54.07%	23.70%	1.48%	100%
B.Com-V sem	138		65.94%	22.46%	2.89%	100%
B.Com-VI sem	125		60.8%	16%	1.6%	100%
BBA-I Sem.	31		16.12%	16.12%		100%
BBA-II Sem	27		29.62%	25.92%	3.7%	100%
BBA-III Sem	25		76%	12%		100%
BBA-IV sem.	24		83.3%	4.16%		100%
BBA-V sem.	32		68.75%	18.75%		100%
BBA-VI	25		56%	24%		100%
BCA-I Sem.	17		47.05%	23.5%		100%
BCA-II sem.	16		50%	6.25%		100%
BCA-III sem.	33		18.18%	45.45%	18.18%	100%
BCA-IV sem.	33		36.36%	27.27%	15.15%	100%
BCA-V sem.	27		40.74%	48.15%		100%
BCA-VI Sem.	27		25.92%	7.40%		100%
PGDCA I sem.	2		50%			100%
PGDCA II sem.	2		100%			100%
M.Com-I Sem.	28		85.71%	3.57%		100%
M.Com-II Sem.	26	3.85%	92.30%			100%
M.Com-III Sem.	40	2.5%	97.5%			100%
M.com-IV Sem.	40	2.5%	97.5%			100%
Bsc(Biotech)-I Sem	9		11.11%	22.22%		100%
Bsc(Biotech)-II Sem.	8		50%			100%
Bsc(Biotech)-III Sem.	13		38.40%	15.38%		100%
Bsc(Biotech)-IV sem.	15		20%	6.67%		100%
Bsc(Biotech)-V Sem.	11		27.27%	63.63%		100%
Bsc(Biotech)-VI Sem.	10		20%			100%
B.A-I sem.	72		2.77%	12.5%	9.72%	100%
B.A-II sem.	69		7.2%	8.6%	2.7%	100%
B.A-III sem.	51			27.45%	7.8%	100%
B.A-IV Sem.	49		12.24%	32.65%	8.1%	100%

B.A V Sem.	67		22.38%	25.37%	8.9%	100%
B.A. VI Sem.	65		3.0%	21.53%		100%

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

- A meeting is called by IQAC chairperson and co-ordinator with HOD's for preparing Unit Plans
- The Syllabus Plan is prepared by all the teachers at the beginning of session, and is evaluated regularly.
- Feedback from the students and parents is taken on regular basis.
- Observing the Class room Teaching.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	5
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

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	3		1	2
Technical Staff				1

Criterion – III

3. Research, Consultancy and Extension

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

• NRC was setup, with internet facility for staff members to promote Research.
 • Each staff member is provided with N-List INFLIBNET username and password to access expensive research papers free of cost. • Duty Leaves are granted to attend seminars. • Re-Imbursement of Registration Fees for Seminars and Workshops. • Research Policy is framed.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		12	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					8
Sponsoring agencies					

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

1

7

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

1

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="7"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>	Any other <input type="text" value="4"/>

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

- **3- days Civil Defense Camp** was organised in which about 100+ students participated and learnt various techniques to defend civilians during natural calamity.
- **Pesticide Spray** in campus was done to provide students a healthy environment.
- **A stall** was placed by the institution during Janamashtami Shiv-ratri Shobha Yatra
- **An Extension lecture** by resource person” “ was delivered to the staff and students to be vigilant for a corruption free nation
- **A team of doctors from civil hospital** visited the college on 29-09-2016 and conducted BP,Sugar tests of various faculty members and students
- **5 day Certification Course on First Aid and Home Nursing** was organised by NSS Department from 9 Oct 201 to 13 Oct-2016
- **Medical/Blood Group camp** in Adopted Village/Locality.
- **Plantations Drive** in Adopted Area/Locality on 10 oct, 2016
- **Seminar on Art Of Living** was conducted by NSS Department on 12 Oct, 2016
- **On 13 Oct, 2016, a Seminar on Anti-Drug and Traffic Policing** was organised by NSS Department of College.
- **Human Rights Day** was observed on 10 Dec-2016, in which a rally was organised to make students aware of their rights.
- **Seminar on Female Foeticide** and Women Empowerment was organised in college in which various activities like play and poems were carried out to highlight the importance of Women Empowerment. Various eminent women of Hoshiarpur were honoured.
- **Independence Day and Republic Day** was celebrated by college, in which various activities to instill patriotic fervour among students
- **NCC Camp Participation:** 10 students attended NCC Camp held at various places like ALC-3 Junagarh(Gujrat), TSC Camp (Thal Sena) at Ropar, CATC acmp at SBBS University Khadiala, AAC Jalandhar

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	32400 sqm	2400 sqft.	UGC+College Sources	
Class rooms	18			
Laboratories	08			
Seminar Halls	01			

No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Yes, Fully Computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14402		1147	37655	14549	
Reference Books	18626				18626	
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	350		10		360	
Others (specify) Inflibnet	Large Number of E-Books and Journals available on their website					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	83	74	2 Broadband Connections	All PC's		3	06	
Added								
Total	83	74	2			3	6	

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

- 1) IT Literacy Workshop was organized by computer Deptt. To teach support staff about latest technology

- 2) Department of Computer conducted 1 day workshop on **PYTHON** programming language
- 3) Winter workshop on Office Automation was organized by computer Department for students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	40,000
ii) Campus Infrastructure and facilities	14,14,899
iii) Equipments	24,190
iv) Others	2,28,923
Total :	17,08,012

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhances awareness about student support services in a number of ways. Members of the IQAC help in the formation of a number of societies and clubs which particularly guide the students in various fields and bring awareness about Student Support Services which are provided by them. Some of the Student Support Services are Scholarship and Fee Concession Committee, Anti Ragging Cell, Grievance Redressal Cell, Counselling cell, Placement cell and career counselling cell etc. Student Council and Discipline Committee play the role of bridge between administration and the students. C.R's of all the classes are chosen and they help in maintaining discipline, organizing major functions and competitions. IQAC monitors the growth of students as well as the proper functioning of these cells.

5.2 Efforts made by the institution for tracking the progression

The institution tracks the progression in a number of ways.

1. Storage of the academic and attendance data of each student in the form of soft and hard copy , throughout his/her stay in the college .
2. Scholarships and liberal financial aid on the basis of merit cum means is given to the students.
3. Periodic parent –teacher meets to inform the parents about the academic progress and attendance of their wards .
4. Regular visit by the IQAC team to the various departments.

5. A number of societies and clubs like Red Ribbon Club , Red Cross Society, student Welfare committee, further help the institution in tracking the progression of the students.
6. Panchanan(college Magazine) kindle the creative spark among the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
832	76		

(b) No. of students outside the state

1

(c) No. of international students

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Men	No	%	Women	No	%
	444	49%		464	51%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
675	226		85		984	642	181		85		908

Demand ratio

Dropout %

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

Providing Coaching to students which includes coaching, group discussions, facing interviews, solving IQ related questions set in NET Exams.
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No. of students beneficiaries

20

5.5 No. of students qualified in these examinations

NET	<input type="text" value="3"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Student Counselling:

During admissions students are counselled for choice of vocation/stream and subjects according to their interest, aptitude and IQ. Group counselling is provided to students for stress management examination, anxiety and time management. Individual counselling is provided to students for their psychological problems.

Foundation Programme is organised in the beginning of session to make them familiar with the environment of college.

Career Counselling:

Seminars/Lectures are organised from time to time to guide the students of various opportunities and careers that can be taken after completing Graduation. External experts are called upon to guide the students. Some of such sessions held in 2016 are:

A Lecture on Career Counselling was held on 27 Feb 2016, in which resource persons were

- a) Mr Ashish Sharma
- b) Mr Pankaj Arora
- c) Mr Gaurav
- d) Ms. Savita

No. of students benefitted

180

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			22 (As per data available till date)

5.8 Details of gender sensitization programmes

- Women Grievance Cell is there in which girls are told about the rights as well as duties towards institution. Their grievance if any are redressed.
- National Seminar on Female foeticide and Women Empowerment was organized
- Civil defence camp was organised.
- By organizing Panel discussion, lectures, seminars on women issues
- Display of posters and thoughts on the wall, magazine of the college

- By organizing competitions of poster making, photography, collage making relating to women issues and their display at strategic locations for awareness.
- Imparting of self-defence training programmes for physical fitness
- Celebration of International Women’s Day to create awareness amongst students

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	1,13,072
Financial support from government	90	Awaited
Financial support from other sources	01	27,420
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

3

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Being quality conscious in all the programs for imparting new educational and cultural experience. Becoming more aware of the institutional as well as individual needs and thus working with initiatives. Moving beyond standard limits through strategic planning and persistent efforts.

Mission:

1) To provide quality education and to make our students self dependent, competent, for facing competition and be confident.

2) to provide the society good citizens, better professionals and persons having humanistic values and sensitization about societal issues that have plagued the humanity since long.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The college is affiliated to PU Chandigarh. As such it doesn't have the autonomy to develop curriculum for a number of courses. The college faculty remains in touch with the faculties who are member of Board of Studies of Panjab University

6.3.2 Teaching and Learning

ICT is introduced in main stream of teaching, students are encourage to adopt ICT teachings.

6.3.3 Examination and Evaluation

Traditional System In evaluation, HOD of Dept conduct a random check on answer sheet submitted by junior Teacher.

6.3.4 Research and Development

With aim to promote R & D among Faculty,NRC was established .Teacher carry their Research Work in their vacant period.

6.3.5 Library computerised

Using SOUL 2 ,fully LAN, Infflibnet

6.3.6 Human Resource Management

Teacher are encouraged to attend Refresher course ,attend workshop etc.Annual increment is given to faculty.EPF and medical facility is given to faculty

6.3.7 Faculty and Staff recruitment

Since 2015, when posts were sanctioned by Govt. The college begin Recruitment on Grand-in-aid Posts. The advt. shortlisted candidate are put on website and emphasis is on quality.

6.3.8 Industry Interaction / Collaboration

Compulsory for BBA,BSC Biotech,M.com

6.3.9 Admission of Students

Admissions of students is done on the basis of merit as per PU norms. Allotment of reserve seats are done as per Punjab Govt. norms. Extra seats are allotted to the college as per university norms with the permission of VC

6.4 Welfare schemes for

Teaching	Loan facility on PF a/c for health & family
Non teaching	Loan facility on PF a/c for health & family
Students	Scholarships , Funds from Red Cross

6.5 Total corpus fund generated

26,56,863

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	PU,DPI,CAG, CA	Yes	Principal
Administrative	yes	CA	Yes	Principal

6.8 Does the University/ Autonomous College declares 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?

Online Registration -> Entire process from Registration to dispersal of Rollno cards & assessment are done online with authorization key given to college heads.

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

CDC provides funds to affiliated/ constituent/ institutions to conduct state/national/International Level Seminars/Conferences/Workshops/FDP at institutional Level. The institution itself decides the topic ,module & Technical session for these events.

6.11 Activities and support from the Alumni Association

It has been practise with institution to conduct Alumni meets on regular basis. The Alumni take keen interest in development projects initiated by college. From time to time , they provides financial support to the institution for infrastructure & academic projects.

6.12 Activities and support from the Parent – Teacher Association

PTA of the college organise half-yearly meeting to aproze the parents of their ward's performance.

6.13 Development programmes for support staff

The support staff is introduced to Civil Defence Camp.
IT Literacy workshops are organised for support staff

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

Plantation derives on regular mode . The campus has been declared no polythene & Tobacco free Zone. Every Year , F.D Dept. of College organises a workshop to create and utility things out of waste material.

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.

Works within the institution were decentralized and equal distribution of work was ensured . This had the following positive results:- 1) Every faculty member develops feeling of oneness & responsibility toward institution. 2) The students get positive message that collaborative working works wonder and is a contribution in growth of institution. 3) unnecessary delays while take place due to centralisation of work are avoided and punctuality enhanced manifold.

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

The IQAC ensured that the plan of action decided at the beginning of the year is carried out in a positive manner and at the time allocated for that particular action/activity +annual plan events.

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

- 1) **Title: Civil Defence Camp**



Objective: Civil Defence Training course was organised in the college campus with an aim to build a safer and united communities

Background: In the modern age of urbanisation, the need of the hour is to equip the youth with the technical knowhow and expertise to serve as volunteers during natural calamities, disasters and accidents.

Practice: During camp, students were given training on providing first aid services to affected people in emergency situations, on fire fighting, fire extinguishing, rescuing civilians during natural disaster, providing ambulance services etc.

Challenges: The institution had to tie up various outside agencies and arrange various material and instruments for first hand training. To bring together all of them on one platform is challenge

Impact: Around 200 students benefitted from this training camp. The camp was organised in two phases, in Aug, 2016 and November, 2016

2) **Title: Earning While Learning**



Objective: The objective of this scheme to make student self dependent

Background: In present context each every member of the family should contribute towards financial resources of family. Now a day every the education is becoming dearer. The students should apply their skills to support their families.

Practice: Students learn to make handicrafts which can be sold out in market.

Students who are interested in cooking learn making bakery items like cakes, muffins, biscuits etc.

Potteries and decorative items are taught to student.

The students who are interest in stitching learn tactics of fashion designing which is a vocation course.

Challenges

Students learn skills through these courses and their items are displayed and sold out in various exhibitions at college. There is non availability of specific market for selling of products made by students seems to be challenge for this practice.

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

7.4 Contribution to environmental awareness / protection

The college conducts plantation derives on day of national importance within and around the campus. Awareness Rallies and door to door awareness derives are conducted.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- 1) The college emphasis on the wholesome growth of its students and to enable them to compete with the best in business world. Above that the emphasis is to sensitize them about societal issues and those of national importance
- 2) Provides a best platform to groom students academically as well as personally with high ethical and moral values.
- 3) A fully equipped library with large and versatile collections of technical and general books covering all spectrum of subjects . Inflibnet availability in library ensures easy and quick online access for students
- 4) Fully equipped Computer Labs with internet availability and licensed softwares

- 5) A State of art Smart Class Rooms to groom students to the challenges of competitive future requirements
- 6) Students are actively involved in social services like visits to old age home, orphanage, Blood Donations, Tree Plantation Campaign etc.
- 7) Extension Lectures and Seminars are regularly organised by every department at state/National levels

Weakness:

1. Lack of highly qualified staff and aided staff.
2. Few research project by faculty
3. a very less industry collaborations.

Opportunities:

1. Can start new technical/vocational/Add-on courses
2. More Research projects can be taken and industrial collaborations can be done

Challenges

1. The college has very less aided staff. From 2005 to 2014 around 12 permanent aided teachers got retired and the fresh approvals are pending. The college had to manage the expenditure from its own sources.
2. The college is situated in Hoshiarpur which is not a very progressive town of Punjab and its difficult to find highly qualified teachers for college.
3. Hoshiarpur is having few big industries but very does not have small scale industry which creates hindrances in employability.

8. Plans of institution for next year

Activity	Responsibility Centre
a) Promoting Global Competence	
Organizing international and national conferences/seminars/workshops and research oriented activities	Economics Deptt Fashion Dsg. Deptt. Computer Deptt.
• A one-day National Seminar on “Women Empowerment and Gender Sensitisation”	
• Interdisciplinary workshop on cake making and baking • Summer Workshops on Web Site Designing and Seminar on latest topics	
Value Based Education to Promote Social, Moral and Cultural Values	
• Havans to be organized frequently to promote mental peace and health.	

<ul style="list-style-type: none"> • Motivational lectures/ Spiritual Discourses/ Inspirational Speeches to inculcate positive energy amongst the staff and students and to encourage them to indulge in selfless service towards the society, • The staff and students will be encouraged to celebrate all important days and festivals related to Indian traditions, customs and values • Hindi Diwas Celebrations • Flag hoisting ceremony • The college lays special stress on creating environmental awareness and also sensitizing the students towards a better and greener planet. • Tree plantations will be done. 	
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Promoting Research Orientation amongst teachers and students

<ul style="list-style-type: none"> • Teachers are to be motivated and encouraged to publish their research work and write research projects. Teachers will also be sent to present papers/participate in conferences, workshops and seminars organized at various levels. 	Concerned Departments
Education aimed at Holistic Growth	
Workshop on self defence	
<ul style="list-style-type: none"> • Computer Training programmes for teaching/non teaching staff 	Computer Science Deptt.
<ul style="list-style-type: none"> • Motivational lectures to the students 	
<ul style="list-style-type: none"> • Students will be encouraged, given training and full support to participate actively in Youth Festivals 	

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
