

M.D.S.D Girls College, Ambala City (Haryana)
The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution

MDS D Girls College

1.2 Address Line 1

Novelty Road

Address Line 2

—

City/Town

Ambala city

State

Haryana

Pin Code

134003

Institution e-mail address

mdsdgirlscollege@gmail.com

Contact Nos.

0171-2518341

Name of the Head of the Institution:

Dr. (Mrs.) Kiran Angra

Tel. No. with STD Code:

0171-2518541

Mobile:

94161-46454

Name of the IQAC Co-ordinator:

Mrs. Onika Dhamija

Mobile:

099963-79191

IQAC e-mail address:

IQACmdsd@gmail.com

1.3 NAAC Track ID

HRCOGN10347

1.4 Website address:

www.mdsdgirlscollegeambala.com

Web-link of the AQAR:

mdsdcollegeambala.com/aqar

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2003	
2	2 nd Cycle	—	—	—	—
3	3 rd Cycle	—	—	—	—
4	4 th Cycle	—	—	—	—

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

July, 2010

1.7 AQAR for the year

2014-2015

1.8 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_2010-2011 _____ July 2011
- ii. AQAR_2011-2012 _____ July 2012
- iii. AQAR_2012-2013 _____ (23/2/2015)
- iv. AQAR_2013-2014 _____ (23/2/2015)

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Kurukshetra University,
Kurukshetra

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government—

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="4"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="22"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching, Staff/ Student Alumni 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

2.14 Significant Activities and contributions made by IQAC

- Like previous years, IQAC aimed at developing a system which stimulates the academic environment.
- Holistic personality development of the students was ensured by signing of MOU'S with different organizations related with the activities of different cells and clubs.
- Academic calendar was drafted to give balanced space to different activities to be organized throughout the session.
- With an aim of academic excellence, the students were taught through a variety of teaching methodology comprising of the use of audio-visual aids, group discussions and problem solving techniques.

Other highlights of the outcomes of IQAC initiatives are:

- Academic delivery through a unique pedagogy of projects, field work and role-plays.
- Learning experience in an interdisciplinary environment.
- Stress on value based ethical growth with personal touch.
- Challenge to excel upon previous set benchmarks to enhance the quality output.
- To update and upgrade dissemination of knowledge, through organization of workshops and attending such programmes organized by other institutions.
- Inculcation of human values by organizing Blood Donation Camp and training by Red Cross.
- Provision of effective career guidance and placement service through very active Career Guidance and Counselling Cell.
- Emphasis on vocational training through Add-on-Courses.
- Focus on enhancing creativity by organizing exhibitions and fashion shows.
- Effort to ensure quality performance in literary, cultural and sports activities.

2.15 Plan of Action by IQAC/Out come

- The IQAC has always attempted to streamline procedures in order to ensure the timely, efficient and effective performance of academic, administrative and financial undertakings. It has ensured the application and quality of academic programmes by enhancing the quality of human resources. Integrating values oriented with methods of teaching and credibility of evaluation procedures have also been aimed.
- The targets for achieving the goals are in tune with the objectives and vision and mission of the institute and IQAC towards total quality education.

Plan of action for the year 2014-15

The highlights of the Plan of action were

- To carry on the following career-oriented (vocational) programmes in the current academic year.
 - B.Sc. in Fashion & Textile Design

- Add-on-Courses in-
 - Functional English
 - Information Technology
 - Diet Nutrition & Health

- To encourage the use of ICT methodology in the teaching of every subject teacher.
- To organize a workshop on Disaster Management.
- To continue short term courses on Basic Computers, Environmental Studies.
- To organize Career-related seminar, workshops and placement activities.
- To seek the collaboration of different G Os and NGOs for organizing different activities throughout the year.
- To make efforts at raising the health and hygiene levels of the students through health care and health education sessions.

Note:- For detailed Plan of action, Please see Annexure-II

- All the Quality Cells were asked to submit the tentative schedule of the activities to be organised by them in the very first meeting of IQAC. Based on their proposed list of activities, an ACADEMIC CALENDAR was drafted and discussed in the first meeting of IQAC with the special emphasis on realising the goals and plans.

(See Annexure-I)

- In accordance with the directives of NAAC., The Internal Quality Assurance Cell (IQAC) of MDSD Girls College, Ambala City endeavoured to examine the progress and achievements of all the undertakings of the institute, in an effort to guarantee the accountability regarding its own quality and integrity through holding meetings and taking feedback from its stakeholders i.e. students, faculty, alumni and parents also.
- The list of activities (attached as Annexure II) organised throughout the year clearly reflects that all efforts have been done by different Quality Cells to ensure execution of

the activities planned in the beginning of the year. Even some of the activities which were not planned earlier, but were need of the hour, were organised with full fervour.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

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	1	0	0	1
UG	3	0	0	1
PG Diploma	1	0	1	1
Advanced Diploma	8	2	8	8
Diploma	8	2	8	8
Certificate	8	2	8	8
Others	-	-	-	-
Total				

Interdisciplinary	2	-	-	-
Innovative	2	-	-	-

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

There are eight options of elective subjects for the students of Humanities group and they can select two subjects out of these. The students have to opt for compulsory English and Hindi. In the Commerce stream, we have two options of B.com (General) and B.com (Vocational). The syllabi followed in both the streams are as per the prescribed curriculum of K.U.K. The curriculum in B.sc (Fashion and Textile Design) is also prescribed and approved by Kurukshetra University. However, knowledge packed curriculum is designed for the vocational courses. This is framed keeping in mind the employability scope of the students.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	00
Annual	09

1.3 Feedback from stakeholders*

Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual

Co-operating schools (for PEI)

Analysis of Feedback From the Employer:-

1. The Governing Body is all applause for the teaching in college. The results of the teachers are appreciative in both quality and quantity.
2. 100% results in many subjects is a matter of pride.
3. The college works for the over-all development of the students and gives them exposure in varied fields.
4. Literary and Cultural activities are organized in the college in which students participate with full fervour.
5. N.C.C & N.S.S , Literary Society and other clubs also engaged themselves in variety of activities and some students outshine in various inter-college activities.
6. College authorities always keep in mind the security and safety of girls. So to keep an eye on activities, CCTV cameras have been installed.
7. The non-teaching staff is efficient and dedicated.
8. The Principal is a visionary with a dynamic personality whose energy becomes the guiding force and results in the development.

Analysis of Feedback from Parents:-

1. Parents of the students always appreciate the efforts of college for the development of their girls.
2. Parents are all praise for the staff, most of which is very experienced. One-to-one attention to the students is mark of the institution.
3. Most parents rated discipline as very good.
4. They also approve of the measures adopted by the college for the safety of the girl students.
5. Most of the parents are happy with the multi-dimensional exposure to the students.
6. Parents are of the view that Post Graduation be started in one or two subjects so that their wards can continue their studies here only after graduation

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

Yes, revision/ upgradation of syllabi is regular feature with Kurukshetra University. As syllabus of B.Com (general) & vocational were revised by the University in the session 2013-2014 but no change in syllabi has been made this year.

Syllabus and style of B.A 1st English has been totally changed by the University from session 2014-2015.

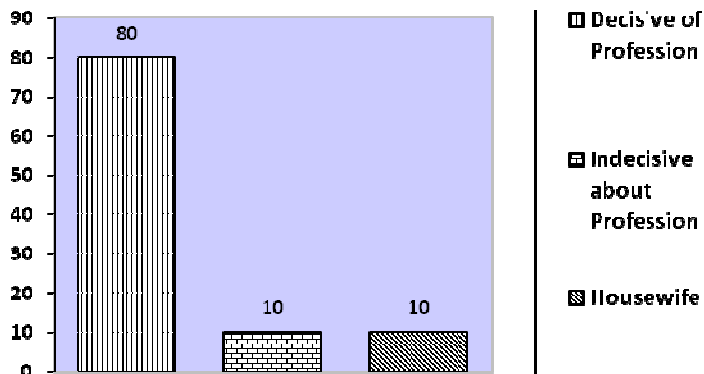
Syllabus and style of B.A.II English has also been totally changed by the

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

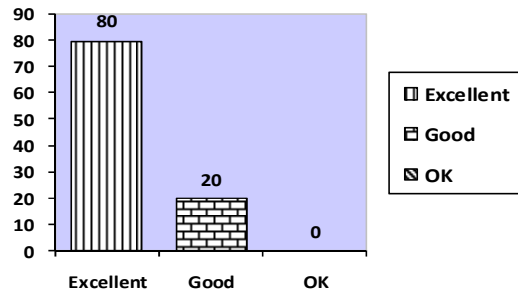
No

Analysis of Feedback from Students (2013-14)

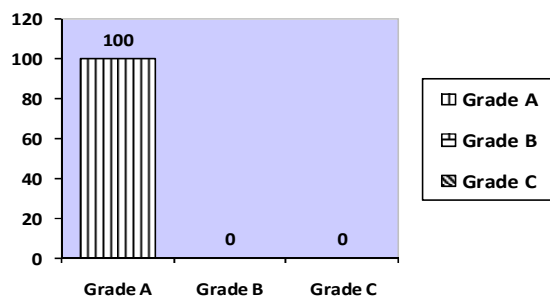
1) Clarity about Objective In Life:-



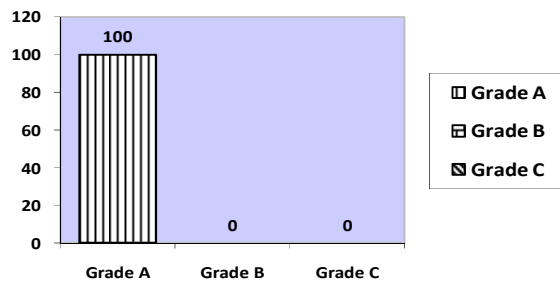
2) Liking for The College:-



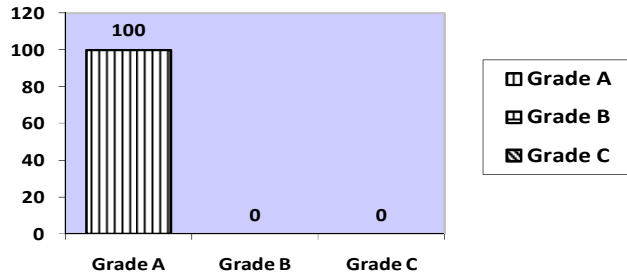
3) Grading The Teachers About Their Teaching Skill:-



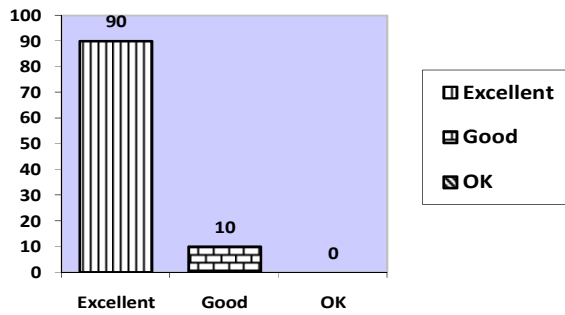
4) Teacher – Taught Relation:-



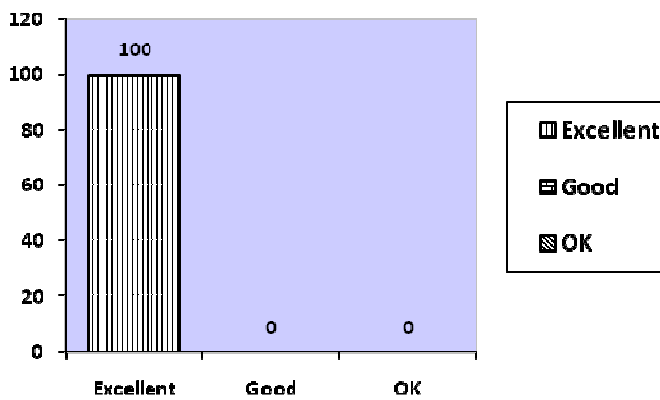
5) Attention of Teachers to Weak & Meritorious Students:-



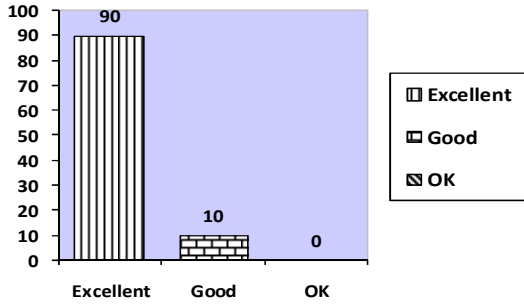
6) Guidance Through Career Guidance Cell:-



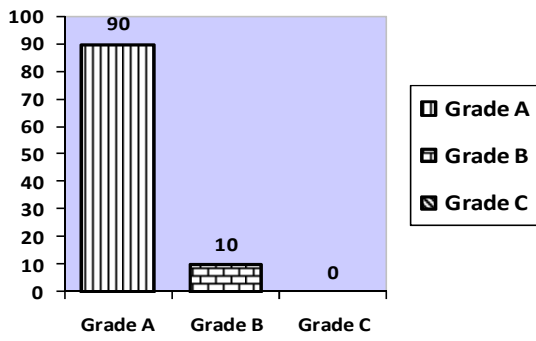
7) Library Facilities & Facility of Books Bank:-



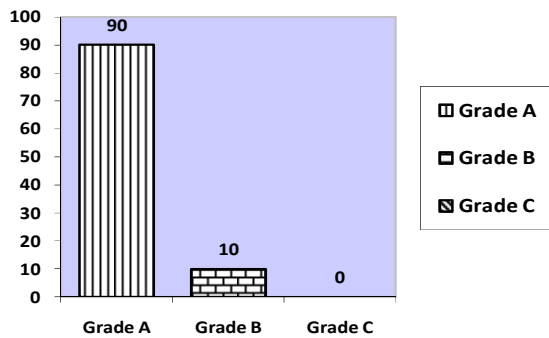
8) Extra Curricular Activities:-



9) Sports, N.C.C and N.S.S:-



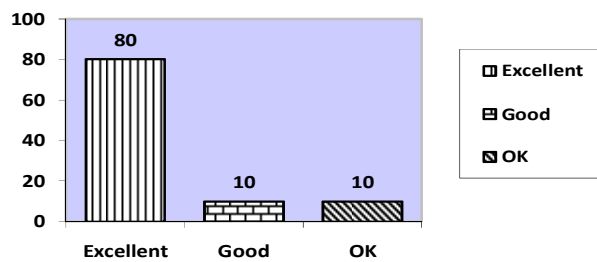
10) Learning Through Vocational Courses:-



11) Rating of Student Centre Facilities:-



12) Financial Help to Economically Weaker Section:-



13) The Problems Faced By Students :-

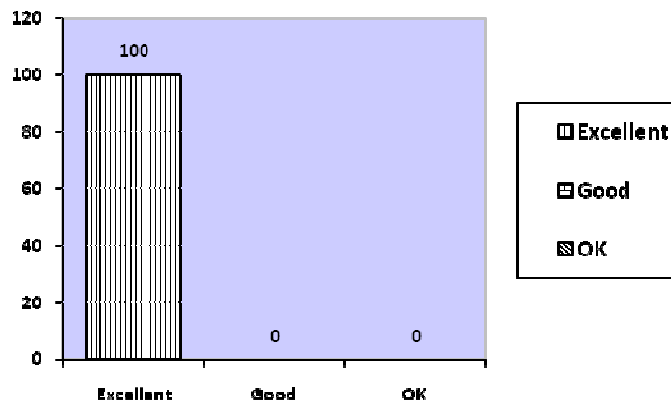
- (i) Poor Approach Road
- (ii) Lack of Govt. transportation.

14) Suggestions from the students :-

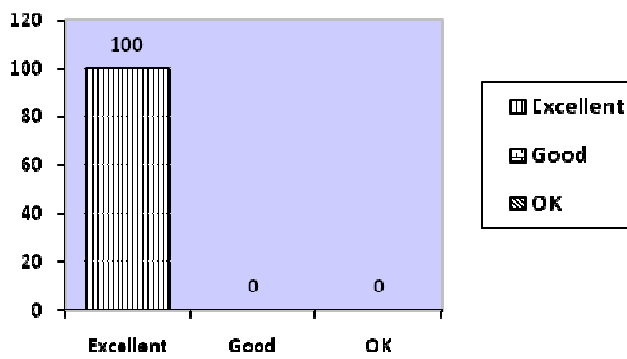
- (i) To make arrangement of govt. transportation from bus stand to college.
- (ii) To start P.G in English & Commerce.

Analysis of Feedback from Alumni (2014-1)

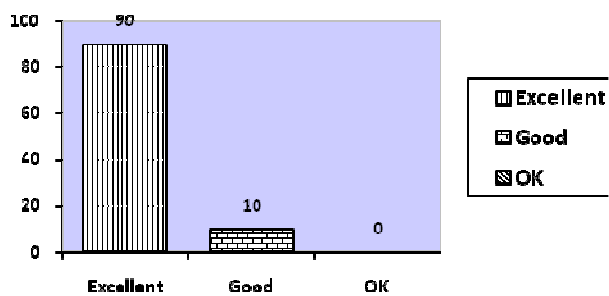
1) Infrastructure of The College :-



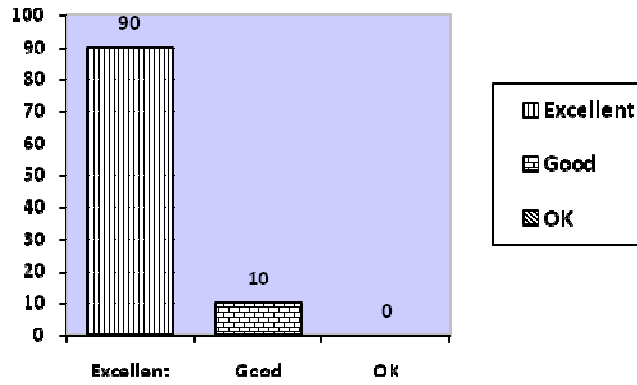
2) Faculty:-



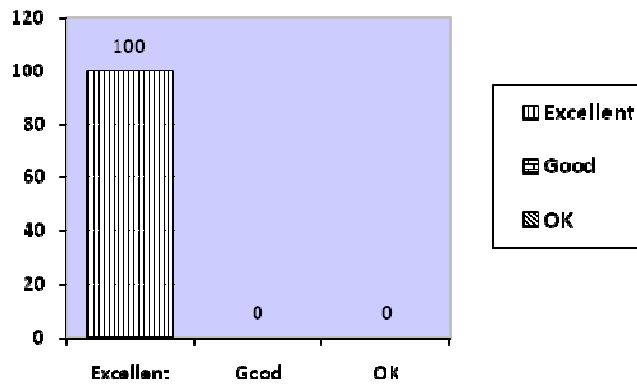
3) Quality of Support Materials e.g., Audio-Video Aids:-



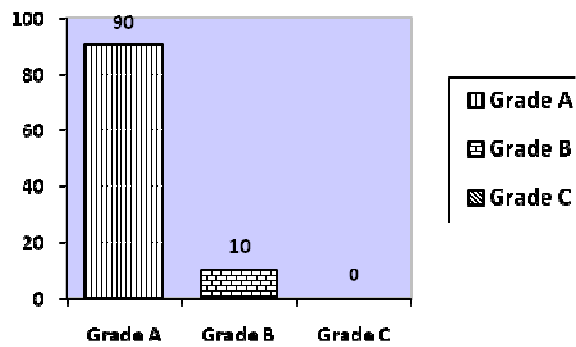
4) Training & Placement:-



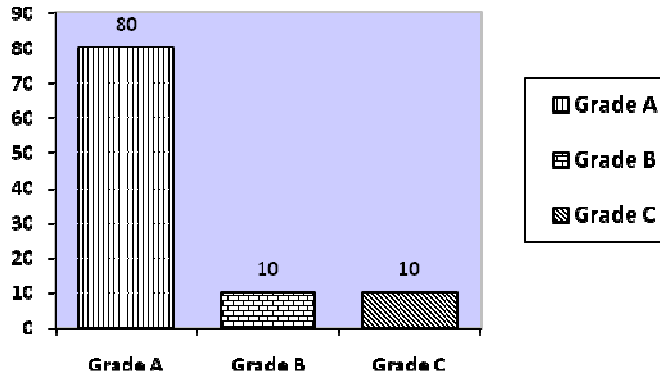
5) Library Facilities:-



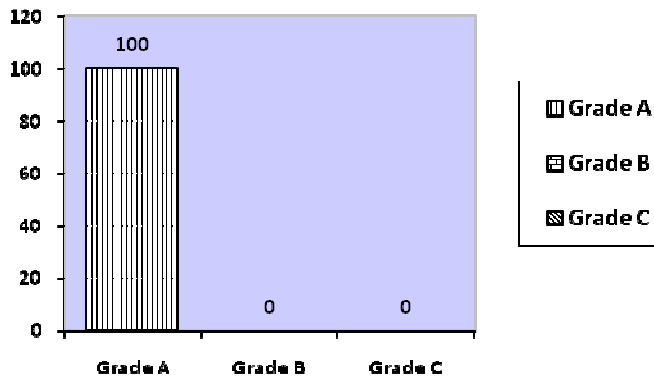
6) Guidance & Counselling:-



7) Extra Curricular Activities & Sports:-



8) Computer Facilities & Access to Internet Facilities:-



9) Suggestions for the betterment of the Institutions :-

- (i) Roadways bus facility to be improved.
- (ii) P.G in English \Maths\Commerce.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	1	12	1	-

2.2 No. of permanent faculty with Ph.D.

3

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
—	—	—	—	—	—	—	—	—	—

2.4 No. of Guest and Visiting faculty and Temporary faculty

—	8	—
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		29	
Presented papers	1	1	
Resource Persons	—	—	—

2.6 Innovative processes adopted by the institution in Teaching and Learning

Teaching and learning processes are ever-growing and ever-reforming due to the fast changing educational & professional scenario of modern day world. Adapting to such a globally expanding & inter-active education system, we try to adopt certain methods of innovative teaching & learning.

1. As college campus is Wi-Fi, students are encouraged to utilise it for informational and educational purposes. They are trained to extract relevant information pertaining to their syllabus and provided good accessibility to Internet and other sources like Book Bank, Computer labs, library etc.
2. Inter-disciplinary add-on-courses are being run in the college.
3. Every department has its own library.
4. Smart class-rooms, interactive boards, LCD projects are installed and their use encouraged.
5. Interactive Learning through field work, study tours, industrial visits, group discussions, quizzes, workshop and seminars are part of our teaching-learning processes.
6. Group discussions, mock vivas, role play and interactive methods are adopted to make the students adept in today's competitive world.

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)

1. Examination and Evaluation processes are conducted according to norms of Kurukshetra University, Kurukshetra.
2. On the Spot Evaluation Centre has been running in the college for the last so many years.
3. Open book tests are also conducted in various subjects like English, Hindi, Economics, Political Science, History etc. to train students in the process of writing correct and relevant material in relation to Questions asked in Exams.
4. Facility of photocopy to prepare various tests & assignments is provided to students.

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

3

85%

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.I Sem	55	1.8%	5.45%	16.36%	—	100%
B.A.II Sem	54	5.55%	26%	9.25%	—	100%
B.A.III Sem	29	—	10.34%	3.44%	—	100%
B.A.IV Sem	28	25%	3.57%	—	—	100%
B.A.V Sem	39	—	51.28%	18%	10.25%	100%
B.A.VI Sem	39	—	38.46%	36%	2.56%	100%
B.Com.I Sem	34	3%	2.65%	9%	—	100%
B.Com.II Sem	33	3%	15%	—	—	100%
B.Com.III Sem	37	5%	24.34%	—	—	100%
B.Com IV Sem	37	11%	32.43%	5.4%	—	100%
B.Com V Sem	26	—	46%	27%	—	100%
B.Com VI Sem	26	—	54%	23%	—	100%
B.Sc.I Sem	10	—	60%	10%	—	100%
B.Sc II Sem	10	—	70%	—	—	100%
B.Sc III Sem	09	78%	22%	—	—	100%
B.Sc IV Sem	09	—	100%	—	—	100%
B.Sc. V Sem	04	—	75%	25%	—	100%
B.Sc. VI Sem	04	—	100%	—	—	100%
PGDCA	11	—	36.36%	18%	—	100%

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

Teaching and Learning process needs constant monitoring and evaluation. IQAC not only lays action plan for every academic session but also conducts frequent review meetings for progress of action plan. Feedback from students and action taken report from staff paves way for quick evaluation as well as improvement in requisite areas of teaching & learning processes like output of tests, assignments & results of every semester.

2.13 Initiatives undertaken towards faculty development

The college encourages the faculty members to participate and present papers in various National Seminars/Workshops/Conferences. The college motivates faculty members for publishing books, research papers and journals. Computers with internet facility are also provided to them. Details of faculty development programme are as under:-

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	..
HRD programmes	..
Orientation programmes	..
Faculty exchange programme	5
Staff training conducted by the university	..
Staff training conducted by other institutions	..
Summer / Winter schools, Workshops, etc.	4- Non teaching 16- Teaching
Others Refresher course for promotional Ranks ANOs conducted by Govt. of India, Officer Training Academy, Gwalior	1

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				3

Criterion – III

3. Research, Consultancy and Extension

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

- Research work among faculty members is promoted by IQAC and thereafter findings are published. Such endeavours of research articles become the repository of valuable findings which become showcase of the range of the research activities.
- The staff members are encouraged to participate and present Research Papers at Conferences, Seminars and Workshops.
- The Research Committee at the college level facilitates and motivates research.

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	1	01	2	1
Outlay in Rs. Lakhs	1,50,000	01	1,45,000	1,50,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	—	03	—
Non-Peer Review Journals	—	—	—
e-Journals	—	—	—
Conference proceedings	—	01	—

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	2015-16	UGC	1,50,000	1,50,000
	2015-16	UGC	1,45,000	1,22,500
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects (other than compulsory by the University)	—	—	—	—
Any other(Specify)	—	—	—	—
Total	—	—	2,95,000	2,72,500

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

ii) with ISSN No.

iii) 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	—	02	—	—	—
Sponsoring agencies	—	UGC	—	—	—

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 (UGC)

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

—
—

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

—

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

JRF	<table border="1"><tr><td>—</td></tr></table>	—	SRF	<table border="1"><tr><td>—</td></tr></table>	—	Project Fellows	<table border="1"><tr><td>1</td></tr></table>	1	Any other	<table border="1"><tr><td>—</td></tr></table>	—
—											
—											
1											
—											

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>03</td></tr></table>	03	State level	<table border="1"><tr><td>100</td></tr></table>	100
03					
100					
National level	<table border="1"><tr><td>—</td></tr></table>	—	International level	<table border="1"><tr><td>—</td></tr></table>	—
—					
—					

3.22 No. of students participated in NCC events:

University level	<table border="1"><tr><td>—</td></tr></table>	—	State level	<table border="1"><tr><td>53</td></tr></table>	53
—					
53					
National level	<table border="1"><tr><td>5</td></tr></table>	5	International level	<table border="1"><tr><td>—</td></tr></table>	—
5					
—					

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td>—</td></tr></table>	—	State level	<table border="1"><tr><td>10</td></tr></table>	10
—					
10					
National level	<table border="1"><tr><td>—</td></tr></table>	—	International level	<table border="1"><tr><td>—</td></tr></table>	—
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—					

3.24 No. of Awards won in NCC:

University level	<table border="1"><tr><td>—</td></tr></table>	—	State level	<table border="1"><tr><td>—</td></tr></table>	—
—					
—					
National level	<table border="1"><tr><td>—</td></tr></table>	—	International level	<table border="1"><tr><td>—</td></tr></table>	—
—					
—					

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td>4</td></tr></table>	4	College forum	<table border="1"><tr><td>46</td></tr></table>	46			
4								
46								
NCC	<table border="1"><tr><td>13</td></tr></table>	13	NSS	<table border="1"><tr><td>22</td></tr></table>	22	Any other	<table border="1"><tr><td>22</td></tr></table>	22
13								
22								
22								

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

- Organised Yoga Workshop in April 2015.
- Celebrated International Yoga Day on 21st June 2015.
- 35 NCC cadets attended Basic Leadership Camp from 7th to 18th Sept. 2015 alongwith NCC Officer.
- 25 cadets attended Annual Training Camp from 10.10.2015 to 19.10.2015 at Ambala Cantt.
- An exhibition on Yoga books was displayed for the students and one Yoga Competition was also organised.
- Students of NSS, NCC, N.S.C. and Fashion Designing Deptt. Of our college participated in Haryana Govt. Sponsored Geeta Jayanti Celebrations function, which was organized at Ram Bagh, Ambala City from 19-12-15 to 21-12-15.
- N.S.S units of the college adopted slum areas like Ravi Dass Majri and Valmiki Majri towards fulfilling social responsibilities.
- Organised Health Awareness Camps like Dental-check up, awareness about dengue and swine flu etc. On 28-09-15.
- Organised workshop on Yoga, Karate and Self-defence.
- Organised Painting Competition on current social issues.
- Awareness lectures on legal rights on women and differently abled people by Nehru Studies Centre.
- Surveys conducted on health, hygiene and sanitation, 'Beti Bachao Beti Padhao', adult education and female foeticides.
- Organised tree plantation every year.
- Organised blood donation awareness camp.
- Skill development program with the collaboration of Nehru Yuva Kendra.
- Seminars on Beti Bachao- Beti Padao.
- Organised Teach India Programme in adopted school under TEACH programme of Rotary International.
- Organised career advancement workshops.
- Organised Adult Education Drive.
- Organised 'Yuva Sammelan' with Nehru Yuva Kendra.
- Organised self defence and Karate classes.
- Celebrated Independence Day, National Integration Day and Republic Day.
- Quiz competition on road safety and traffic control.
- Visited school of the children with special needs and old age home.

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	4Acrs			4Acrs
Class rooms	10 6 Ground floor 4 Ist floor (2 Smart Rooms)	–	–	10
Laboratories	3 Computer Labs 2 Music Labs 3 B.Sc Labs 1 DNH Lab 1 Fine Arts 1 Audio Visual Lab 3 Yoga & Health Labs 1 Vocational Lab	–	–	15
Seminar Halls	02 01 Auditorium	–	–	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	–	1,70,041	UGC	–
Value of the equipment purchased during the year (Rs. in Lakhs)	–	–	–	–

4.2 Computerization of administration and library

- All administrative work is computerized.
- College office is fully automated.
- Library is under automation.
- Internet facility through Wi-Fi connectivity in the college campus.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10275	1246054.10	214	40106	10489	1286160.10
Reference Books	833	305816.60	134	63645	967	369461.60
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	03	29	03	03	02	16	–
Added	–	–	–	–	–	–	–	–
Total	85	03	29	03	03	02	16	–

Other:

1. Pattern Making S/W, Pattern Grading & Maker, Planning etc.
2. Draping & Sketching S/W with basic Dobby Design.
3. Corel Draw.
4. Adobe illustrator.
5. Touch-Screens.
6. Interactive Boards.
7. Language Lab.

8. Audio-Systems.
9. 5 Smart class-rooms.
10. Inter Communication System.

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

Orientation on the use of e-resources by students is organised by the college.. Training is also given to the teaching staff for the use of computer and internet. Non-teaching staff are given training on the use of computers/ office automation.

All the students of the college are taught Basics of Computers as it is a compulsory subject in Arts & Commerce. The students are also taught Basics of Computer, Information Technology & E-Commerce through various short-term courses.

Three Computer labs along with internet facility are established in the college. A number of courses are running in the Computer Department. As per university curriculum we are running

- Introduction to Computer
- Computer Application vocational.

Besides university curriculum, we are running the courses on

- Information Technology.
- Office Automation (NSC)
- Tally

Internet facility is available in the college. Networking facility is available in the lab. The whole college premise has Wi-Fi connectivity. Teaching, non-teaching staff & students are users of the same.

Many workshops for technology up gradation are organised for the teaching and non – teaching staff. New teaching aids like Interactive board & Touch Screen System have been added to upgrade the teaching-learning techniques. Five smart rooms along with LCD projector are also available.

4.6 Amount spent on maintenance in lakhs:

i) ICT	---
ii) Campus Infrastructure and facilities	---
iii) Equipments	2, 62,767
iv) Others	—
Total:	2, 62,767

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

By grooming personalities of the students and inculcating the ethical values & scientific attitude among them, IQAC prepares the students to meet the challenges of the outside global world. Keeping in mind the future scenario of the society where well educated, well trained students will be required, IQAC focused on the following student support services.

- Adhering to the vision and mission of the college, IQAC focused on the enhancement of awareness in various fields by giving the students theoretical and practical exposure which helps in bringing total development in their personality.
- Working on the directions and guidelines of IQAC towards quality improvement, Youth Club, Women cell N.S.S, N.C.C, Red Cross Society, Literary Society, Cultural Society, and various Subject Societies contribute towards students development services. They not only bring awareness of various fields but also train them towards entrepreneurship.
- Communication skills development programs are organised for the benefit of students.
- The students are also trained in soft skills through EDUSAT.
- Active Career & Placement Cell works tirelessly to give updated relevant information & knowledge to the students.
- Data bank for career options is maintained and interviews from outside organisation are conducted from time to time.
- Adhering to the vision and mission of the college, the College Management provides financial assistance to the economically weaker students through concessions and scholarships.
- To strengthen the existing Book Bank, the outgoing students of every class are encouraged to donate Text books to facilitate more and more students.

- There are special infrastructural facilities like Ramp & special toilets created for differently- able students .
- Documentary movies on great personalities and great themes are screened towards value addition .
- Institution makes genuine efforts to rope in the scholarships offered by State & Central Govt. for the welfare of SC/ST/OSC students.

5.2 Efforts made by the institution for tracking the progression

The students are counselled to participate in various activities which can enhance their skills and foster holistic personality development. They were motivated to clear various competitive exams like NET, UGC, GRE, TOFFL and IELTS for pursuing higher education in reputed institution in India and abroad after completion of their courses in the college. Special Coaching is provided to the students to perform better in various interviews. Many training programmes were organized to improve the (written and verbal) communication skills of the students & to enable them to interact with others and participate effectively in group discussion for all round development of their personalities.

The college has got considerable number of Alumni. The alumni show their active involvement to know the new initiatives of the college and contribute directly or indirectly in the growth of the college.

5.3 (a) Total Number of students

UG	G	Ph. D.	Others
235	04	-	-

(b) No. of students outside the state

69

(c) No. of international students

—

Men	No	%	Women	No	%
	—	—		239	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
121	49	--	100	---	270	113	44	-	80	2	239

Demand ratio Dropout %

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

- Personality grooming course in Functional English was organised to enhance the soft-skills required from competitive exams.
- A series of career counselling lectures was conducted to build up the awareness level of students which at large would help in their employability through Competitive Exams.
- Career Fest organised in the college was an eye-opener for the students.
- Besides this, Computer Lab, well equipped library, Functional English Lab, facility of competitive books and journals, internet facility contribute strongly towards student-support mechanism.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Details of Career Guidance and Placement Cell

Career Guidance and Placement Cell has been guiding and motivating the students throughout the session. In the beginning of the academic session 2015-16: the students were delivered lectures class-wise by the co-ordinator Mrs. Asha Khurana and Mrs. Seema Aggarwal to be aware and open-eyed about the possible career-options and also gather information about the ways to reach their perceived goals. In order to make students actively involved in the career-related activities, a career-guidance council was formed in the beginning i.e. in the month of August 2015. The following students representatives were chosen for this forum from each class.

B.A.I	B.A.II	B.A.III
i) Purnima (41)	i) Kirti (547)	i) Ramneet (426)
ii) Divya (2)	ii) Gayatri (530)	ii) Monika (419)
B.Com.I	B.Com.II	B.Com.III
i) Shivangi (105)	Sakshi (633)	Amandeep (31)
ii) Prabhjot (110)	Ruchika (624)	Aastha (33)
PGDCA	B.Sc.	
i) Shelly (904)	i) Charu (1116)	

These students acted as a chain amongst the students and Career guidance Co-ordinators. They not only represented the students having queries regarding career opening and guidance required but also played very active role in organization of Seminars, workshops and other career-related activities.

- 1) On 10th August, 2015 a seminar was organized in collaboration with Bulls Eye to apprise the students of the upcoming Competitive exams for Banking and Railway Services. They were also given tips on how to make a right choice of their career. Mr. Rajiv Rodney Sharma gave a Power Point Presentation on the ways to focus on a career.
- 2) On 18th August, 2015 a Mock-Test of Bank P.O. was conducted by Bulls Eye in college campus.

- 3) On 2nd Sept, 2015 M.G.M. Education conducted a Workshop in collaboration with Career Guidance and Placement Cell on Careers in Computerized accounting. They apprised the students of the fact that not only Commerce students but students of Arts faculty can also learn Accounting. They offered to conduct a short-term course on original Tally Software in the college. Twenty students enrolled for the course. Mr. Gurdit and Mr. Vikas conducted the workshop.
- 4) On 4th Sept. 2015 Teacher's Day, Best Message Contest was organised in collaboration with M.G.M. Education and the winners were awarded Prizes.
- 5) On 16th Sept., 2015 a seminar was organized by CGPC, on "How to improve speed and efficiency while writing Competitive exams, in collaboration with Santek Coaching, Ambala. Mr. Atul Ahuja and Mr. Rajesh Sharma were the guest speakers. In the afternoon session, the students were given practice through demonstration and exercises performance was appreciated. Students of college also participated in Rasia Dance and Haryanvi Dance.
- 6) Ms. Mukti of B.A.IIIrd and Ms. Neha of B.A.1st Sem attended Literary Workshop at DAV College, Yamuna Nagar from 28th Jan to 1st Feb 2013.
- 7) Farewell party for the students of B.A.IIIrd & B.Com.IIIrd was organized.
- 8) On 5th Oct, 2015 a follow-up Workshop to provide the students advanced training on efficient performance in competitive exams was organized.
- 9) An awareness Campaign on PMKVY (Pradhanmantri Kaushal Vikas Yojna) was launched in collaboration with EOS Edu Ventures. The students were given detailed information and knowledge of different perspectives of the scheme. The students showed their interest to PMKVY and their inclination to do skill training in Retailing Sector.
- 10) Students enrolled themselves for doing Certificate Course in Tally under M.G.M. Education.
- 11) The course was completed and the students appeared in Tally online Test. All the students cleared the test and were declared having successfully completed it.
- 12) Students enrolled themselves for Certificate Course in Retailing under PMKVY. 11 students participated in Campus Placement.

13) Campus Placement: 3 companies visited the Campus and after shortlisting the candidates through various process selected 10 students to be placed in their organisation. 40 students participated in the Campus placement drives.

14) Drive conducted by Krishna Communication for Call Centre Staff. 5 students were selected; Kirti Verma (547) and Raman Sharma (546) are working Part-time.

No. of students benefitted

250

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed On Campus	Number of Students Placed
3	40	10	Not available

5.8 Details of gender sensitization programmes

A number of gender sensitisation programmes were organised by the following cells.

Women Cell:

- * Organised a Women Self defence training Camp in the college on 25.08.2015.
- * Organised a District level Inter College Declamation Contest on 12.09.15 imbuing in our students the spirit of moral values.
- * Organised a State level Poetical and Declamation Contest in the college on 18.02.16.
- * Women Cell students participated in two day State level Socio literary festival held at S.A. Jain (PG) College, Ambala City on 08.03.16. * Our college IInd year student Ms. Kirti participated in Poetical Recitation Competition organised under the aegis of Women Cell of Govt. College for Women, Ambala City and secured IInd position.

Legal Literacy Cell:

- * Different competitions (Essay Writing, Declamation, Poetical, Power Point Presentation, Slogan Writing and Painting Competitions were organised on 03-02-2016 in the college campus.
- * Organised a Lecture on Health related issues and yoga therapy.
- * 1st and 2nd prize winners of college level competitions participated in District level competitions on 11 March, 2016 at Govt. College, Ambala Cantt.
- * Dr. Seema Singhal, Incharge of Legal Literacy Cell was deputed as Judge for Declamation and Debate contest.
- * Celebrated International Women Day on 8th March, 2016.

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		06	11,500/-
Financial support from government	SC	08	109495
	BC	13	100430
	Minority	03	46685
	SC (PB)	02	18200
	BC (PB)	08	74120
	TOTAL	34	348930
Financial support from other sources	Rukmani Devi Stipend	03	3000
Number of students who received International/National recognitions		Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="—"/>	National level	<input type="text" value="—"/>
International level	<input type="text" value="—"/>		
Exhibition: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="1"/>
International level	<input type="text" value="—"/>		

5.12 No. of social initiatives undertaken by the students

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

The vision and mission of the institution have been laid down to imbibe among students the best of traditional, ethical and scientific attitudes and values. The focus has been to create analytical minds with scientific approach who are able to contribute not only towards self-development or organizational development but also towards societal development. The mission is displayed at the college premises and the website of the institution.

Our mission is:-

- To create, apply and expand the cognitive horizons of women,
- To provide diverse and flexible vocational training,
- To empower them with academic excellence through hard work and effective decision making,
- To endow the students with positive attitude, virtues and pleasing personalities,
- To encourage research and contribute to publication.

The vision of the institution is to develop holistic personality of the students and to equip them with necessary knowledge, skills and attitudes with which they can serve the community and the nation meaningfully.

6.2 Does the Institution have a management Information System?

Yes, there is an official Website of the college. The Management endeavours constantly for the upgradation and development of institution. It keeps in touch with the staff members through Principal for the suggestions to accelerate the momentum of the development .Various committees are formed for the smooth running and healthy development of the institution. In total; the management, principal and the staff members work as a team to achieve the unscaled heights.

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

6.3.1 Curriculum Development

- The institution follows the guidelines of the Kurukshetra University for the curriculum of B.A, B.Com, B.Sc (F&T), PGDCA; M.A in Yoga and Health but the curriculum of the additional courses is designed keeping in mind the aptitude and scope of employability of the students. We also have some of the teachers as members of Board of Studies of Kurukshetra University who indirectly contribute a lot towards curriculum development.

6.3.2 Teaching and Learning

1. There is well-evolved mechanism to adopt learner-centric education approach. Academic planning is directed to improve and make more use of modern teaching-learning aids. With the application of ICT resources, curriculum is made interesting and effective for the students to facilitate effective learning outcome.
2. Various methodologies and interactive instructional techniques are employed, e.g. debates, projects, oral and power point presentations, field work, surveys, experiments and practical classes, lectures by experts from other colleges and institutions, G.Os and N.G.Os.
3. College has well-equipped laboratories according to the revised syllabus required for practical classes.
4. Academic Calendar ensures proper planning, distribution of classes & activities, co-ordination, and implementation.
5. Use of audio-visual mode of teaching aids for all students; classrooms with green-boards, flowcharts, Overhead Projectors, LCD Projectors, laptop etc. ICT are extensively used through computers and internet facilities. There are generators for continuous power supply. There are ample library facilities for effective teaching learning process and research work for faculty.

6. Faculty members act as Counsellors/mentors for solving the student problems and motivating them towards participating in extra curricular activities.
7. Question Bank (from previous University question papers) with answer keys in some subjects is provided to the students.
8. Assignments and case studies are given as part of the teaching learning process.

6.3.3 Examination and Evaluation

Our college is under KUK and the University conducts the examination semester wise for its affiliated colleges leaving very little scope for college authorities to introduce any major reforms on its own. However, college has scope in introducing reforms while conducting house test. A meeting of Examination Committee was conducted in the beginning of the year. The previous year's exam results were analysed. It was decided to conduct Weekly tests (chapter wise) on the portions covered. This will help the students to prepare and practise well before the assessment test and semester exams. In order to maintain transparency, answer scripts duly evaluated by the faculty are shown to the students and their signatures are obtained. Group discussion, role play, case study and mini projects are also introduced to improve the communication and comprehension skills on a subject. Extra classes for slow learners are taken up for improving the academic result.

6.3.4 Research and Development

Steps taken for enhancing research

1. Mechanism to promote research culture and professional development of faculty members for quality enhancement of the teaching community.
2. The Research Committee encourages the research activities of the college and monitors the infrastructure and other facilities provided and required by the faculty members to carry out research activities.

3. The institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research projects.
4. Internet, LAN and journals and e-journal's subscription is made available to the principal investigator by the institution to facilitate smooth progress and implementation of research project.
5. Whereas one minor research project in Economics was complete, the other in Commerce is being taken up.
6. Conferences and seminars are organised to attract researchers of eminence to visit the campus and interact with faculty and students.
7. Encouraging participation and granting leave for paper presentation by faculty in different international and national conferences.
8. The students of B.Com (Vocational) classes and Career Add-on Courses prepare Project Reports based upon research under the guidance of the co-ordinator. The students are free to use various facilities available in the college.
9. Guest Lecture programme in "Content beyond Syllabus" that enriches the students.
10. One of the Commerce Faculty member got Minor Research Project from UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:-

1. The College Library is situated on the first floor close to the Commerce Wing and just above the Arts Wing.

2. It has two big rooms divided into various sections to provide it a better organisational structure for facilitating smooth functioning. The sections are:

- (i) Commerce
- (ii) Humanities
- (iii) Vocational (Fashion and Textile Designing, Cosmetology, Yoga, Diet and Nutrition)
- (iv) Satya Sai Section
- (v) Career Guidance
- (vi) Research
- (vii) Magazines and Journals
- (viii) Newspapers
- (ix) Book Bank

Labs:

- (i) Audio Visual Lab
- (ii) Computer Lab with Wi-Fi facility

Cabins:

- (i) Librarian
- (ii) Assistant Librarian
- (ii) Machine Section
- (iv) Store room
- (v) Audio, Visual Lab

3. The college Library is a profound house of knowledge with around ten thousand books and around five hundred journals & periodicals.

4. It is continuously strengthened by purchasing more and more books and enriched by adding more learning resources.

5. The College library is well stocked and well-maintained.

6. The students are motivated and encouraged by the teachers and the Librarian to enrich and update their knowledge by reading books, magazines, Newspapers and use of e-resources.

7. Maintained discipline, Cleanliness and Silence are the tenets observed by the users of library. The College Library is under automation.

Physical Infrastructure:-

- Two storied Hostel building is completed.
- Shooting range is completed.

ICT:-

- The computer labs are kept open for students to learn and practise even after classes. The lab is well equipped with latest original and licensed software. We have three computer labs and two smart class-rooms for the use of students.
- CCTV cameras surveillance.

6.3.6 Human Resource Management

- Mechanism for performance assessment of faculty and staff.
- Welfare measures for the faculty and staff.
- The strategies and implementation plan of the institution, to recruit and retain faculty and other staff who have desired qualification, knowledge and skills.
- Employing ad-hoc faculty.
- Our college Management supports and ensures the professional development of the faculty through participation in Seminars, Conferences, Workshops and Orientation Programmes etc.
- Staff development programmes for skill up-gradation and training of the staff.
- Facilities provided to faculty to carry out their work effectively.

- Work-load is equally distributed.
- Staff is kept satisfied through timely salary and various loan facilities from P.F.
- The teachers are given the opportunity to be a part of major university bodies like Board of Studies and Academic Council.
- Teachers also have their representation in the Governing Bodies which ensure democratic and transparent atmosphere.
- Faculty members are constantly encouraged for publishing Research papers in Conference and Journals.

6.3.7 Faculty and Staff recruitment

Our college recruits fresh teachers who are qualified as per norms of Director General Higher Education Chandigarh and K.U.K. In fact, some of our faculty members are with us since the beginning which itself speaks of their satisfaction level.

For fulfilling the extra work-load, guest teachers are appointed as per University norms after interviews.

6.3.8 Industry Interaction / Collaboration

Counselling services are provided to the students through Career and Counselling Cell which also helps to provide information about employment opportunities and placement of students.

College has collaboration with neighbouring industries for field visit of students of vocational courses.

It has collaboration with Cheema Spintex Lalru, Big Bazaar Ludhiana, Bulls eye, ICA etc.

On the job training in I.T and computer related fields is provided.

6.3.9 Admission of Students

Admission of students is done strictly following the rules and regulations prescribed by K.U.K., UGC and Commissioner Higher education, Chandigarh. It is according to merit. Reservation policy is strictly followed SC/BC/OBC and Minorities are given due consideration as per norms. Admission committee looks after the admission process and it is transparent. For admission, counselling of students is done to get admitted in various courses according to their aptitude.

6.4 Welfare schemes for Non-teaching staff:-

Teaching	Yes
Non-Teaching	Yes
Students	Yes

6.5 Total corpus fund generated

5, 74,780

6.6 Whether annual financial audit has been done Yes

No

Under process

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes			
Administrative	Yes			

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

For UG Programme Yes No

For PG Programme Yes No

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

Reforms?

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Alumni: - The Alumni Association contributes towards the betterment of college not only by sharing their work experiences and career success stories but by also organising functions and programmes which are helpful for societal development. They also lend support to the book bank of the college. Their views and suggestions are recorded through feed back proformas.

6.12 Activities and support from the Parent – Teacher Association

Our College has the Parent-Teacher Association that involves parents in academic performance and progress of their children. Teachers understand individual student's problems and specific academic requirements after discussing with parents. In the beginning of every academic year the Principal meets the parents /guardians. They help to understand better their background and their expectations from the College. Our ex-students also give financial help to our poor and needy students.

6.13 Development programmes for support staff

There is a constant motivation to upgrade the academic excellence and uplift the research work. The computer knowledge of the ministerial staff is updated from time to time. Principal and another member of Computer Deptt. completed their one year Foundation Course in Education of Children with Disabilities (FCECED).

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

The Eco Club of the college makes all efforts to make campus eco friendly. It not only undertakes activities like tree plantation and garbage treatment but also initiates steps to conduct talks to spread green philosophy. Ban on the use of plastic bags or cups in the canteen is observed strictly so as to ensure health to the users. A Rally on the topic Environment Awareness was organised in the adopted and local area for the masses.

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.

The college always aims at the holistic development of the students' personality and tries to evolve innovative methods which can render positive impact on the functioning of the institution. Some facts are given below to give a view of this perspective.

- The college has a special innovative lab consisting of almost all the latest audio-visual aids/gadgets to facilitate the faculty for teaching, learning and research.
- The college has an opinion desk where students can openly display their remarks on the contemporary issues in a democratic way.
- The college takes initiative to run programme under TEACH India programme. NSS units of college adopted SBNSD Sen. Secondary School, Ambala City for the growth of school.
- The college celebrated Matribhasha Diwas to promote mother tongue.
- The College Management shows keen interest in the placement of our students through their own links.
- Like previous years this year also, our faculty is sanctioned one or more minor research projects by UGC which enhances the importance of research aptitude.
- The college celebrated 'White Cane Day' in collaboration with NGO's to sensitize the students in this regard.
- We laid emphasis on the health consciousness through alternative methods of treatment provided by Physiotherapy and Naturopathy labs.
- All efforts were made to contribute towards arresting environment degradation. Keeping in mind the motto of "Go GREEN", decorative and herbal saplings were planted.
- A Career cum Placement Fest was organised by Career Guidance Cell where many companies and corporate houses were invited. It was an eye-opener for the students.
- On many occasions, Exhibitions of Fashion & Textile & Art & Craft items were put up.
- Book Exhibition on Jawaharlal Nehru and Sardar Patel was displayed.
- Programmes like Disaster Management Training, First Aid Training were organised to equip the students with ability to combat the calamities that may befall.

- Voter ID's and PAN cards of eligible students were got made at the Haryana Govt. initiative.
- Different Programmes were organised under the banner "Beti Bachao, Beti Padhao' Abhiyan.
- Yoga Workshop and Seminars are organised to aware the students about Yoga. International Yoga Day was celebrated.
- In pursuance of Govt. of India's cleanliness programme, NSS Volunteers conducted took up cleanliness drive in college campus.
- College students applied for deployment in block level National Youth Clubs to the Nehru Yuva Kendra.

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

See Annexure II

7.3 Give two Best Practices of the institution

The Practices that may be given the credit of being called the two best practices are:

- Making the students socially sensitized, responsible citizens.
- Creating maximum emphasis on practical knowledge by imparting Vocational Education.

Best Practice-I

Title of the Practice: To make the students socially sensitized and responsible citizens.

Goals: To produce well aware, confident and courageous women to encounter social evils.

The Context: Social evils and crimes against women are rampant in the society. So it is the need of the hour that women at the college level are well trained through different Programmes to stand against these evils.

The Practice: Different quality cells that undertake extension activity programmes are N.S.S., N.C.C., Red Cross Society, Women Cell, Career Guidance Cell/Legal Literacy Cell and Nehru Studies Centre. They trained the students to serve the society and fight social evils. Such programmes were organized to create awareness of various aspects.

- Legal Literacy Cell & Women Cell created awareness about women empowerment and provided counselling regarding the legal rights of women through an Advocate who is on the panel.
- N.C.C. Units remained active throughout the year and gave trainings and instilled confidence in the girl students.
- Through N.S.S, service of many kinds like promoting literacy, creating health awareness, maintaining hygiene and cleanliness etc. were rendered to rural population through camps and campaigns.
- The Career Guidance Cell imparted counselling and guidance regarding various career opportunities among students and society.
- Programmes like Disaster Management Training, First Aid Training etc. Conducted.

Evidence of Success:

- The Nehru Studies Centre organised short term skill oriented vocational programs to make them live a life of financial independence and self esteem.
- The institution has been successful in motivating and training the students to have increased involvement in social campaigns organized by Govt. and non-government organizations. Many of our students are star ambassadors in creating awareness on contemporary social issues.

Problems encountered and the Resources required:

- Social Resistance- When different Literacy or medical surveys were conducted, people of the adopted slum areas showed resistance to participate. It was very difficult to persuade them to come out and attend different Legal Literacy lectures, Art & Craft workshops, and medical camps. Even after much effort, not all the women of those areas participated actively.
- Scarcity of Funds- There was hardly any monetary support from the Govt. or other N.G.Os. to carry out major development projects, drives, surveys or workshops during these camps.
- The girls from rural areas are mostly from conservative backgrounds. They were hesitant to share their personal Women-related issues.

Best Practice-II

Title of the Practice: To create maximum scope for practical knowledge by giving vocational training to students.

Goal: To make the students academically qualified and also equipped simultaneously with some professional training to be eligible and employable for different career avenues.

The Practice:

- Professional degree: - B.Sc. in Fashion & Textile Designing has been started in the college to provide a professional degree to the girl students of this college.

- B.Com Computer Vocational: Gives the students an edge over B.Com General as they become professionally qualified in Computers and e-learning. They have great scope for specialised Post Graduation and have better opportunities in the fields of IT & e-commerce.
- Add-on Courses: - Add-on Courses in different genres like Fashion Designing, Textile Designing, Interior Decoration, Cosmetology, Diet & Nutrition, Information Technology, Tally, and Yoga & Functional English are run in the college. Kurukshetra University provides dual degree to the students opting these Add-on Course along with their academic degree. The Add-on Courses have the provision of One- year Certificate Course, two year Diploma or three year Advanced Diploma Course.
- Short-term workshops on Fabric painting, Glass painting, Pot painting, Soft-toys making, Mehandi Art, Cookery and Jam/Jelly/Cake making are organised from time to time.
- Gandhian Studies & Research Centre has been running Short-term Certificate Courses of 1,3 &6 months duration on Cosmetology & Herbal Products, Fabric Designing, Art and Craft & Cooking.
- Nehru Studies & Research Centre has been running 3-4 months Certificate on Basics of Computers, Fine Arts Designing, Textile Designing & Practical thoughts of Jawaharlal Nehru.
- Yoga classes were often organised in the morning under qualified coaches to give the students not only practical training but also aiming at the development of their physical, mental and spiritual being.
- The athletes were given training of different games and sports-events under qualified coaches .

- The practical subjects Music Vocal and Music Instrumental opened the avenues in the field of Music.
- The practical subject of Fine Arts led to a plethora of avenues in the field of Arts like Commercial Art, Painting, Sculpture and Cartoons etc.

Evidence of Success:-

- A great number of students have established themselves in the field of Music, Fashion Designing, Fine Arts, Yoga, Cosmetology, Sports & IT.
- Many of them have joined business houses for Accounts.
- Some of the students have opened their own Boutiques and Beauty Parlours.

Problems encountered and Resources required:-

Most of the students wanted to opt for one or more than one Add-on Courses but there was time-table constraint. Many of our girl students who are coming from far-off places or rural areas couldn't stay back late in the evenings for fear of missing their bus or train to their home place.

Resistance was also faced from their parents sometimes as they have a narrow minded approach and just want their daughters to complete the main academic programme with good score and reach back well in time.

7.4 Contribution to environmental awareness/protection

The college is aware of the fact that higher education institutions have to play a significant role in arresting environment degradation. Hence it has been taking measures not only to create environment consciousness but also to keep the entire campus "Green" in words and spirit. The following steps are taken in this direction:

- Organizing tree-plantation camps.
- Planting decorative and herbal saplings.
- Collection and disposal of waste materials with discretion (separate colored dustbin are used for disposing of paper/plastic waste).
- An environmental study (E.V.S) is a compulsory subject which has to be studied by every student. Awareness of environmental factors and issues is imparted to the students and they have to clear the theory paper as well as do a Project Assignment.
- We make a conscious effort to adopt eco-friendly practices.

- The college has established an Eco-club through which environment consciousness is created among the students and faculty.
- Regular bulbs are replaced with compact fluorescent bulbs (CFL's) which use 70% less energy, emit 75% less heat and last ten times longer than the conventional incandescent bulbs.
- All the classrooms are adequately ventilated and well lighted and do not require artificial lighting during day
- Electronic equipments and gadgets are shut off when not required.
- Usage of paper plates and paper cups in the canteen is suggested.
- Dead leaves, organic wastes and other waste products are not put into fire. Organic wastes are buried in pits and used as fertilizers.
- Herbal park is created by ECO Club.
- It is ensured that the motor vehicles of staff members/students must have regular pollution check of their vehicles and get 'Pollution free certificate' as per Govt. norms.
- NSS Volunteers, Eco-clubs and NCC Cadets take keen interest in tree plantation. They organize special programmes for plantation of trees within campus. The NSS Volunteers plant saplings in the adopted villages and also supply saplings to the residents motivating them to plant these in the houses and locality.

7.5 Whether environmental audit was conducted?

Yes No

7.6 Any other relevant information the institution wishes to add

After going through the whole exercise of preparing Annual Quality Assurance Report, the observations, reflections, data and analysis of the AQAR (2015-16) led to certain highlights which can be projected through the following SWOT analysis.

Strengths of the Institution:

- The teacher taught relationship needs special mention as there is a bonding between them. Individual attention is paid to the students.
- Majority of the staff has experience of decades which helps in persistent development of the students.
- We have a special edge in the vocational B.Sc (Fashion & Textile Designing).

- Fine Arts is a subject of choice with students having aptitude of creativity and is rarely available elsewhere in the region.
- Book bank support is given to almost all the students.
- Health Care Centre of Physiotherapy and Naturopathy contributes a great deal towards the physical fitness and endurance.
- Regular collaboration with various G.O's and N.G.O's helps us in contributing towards fulfilling social responsibility.

Weaknesses

- Lack of Roadways facility from different adjoining rural areas becomes a disadvantage for the institution.
- The institution is still facing the unmet demand of opening of new PG course.

Opportunities

- Efforts will be channelized for opening new courses and PG in subject of popular demand.
- College bus will be run on more routes of rural areas to attract the students from rural background.

Threats

- Raising the strength of the number of students is a threat due to opening of a govt. Women College in the city.
- The college has to bear the locational disadvantage.

7. Plans of the Institution for the Next Year

- Completion of Hostel and Shooting Range.
- Addition of books in the library.
- Putting up of Fire Extinguishers.
- Installation of CCTV Cameras.

Name:
ONIKA DHAMIJA
Onika Dhamija

Signature of the Coordinator, IQAC

Name:
Dr. KIRAN ANGRA.
Kiran Angra
Pimpal.

Signature of the Chairperson, IQAC

Annexure 1

PLAN OF ACTION (2015-16)

April	<ul style="list-style-type: none"> • Yoga workshop
June	<ul style="list-style-type: none"> • celebrating International Yoga Day
July 2015	<ul style="list-style-type: none"> • Admissions • Inaugural Function • Enrolment of NSS and NCC cadets • Lecture by Career Guidance Cell
August 2015	<ul style="list-style-type: none"> • Adhar Card & Voter Card making Campaign. • Seminar and mock test by Career Guidance Cell • Tree Plantation Camp by Nature Club • Yuva Samelan By NCC • Completion of Minor Reasearch Project • Independence Day Celebration.
September 2015	<ul style="list-style-type: none"> • Talent Hunt Week (Declamation/Poetical Recitation/Music/Dance/Painting/Quiz) etc. • Teachers' Day Celebration. • Lecture on Health awareness issues by N.S.S. • Seminar on Beti Bachao Beti Padao
October 2015	<ul style="list-style-type: none"> • Participation in Zonal Youth Festival. • To celebrate National Integration Day on the occasion of birth anniversary of Sardar Vallabh Bhai Patel, • Teach India Programme by NSS • Cleanliness Drive by NSS • International White Care Day for the awareness for the visually challenged people by Nehru Studies Centre • Seven Days Special Camp by NSS • Rally on Environmental issues by Nature Club
November 2015	<ul style="list-style-type: none"> • Quiz Contest on Road safety and traffic rules with the collaboration of Police Department Ambala.
Dec 2015	<ul style="list-style-type: none"> • Red Cross Unit will celebrate Orange Day in the college with orange banner with an aim to unite to end violence against women.
Jan 2016	<ul style="list-style-type: none"> • National Level Seminar on the topic 'Legacy of Pt. Jawahar Lal Nehru'

February 2015	<ul style="list-style-type: none"> ● To participate in inter college poetical and declamation contests. ● To participate in different competitions like essay writing, declamation contest, poetical competition, power point presentation, slogan writing, painting competition by Legal Literacy Cell. ● To participate in divisional level competition by district level winners. ● State Level Sudarshan Kumar Memorial Declamation Contest. ● State Level Poetical Recitation Contest.
March 2015	<ul style="list-style-type: none"> ● NSS unit will participate in state level Seven days special camp. ● To celebrate 'Matribhasha Diwas' by NSS. ● Applying for deployment in block level national youth crops by NSS volunteers. ● To celebrate International Women Day, by participating in district level competitions and organising of lecture by Legal Literacy Cell. ● Participating in different competitions by Literary Society ● Workshop on Yoga
April 2015	<ul style="list-style-type: none"> ● Farewell Party

Annexure II

Action Taken Report

Society	Date	Action Taken
April,2015		
NCC	April, 2015	Our NCC unit organized a Yoga Workshop in April 2015 to give the training for the celebration of International Yoga Day on 21 st June, 2015.
NCC	21 st June, 2015	38 NCC Cadets participated in International Yoga Day Celebration at Arya Girls College, Ambala Cantt.
<u>July, 2015</u>		
CULTURAL ACTIVITIES:	15 th July,2015	Inauguration function 'HAVAN' was organized to start the new academic session by seeking the blessings of God Almighty. There was Principal's address to the students.
<u>N.S.S. & NCC units and Red Ribbon Club</u>	July 2015	Students were enrolled in NSS and NCC units and Red Ribbon Club.
<u>August,2015</u>		
<u>Youth Welfare Club</u>	Aug, 2015	All the students were made to fill Adhar Card forms which were later submitted to local administration.
	Aug, 2015	Students who did not have Voter Card were made to fill the form.
<u>Career Guidance Cell</u>	Aug, 2015	Career Guidance Council was formed. The student representatives acted as a chain amongst the students and career guidance co-ordinators.
	10 th Aug.,2015	A seminar was organised in collaboration with Bulls Eye to apprise the students of the upcoming competitive exams for Banking and Railway Services.
	18 th Aug., 2015	A Mock-test of Bank P.O. was conducted by Bulls Eye in college campus.

<u>LITERARY SOCIETY</u>	15 th August, 2015	Two students presented patriotic poems in Independence Day Celebrations held in college.
<u>NATURE CLUB</u>	7 th Aug, 2015	Tree plantation camp was organized by Nature Club Members planted saplings in and around college campus.
<u>N.S.S.</u>	15 th Aug, 2014 28 th Aug., 2015	Independence Day was celebrated. On the occasion of Birth Centenary of Pt. Deen Dyal Upadhyay, District Level 'Yuva Sammelan' with the collaboration of Nehru Yuva Kendra Ambala, was organized.
<u>Nehru Studies Centre</u>	Aug, 2015	Dr. Kiran Chauhan completed minor Research project on the topic "Rejuvenating Society; Nehruvian Way".
<u>September, 2015</u>		

<u>CAREER Guidance Cell</u>	2 nd Sept.2015	M.G.M. Education conducted a workshop on careers in Computerized accounting
	04 th Sept.2015	On Teacher’s Day Best Message Contest was organised in collaboration with M.G.M. Education
	16 th Sept,2015	A seminar on ‘How to improve speed and efficiency while writing competitive exams’ was organised in collaboration with Santek Coaching.
	26 th Aug., 2015 to 2nd Sept.2015	Talent Hunt Week
<u>Cultural Society</u>	26 th Aug ,2015	Fine Arts competition
	27 th August,2015	Declamation Contest and Poetical Symposium
	2nd Sept., 2015	Singing / Dance competition
	1st Sept., 2015	Quiz competition
<u>Nehru Studies Centre</u>	28 th August, 2015	Nehru Studies Centre with the collaboration of Nehru Yuva Kendra organized a Youth Sammelan on the Birth Anniversary of Pt. Dindyal Uppadhyai.
<u>N.S.S.</u>	17 th Sept, 2015	NSS Units with the active participation of Education Department, Haryana and College Alumni Association organized ‘Bet Bachao-Beti Padhao’ Abhiyan.
	24 th Sept, 2015	A NSS day is celebrated in the college campus. NSS volunteers, staff members and Principal of the college took oath of national integration and unity.

	28 th Sept, 2015	NSS units with the collaboration of Civil Hospital Ambala organized Health Awareness day. Dr. Vimla Anand and Dr. Suresh Kamboj gave lectures on symptoms of Dengue, its cure and prevention. Pamphlets were distributed to the residents of adopted areas by the volunteers.
<u>Literary Society</u>	14 th Sept, 2015	A team of two students participated in State Level Contest at Panchkula. One student got IIIrd Individual Prize & Certificate.
<u>Red Ribbon Club</u>	28 th Sept, 2015	Red Cross Unit organized a lecture on Dengue with the collaboration of Civil Hospital, Ambala. .
<u>October ,2015</u>		
<u>Literary Society</u>	6 th Oct, 2015	Two students, participated in Inter-College declamation Contest held at G.N.G. College, Santpura, Yamuna Nagar.
	14 th Oct, 2015	Two students, participated in Poetical Recitation Contest on Rishi Bodhotsav in Police D.A.V. Public School.
<u>N.S.S</u>	1 st Oct, 2015	Under TEACH India Programme NSS Units of the college adopted SBNSD Sr. Sec. School Ambala City with the collaboration of Inner Wheel Club Ambala. NSS Volunteers distributed sports goods and books on physical education among the students of SBNSD Sr. Sec. School.
	1 st Oct to 31 st Oct, 2015	In pursuance of Govt. of India' cleanliness programme, NSS volunteers conducted cleanliness drive in college campus.
	18th Oct, 2015 to 24th Oct, 2015.	Seven Days Special Camp was organised. The objectives of the camp were 'Beti Bachao-Beti Padhao', Cleanliness, Health and Hygiene, Adult Education, Personality development, Career advancement. Many projects were

		taken up to achieve the objective.
<u>Nehru Studies Centre</u>	1 st Oct, 2015	With the collaboration of Bharat Vikasa Parishad Nehru Studies Centre organized a Patriotic Group Song Competition.
	15 th Oct, 2015	Nehru Studies Centre celebrated International White Care Day for the awareness for the visually challenged people. On this occasion a Yoga Workshop was organized to aware the people value of Yoga for physically fitness.
	18 th Oct to 24 th Oct, 2015	Nehru Studies Centre organized a Yoga Workshop to inculcate the value of Yoga in our healthy life.
	22 nd Oct, 2015	To inculcate the community development among the students of Nehru Studies Centre students visited Vridhashram.
	29 th Oct, 2015.	Nehru Studies Centre organized a Mehandi Competition.
	31.10.15	Nehru Studies Centre celebrated National Integration Day on the occasion of birth anniversary of Sardar Vallabh Bhai Patel,
<u>Career Guidance Cell</u>	5 th oct.,2015	A follow-up Workshop to provide the students advanced training on efficient performance in competitive exams was organised
<u>Nature Club</u>	22 nd Oct. 2015	Nature Club organised a Rally on Environment Protection
November and Dec 2015		
N.S.S	2 nd Nov, 2015	Quiz Contest was organized with the collaboration of Police Department Ambala on Road Safety and traffic rules.
Red Ribbon Club	8 th Dec. 2015	Red Cross Unit celebrated Orange Day in the college.
Nehru Studies Centre	19 th to 21 st Dec, 2015.	Nehru Studies Centre celebrated Gita Samaroh and organized an exhibition of the products made by the students under the Self

		Employment Courses run under Nehru Studies Centre.
<u>January, February 2016</u>		
Nehru Studies Centre	16 th Jan, 2016.	Nehru studies Centre organized a National Seminar on the topic 'Legacy of Pt. Jawahar Lal Nehru'
	18 th Feb, 2016.	Nehru Studies Centre organized a Declamation Contest
<u>Legal Literacy Cell</u>	3 rd Feb., 2016	Different competitions like Essay Writing, Declamation Contest, Poetical Competition, Power Point Presentation, Slogan Writing, Painting Competition were organised in the college campus.
<u>Literary Society</u>	Feb 11,2016	Two students went to Arya Kanya Mahavidyalya, Shahabad to participate in State Level Poetical Recitation Contest.
	Feb18,2016	State level Sudershan Kumar Bansal Memorial Declamation Contest and Chaman Lal Aggarwal Memorial Poetical Recitation Contest were organised in the college.
<u>Music Department</u>	11 Feb,2016	Celebrated Saraswati Diwas
<u>March,2016</u>		
<u>NSS unit</u>	3 rd March, 2016	NSS units of the college and Dept. of Hindi organized 'Matribhasha Diwas'. Poster Making Competition on Cultural Diversitywas organised.
	17 th to 23 rd March, 2016	Our two NSS Volunteers of the college participated in 7 days State Level special camp organized at Kurukshetra University, Kurukshetra.
	25 th March, 2016	Application forms of 30 volunteers were sent

		to Nehru Yuva Kendra for deployment in block level of National Youth Corps.
<u>Literary Society</u>	8 th March, 2016	Ms. Ankita participated in the Item 'Spell Bee' and Ms. Nidhi participated in the Item 'Calligraphy' in Inter-College Competitions held at S.A. Jain College, Ambala City. Ms. Ankita secured IIIrd Prize.
	9 th March, 2016	Two students participated in 'Doha Recitation Contest' held at S.A. Jain College, Ambala City under programme 'Manthan'. Ms. Sonia secured IInd Prize.
	10 th March, 2016	Two students participated in State Level Poetical Recitation Contest on issues related to Women in Govt. College, Ambala City. Ms. Kirti Verma secured IInd Prize in the competition.
<u>Legal Literacy Cell</u>	8 th March, 2016	International Women Day was celebrated. Advocate Shiv Kumar delivered lecture on various legal aspects of free legal services.
	11 th March, 2016	Winners of District Level Competition participated in Divisional Level Competition at Govt College Ambala Cantt.
	March, 2016	Lecture on health related issues and yoga therapy in collaboration with Gayatri Priwar.
<u>Commerce Society</u>	17 th March, 2016	Two girls participated in Declamation Contest organized by Commerce Society of Hindu Girls College, Jagadhari.
<u>Nehru Studies Centre</u>	30 th March 2016	Nehru Studies Centre organized a Workshop on Yoga. On this occasion, one yoga Competition on Surya Namaskar was also organized. One book exhibition on Yoga was displayed for the students.
<u>April, 2016</u>		
<u>CULTURAL ACTIVITIES:</u>	05 th APRIL, 2016	Farewell party was organised for the outgoing final year students.

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