

**M.D.S.D Girls College**  
**Ambala City (Haryana)**

**AQAR**

**Annual Quality Assurance Report**  
**2016-17**

**Submitted to :-**

**NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL**

**BANGALORE**

## M.D.S.D Girls College, Ambala City (Haryana)

### The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

#### 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 <sup>st</sup> Cycle	B+		2003	
2	2 <sup>nd</sup> Cycle	A	3.41	2017	5 Years
3	3 <sup>rd</sup> Cycle	—	—	—	—
4	4 <sup>th</sup> Cycle	—	—	—	—

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

July, 2010

1.7 AQAR for the year

2016-2017

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)
- v. AQAR\_2014-2015\_\_\_\_\_ (23/2/2015)
- vi. AQAR\_2015-2016\_\_\_\_\_ (05/12/2017)

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—

Nil

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

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

4

2.4 No. of Management representatives

1

2

2.5 No. of Alumni

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

2

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No.

6

Faculty

1

Non-Teaching, Staff/ Student

2

Alumni

1

Others

2

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

N.A

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

Why quality education is important & How it can be measured .

2.14 Significant Activities and contributions made by IQAC

- The most significant contribution of IQAC in the year 2016-17: College awarded 'A Grade' (CGPA-3.41). Under the guidelines of IQAC and working on Quality

principles, the Institution submitted SSR (Self-Study Report) to NAAC (National Assessment & Accreditation Council) for Re-accreditation Cycle-II and it is a matter of honour and pride for the college that the peer team on its visit to the college (Jan 30<sup>th</sup> to Feb 1<sup>st</sup>, 2017) recognised its excellence in all the fields and measured on all the criteria and awarded it 'A' Grade with CGPA 3.41 which is the highest CGPA awarded to Girls College in Haryana so far.

- Like previous years, IQAC aimed at developing a system which stimulates the academic environment.
- Academic calendar was drafted to give balanced space to different activities to be organized throughout the session.
- 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.
- 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:**

- To complete automation of Library with the facilities of INFLIBNET & OPAC System.
- 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.

- To provide connectivity and career placement opportunities to present students and Alumni through launch of digital platform on college Website.
- 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 through organization of various competitions, contests and events.

### **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 2016-17**

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
- Launch of Digital Portal 'mdsdcollegealumni.com' on college Website for Career Guidance & Placement. Through the link 'Alumni' the past and present students can



register online on this portal. The portal provides motivation and support to past and present students in finding out better career avenues and grabbing suitable job opportunities.

- To organize Alumni Meet.
- Complete automation of Library with INFLIBNET & OPAC facilities.
- To encourage the use of ICT methodology in the teaching of every subject teacher.
- To continue short term courses on Basic Computers, Environmental Studies.
- To organize Career-related seminar, workshops, placement activities and Career Fest for the students of Ambala City and surrounding areas..
- 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



### 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	1	1
UG	4	0	2	2
PG Diploma	1	0	1	1
Advanced Diploma	8	2	8	8
Diploma	8	2	8	8
Certificate	8	2	8	8
Others	-	-	-	-
<b>Total</b>				

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 Employer.**

1. The Managing Committee is very satisfied with the performance of the college staff. They have appreciated the efforts of the Principal and staff for the upliftment of the college.
2. The results of the college are outstanding.
3. College is working for the intellectual and professional development of the students.
4. College is working hard to make the girls employable.
5. Different activities are organized in the college by keeping in mind the need and interest of the students.
6. Different cells and societies like NSS, NCC, Red Cross, Red ribbon, Career Guidance and Placement cell, Literary society, Cultural society are working for the benefit of the girls.
7. The Girl students feel very secure in with the provision of Security Guard and CCTV cameras in the campus.

**Analysis of Feedback from Parents:**

1. Feedback from the parents is very positive towards the working of the college.
2. Parents have rated infrastructure of the college as excellent and appropriate to different needs of the girls.
3. According to the parents, staff of the college is very experienced and cooperative.
4. Parents are happy with the discipline and security arrangements of the college.

5. Parents are satisfied with the activities and teaching of the college.

**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. Syllabus and style of B.A II English has been totally changed by the University from session 2016-2017. Syllabus of B.A Economics has been changed as case studies has been added in B.A I.

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

No

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	1	11	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
	—	—	—	01	—	—	—	—	—	—

2.4 No. of Guest and Visiting faculty and Temporary faculty — 8 —

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 and inter-active education system, we try to adopt certain methods of innovative teaching and 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, quiz, workshops 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 and 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

**2.10 Average percentage of attendance of students**

85%

**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	31	5.55%	29%	6.45%	64%	100%
B.A.III Sem	29	—	10.34%	3.44%	—	100%
B.A.IV Sem	45	25%	22.22%	33.33%	44.44%	100%
B.A.V Sem	39	—	51.28%	18%	10.25%	100%
B.A.VI Sem	24	—	16.66%	4%	79.16%	100%
B.Com.I Sem	34	3%	2.65%	9%	—	100%
B.Com.II Sem	23	3%	39.13%	—	60.86%	100%
B.Com.III Sem	37	5%	24.34%	—	—	100%
B.Com IV Sem	30	11%	30%	10%	60%	100%
B.Com V Sem	26	—	46%	27%	—	100%
B.Com VI Sem	34	—	50%	5.88%	44.11%	100%
B.Sc.I Sem	10	—	60%	10%	—	100%
B.Sc II Sem	07	—	100%	—	—	100%
B.Sc III Sem	09	78%	22%	—	—	100%
B.Sc IV Sem	06	—	100%	—	—	100%
B.Sc. V Sem	04	—	75%	25%	—	100%

<b>B.Sc. VI Sem</b>	<b>09</b>	—	<b>100%</b>	—	—	<b>100%</b>
<b>PGDCA</b>	<b>04</b>	—	<b>25%</b>	<b>18%</b>	75%	<b>100%</b>

### **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 and learning processes like output of tests, assignments and results of every semester.

IQAC prepares AQAR annually aiming at self-assessment, analysis and improvement of academic process.

### **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
National Seminars	



Others Refresher course for promotional Ranks ANOs conducted by Govt. of India, Officer Training Academy, Gwalior	1
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#### 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	—	—
Outlay in Rs. Lakhs	1,50,000	—	1,45,000	—

##### 3.4 Details on research publications

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

##### 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	2016-17	UGC	1,50,000	1,50,000
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects (other than compulsory by the University)	—	—	—	—
Any other(Specify)	—	—	—	—
Total	—	—	1,50,000	1,50,000

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books   
 $23+4+25=52$

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  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	4	College forum	46		
NCC	13	NSS	22	Any other	22

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

#### **02-7-2016:- PARTICIPATION IN WOMEN ORIENTED CHAT SHOW**

The co-ordinator of **Career Guidance**, Mrs. Asha Khurana, attended a '**Chat-show**', '**HUM HAI ANOKHI**' organized by **Dainik Bhaskar** to highlight the potential and courage of women of exceptional personality. A '**Cancer Survivor**', a '**Lady Sarpanch**' and a '**Director of Fashion Designing Institute**' were the important person to participate. All of them have been recognized and awarded with Honours by Govt.

#### **19-7-2016:- TREE PLANTATION**

The **N.S.S., and NCC Units & Eco Club** of our college organized a **Tree Plantation Programme** in collaboration with '**Dainik Jagran**'. On this occasion, local **M.L.A, Mr. Aseem Goel**, was the **Chief Guest**. He inaugurated the programme by planting a sapling. **A.D.C, Mr. Girish Arora**, was the **Guest of Honour**. Mr. Jitender Aggarwal of Dainik Jagran also joined hands in this programme. On this occasion, **Mr. Reeta Munjal, President of 'Inner Wheel Club' Ambala** and her associates were also present. The principal of the college thanked all the guests and motivated all the volunteers for tree plantation. The N.S.S. P.O.S. together with the Volunteers planted saplings in the adopted area (Valmiki Majri) of the N.S.S. Units.

#### **2-8-16:- ALUMNI MEET**

**Alumni Association** of the college organized an **Alumni Meet** in the college campus. **Mr. Girish Arora, ADC Ambala**, was the Chief Guest on the occasion. The Alumni were very enthusiastic about contributing towards the **Women Empowerment** and presented different items on this theme in the '**Cultural Show**'. **Miss Ritu Kashyap (President), Mrs. Karamjit**

(Secretary), Ms B.K.Veenu (Vice–President), and Ms.Shally Gupta (Treasurer), expressed their Gratitude to the Institution and assured of their support to The Almamater for future.

#### **2-8-16:- LECTURE ON SOCIAL ISSUES**

**N.S.S. Units** organized a lecture on **Social Issues. A.D.C., Ambala**, Mr.Girish Arora delivered a motivational lecture on today's burning social issues.

#### **7-8-2016:- TREE PLANTATION DRIVE**

A tree plantation drive was organized by **Eco Club & Red Cross Society** of the college in collaboration with **INNER WHEEL CLUB & Rotary Club & Dainik Bhaskar Daily**. The saplings of different Medicinal plants were planted in the Herbal Garden of the college.

#### **9-8-2016 to 23-8-2016:- A FORTNIGHT LONG CELEBRATIONS FOR INDEPENDENCE DAY**

As per the directions of H.R.D. Ministry, New Delhi, our **N.S.S. units** organized the programme '**Independence 70**' from 9-8-16 to 23-8-16 Under 'Independence 70' the following programmes were organized.

##### **(i) 9-8-2016:- INTER COLLEGE PATRIOTIC SONG CONTEST**

**Inter-college Patriotic Song** contest was organized by literary society.

##### **(ii) 12-8-2016:- INTERNATIONAL YOUTH DAY CELEBRATION**

On the occasion of **International Youth Day** a documentary film based on HIV/Aids was shown to the students of the college by **N.S.S., N.C.C. and Red Ribbon Club**. **Principal Dr. Kiran Angra** apprised the students about the causes, symptoms and prevention of this deadly disease.

##### **(iii) 15-8-2016:- INDEPENDENCE DAY CELEBRATION**

**Independence Day** was celebrated. Principal of the college inspected the contingents of **Red Cross Society, N.C.C.** and **N.S.S. Units**. She hoisted the National Flag.

(iv) **19-8-2016:- ESSAY WRITING CONTEST**

An **Essay Writing Competition** was organized in collaboration with '**Nehru Studies Centre**'

(v) **20-8-2016:- A POSTER MAKING COMPETITION**

**A Poster Making competition** based on the lives of Freedom Fighters. Almost 20 Volunteers participated in this event. Run For independence 70 was also organized in which the volunteers participated whole heartedly.

(vi) **23-8-2016:- QUIZ CONTEST ON ISSUES OF NATIONAL IMPORTANCE**

**A Quiz Contest** was organized in the collaboration with **N.S.S. Units** .

**11-8-16:- SEMINAR ON CAREER OPTIONS**

A seminar was organized by '**Career Guidance Placement Cell**' on career options after Graduation in collaboration was **BULLS EYE, Chandigarh**. **Miss Mamta** was the **Guest Speaker**. The focus of the Seminar was to highlight the plethora of options available to Arts and Commerce Graduates towards Higher Education as well as job-opportunities.

In the afternoon session, another Seminar was delivered by **MGM Education on 'Accounting Practices'**. The **Guest Faculty** from **MGM, Ms. Pinki Sharma** and **Mr. Gurdit** enlightened the students about the immense career opportunities if they are accomplished with proper trainings in computerized Accounts like Tally software.

**25-8-2016:- QUIZ CONTEST ON MARTYRS**

NCC unit organized a Quiz Contest on the topic 'Yaad Karo Qurbani'.

**26-8-16:- DECLAMATION CONTEST ON WOMEN RELATED ISSUES**

**Literary Society** organized Inter-class **Declamation Contest** in collaboration with **Bharat Vikas Parishad, Maharishi Dayanand Shakha, Ambala**. The contest was held on topics centered on



various issues related to nation- wide campaign of 'Beti Bacho, Beti Padhao.' The Chief Guest was Mrs. Shweta Anand, Mahila Pramukh of Bharat Vikas Parishad M.D.Shakha. Mrs. Meena Garg and Mrs. Priyanka Aggarwal were 'Guests of Honour' and delivered their valuable discourses on the topic. They motivated the students to inculcate the values of social service and patriotism.

**30-8-16:- FACULTY DEVELOPMENT PROGRAM UNDER NATIONAL SERVICE SCHEME (N.S.S.)**

Commerce Society - Mrs. Nishu Bansal attended N.S.S. Orientation Programme at K.U.K. from 30-8-16 to 5-9-16.

**01-9-2016:- SEMINAR ON DENGUE & CHIKENGUNIA**

Seminar on Dengue & Chikengunia with the collaboration of Civil Hospital, Ambala by our Red Cross Unit, N.C.C. Unit & Eco Club.

**1-9-16 to 3-9-16:- PARTICIPATION IN STATE LEVEL LITERARY WORKSHOP**

State Level Workshop on 'Writing Skills' was organized by Haryana Sahitya Academy at Maharaja Aggarsen College, Jagadhari, on the occasion of Golden Jubilee Year of Haryana State. The Literary Society sent three students to participate in the Workshop. They had a rich learning experience in writing skills.

**5-9-16:- POSTER MAKING COMPETITION**

Poster Making Competition was organized by Red Cross Unit on the topic 'Blood Donation'.

**5-9-16:- TEACHER DAY CELEBRATIONS**

Commerce Society celebrated Teachers Day.

**7-9-16:- WORKSHOP ON HOBBY IDEAS**

Women Cell of the college organized a Workshop on Hobby Ideas in collaboration with 'Fevicryl Hobby Ideas'. The expert faculty Mrs. Asha Verma taught the students techniques of Acrylic Painting, Glass Painting, Ceramic Painting, Candle Making and Moulding Craft through demonstration. The students prepared artistic objects with their own hands also.

**14-9-16:- ESSAY WRITING COMPETITION**

**The Literary Society & Deptt. of Hindi** organized an **Essay Writing Competition** on occasion of **Hindi Divas** to celebrate **Golden Jubilee Year** of **Haryana State**. The topics of the competition were centered on the importance and need of Hindi Language as a National Language which can promote the cultural and regional unity in India.

#### **15-9-16:-PARTICIPATION IN STATE LEVEL ESSAY WRITING COMPETITIONS**

Commerce Society –Three students participated in **State Level Essay Writing Contest** organized by Hindu Girls College, Jagadhari.

#### **16-9-16:- WORKSHOP ON ACCOUNTING PRACTICES**

A Workshop was organized on 'Accounting Practices', 'A Skill to be learnt' in collaboration with MGM Education and ICA (Institute of Computer Accounting) The Guest faculty from MGM Education Ms. Pinki Sharma and Ms. Gurdit enlightened the students about immense opportunities after proper training in Computerized Accounts (especially original Tally Software). Ms. Shikha from ICA gave a demonstration of 'Computerized Accounting' to the students of Arts and Commerce to motivate them to learn this skill.

**21-9-16:-** Two students of Literary Society participated in Essay Writing Competition by Dayanand Mahila Mahavidyalye Kurkshetra.

#### **24-9-16:- N.S.S DAY CELEBRATION**

**Dr. Jeewanti Joshi (NSS P.O.)** and four NSS Volunteers (Ankita Sharma, & Anjali Verma B.A.III, Pooja Yadav & Leelu B.Com.III) of the college participated in the **NSS day celebration** organized by **NSS Cell of K.U.K.**

**N.S.S. Units** were awarded **Recognition Award** by **K.U.K.** for their outstanding performance in session.

#### **03-10-16: -MOVIE ON TEACH AIDA**

To earmark **Voluntary Blood Donation Day** (1<sup>st</sup> Oct. 2016),

**Red Ribbon Club** showed 'Teach AIDA' movie to create HIV/AIDS Awareness.

#### **06-10-16:- WORKSHOP ON COSMETOLOGY BY VLCC**

A Workshop was organized in collaboration with VLCC to inform the students about Career Opportunities in the field of Skin Care, Hair Care and Cosmetology. Ms. Nikita demonstrated the knack to keeping skin and hair healthy with proper diet and care. The students were taught the process of light make-up also.

**15-10-2016:- DISTRICT LEVEL DECLAMATION CONTEST ORGANISED**

**Society organized** District Level Declamation Contest held in collaboration with Shri Sathya Sai Seva Organization, Chandigarh in college campus. Two participants from each College declaimed on various topics related to doctrines of Shri Sathya Sai In relation to current issues

**17-10-2016:- SPIRITUAL TALK ON “PURPOSE OF LIFE”**

In Collaboration with **Shri Sathy Sai Seva** Organization Ambala (Haryana) a Spiritual talk on **“Purpose of Life”** was organized on 17-10-2016. State Co-ordinator of **Shri Sathy Sai Seva** Organization **Mrs.Sushma Sherawat** addressed N.S.S Volunteers on the subject. The talk was very impressive & education .Volunteers were made aware about different aspects of life.

Mrs. Sushma Sherawat answered the queries of the Volunteers. On This Occasion Dr. Kiran Angra Principal of the College & Shri Suraj Malik, Distt President of Shri Sathya Sai Seva Organization, Ambala, Haryana was also present.

**25-10-2016:- A SPIRITUAL TALK ON PERSONALITY DEVELOPMENT THROUGH MEDITATION**

A Spiritual talk on Personality Development through Meditation with the Collaboration of Sawan Kripal Ruhani Mission. Kripal Ashram, Geeta Nagari Ambala City, was organized on 25-10-2016. Kripal Ashram’s outreach speaker Mrs. Ritu Sharma (Doraha, Distt Ludhiana) addressed NSS Volunteers on the subject. The talk was very impressive & educative. Volunteers were made aware about the physical and mental health benefits of meditation. On this occasion Sh. R.P Sharma head of the Kripal Ashram Ambala City as well as other members of the Ashram were also present. Principal Dr.Kiran Angra and Shri. R.P Sharma also addressed the gathering.

**27-10-2016:- A CAREER-CUM-PLACEMENT FEST**

A Career-cum-Placement Fest was organized in the college campus. The students of other colleges of Ambala were also invited. The various institutions of repute participated in the Fest.

### **31-10-2016 to 6-11-2016:- NATIONAL INTEGRATION WEEK**

NSS & NCC Units celebrated **National Integration week** from 31-10-16 to 6-11-16 on the occasion of birth anniversary of Sardar Vallabh Bhai Patel, the Unifier of India. During this week, the following activities were organized at our college:

#### **On 31-10-2016:- OATH OF NATIONAL INTEGRATION & RUN FOR UNITY**

N.S.S volunteers our students, staff members & Principal of the college took oath of National Integration Run For Unity was also organized on the Occasion. Volunteers, Teachers & Principal took part.

#### **INTRA COLLEGE ESSAY WRITING COMPETITION**

In continuation of the week on 2-11-16, an intra college Essay writing Competition was organized on the subject 'National Integration & Unity' 17 Students participated.

#### **SLOGAN WRITING & POSTER MAKING COMPETITION**

An Intra college Slogan writing & Poster making Competition was organized on National Unity on 3-11-16, in which about 20 Students participated.

#### **On 4-11-16:- POETRY/GEET WRITING COMPETITION ON "NATIONAL INTEGRATION"**

Poetry/Geet Writing Competition On "**National Integration**" was organized. Students enthusiastically participated in the Competition.

**On 5-11-2016:- DECLAMATION CONTEST ON NATIONAL INTEGRATION.**

In the Concluding Function, Declamation Contest was organized on the subject National Integration. 10 students participated in the contest. Addressing the students, Principal Dr. Kiran Angra threw Light on the contributions of Sardar Vallabh Bhai Patel in nation building.

**08-11-2016:- A WRITTEN TEST ON "ROAD SAFETY & TRAFFIC RULES**

A Written Test was organized on "Road Safety & Traffic Rules" on 8-11-2016, in which 39 volunteers participated. Result of the test are as under

**22-10-16:- PANDIT JAWAHAR LAL NEHRU & INDIAN NATIONALISM**

UGC Sponsored National Seminar on "Pandit Jawahar Lal Nehru & Indian Nationalism" was organized by Nehru Study Centre Prof. Amarjit Singh Chairperson of History Dept. K.U.K & Head of Banda Singh Bahadur Chair, delivered the Key-Note address. Prof. Jaiveer Dhankar, Head –Dept of History, M.D.U University Rohtak & Prof. Kamal Manohar Sharma, Head of Deen Dyal Upadhaya Chair from H.P University, Shimla chaired the Technical Sessions. Renowned scholars from far & wide expressed their scholarly opinions on the main theme of the seminar.

**16-01-2017:- DEMONETIZATION**

Commerce Department organized a lecture on Demonetization .The students were informed about pros & cons of demonetization & were motivated to adopt cashless transaction techniques. They were told about the immense potential of e-commerce.

**16-01-2017:- TALK ON DIGITAL TRANSACTION**

The NSS units of the college organized a talk for the students regarding need and information related to digital transactions the students were apprised of the benefits of cashless payments. They were taught the different methods of doing digital transactions. The volunteers were taken to the adopted slum area to do a survey and motivate and further teach the digital transaction methods to the residents of the area.

**19-01-2017:- WOOLLEN DISTRIBUTION DRIVE BY ROTARACT CLUB**

Rotract Club of the college organized a Woollen Distribution Drive in Collaboration with Rotary Club Ambala Central. In this Function 40 Blazers & 100 Shirts were distributed to deserving students.

**20-01-2017:- DECLAMATION CONTES ON STATE LEVEL ON ACHHA JEEWAN OR BHARTIYA SMAJ**

Two students Ms. Kirti Verma of B.A III & Ms. Gayatri Kaushal of B.A. III participated in State Level Declamation Contest on the topic “Achha Jeewan or Bhartiya Smaj” organized by Gulzari Lal Nanda centre at Kurukshetra.

**26-01- 2017:- REPUBLIC DAY CELEBRATIONS**

NCC cadets participated in Distt. Level Republic Day celebrations in parade at Anaj Mandi, Ambala City.

**30-01-17:-DIGITAL PORTAL FOR CAREER GUIDANCE AND PLACEMENT OPPORTUNITY WAS LAUNCHED THROUGH LINK ‘ALUMNI’**

A Digital portal for Career Guidance and Placement opportunity was launched on the College Website. Through the link ‘Alumni’, the past and present students can register online on this portal. The Portal ‘mdsdcollegealumni.com’ provides motivation and support in finding out better career avenues and grabbing suitable job opportunities. The alumni are able to be closely associated with the Institution and associate with the present students. They can also mentor current students by offering valuable guidance regarding career and placements. This student and alumni engagement platform will contribute towards networking globally both socially and professionally.

**07-03-2017:- VARIOUS ACTIVITIES ORGANIZED BY NSS UNITS**

- (i) NSS units with active co-operation of Hindi Deptt. and Nehru Studies Centre, organized “Matri Bhasha Diwas” in the college. On this occasion a talk was held in which Principal, staff members and the students of the college exchanged views on the importance of Matri Bhasha and discussed the ways the mother tongue could be promoted.
- (ii) A poster making competition on ‘Cultural Diversity in India’ was organized, in which about 80 girls students of our college and SBNSD Sr. Sec. School (adopted by college NSS Unit) and run by Sanatan Dharam Sabha Ambala participated.

**10-03-2017:-DECLAMATION AND POETICAL CONTEST AT STATE LEVEL**

Literary Society of the college organized State Level 'Sudarshan Kumar Bansal Memorial Declamation Contest' & 'Chaman Lal Aggarwal Memorial Poetical Recitation Contest' in college auditorium. Mrs. Kusum Lata & Mr. Himanshu Aggarwal from the families of Late Sh. Sudarshan Kumar Bnasal and Late Sh. Chaman Lal Aggarwal were present. Ms. Amita Nagpal, Principal, P.K.R. Sr. Sec. School was Chief Guest of the function. About 50 students from various colleges of Ambala, Karnal, Kurukshetra & Chandigarh participated in these contests. Dr. Amita Nagpal, Chief Guest, addressed the gathering and expressed her pleasure to listen to young students' opinions and poems.

#### **17-03-2017:- DECLAMATION CONTEST ON 'MANTHAN'**

Two students Ms. Neha of B.A. I and Ms. Kirti Verma of B.A. III participated in S.A. Jain College, Ambala City's 'Manthan 2017'. They competed in Declamation Contest. Ms. Kirti Verma secured 2<sup>nd</sup> prize in the contest.

#### **SEVEN DAYS SPECIAL CAMP FROM 23-3-2017 TO 29-3-2017.**

Seven days NSS special camp was organized from 23<sup>rd</sup> March, 2017 to 29<sup>th</sup> March, 2017. The objective of the camp was digital India, cleanliness, skill development cases advancement, personality development, awareness regarding eye donation and Blood donation. Besides routine schedule of NSS Camp, some highlights of the camp are listed below:

#### **23-3-2017** NSS volunteers were motivated for social services by

NSS P.O's volunteers were introduced about the camp activities and volunteer's committee was formed. Volunteers were assigned various duties. In the evening session, the volunteers cleaned college campus.

- **24-3-2017** A skill development talk was organized. Mr. Jitender Arora Asstt. Manager and Mr. Mainak Saha, Business Communication skill development officer of LEAP organization delivered a talk on entrepreneurship programme and internship program. A survey was conducted by leap.
- "World TB Day" was observed. Dr. Jeewanti Joshi and Mrs. Nishu Bansal apprised the volunteers about the disease and treatment available. Later on, the volunteers visited the adopted area and awarded the residents about the disease.
- **25-3-2017** A motivation talk was organized in collaboration with Red Cross society on Eye Donation & Blood Donation. Sh. Narender Batu, Sh. Ravi Arvind & Sh. Rajinder Garg motivated the volunteers for blood donation.

**26-3-2017** A special programme was conducted for the volunteers regarding awareness about First Aid. Sh. Ram Murti a renowned speaker, informed the volunteers about golden rules of First Aid.

District Training Officer from Red Cross society gave practical training to the provided NSS volunteers.

**27-3-2017** NSS volunteers alongwith NSS P.O's visited old age home at Ambala City in collaboration with Nehru Study Centre. They shared the views with senior citizens and presented cultural items for their entertainment.

A rally with focus on environments issues, cultural diversity and 'Beti Bachao and Beti Padhao' was carried out in the Mathura colony Police line, Ambala City.

NSS volunteers and NSS P.O's also visited 'Kushth Aashram, Ambala City.

**28-3-2017** The volunteers were given physical fitness training, Tips on self defence and Karate training were given by Sh. Rajesh Pama and District Training Officer Sh. Nitin Tanar of District Karate Association.

Career Guidance sessions by NSS in collaboration with Career Guidance and Placement Cell. Mr. Gurdit Kumar and Ms. Pinky Sharma expert faculty of MGM education delivered an information discourse on GST in India.

Later on, Mr. Gulati from Bulls Eye conducted a Workshop on cashless transactions models after demonstration.

Mr. Chirag Gulati Asstt. Manager and Ms. Kritika, Expert faculty from Bulls Eye, Ambala apprised the volunteers of career options after graduation and how to prepare for competitive exams.

#### **24-03-17:- A MOTIVATION LECTURE WAS ORGANIZED**

NCC unit organized a motivation lecture by Mr. Narinder Batra (Dy. General Manager, Retd. Bank of Baroda) of Madhav Netra Bank and Mr. Arvind Jain, President, Swayam Saksham Society). Both the speakers motivated the students for Eye donation.

#### **25-03-2017:- MOTIVATION LECTURE ON EYE DONATION**

A lecture on Eye Donation was arranged by the Madhav Netra Bank. Motivational lecture was delivered by Mr. Narinder Batra. Eye donation forms were filled by the students.



**25-03-2017:-** A inspiring lecture was delivered by the President Arvind Jain of 'Swayam Saksham Society' in our college. He motivated the students to join this society and help as well as guide the needy students in their education, food habits & health problems. They can extend their co-ordination in the said field.

**28-03-17:- SEMINAR ON CAREER GUIDANCE BY M.G.M. EDUCATION**

A seminar was organized in collaboration with 'M.G.M. Education'. The Guest Speakers Mr. Gurdit and Mrs. Pinky Sharma delivered informatory discourses on GST in India. They also conducted a training workshop on Cashless Transaction models after demonstration of the same.

In the afternoon session, the faculty from Bulls Eye delivered a Seminar on potential job opportunities in Banking, Railways and other Government Sectors as well as in M.N.Cs. The students were given tips on attempting competitive tests by Ms. Kritika and Mrs. Chirag Gulati.

**29-03-2017:- BLOOD DONATION CAMP WAS ORGANIZED BY NCC UNIT**

NCC unit organized a Blood Donation Camp in collaboration with Red Cross Society. 30 Donors donated blood on this occasion. Mr. Deepak Gupta (Distt. Session Judge) was the Chief Guest on this occasion. Captain Ekta Jaiswal, Adm. Officer of NCC unit also visited the camp and motivated the cadets for donation.

**29-03-2017:- BLOOD DONATION CAMP WAS ORGANIZED BY RED CROSS SOCIETY**

Blood Donation camp was organized in the college. Hon'ble Mr. Deepak Gupta Distt. Session Judge inaugurated the Blood Donation camp. 50 donors donated blood. He honored the blood donors with a batch, memento and certificates. College Managing Committee was present on the occasion and honored the blood donors. Mr. Rajinder Garg, renowned blood donor was also present.

**06-04-17:- POOL CAMPUS DRIVE (PLACEMENT DRIVE)**

The students of B.A./B.Com. III were escorted by Mrs. Seema Aggarwal to participate in the Pool Campus Drive (placement drive) organized by Shri Atmanand Jain Institute of Management and Technology, Ambala City in collaboration with 'The New Leads' for recruitment in Kotak Mahindra Bank and Axis Bank. The students submitted their resume and faced the preliminary rounds. Three students got selected for further rounds.

**24-04-2017:- ORIENTATION PROGRAMME OF YOUTH RED CROSS**

One day Orientation programme of Youth Red Cross at Kurukshetra University, Kurukshetra was attended by incharge, Red Cross Society.

**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	UGC	–
Value of the equipment purchased during the year (Rs. in Lakhs)	–	50130	UGC SF	–

#### 4.2 Computerization of administration and library

- All administrative work is computerized.
- College office is fully automated.
- Library is Fully automated.
- 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	10489	1286160.10				
Reference Books	967	369461.60				
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	Digitalis ation of library	2,35,880			--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	Inflibnet	5750	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	03	29	03	03	02	16	–
Added	1	–	–	–	–	–	–	–
Total	90	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	-
iv) Others	---
<b>Total:</b>	-

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

- According 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.
- We observe the directions and guidelines of IQAC towards quality improvement and accordingly, 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 the students 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 and knowledge to the students. The students are given guidelines about various vistas of higher education and prepared to clear written tests, GDs and Interviews for various job opportunities.
- Data bank for career options is maintained and interviews from outside organisation are conducted from time to time.
- A big number of Career Guidance books are available in the Library.
- The college has launched a Digital Platform 'mdsdalumni.com' for career development, student-teacher networking mentorship and connectivity for present student and alumni.
- 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.

A Digital portal '**mdsdcollegealumni.com**' has been launched on the college website. Through the link 'Alumni', the past and present students can register online on this portal. Through this portal the college can network with the students and track their progression.

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
218	0	-	-

**(b) No. of students outside the state**

60

**(c) No. of international students**

—

Men	No	%	Women	No	%
	—	—		218	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
113	44	--	80	2	239	97	39	1	81	—	218

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="-"/>	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

The academic session started in the month of July and Career Guidance and Placement Cell started its journey again with a new batch of students with an aim to provide guidance and support to the students of the college towards a suitable career and bright future. The tentative plan was chalked out in the very beginning to organise a number of Seminars, Workshops, Lectures, a Career-cum-Placement Fest in the campus besides providing the students exposure to career-related activities outside the college as well. For instance, visits to higher education institutions, industry and career fairs as well as placement drives conducted by other institutions.

#### PARTICIPATION IN WOMEN ORIENTED CHAT SHOW ON 02-7-2016

The co-ordinator of **Career Guidance**, Mrs. Asha Khurana, attended a '**Chat-show**', '**HUM HAI ANOKHI**' organized by **Dainik Bhaskar** to highlight the potential and courage of women of exceptional personality. A '**Cancer Survivor**', a '**Lady Sarpanch**' and a '**Director of Fashion Designing Institute**' were the important person to participate. All of them have been recognized and awarded with Honours by Govt.

### **SEMINAR ON CAREER OPTIONS ON 11-8-16**

A seminar was organized by 'Career Guidance Placement Cell' on career options after Graduation in collaboration was **BULLS EYE, Chandigarh**. **Miss Mamta** was the **Guest Speaker**. The focus of the Seminar was to highlight the plethora of options available to Arts and Commerce Graduates towards Higher Education as well as job-opportunities.

In the afternoon session, another Seminar was delivered by **MGM Education on 'Accounting Practices'**. The **Guest Faculty** from **MGM, Ms. Pinki Sharma** and **Mr. Gurdit** enlightened the students about the immense career opportunities if they are accomplished with proper trainings in computerized Accounts like Tally software.

### **WORKSHOP ON ACCOUNTING PRACTICES ON 16-9-16**

A Workshop was organized on 'Accounting Practices', 'A Skill to be learnt' in collaboration with MGM Education and ICA (Institute of Computer Accounting) The Guest faculty from MGM Education Ms. Pinki Sharma and Ms. Gurdit enlightened the students about immense opportunities after proper training in Computerized Accounts (especially original Tally Software). Ms. Shikha from ICA gave a demonstration of 'Computerized Accounting' to the students of Arts and Commerce to motivate them to learn this skill.

### **WORKSHOP ON COSMETOLOGY BY VLCC ON 6-10-16**

A Workshop was organized in collaboration with VLCC to inform the students about Career Opportunities in the field of Skin Care, Hair Care and Cosmetology. Ms. Nikita demonstrated the knack to keeping skin and hair healthy with proper diet and care. The students were taught the process of light make-up also.

### **A CAREER-CUM-PLACEMENT FEST ORGANISED ON 27-10-16**

A Career-cum-Placement Fest was organized in the college campus. The students of other colleges of Ambala were also invited. The various institutions of repute participated in the Fest.

- NIIT, ICA & MGM Education were there to counsel the students on the IT Sector.
- AIMT & Geeta Institute of Management & Technology disseminated information about Vistas of Higher Education.
- American Institute of English Languages Pvt. Ltd. emphasized the value of English speaking and soft skills.

- 'Career Launchers' guided the students on how to prepare for different competitive exams like CAT/MAT/XAT/ Banking/ Railways/ SSC/HTET etc.
- VLCC and ORANE were there to provide valuable information related to the field of Cosmetology, Skin and Hair Care.
- The team of KVIC (Khadi Village Industries Commission) enlightened the students about Entrepreneurship development through small scale Industries. The students were motivated to start their own cottage/small industries and promised to guide them on the path of self-employment by helping them in marketing of their products.
- 'Western Overseas Ltd.' dealt with Immigration related queries and questions of students and told them about Higher Education and Job Opportunities available in foreign countries.
- Silver Lining India, Reliance Life Insurance and Krishna Communications provided platform for job opportunities/online job portals and placements.
- State Bank of Patiala sponsored the Fest and also made the students aware about Loan facilities for education and to Women Entrepreneurs as provided by their bank.
- A Digital portal for Career Guidance and Placement opportunity was launched on the College Website. Through the link 'Alumni', the past and present students can register online on this portal. The Portal 'mdsdcollegealumni.com' provides motivation and support in finding out better career avenues and grabbing suitable job opportunities. The alumni are able to be closely associated with the Institution and associate with the present students. They can also mentor current students by offering valuable guidance regarding career and placements. This student and alumni engagement platform will contribute towards networking globally both socially and professionally.

**DIGITAL PORTAL FOR CAREER GUIDANCE AND PLACEMENT OPPORTUNITY WAS LAUNCHED THROUGH LINK 'ALUMNI' ON 30-01-17**

A Digital portal for Career Guidance and Placement opportunity was launched on the College Website.

**SEMINAR ON CAREER GUIDANCE BY M.G.M. EDUCATION ON 28-03-17**

A seminar was organized in collaboration with 'M.G.M. Education'. The Guest Speakers Mr. Gurdit and Mrs. Pinky Sharma delivered informatory discourses on GST in India. They also conducted a training workshop on Cashless Transaction models after demonstration of the same.

In the afternoon session, the faculty from Bulls Eye delivered a Seminar on potential job opportunities in Banking, Railways and other Government Sectors as well as in M.N.Cs. The

students were given tips on attempting competitive tests by Ms. Kritika and Mrs. Chirag Gulati.

#### **POOL CAMPUS PLACEMENT DRIVE ON 6-04-17**

The students of B.A./B.Com. III were escorted by Mrs. Seema Aggarwal to participate in the Pool Campus Drive (placement drive) organized by Shri Atmanand Jain Institute of Management and Technology, Ambala City in collaboration with 'The New Leads' for recruitment in Kotak Mahindra Bank and Axis Bank. The students submitted their resume and faced the preliminary rounds. Three students got selected for further rounds.

No. of students benefitted

250
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#### **5.7 Details of campus placement**

<b>On campus</b>			<b>Off Campus</b>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed On Campus	Number of Students Placed
3	45	15	Not available

#### **5.8 Details of gender sensitization programmes**

##### **PARTICIPATION IN WOMEN ORIENTED CHAT SHOW ON 2-7-16**

The co-ordinator of **Career Guidance**, Mrs. Asha Khurana, attended a 'Chat-Show', 'HUM HAI ANOKHI' organized by **Dainik Bhaskar** to highlight the potential and courage of women of exceptional personality. A 'Cancer Survivor', a 'Lady Sarpanch' and a 'Director of Fashion Designing Institute' were the important person to participate. All of them have been recognized and awarded with Honours by Govt.

##### **PROGRAM ON WOMEN EMPOWERMENT BY ALUMNI ASSOCIATION ON 2-8-16**

**Alumni Association** of the college organized a program on **Women Empowerment** and presented different items on this theme in the 'Cultural Show'. **Miss Ritu Kashyap**

(President), Mrs. Karamjit (Secretary), Ms B.K.Veenu (Vice–President), and Ms. Shally Gupta (Treasurer), expressed their concern on women issues and motivated the girl students to be confident and encouraged them to oppose strongly the crimes against women in society.

#### **DECLAMATION CONTEST ON WOMEN RELATED ISSUES ON 26-8-16**

Literary Society organized Inter-class **Declamation Contest** in collaboration with **Bharat Vikas Parishad, Maharishi Dayanand Shakha, Ambala**. The contest was held on topics centered on various issues related to nation- wide campaign of '**Beti Bacho, Beti Padhao.**' The **Chief Guest** was **Mrs. Shweta Anand, Mahila Pramukh** of Bharat Vikas Parishad **M.D.Shakha**. **Mrs. Meena Garg and Mrs. Priyanka Aggarwal** were '**Guests of Honour**' and delivered their valuable discourses on the topic. They motivated the students to inculcate the values of social service and patriotism.

#### **WORKSHOP ON HOBBY IDEAS ON 7-9-16**

**Women Cell** of the college organized a **Workshop on Hobby Ideas** in collaboration with '**Fevicryl Hobby Ideas**'. The expert faculty **Mrs. Asha Verma** taught the students techniques of Acrylic Painting, Glass Painting, Ceramic Painting, Candle Making and Moulding Craft through demonstration. The students prepared artistic objects with their own hands also.

#### **A RALLY ON BETI BACHAO, BETI PADHAO ON 27-3-17**

A Rally was taken out by students to highlight the mission of 'Beti Bachao and Beti Padhao' upto the Mathura colony Police line, Ambala City.

### **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	09	99515
	BC	15	31500
	Minority	04	36740
	SC (PB)	-	-
	BC (PB)	03	29145
	TOTAL	31	196900
Financial support from other sources	Rukmani Devi Stipend	02	2000
Number of students who received International/National recognitions		Nil	Nil

**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**

**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:**

#### **Curriculum Development**

Curriculum Development is the prerogative of affiliating university. College teachers play an active role in Curriculum development as member of Board of Studies which is the authorised body for designing the curriculum. Faculty designs curriculum for self financed courses.

#### **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 and upgraded Teaching-Learning Infrastructure 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 extracurricular 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.
11. Faculty members are encouraged to submit more proposals for Major and Minor Research projects.

### **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 digital and connected to Inflibnet.

#### **Physical Infrastructure:-**

- Two storied Hostel building is completed.
- Shooting range is completed.
- Entry passage and Ramp was floored with interlocking tiles and College gate was also replaced.

#### **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.
- Farewells are organized for the Retired staff.

### **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**

4, 08, 555/-

**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 declare 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 Feedback Performa's. Their presence and presentation before the NAAC team during NAAC visit was exemplary.

#### **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. Their presence and presentation before the NAAC team during NAAC visit added a feather in the cap.

#### **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 are 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. New herbal plants and flowering plants were added to herbal garden and College campus.

## Criterion – VII

### **7. Innovations and Best Practices**

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

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 like green-boards, flowcharts, Overhead Projectors, LCD Projectors, laptop etc. to facilitate the faculty for teaching, learning and research. ICT are extensively used through computers and internet facilities. There are generators for continuous power supply.
- 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.
- Inter-disciplinary add-on-courses are being run in the college.
- There are ample library facilities for effective teaching learning process and research work for faculty. Every department has its own library.
- Complete automation of Library with INFLIBNET & OPAC facilities.
- 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.

- A Digital portal '**mdsdcollegealumni.com**' has been launched on the college website. Through the link 'Alumni', the past and present students can register online on this portal. Through this portal the college can network with the students and track their 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.
- The college has an opinion desk where students can openly display their remarks on the contemporary issues in a democratic way.
- Our college Management supports and ensures the professional development of the faculty through participation in Seminars, Conferences, Workshops and Orientation Programmes etc.
- 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 and Passports 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.
- A lecture on Demonetization is also organised .The students were informed about pros & cons of demonetization & were motivated to adopt cashless transaction techniques. They were told about the immense potential of e-commerce.
- The college organized a talk for the students regarding need and information related to digital transactions the students were apprised of the benefits of cashless payments. They were taught the different methods of doing digital transactions.
- College students applied for deployment in block level National Youth Clubs to the Nehru Yuva Kendra.
- College authorities always keep in mind the security and safety of girls. So to keep an eye on activities, CCTV cameras have been installed.

7.2 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, and
- 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. Active Career & Placement Cell works tirelessly to give updated relevant information and knowledge to the students. The students are given guidelines about various vistas of higher education and prepared to clear written tests, GDs and Interviews for various job opportunities. Data bank for career options is maintained and interviews from outside

organisation are conducted from time to time. A big number of Career Guidance books are available in the Library.

- 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 coloured 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  N

**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 (2016-17) 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 courses.
- The numbers of student placed in job is comparatively lesser.

### **Opportunities**

- Effort will be channelized for opening new course 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.
- Many other institution have started organising Pool-campus drives in which our students will also be able to participate and get more job opportunities.

### **Threats**

- Raising the strength of the number of student is a threat due to the proposal of more Govt. colleges in the city's surrounding areas.
- The college has to bear the locational disadvantage.
- The college being an undergraduate college, there are fewer placement opportunities as compared to PG Colleges.



7 **Plans of the Institution for the Next Year**

- To establish more national / international linkages with G.Os and N.G.Os for extension activities training and placement.
- To organise Placement fest in the college and participate in Pool Campus Drives for Placement of better percentage of students.
- To fill vacancies of Regular Teaching Non-Teaching faculty.
- Up gradation infrastructure and equipment.
- Installation of more CCTV cameras.
- Addition of books in library and book-bank.
- To promote faculty participation in International Level seminars.
- To promote Research Activities.
- To ensure completion of MRP by faculty.
- Writing and presenting research papers at International seminars, conferences etc.
- To apply for new centralized / state govt. Grants.

Name  
*Onika Dhamija*  
Mrs. Onika Dhamija

Signature of Coordinator IQAC

Name  
*Kiran Angra*  
Dr. Kiran Angra

Signature of Chairperson IQAC

Annexure I

PLAN OF ACTION

(ACADEMIC CALENDAR)

(2016-17)

<b>Month</b>	<b>Society</b>	<b>Activity to be done</b>
July, 2016	Cultural Society	Inauguration of Academic Session with 'Havan'
	N.C.C./N.C.C./Eco Club	Tree Plantation
August, 2016	Alumni Association	Alumni Meet
	N.S.S./N.C.C./Red Ribbon Club	1) Lectures on Social Issues 2) Independence Day Celebration 3) International Youth Day celebration
	Literary Society	<ul style="list-style-type: none"> <li>• Inter-college Patriotic Songs contest</li> <li>• Declamation contest</li> </ul>
	Nehru Studies Centre	<ul style="list-style-type: none"> <li>• Essay Writing Contest</li> <li>• Poster Making Contest</li> </ul>
	N.S.S./Career Guidance & Placement Cell	Quiz contest seminar on career options
	N.C.C.	Quiz contest on Nation's Martyrs
September, 2016	Red Cross/N.C.C./Eco Club	Seminar on causes and prevention of fatal diseases
	Red Cross	Poster Making competition
	Commerce Society	Teacher's Day Celebration
	Cultural Society	Talent Hunt Competition
	Women Cell	Workshop on Hobby Ideas
	Literary Society & Dept. of Hindi	Essay writing competition declaration contest
	Career Guidance & Placement Cell	Workshop on Accounting Practices/Cosmetology as career options
	N.S.S.	N.S.S. Day celebration- spiritual talks
October, 2016	Red Ribbon Club	Action Program on Blood Donation
	Literary Society	Distt. Level Declamation contest
	NSS	Spiritual talks in collaboration with various organisations

October, 2016	Career Guidance & Placement Cell	To organise career-cum placement fest
	Nehru Studies Centre	To organise National Seminar
November, 2016	N.S.S. & N.C.C.	To organise activities in National Integration Week(31/10/16 to 6/11/16)
	Red Cross Society	Awareness on Road safety & traffic rules
January, 2017	Commerce Dept./Career Guidance & Placement Cell	Lecture on Current Economy
	N.C.C./N.S.S.	Republic Day celebration
March, 2017	N.S.S.	7 days N.S.S. Camp
	Literary Society	State Level Sudarshan Kumar Bansal Memorial declamation & Chaman Lal Aggarwal Memorial poetical recitation contests
	Dept. of Hindi/Literary Society	Matri Bhasha Diwas & Poster Making competition
	Career Guidance & Placement Cell	Seminar on career related avenues-Placement initiatives
	N.C.C./N.S.S./Red Cross	Blood Donation Camp

## Annexure II

**Action Taken Report**

<b>Society</b>	<b>Date</b>	<b>Action Taken</b>
<b>July, 2016</b>		
<b>Cultural Society</b>	15 <sup>th</sup> July, 2016	'Havan' on Inauguration of Academic Session 2017-18
<b>N.C.C./N.S.S. Eco Club</b>	19 <sup>th</sup> July, 2016	Tree-Plantation Programme in collaboration with 'Dainik Jagran'
<b>Eco Club</b>	31 <sup>st</sup> July, 2016	Tree Plantation Drive
<b>August, 2016</b>		
<b>N.S.S. Units</b>	2 <sup>nd</sup> August, 2016	Lecture on Social Issues
<b>Eco Club and Red Cross Society</b>	7 <sup>th</sup> August, 2016	Tree Plantation Drive in collaboration with Inner Wheel Club & Rotary Club & Dainik Bhaskar Daily'
<b>N.S.S. Units</b>	9 <sup>th</sup> -23 <sup>rd</sup> August, 2016	Independence to celebrations
<b>Literary Society</b>	9 <sup>th</sup> August, 2016	Inter-college Patriotic Song Contest
<b>Career Guidance Placement Cell</b>	11 <sup>th</sup> August, 2016	Seminar career options in collaboration with Bulls Eye, Chd.
<b>N.S.S., N.C.C., Red Ribbon Club</b>	12 <sup>th</sup> August, 2016	International Youth Day celebration
<b>Red Cross Society, N.C.C. and N.S.S. units</b>	15 <sup>th</sup> August, 2016	Independence Day celebration
<b>Nehru Studies Centre</b>	19 <sup>th</sup> August, 2016	Essay Writing contest
	20 <sup>th</sup> August, 2016	A Poster Making competition
<b>N.S.S. Units</b>	23 <sup>rd</sup> August, 2016	Quiz contest
<b>N.C.C. Units</b>	25 <sup>th</sup> August, 2016	Quiz contest on Martyrs
<b>Literary Society</b>	26 <sup>th</sup> August, 2016	Declaration contest on women related issues in collaboration with Bharat Vikas Parishad, Maharishi Dayanand Shakha
<b>September, 2016</b>		
<b>Red Cross Units, N.C.C. Unit &amp; Eco club</b>	1 <sup>st</sup> September, 2016	Seminar on Dengue and Chickengunia in collaboration with Civil Hospital
<b>Red Cross Unit</b>	5 <sup>th</sup> September, 2016	Poster Making Competition
<b>Commerce Society</b>	5 <sup>th</sup> September, 2016	Teacher's Day Celebration
<b>Cultural Society</b>	6 <sup>th</sup> September, 2016	Talent Hunt Competition
<b>Women Cell</b>	7 <sup>th</sup> September, 2016	Workshop on Hobby ideas in collaboration with Fevicryl Hobby ideas
<b>The Literary Society &amp; Dept. Of Hindi</b>	14 <sup>th</sup> September, 2016	Essay Writing Competition
<b>Career Guidance &amp; Placement Cell</b>	16 <sup>th</sup> September, 2016	Workshop on Accounting Practices in collaboration with MGM Education & ICA
<b>N.S.S.</b>	24 <sup>th</sup> September, 2016	Participation in N.S.S. Day celebration at KUK
<b>October, 2016</b>		

<b>Red Ribbon Club</b>	3 <sup>rd</sup> October, 2016	Movie on teach AIDA
<b>Career Guidance &amp; Placement Cell</b>	6 <sup>th</sup> October, 2016	Workshop on Cosmetology in collaboration with VLCC
<b>Literary Society</b>	15 <sup>th</sup> October, 2016	District level Declamation Contest organised in collaboration with Shri Sathya Sai Sewa Organization, Chd.
<b>N.S.S.</b>	17 <sup>th</sup> October, 2016	Spiritual Talk on “Purpose of Life” in collaboration with Shri Sathya Sai Seva Organization Ambala
<b>Nehru Study Centre</b>	22 <sup>nd</sup> October, 2016	Pandit Jawaharlal Nehru & Indian Nationalism
<b>N.S.S.</b>	25 <sup>th</sup> October, 2016	A Spiritual Talk on Personality Development through Meditation in collaboration with Sawan Kripal Ruhani Mission Kripal Ashram Ambala
<b>Career Guidance &amp; Placement Cell</b>	27 <sup>th</sup> October, 2016	Career-cum-placement Fest
<b>N.S.S. &amp; N.C.C. Units</b>	31 <sup>st</sup> October-6 <sup>th</sup> November, 2016	National Integration Week
	31 <sup>st</sup> October, 2016	Oath of National Integration & Run for unity  Intra-college Essay writing competition  Slogan writing & Poster Making competition
<b>November, 2016</b>		
	4 <sup>th</sup> November, 2016	Poetry/Geet Writing competition on “National Integration”
	4 <sup>th</sup> November, 2016	Declamation contest on National Integration
<b>Red Cross Society</b>	8 <sup>th</sup> November, 2016	A written test on “Road Safety & Traffic Rules”
<b>January, 2017</b>		
<b>Commerce Department/N.S.S. Units/Career Guidance &amp; Placement Cell</b>	16 <sup>th</sup> January, 2017	Lecture on Demonetization
<b>Rotaract Club</b>	19 <sup>th</sup> January, 2017	Woollen distribution Drive by Rotaract Club in collaboration with Rotary Central, Ambala City
<b>NCC &amp; NSS</b>	26 <sup>th</sup> January, 2017	Republic Day celebration
<b>Cultural Society</b>	31 <sup>st</sup> January, 2017	Grand Cultural Show presented to NAAC Peer Team
<b>March, 2017</b>		
<b>Hindi Department &amp; Nehru Study Centre</b>	7 <sup>th</sup> March, 2017	1) Matri Bhasha Diwas 2) Poster Making competition on cultural diversity
<b>Literary Society</b>	10 <sup>th</sup> March, 2017	State Level Sudershan Kumar Bansal

		Memorial
<b>N.S.S.</b>	23 <sup>rd</sup> -29 <sup>th</sup> March, 2017	7 Days special N.S.S. camp highlights: Talk on 1) Skill Development 2) Observance of World T.B. Day 3) Motivational Talk for Eye Donation by Shri Ravi Arvind ji President Madhav Netra Bank 4) Motivational Talk for Blood Donation 5) Awareness about First-aid in collaboration with District Training Officer Red Cross Society 6) Visit to old age home 7) Rally on Environment issue & cultural Diversity & 'Beti Bachao or Beti Padhao' 8) Visit to Leprosy Colony 9) Physical fitness training, Karate training for self-defense 10) Workshop on Cash-less transaction models, after Demonetization 11) Career Guidance Lectures
<b>Career Guidance &amp; Placement Cell</b>	28 <sup>th</sup> March, 2017	1) Seminar on GST and Digital Transactions in collaboration with MGM Education 2) Seminar on career option and potential job opportunities in Banking, Railway and Government sectors in collaboration with Bulls Eye
<b>NCC &amp; NSS &amp; Red Cross</b>	29th March, 2017	Blood Donation Camp
<b>Career Guidance &amp; Placement Cell</b>	6th April, 2017	Participation in Pool Campus Drive organized by AIMT