

AQAR (2013-14)

Annual Quality Assurance Report (AQAR) of the IQAC



***RR BAWA DAV COLLEGE FOR GIRLS,
BATALA- 143505, DIST. GURDASPUR (PUNJAB)***

(Reaccredited with 'A' grade by NAAC)

Managed by DAV College Managing Committee, New Delhi

Affiliated to Guru Nanak Dev University, Amritsar

Website: www.rrbdavc.org

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The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	RR Bawa DAV College For Girls,
1.2 Address Line 1	RR Bawa DAV College for Girls,
Address Line 2	Smadh Road,
City/Town	Batala (Distt. Gurdaspur)
State	Punjab
Pin Code	143505
Institution e-mail address	rrbawadavcollege@yahoo.co.in
Contact Nos.	01871-240357
Name of the Head of the Institution:	Prof. Dr. (Mrs.) Ajay Sareen
Tel. No. with STD Code:	01871-240357
Mobile:	9781532532

Name of the IQAC Co-ordinator:

Mrs. Meenu Mehta

Mobile:

9417173535

IQAC e-mail address:

rrbawadavcollege@yahoo.co.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

13905

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/62/RAR/016

1.5 Website address:

www.rrbdavc.org

Web-link of the AQAR:

<http://rrbdavc.org/rrbawa/asp/asp/AQAR/AQAR.aspx>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.00	2004	5 Years
2	2 nd Cycle	A	3.06	2013	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

15.07.2002

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

2013-14

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

AQAR 2012-13 submitted to NAAC online Sept. 2014

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science, Computer App.,
Cosmetology and Fasion Designing

1.12 Name of the Affiliating University (for the Colleges)

Guru Nanak Dev University, Amritsar.

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

Autonomy by State/Central Govt. / University N/A

University with Potential for Excellence	<input type="checkbox" value="X"/>	UGC-CPE	<input type="checkbox" value="X"/>
DST Star Scheme	<input type="checkbox" value="X"/>	UGC-CE	<input type="checkbox" value="X"/>
UGC-Special Assistance Programme	<input type="checkbox" value="X"/>	DST-FIST	<input type="checkbox" value="X"/>
UGC-Innovative PG programmes	<input type="checkbox" value="✓"/>	Any other (<i>Specify</i>)	UG Level Innovative Program in BA (Women Empowerment)
UGC-COP Programmes	<input type="checkbox" value="✓"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="4"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="10"/>
	Non-Teaching Staff <input type="text" value="4"/> Students <input type="text" value="3"/> Alumni <input type="text" value="3"/> Others <input type="text" value="22"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="3 Lac Sanctioned"/> <input type="checkbox" value="✓"/> <input type="checkbox"/>
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

- Effective Administration
- Effective Pedagogy
- Human Resource Development
- Healthy Living

2.14 Significant Activities and contributions made by IQAC

- Different Seminars held for improving the standard of Education
- Development of ICT Techniques
 - Inculcating Moral Values
 - Framing Healthy and Innovative Practices
 - Developing Human Resources
 - Developing Rapport among all stakeholders and receiving feedback from them
 - Creating balance between the needs of the society and inputs of the Institution.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Paper-free Office	Partially achieved
Development of ICT in Pedagogy	Partially achieved
Human Resource Development	Partially achieved

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Appreciation by the management in Quality Enhancement
- Suggestions imparted for further improvement in terms of computerisation of data
- Suggestions imparted to introduce more PG's and Vocational Courses

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	3	Nil	2	Nil
UG	12	Nil	6	Nil
PG Diploma	3	Nil	2	3
Advanced Diploma	4	Nil	2	4
Diploma	6	Nil	2	6
Certificate	6	1	2	7
Others	4	Nil	3	4
Total				
Interdisciplinary	11	Nil	6	7
Innovative	1	Nil	Nil	1

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

Pattern	Number of programmes
Semester	BA/B.Sc./BCA/IT/B.Com.(P&R)/PGDCA/DCA/M.Sc.(IT/CS)/All Dip. (All 1 st & 2 nd Years)- 21
Trimester	1
Annual	BA/B.Sc.III/BCA/IT/B.Com.(P+R)/Eco./N.M./CSC/Med./CND (All 3 rd Year)-12

- 1.3 Feedback from stakeholders* (On all aspects)
- | | | | | | | | |
|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|-------------------------------------|
| Alumni | <input checked="" type="checkbox"/> | Parents | <input checked="" type="checkbox"/> | Employers | <input checked="" type="checkbox"/> | Students | <input checked="" type="checkbox"/> |
| Mode of feedback : | Online | <input checked="" type="checkbox"/> | Manual | <input checked="" type="checkbox"/> | Co-operating schools (for PEI) | | <input type="checkbox"/> |

*Please provide an analysis of the feedback in the Annexure

Annexure 1.3

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

No, As per GNDU Guidelines

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

Holistic Health Hub

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	11	12	01	-

2.2 No. of permanent faculty with Ph.D.

6

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
1	8	-	-	-	-	-	-	1	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

3 45 48

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	11	-
Presented papers	01	06	-
Resource Persons	-	01	01

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

Through Students Oriented Seminars using ICT Techniques strating from UG to PG Level

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

182

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

Unit Test, Class Test, Internal Assessment

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

2 4 Nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

More than 75%

2.11 Course/Programme wise
distribution of pass percentage :

Annexure 2.11

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

Sr. No.	Contribution in the form of Suggestions	Implementation and Evaluation
1.	Unit Test	It helps in proper revision of Syllabus
2.	Student Seminar	It boosts the confidence of students
3.	Class Test	Improves the attendance in classes
4.	Use of ICT Techniques (Students as well as Teachers)	It makes students computer saviour and improves teaching skills of teachers.

2.13 Initiatives undertaken towards faculty development

Annexure 2.13

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	Computer Training provided by Mr. Jatinder Sharma, Bitfield Solutions, Amritsar regarding maintaining attendance register in software form to teaching as well as Non-Teaching staff.
Summer / Winter schools, Workshops, etc.	-
Others	07 FDP Programme by College

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	13	8	Nil	33
Technical Staff	-	1	-	07

Criterion – III

3. Research, Consultancy and Extension

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

IQAC place a very significant role in Sensitizing/ Promoting Research Climate in the institution. The members of IQAC screen the major and the minor research projects submitted by the faculty for various sources of grants. The IQAC also encourages the Department for the organisation of National Seminar & Conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	4
Outlay in Rs. Lakhs	-	Rs. 18 Lakhs	-	60 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	05
Outlay in Rs. Lakhs	-	-	-	Rs. 17.5 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	08	-
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	5 Years 12 th Plan	UGC	Rs.18 Lakhs	Rs.3 Lakhs
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs. 18 Lakhs	Rs. 3 Lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	4 (Annexure 3.11)
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year 12

Total	International	National	State	University	Dist	College
14	1	1	8	1	2	4

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

N/A

N/A

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

N/A

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **200 (College Level)**

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 :

Annexure 3.25

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility: **08 (Annexure 3.26)**

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	6.5	Nil	-	Nil
Class rooms	29	06	Donation	35
Laboratories	18	03	MP Fund Self Fund	21
Seminar Halls	01	-	MP Grant	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	06	UGC	06
Value of the equipment purchased during the year (Rs. in Lakhs)	14 Lakh	08 Lakh	UGC	22 Lakh
Others	-	-	-	-

4.2 Computerization of administration and library

YES

4.3 Library services:

Annexure 4.3

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9981	-	728	128836	10709	-
Reference Books	22636	-	539	201638	23175	-
e-Books	80000	-	-	-	80000	-
Journals	71	-	-	75	65	5000
e-Journals	3800	-	-	-	3800	-
Digital Database	32617	-	-	-	33884	-
CD & Video	150	-	17	-	167	-
Others (specify)	26	-	-	-	26	-

4.4 Technology up gradation (overall)

Annexure 4.4

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90	05	All	X	12	02	07	01
Added	40	01	All	X	06	01	NIL	X
Total	130	6	All	X	18	03	07	01

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

- | |
|--|
| <ol style="list-style-type: none">1. Yes, faculty is given training under FDP2. The lease line facilitates the departments with Internet & Intranet facilities. |
|--|

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.5 Lakh
ii) Campus Infrastructure and facilities	30 Lakh
iii) Equipments	2.5 Lakh
iv) Others	5 Lakh
Total :	41 Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Alumni stakeholders, being the representatives of IQAC plays a significant role in IQAC. They give their available suggestions for the planning and implementation of the course of action to be taken. In the Alumni Association of meeting of this year it has been decided that every year the Alumni Meet will be organized on 'Basant Panchami' so as to maximize the number of participants in the meet.

5.2 Efforts made by the institution for tracking the progression

It is done through/via

- Media Coverage in Newspapers, Cable etc.
- Newsletter
- Prospectus
- Convocation
- Facebook
- Various Stakeholders

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
1465	206	-	71	1742

(b) No. of students outside the state

88

(c) No. of international students

Nil

Men	No	%	Women	No	%
	-	-		1742	100

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1304	105	00	282	02	1693	1083	266	00	391	02	1742

Demand ratio 100%

Dropout 2%

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

31 Students: Annexure 5.4

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The counselling and career guidance cell actively works throughout the year beginning from the admission period till examination period. Lectures and Seminars from the various Guest and the Visiting Faculty are arranged to guide the students regarding various opportunities in their fields. The PG Students of the College are mainly focussed.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	25	-	01

5.8 Details of gender sensitization programmes

Annexure 5.8

1. Women's Studies Centre
2. Human Rights Cell
3. Dept. of Economics
4. Dept. of NSS
5. Dept. of Sociology

5.9 Students Activities

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

Annexure 5.9.1 (a)

State/ University level National level International level

No. of students participated in cultural events

Annexure 5.9.1 (b)

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

Annexure 5.9.1 (a)

Cultural: State/ University level National level International level

Annexure 5.9.1 (b)

5.10 Scholarships and Financial Support:

Annexure 5.10

	Number of students	Amount
Financial support from institution	410	610200
Financial support from government	-	-
Financial support from other sources	9	45600
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives:

Annexure 5.11

Fairs : State/ University level/ National level International level

College Level

Exhibition: State/ University level National level International level

College Level

5.12 No. of social initiatives undertaken by the students

Annexure 5.12

5.13 Major grievances of students (if any) redressed: **5 / 7**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision :

Our vision is to "Empower women through Education." The college has a concrete, multilayered strategy to turn this vision into reality. To enhance the employability of young women and to make them entrepreneurs in life, the institution runs a number of career-oriented and vocational courses alongwith the regular ones. With the rare amalgamation of the ancient Vedic culture, Indian traditions and Modern technology, the institution aims at creating the best human resources reservoir to produce world-class professionals and citizens.

Our Mission :

As an institution, our mission is 'Sa Vidya Ya Vimuktaye' which means 'Education Liberates'. At RR Bawa DAV College, 'Education' is synonymous with 'Liberation'; liberation from all shackles, liberation from all vices, liberation from cruel customs and unjust traditions. The college expends all its resources, human as well as material, to emancipate the female population of the society in every possible way. Overpowering their fears and obstacles, the students exhibit their potential in Academics, Sports, NCC, NSS, Cultural and other activities & win recognition for themselves as well as for their alma-mater.

6.2 Does the Institution has a management Information System

Yes,

College website, www.rrbdavc.org

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

6.3.1 Curriculum Development

Members of board of studies/ faculty/directors

Member of Board of Studies

1. Mrs. Tirath Bala (Member of Board of Studies)
2. Mrs. Shabnam Prabha (Member of Board of Studies)

Member of Faculty

1. Mrs. Nihita Sharma (Member of Faculty of Life Sciences)
2. Mrs. Ekta Bhadari (Member of Faculty of Science)
3. Mrs. Lovely Sandhu (Member of Faculty of Social Sciences)
4. Mrs. Shabnam Prabha (Member of Faculty of Languages)

6.3.2 Teaching and Learning

Faculty Development Programme		
<u>16.11.2013 to 23.11.2013</u>		
Sr. No.	Dates	Activity
1.	16.11.13	Absentee Data Entry
2.	18.11.13	Basic Computer
3.	19.11.13	Working on Documents
4.	20.11.13	Working on Table Formats
5.	21.11.13	Social Networking
6.	22.11.13	Time Management
7.	23.11.13	Teaching Methodology

6.3.3 Examination and Evaluation

Annexure 6.3.3

6.3.4 Research and Development

Research:

1. Dr. (Mrs.) Hardeep Kaur- Functional issues in environmental strategic implementation in Indian corporate sector's Perceptions, Positions, Policies and Possibilities.
2. Dr. (Mrs.) Lucky Sharma- Role of Guru Ravidas Ji in World Peace.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Annexure 6.3.5

6.3.6 Human Resource Management

Annexure 6.3.6

6.3.7 Faculty and Staff recruitment

Annexure 6.3.7

6.3.8 Industry Interaction / Collaboration

1. Visit to Stock Exchange in March 2014
2. H. Sc. Deptt. In College by Pidilite Industries

6.3.9 Admission of Students

1742

Annexure 6.3.9

6.4 Welfare schemes:

Annexure 6.4

Teaching	Society/ Group Insurance
Non teaching	„
Students	Help line (Concessions, State Concessions, College Adm. & LMC)

6.5 Total corpus fund generated

1, 10,800

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	Punjab Govt.	✓	DAV
Administrative	✓	„	✓	C.A.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Table marking
Semester System
External duty of Faculty in both Practical & Theory

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:

Annexure 6.11

The Alumni Meet is held every year as Punar Milan Diwas on Basant in the month of Jan./Feb. The Life members and the ordinary members of the Alumni Association participate and keep in touch with Dean, Alumni of the college through Social Networking.

6.12 Activities and support from the Parent – Teacher Association

The regular PT Meet is organised by the Parent-Teacher Association of the College especially regarding the problems of the boarders, science students and other students of the professional courses.

6.13 Development programmes for support staff

Group Insurance Scheme has been provided for the benefit of the employees.

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

1. Tree Plantation by NSS
2. Rain water harvesting

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.

Celebrations of birthdays of LMC members, faculty members (Teaching & Non-teaching) & willing students.
No. of birthdays Celebrated- 37 (Teaching) & 13 (Non-teaching)

6 (LMC members)
6 (Students)

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

General meeting was held regarding annual duties noted by Staff & Assistant Staff Secretary.

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

1. Birthday Celebration of LMC, faculty & staff.
2. Donation of a book to the college main library by the faculty and staff on their birthdays.
3. Plants are presented to the guests under the scheme of 'Go Green'.
4. 'Om Dhawaj' is presented to all the guests by Swami Dyanand Studies Centre.

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

7.4 Contribution to environmental awareness / protection

1. Rain water harvesting unit
2. Plants are presented to all guests

7.5 Whether environmental audit was conducted? Yes No

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

The regular feedback is taken from the guest faculty/visiting faculty, delegates of various conferences and seminars, peer group visiting the institution during the practical examination, students and Alumni.

8. Plans of institution for next year

- More PG Course
- Skill Oriented Courses
- Step towards paperless offices
- Eco-friendly ambience

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
