



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		R. R. BAWA DAV COLLEGE FOR GIRLS
Name of the head of the Institution		Prof. Dr. (Mrs.) Neeru Chadha
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01871240357
Mobile no.		8968247732
Registered Email		neeruchadha@yahoo.co.in
Alternate Email		rrbawadavcollege1965@gmail.com
Address		RR Bawa DAV College for Girls, Smadh Road Batala, Distt. Gurdaspur Batala
City/Town		Batala
State/UT		Punjab
Pincode		143505

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mrs. Shabnam Prabha
Phone no/Alternate Phone no.	01871240357
Mobile no.	9465672898
Registered Email	rrbawadavcollege1965@gmail.com
Alternate Email	neeruchadha@yahoo.co.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://rrbdavc.org/pdf/agar_report%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://rrbdavc.org/pdf/academic-calendar-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.06	2013	05-Jan-2013	04-Jan-2018
1	B++	80.00	2004	05-Jan-2004	04-Jan-2009

6. Date of Establishment of IQAC	15-Jul-2002
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Bird Houses	30-Jul-2019 24	50
Polyethene Free Campus	21-Aug-2019 24	500
Donating Books in Library	14-Sep-2020 24	20
Green Revolution	27-Sep-2019 24	50
Use of Waste Paper	13-Aug-2019 24	20
Remedial Classes	20-Aug-2019 24	21
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Sukhjinder Singh Randhawa	State Govt.	2019 365	100000
Institution	Swami Dayanand Saraswati	UGC	2019 365	378000
Institution	Seminar	UGC	2019 365	112372
Institution	MHRD UBA	Central Govt.	2019 365	50000
Institution	Youth Welfare	State Govt.	2019 365	25000
Institution	NSS	State Govt.	2019 365	29400
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Timely Submission of AQAR Report.
Preparation of AQAR
Proposal of Online Session for preparation of IAS/PCS for outgoing students
Conduct of Remedial Classes for week and merit students.
Smooth conduct of online classes and examination during COVID19. College Building offered as Quarantine Centre. Contribution towards Environment Protection Organisation of Seminars Lectures for quality enhancement

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Significant Contribution	<p>1. Under the UGC program of Swachhta Ranking of Higher Education. Our college inspected by joint body of UGC & Ministry of HRD Govt. of India. Two colleges from Punjab were selected for Swachhta Ranking of higher education and our college was one of them.2. Poshan Maah was organised from 11th September to 18th September 2019.3. A Special Teachers Training Program was organised under the ICT upgrading system.4. From 16th January to 31st January College NSS Unit conducted a activities on Swachhta Pakhwarah under the theme Plastic se Raksha Swachhta he Suraksha5. A Huge Blast took place near our college at fire cracker factory Batala on 4th Sept 2019. NDRF Team was deployed for the rescue operation and our college provided lodging & boarding facilities keeping in mind our social responsibility towards the society. 6. During COVID 19 pandemic Spreading across the country. Our college provided the facilities and converted into quarantine centre from 24th march 2020</p>

to 25th August 2020. Our institution severed as a notified centre to help the administration in fighting the against COVID-19.7. During Lok Sabha Election 2019 Pink Polling booth was setup in our college premises. To felicitate the women voters in all respects, special arrangement were done for pregnant women, person with disabilities. It was selected one of the best booth in our area. 8. Polythene Free Campus 1st August, 20189. Ban on One time use Plastic 2nd October, 201810. Plantation Drive is regular practice in our college.

Annual Trade Fair

Annual Trade Fair was held on 16th February 2020 and the Chief Guest was Mr. Sunny Deol, M.P, Gurdaspur.

Annual Sports Day

Annual Sports Day was held on 28th February 2020 and the Chief Guest was Sh. Balvinder Singh, SDM, Batala.

Mid Term Examination

Mid Term Examination held from 21th September, 2019 to 28th October, 2019. Even Semester Exam could not be conducted due to Covid 19 Pandemic

Teej Festival & Talent Hunt

Teej Festival & Talent Hunt was held on 03th August, 2019.

Prize Distribution Function

Prize Distribution Function was held on 29th January, 2020. Chief Guest was Sh. Shiv Raman Gaur, IAS and Sh. B.K Mittal Secretary DAV CMC New Delhi.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	27-Jul-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

06-Sep-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission	27-May-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The administrative setup is partially decentralized. Principal, being the head of the institution has the ultimate power so far as administrative/financial matters are concerned. Principal is dependent upon various administrative/academic bodies for taking various decisions. The administrative functions of the institution are mostly carried out by the different sections/departments and personnel of the institution in a participatory and Collaboratory manner through committees in the manner represented below: IQAC is the central body headed by principal for decision making. All important issues/strategies are initially passed in IQAC and then implemented. The whole system is decentralized further into various bodies for effective functioning of the college. IQAC ensures the growth of the stakeholders in all directions academics, cultural, social and moral thus, making them empowered, independent self reliant. Management Information System is an information system used in decision making, coordinating, controlling analysis and visualization of information in an institution. MIS in our institute is used for ledgers to keep track of accounting by using high speed network. MIS assembles, process, store, retrieves evaluates and disseminates the information. Under MIS two systems are used in the college. (i) BSIM (ii) Bit Fields Solutions 'BSIM' Software is used to keep record of admission, student profile, results, attendance their fee record and payroll of an employee in General Office. Our college library is using 'Bit fields solutions' software to keep track on books (issue, return), periodicals like journals, magazines, newspaper, print and electronic media. This software helps to find books and magazine to view the stockpiling.</p>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college ensures that the prescribed syllabus is effectively delivered to the students in a planned manner with all the required details for the best of comprehension of the learners. The following methodology is adopted and implemented: (a) Semester-wise timetable is prepared and put on the students-notice-board at the beginning of each semester. (b) Subject-wise and term-wise syllabus is planned and divided, and the same is e-mailed to the students. The principal through the heads of the departments supervises that it is strictly observed. (c) Departmental meetings are convened and the head of each department discusses various relevant points in detail to find out the ways adopted by their respective teachers and the problems faced, if any. (d) Unit-wise planning of the teaching is organized and the same is implemented. (e) To watch that the learner is comprehending the lectures, class-tests are held. (f) House Examinations or Mid-term tests are also organized when the required or fixed percentage of the prescribed syllabus is finished. Tentative dates of exams are intimated well in advance. (g) The college ensures that each subject gets the same number of teaching hours as allocated and required by the university. (h) Resource Persons either from outside or within the college are requested for extension lectures. (i) Visits of the students under the guidance of a deputed teacher are arranged to different organizations within the city or outside of it. (j) Each department is authorized to conduct its own departmental activities. Most of them organize such activities to sensitize students about Moral Values, Environmental Issues, Human Resources, Gender Issues, Drug De-addiction, etc. which pose challenges to society. Some of the college departments organize Inter-class competitions, such as, quiz, debate, declamation, PPT, Poster Making, Slogan Writing, Rangoli Competitions, Guest Lectures, Workshops, Exhibitions etc. to acquaint learners with the niceties of the respective subjects to prepare students to participate in the inter college academic competitions if there is any. The Departments of Computers, Mathematics, Political Science, Women Empowerment, Cosmetology, Punjabi, Fine Arts, Fashion Designing, Home Science, Commerce & Science etc., are worth mentioning here. The end of each session, we obtain feedback from the students. The same is forwarded to the university for their information and necessary action. Though syllabus-designing is the prerogative of the university, the college too has framed syllabuses for various courses, such as, i) PG Diploma in Health Care ii) BA with Women Empowerment iii) Certificate Course in Human Rights iv) Advanced Diploma in Beauty and Fitness v) Certificate/Diploma Course in Bio-technology vi) Certificate/Diploma Course in Banking & Insurance vii) Certificate/Diploma Course in Hotel Management, Travel & Tourism, etc. and ensures their effective delivery under the designation conferred on the institution as Community College. Also the college has a number of practical laboratories in the Department of Computer Science and Technology, Department of various Science subjects, such as Physics, Chemistry, Botany, Zoology, Department of Fashion Designing, Cosmetology, Home Science, Fine Arts, Psychology & Music. Above all, teachers extend full cooperation and develop a very conducive

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	1. Students of B.Sc. (F.D) Sem-VI attended One Month Industrial training, NMR Knit fab Pvt. Ltd., , Swami Textile and World Wide Textiles, Ludhiana (07/06/2019 To 06/07/2019)	39
BSc	2. Students of B.Sc. (CND) Sem-VI on 7th July 2019 Students participated in first round of LG Malika-E-Kitchen Cooking contest at Amritsar Certificates & Prizes were given to participants.	10
BSc	3. B.Sc. C.N.D Sem Vth Students underwent a ten days of on the job Hospital training at Fortis Escort hospital Amritsar from 2nd June 2020 to 11th Jan 2020.	8
BSc	4. On 25th Feb 2020	27

	under the community nutrition program students of B.Sc. C.N.D Sem Vth & B.A Sem Vth students delivered a lecture on adolescent diet, Junk food & Different diseases in Village Chhina.	
BSc	5. 20 students of B.Sc (Med) were escorted to Amritsar on 12th Sept. 2019 to pay respect to the Golden Temple. Students learn the modes of maintaining cleanliness & the level of Hygiene in the preparation of dishes in the langar i.e community nut.	20
BSc	6. 25 students of B.Sc.(Med) Sem II,IV,VI were shepherded to wonder Hotel of the city on 14.09.2019. Students learn how to maintain Kitchen in a proper order of Hygiene.	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>As far as curriculum is concerned, majorly it is the prerogative of the GNDU, Amritsar to frame and revise the same. But still the college seeks feedback from various stakeholders i.e. teachers, employers, alumni, parents, students on the aspect of curriculum. The feedback is a major factor in determining curriculum. It helps in fixing the difficulty level of the learners. The curriculum committee of the college under the lead of the principal establishes the entry behavior of the students of various classes, subject wise, keeping in mind what they have learnt so far from the last year curriculum prescribed, the next year curriculum is based and graded upon it. The feedback collected is analyzed. The feedbacks are initially bifurcated faculty wise then department wise and subsequently class wise. Random Sample Methods is used to collect sampling. On the basis of that the analysis of the feedback is calculated with</p>

the help of statistical methods. As far as utilization of feedback is concerned, various teachers put forth the suggestions/recommendations in the meeting of BOS held in GNDU, Amritsar for the further revision of the curriculum.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HUMANTIES	300	93	93
BA	WOMEN EMPOWERMENT	30	7	7
BCA	COMPUTER	60	35	35
BCom	COMMERCE	75	57	57
BSc	COMPUTER SCIENCE	60	50	50
BSc	ECONOMICS	60	15	15
BSc	FASHION DESIGNING	60	47	47
BSc	INFORMATION TECHNOLOGY	60	14	14
BSc	MEDICAL	60	36	36
BSc	NON MEDICAL	60	34	34

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1226	297	40	15	19

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
74	74	203	9	1	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The session 2019-20 was functional both online and offline due to COVID-19, where half of the even semester

was switched to online mode, mentoring the students through different online platforms. A committee was formed to monitor the students' overall progress. Classroom tests, online quizzes, assignments and workshops with feedback and formative assessments were organised to assess the learning levels of the students. It provided information about learners intelligence and ability to adapt the online mode of classroom during the pandemic period. Various measures were carried out online and offline to strengthen the students learning ability. The advanced learners were provided special attention so that they may achieve merit positions in university examinations. It included competitive classes, online workshops and library sessions. These classes were arranged to prepare the advance learners for competitive examinations and to develop their skill and personality. It helped to develop and maintain a positive mind set to rectify disappointment and prepare themselves for the tough situations. The students were given online and offline references available on internet so that they could preserve the rich collection in their own e-libraries. It enabled the students to develop a strategy to prepare presentation or projects, identify and locate relevant literature, primary source materials and audio-visual references also. Slow learners have the ability to learn necessary academic skills at the slow rate so depending upon the general or specific nature of the weaknesses of the students the faculty took appropriate steps for the organization of remedial teaching for them. Remedial teaching included remedial classes offline and online with one to one discussion on difficult topics, mentoring and vocabulary building exercises. Remedial Classes are distributed into some homogeneous group on the basis of their common learning difficulties and identical weaknesses in the acquisition of the learning experiences in some or the other areas or aspects of the subject. These groups are then taught separately by the same teacher or different teachers according to the nature of difficulties and deficiencies. The weak area or aspects of the curriculum identified through diagnostic testing are properly attended by the teacher according to the needs of the students of the group on line and offline. Supervised Tutorial is the responsibility of overcoming the learning difficulties in some learning areas by the learners themselves. The role of teacher is confined to observe and supervise the learning activities so as to provide the necessary help to carry on their path of self-learning. Despite this, Vocabulary Building Exercises are used to develop students vocabulary and to encourage students to learn the use of unfamiliar words. Guidance and Counselling during lockdown period of COVID-19: The students were also provided the guidance and counselling regarding various notifications of the government actions and online apps like Arogyasetu, Cova, Local for Vocal so as to be a good support to their families during the tough times of COVID-19 the students of the fashion designing department contributed in making masks for the front liners in the city.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1523	55	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	12	9	1	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Prof. Dr. (Mrs.) Neeru Chadha/State Level	Principal	Best Principal Award by Deputy Commissioner Gurdaspur in the State Level Function.
2019	Mr. Harish Kumar Sharma/State Level	Associate Professor	Best Teacher Award on Teachers Day by Deputy Commissioner Gurdaspur in the

			State Level Function.
2019	Mrs. Ekta Bhandari/ State Level	Assistant Professor	Best Teacher Award on Teachers Day by Deputy Commissioner Gurdaspur in the State Level Function.
2020	Ms. Udesh Kumari/Local Level	Assistant Professor	Best Teacher Award on Republic Day by SDM, Batala
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSC (Non-Medical)	VI	14/05/2020	17/11/2020
BSc	BSC (Medical)	VI	14/05/2020	17/11/2020
BSc	BSC (Information Technology)	VI	14/05/2020	20/11/2020
BSc	BSC (Fashion Designing)	VI	14/05/2020	18/11/2020
BSc	BSC (Economics)	VI	14/05/2020	17/11/2020
BSc	BSC (Computer Science)	VI	14/05/2020	17/11/2020
BCom	BCOM	VI	14/05/2020	11/11/2020
BCA	BCA	VI	14/05/2020	20/11/2020
BA	BA (Women Empowerment)	VI	14/05/2020	10/12/2020
BA	BA	VI	14/05/2020	17/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college conducts various examinations to evaluate the students Continuous Internal Evaluation (CIE) at institutions level starts as soon as students enters the class. The basic elements in Continuous Internal Evaluation at Institutional Level consists: Routine class tests, Daily verbal response of students in class work, project presentation of students, Seminar, Workshops and assignments debates on open ended problems and keeping answer sheets of advanced learners in library for ready reference for slow learners. The examination committee schedule and execute the evaluation process in consultant with HoDs of the respective departments both online and offline mode. Internal Evaluation at Institutional Level moves around Mid-term exams which are

conducted prior to every semester exam strictly according to Academic Calendar Teachers cover 85 of syllabus from examination point of view and set question paper according to set pattern prescribed by University. After the pre-semester exams: teacher evaluate Answer Sheets and discuss question papers thoroughly in class to clear the all grievances of the students. The results of each test are strictly declared within a week of the conclusion of the text. Internal assessment tests and other measures are taken to judge the performance of students in effective manner. Student's performance is used by the faculty to identify slow and advance learners. To refine critical thinking among the students, various group discussions, debates, seminars etc. are organized. The institute believes firmly in continuous evaluation of the students for their sustained performance Hence a structured evaluation process has been designed and implemented for the session.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The committee consisting of the Principal and the Controller of examinations prepares the academic calendar well in advance before the commencement of the semester. The institution adheres to Academic Calendar for conduct of Continuous Internal Evaluation (CIE) Academic Calendar is prepared after a through discussion in Academic Council by the head of Institution along with Dean Academic the calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. Mid Term Exams or Pre-semester are conducted strictly according to the schedule prescribed in academics calendar. The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members which is based on their choice and the area of interest. Time table is displayed in the respective department notice boards. The performance of the students is assessed on the continuous basis by conducting mid-term exams. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation (CIE). The evaluated answer books are shown to the students to discuss the evaluation with respective subject teacher. The teacher clears their grievances on the spot if they have any. Each teacher follows a strict agenda that is discussed and approved by the head of their respective department. The students are given plenty of time before the examination to prepare and practice their concepts. The activities of the club and societies were also followed both online and offline during pandemic.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://rrbdavc.org/pdf/2-6-1.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA Part III	BA	HUMANITIES	68	68	100
BA (W. Emp.) Part III	BA	WOMEN EMPOWERMENT	11	11	100
BCA Part	BCA	COMPUTER	15	15	100

III					
B.Com Part III	BCom	COMMERCE	47	47	100
BSc (CS) Part III	BSc	COMPUTER SCIENCE	15	15	100
BSc (Eco) Part III	BSc	ECONOMICS	14	14	100
BSc (FD) Part III	BSc	FASHION DESIGNING	40	40	100
BSc (IT) Part III	BSc	INFORMATION TECHNOLOGY	22	22	100
BSc (Med) Part III	BSc	MEDICAL	38	38	100
BSc (NM) Part III	BSc	NON-MEDICAL	25	25	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://rrbdavc.org/pdf/2-7-1.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major	0	NIL	0	0

Projects

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Guru Nanak Dev University Zonal Youth Festival	Youth Welfare Department Runner Overall (IInd Prize up trophy)	06/10/2019
Nutrition Month Celebration	Home Science Department	04/10/2020
Declamation Competition organised on the birth Anniversary of Swami Virjanand Ji.	Swami Dayanand Study Center	14/10/2019
Tree Plantation drive organised to commemorate 550 Guru Nanak Birth Anniversary	UGC Chair Gandhian Study Center Botanical Society, bataala	17/10/2019
Clothing Accessories exhibition organized on Diwali Festival	Fashion Designing, Department	26/10/2019
Extension Lecture organized an integrity the way of life	Youth Welfare and N.S.S Department of College	02/11/2019
Green Diwali Celebrations to promote safe and environment friendly	Home Science Department	05/11/2019
An Extension Lecture organized on Forbidding the Use of Plastic	Under the Swachh Bharat Scheme by the Govt. of India	09/11/2019
Poster Making and slogan Writing Campaign organized	Under Gandhian Study Center NCC Wing of College	10/11/2019
Peace harmony Week Celebrated to enhance National Unity and integrity	Political Science, Punjabi, Economics, Commerce, Mathematics, Chemistry, English Department	22/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	Nil	0
International	NIL	Nil	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PUNJABI	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	105	25	Nil
Presented papers	Nil	2	Nil	Nil
Resource persons	6	3	Nil	Nil

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Spoken English	English Literary Society	5	12
Cooking	Home Science Club	5	12
Lecture on Moral Values	NSS	7	100
Run for Unity Marathon	NCC	3	50
Cleanliness Drive	NCC	9	40
Healthy Life Style	NCC	8	30

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachhta Ranking of Higher Institution 2019	Best Performer Award	UGC MHRD Govt. of India	50

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Equity	Gandhian Studies Center	An extension lecture: Polythene free life	4	70
Gender Equity	Women Studies Centre	Celebration of International Women's Day	3	80
Gender Equity	Legal Awareness Campaign	One Day Seminar on Women Empowerment	4	50
Gender Equity	Gandhian Studies Centre	An Extension on indispensabi lity of Water and management of Crop	6	70

		Residue: Parali		
Gender Equity	Women Studies Centre	Seminar on Iron deficiency	7	90
Gender Equity	Nutrition Week Celebrated	Lecture on diet for adolescence, growing age iron deficiency in girls	1	80
Gender Equity	Gandhian Studies Centre	Tree Planation Drive organised to Commemorate 550 Guru Nanak Dev Birth Anniversary	8	70
Gender Equity	Swami Dayanand Studies Centre	Essay and Slogan Writing Competition organized by Swami Dayanand Studies Centre on the topic Women Education and Vedic Updesh	6	53
Gender Equity	Botanical Society	International Ozone Day Awareness among students regarding Ozone Layer Depletion Sapling Plantation	5	35
Gender Equity	Swami Dayanand Studies Centre	550th Guru Nanak Birth Anniversary Sapling Plantation	7	27
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
Fashion Designing	Rihanna Industries	Ludhiana	05/06/2019	05/07/2019	35
Fashion Designing	NMR Knitfab	Ludhiana	05/06/2019	05/07/2019	40
Fashion Designing	OCM	Amritsar	05/06/2019	05/07/2019	40
Fashion Designing	World Wide Textiles	Ludhiana	05/06/2019	05/07/2019	40
BSc Clinical Nutrition Dietetics	Fortis Escorts Hospital	Fortis Escorts Hospital, Majitha Verka Bye Pass, Amritsar	01/01/2019	10/01/2019	05
Certificate Course in Banking Insurance	Punjab National Bank	Punjab National Bank, Batala /Manager	16/01/2019	18/01/2019	30
Certificate Course in Hotel Management Tourism	Govt. Institution of Hotel Management	Govt. Institution of Hotel Management, Gurdaspur	16/02/2019	20/02/2019	41
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Biotechnology • The Batala CoOp.Sugar Mills Ltd., Batala • Walia Diagnostic Centre, Batala • Sekhri Milk Products, Batala	03/03/2020	On Job Training of Students • Guest Lectures /Workshops by our experts • Hiring and Placement Services	23
Hotel Management Tourism • Ahaana Travels Batala • Mehta Travels, Batala • Hotel Park ViewHarkul Resort Pvt. Ltd., Batala • Best Western Merrion Hotel, Amritsar	05/12/2019	On Job Training of Students • Guest Lectures /Workshops by our experts • Hiring and Placement Services	27

Banking Insurance • Bajaj Allianz, Batala • Axis Bank, Batala • Punjab National Bank, Batala • Atul Seth Co. Chartered Accountant Batala • Money House, Batala	18/03/2020	On Job Training of Students • Guest Lectures /Workshops by our experts • Hiring and Placement Services	44
Beauty Fitness • Shahnaz Husain's Herbal Skin Hair Care Salon, Amritsar • Eat it RightWeight Loss Nutrition Clinic, Amritsar • VLCC Institute, Batala	23/09/2019	On Job Training of Students • Guest Lectures /Workshops by our experts Hiring and Placement Services	47

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Newly Added

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
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Library Management System	Fully	1	2018
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11258	Nill	64	18591	11322	18591
Reference Books	28114	Nill	69	11428	28183	11428
e-Books	80000	Nill	Nill	Nill	80000	Nill
Journals	38	Nill	Nill	Nill	38	Nill
e-Journals	3800	Nill	Nill	Nill	3800	Nill
Digital Database	39372	Nill	133	Nill	39505	Nill
CD & Video	341	Nill	Nill	Nill	341	Nill
Library Automation	39782	Nill	Nill	Nill	39782	Nill
Weeding (hard & soft)	807	Nill	Nill	Nill	807	Nill
Others(s pecify)	26	Nill	4	Nill	30	Nill

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	195	6	1	0	18	3	7	6	0
Added	8	0	0	0	0	0	0	0	0
Total	203	6	1	0	18	3	7	6	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

6 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	172163	0	309470

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Undoubtedly, there are established systems for maintaining physical, academic and support facilities. The college has employed a maintenance officer for this. Besides, a register is placed for the staff and students to get Infrastructural problems notified and resolved. There are many committees, such as, Advisory Committee, UGC Core Committee, UGC Task Force / Anti Ragging Committee, Building Committee, Purchase Committee, Research Committee, Prospectus Committee, Admission Committee, Library Advisory Book Bank Committee, Transport Committee, Canteen Mess Committee, Hospitality Committee, Examination Committee, Time Table Committee, Guidance Career Counseling Committee, Discipline Committee, Sports Committee etc. for effective functioning of the institution. The principal ensures that the available facilities are well-utilized and well-maintained. Laboratories:- Laboratory equipments are maintained by technical supporting staff. If need be, services are hired from outside agencies also. Stock register is well-maintained. New equipments are purchased on demand. The lab attendant and a sweeper maintain its proper cleanliness. Library:- The staff members and the students put their signatures on the visitor's register on entering the library. The security check at the library gate ensures that the students carry only note book on its first floor. Personal books are kept at the ground floor in the pigeonhole Almirahs. Open shelf system provides access to all books/magazines/study material. Naphthalene balls are placed for the security of the books and journals. Binding of books is done when required. The titles of the new acquisitions are displayed. The club named Dr. Ranganathan Library Readers Club promotes reading skill amongst students. CCTV Cameras are also installed. Accession register, stock register etc. are maintained properly. Annual verification physical check-up of books are done regularly. Computers and Electronic Equipments:- Regular check-up of equipments is carried out periodically. A record of broken articles is maintained. Minor repairs are carried out. Maintenance of computers is taken care of. Major repairs are outsourced. Stock verification is done at the end of every year by each department. The report is submitted to the Principal. Sports Facilities:- There is a playground and an open-air stage in the institution which are utilized for various sports activities. Moreover, a Swimming Pool, Auditorium-cum-Indoor Stadium, Gymnasium etc. are also used by external agencies as per the rules and regulations of the college. Class Rooms:- Maintenance of furniture like benches, tables, cupboards, stools etc is done regularly. The scrap is disposed off. HD CCTV cameras have been installed in the campus classrooms for security checks. Other initiatives, such as, updation of solar panels, construction works, plantation of trees etc. are undertaken periodically. Whenever additional programmes / sessions of syllabus etc. are introduced, enhancement

of required infrastructure is taken up.

<http://rrbdavc.org/pdf/4-4-2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	235	662500
Financial Support from Other Sources			
a) National	Benefited by Govt.	13	0
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Classes of English	11/01/2020	230	-
Remedial Classes soft skills	12/07/2019	29	-
Remedial Coaching of Mathematics (B.A/B.Sc. 1st Year)	01/02/2020	36	Colleges Teachers of Mathematics Departments Ms. Rajwant Kaur and Ms. Amandeep Kaur

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NIL	Nil	Nil	Nil	Nil

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	29	B.Sc Non-Medical B.Sc. Economics BCA B.Sc. Computer Science B.Com	Science Economics Computer Commerce	Khalsa College Amritsar Methodist College Batala R.R Bawa DAV College for Girls Batala GNDU Batala College VMS College	B.Ed M.Sc. Chemistry M.Sc. Math
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Teej (10-08-2019)	Institution Level	50
Talent Hunt	Institution Level	388
College Fete	Institution Level	1610
ZEE Punjabi TV Comedian Selection	State Level	297
Miss Punjab (21-02-2020)	State Level	5
Sports Day	Institution Level	200
Cricket Match	Institution Level	13
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
2019	Elocution Ist	National	Nill	1	2018.DWB /A.237	Arneet Kaur
2019	Collage Making 2nd	National	Nill	1	2018.DWB /A.76	Riya
2019	Installation 3rd	National	Nill	1	2015.KW/A.646	Prabhdeep kaur
2019	Clay Modeling 3rd Installation 3rd	National	Nill	1	2015.DWB /A.458	Navneet Kaur
2019	Installation 3rd	National	Nill	1	2015.GV/A.1037	Komalpreet kaur
2019	Installation 3rd	National	Nill	1	2018.DWB /A.360	Bhupinder Kaur
2019	Rangoli 3rd	National	Nill	1	2015.DWB /A.95	Rajinder kaur
2019	Phulkari Ist	National	Nill	1	2017.DWB /A.352	Prabhdeep kaur
2019	On the spot photography Ist	National	Nill	1	2015.DWB /A.334	Baljeet Kaur
2019	Folk Song Ist	National	Nill	1	3077 BA Sem-I	Amandeep Kaur
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A Counseling session on event management was organized Dr.(Mrs.) Meenakshi Duggal, Dean Student Council and Mrs. Baljit Kaur, Dean Discipline for all the office bearers of student council and Presidents/ Secretaries of Societies and Clubs in the college on 22nd August 2019. The duties were allotted to the students for the upcoming events as Sports Day, Annual Convocation and National Seminars. Yuva Sanchetna Diwas Celebrations Yuva Sanchetna Diwas was celebrated in RR Bawa DAV College for Girls, Batala on Aug 23,2019, under the able guidance of Principal Prof. Dr. Neeru Chadha, with coordination of Dean Academics, Mrs. Shabnam Prabha, Dean Student Council Dr. Meenakshi Duggal and Dean Discipline Mrs. Baljit Kaur. Principal Prof. Dr. (Mrs.) Neer Chadha presided over the ceremony where different badges were distributed among 40 students. The head girl badge was given to Ms. Kiran Where as Ms. Bindu pocketed the badge of Chief Proctor. Ms. Harpreet Kaur was chosen Head Girl (P.G) and badge was given to her while Hostel head girl badge was given to Ms. Bindu. Principal Prof. Dr. (Mrs.) Neeru Chadha congratulated the selected office bearers/ students and enlightened them about their duties and responsibilities. The students also promised to fulfill all the responsibilities with dedication and punctuality

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Yes, once in a year. This year, Annual Alumni Meet was organized by RR BAWA DAV COLLEGE FOR GIRLS BATALA on 26 November 2020(Due to Covid) by online mode on google meet, approximately 77 participant from all over India attended the same.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management makes all efforts to decentralize the powers from top to bottom for administrative and academic work. There's an IQAC consisting of senior most members of the faculty who are also Dean of different departments as Dean Academics, Dean Student Welfare, Dean Student Council, Dean Discipline, Dean Youth Welfare Department, Staff Secretary, UGC Coordinator, Superintendent General and Superintendent Accounts to deal with the administrative activities. Senior staff members are sent as representative of the institution to attend meeting with Govt. officials/NGOs for holding functions like Independence Day, Republic Day etc. The duties are given on the rotation basis to break the monotony of work. However, the basic interest of the person is kept in mind. The staff members are also given the opportunity to hold functions/activities/ events in collaboration with outside agencies. The administration ensures the growth of the stakeholders is in all directions-academics, cultural, social and moral. Thus, making them empowered, independent self-reliant.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none">• Counselling Advertisements, Pamphlets, Introduction of different Skill Courses, Value Based Courses.• For the qualitative results, the students are given free counselling to choose a certain course during admission.• The senior as well the junior faculty sit together in admission hall and guide the new comers. According to the interest and aptitude the students are given advice for regular UG, PG or Skill Oriented

Courses. • The principal motivates the faculty to introduce and announce scholarship and fee concession schemes for meritorious and poor students. The college under the leadership of principal has included value-based courses for the benefit of students that add to their future job prospects.

Industry Interaction / Collaboration

Different departments of college invite the industries for the orientation of students faculty. The training programmes are of different deviation depending upon the demonstration timings. Detail of industry interactions is given below:-

Sr. No.	Department	No. of Industry	Name of the Program
1.	Fashion Designing	1	Pidilite Skill development in preparing of decorative articles for festivals.
2.	Fashion Designing	2	Singer Sewing Machine Technical knowledge of sewing machines was given.
3.	Home Science	CND 1	Hotel Management, Institute, Gurdaspur Technical skills were learnt by the students in Laundry, House Keeping.
4.	Home Science	2	Gupta LG Electronics, Batala Learning in Microwave operating.
5.	CND 3	Fortis Escort Hospital, Amritsar	Benefits of Healthy diet was taught to students by the Nutritionist.
6.	Fashion Designing	3	Brightway Colours, Amritsar Techniques of Batic Painting on Bed Sheets, Pillow Cover Couchins was taught.
7.	Mathematics	1	Career Launchers Academy, Amritsar Teaching was provided for clearing the competitive exams to crack job interviews.

Human Resource Management

The institution evaluates teachers on their teaching and research performance based on their self-Appraisal Reports (SAR)/ Personal Appraisal Reports (PAR) as given by DAVCMC and DPI submitted every year. This evaluation, based on SARs/ PARs, helps in ensuring academic accountability of teachers and monitoring their major/minor research projects and other academic activities. The Principal sends commendation to the teachers who have done well to motivate them in teaching, research, and extension programmes with renewed zeal.

• The performance of the non-teaching staff is appraised by the college based on the reports of the Supervising Officers and finally assessed by the

Principal. • The performance of the Library Staff is evaluated by the Librarian. • The working of the Lab Attendant is regularly monitored by the respective HoDs. • Separate meetings of temporary/adhoc/contractual staff alongwith their HoDs are held to assess, improve appreciate their working. • Corrective measures suggested by HoDs of each department are shared with other staff members. • Feedback proforma regarding the service of non-teaching staff obtained by the Principal is shared and discussed with senior faculty members. The visitors students are also informally consulted through office-superintendent. However, the extra-ordinary workers are appreciated in the quarterly meetings. The lapses, if any, are conveyed to the individuals. • Departmental staff meetings deal with issues relating to teaching-learning process. The problems of the students are taken up by the HoDs and corrective measures are discussed to solve them.

Library, ICT and Physical Infrastructure / Instrumentation

New Books and magazines are added every year in the library to benefit students and faculty to keep the academics in tune with globalization. The library added significant new reading material in form of Text Books, Reference Books, Digital Database, CDN Video etc. of about 30,019/- rupees. • To upgrade the ICT, the college bought new softwares for different courses as Fashion Designing (CAD), Computer Department etc. for General and Accounts office etc. The maintenance is regularly done for smooth working of computers, scanners and printers, already installed in the departments. • The physical infrastructure is very rich with spacious class rooms, laboratories, seminar hall and a few more CCTV cameras are also installed for the fair conduct of examination.

Research and Development

Decision regarding financial support are taken in the LMC meeting. • The faculty members are sent to attend Seminars or Workshops organised by different institutions. • To give boost to the research in different fields, the faculty is given duty leave to attend research related conferences. • To bring the quality in the area of academics, the faculty is motivated to

pursue Research in their respective subjects. • The teachers attend seminars and workshops to benefit the classroom teaching. So that faculty member attends the orientation courses and refresher courses, which are organized by the universities add to more quality in the field of education. • The faculty writes research papers for National and International Journals and Books that enrich the academic sections. • The teachers also get awarded for their significant contribution in the field of Research and Development.

Examination and Evaluation

Although the university has semester system for examinations, the college examination committee also works for the better judgement of students' progress. Since the mid-term exams are held before the final examinations, 80 syllabus is covered for these pre-examinations. The students are assessed by the teachers for their annual performance during the regular classes which is submitted in the General Office. For the overall quality enhancement, the Academic Council holds meetings for further planning. Results are declared in a very short span are sent to the parents or guardians. Due to COVID-19 in march 2020, the final exam of all the outgoing semester have been conducted online for the remaining semesters, the university promoted them to next semester.

Teaching and Learning

• Class interaction, class tests, house tests are conducted. • Remedial courses are conducted for weak students and special guidance is Provided to advanced learner by providing them books from Departmental Library and enrolling in N-list enriching them in current affairs, quantitative aptitude, personality development and communication skills. • Principal meets advance learners time to time and get feedback from the students, identifies the personal and academic problems of advance learners, analyses their problems and formulates possible solutions. It helps them to secure high marks in the university examination. All these efforts further lead to higher academic standards. • Online classes were conducted from mid march to mid April because of COVID-19. • A

consensus is made through meetings of IQAC before taking up any project. • The Principal assigns and constitutes committees to promote co-operation in which heads of the departments work simultaneously for different seminars, workshops and other extension activities. • Various festivals are celebrated in the campus for promoting a sense of togetherness among students staff. • Time-to-time informal meetings of the staff are held for making the environment more friendly conducive for working. • The faculty holds State Level Competitive Exams on the campus. • The teaching staff gets invitations as subject experts in various schools and colleges interviews. • The Principal empowers the faculty by sending them for consultancy services. • Inter-departmental functions and competitions are held for sharing knowledge and skills. • Departmental Notice Boards have been put up for general as well as important information about the subject/department. Inter-disciplinary competitions are held to promote co-operation and efficiency in teaching-learning process.

Curriculum Development

Primarily it is the prerogative of GNDU, Amritsar to design the curriculum. Being the members of board of faculty and Board of Studies, the faculty attend the meetings of Board of studies Board of meeting at GNDU, Amritsar as per scheduled by Vice-chancellor. The suggestions are given by departments and applied in the college for the improvements. The IQAC holds meetings and healthy discussions are done for the betterment of students. More practical sessions are being held and experts of different educational merits are called to deliver lectures and demonstrations.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Introduction of Digital Information System Before the introduction of Digital Information System, the college had daily prayer system where students had to assemble in the ground for reciting prayer. Important announcements and motivational thoughts were also delivered by students as well

as faculty during assembly time. Continuing the same tradition with a touch of technological transformation, it has been made possible to deliver the necessary information to students, such as, important fee notices, fee concession notices, time table changes, pre-date sheet announcement, departmental activities, sudden change of college functions dates, emergency holidays declared by the government and many other academic and general messages, through central mike. In this regard, speakers are installed almost at every area of the college including Administrative Block, Arts, Science, Commerce, Fashion Designing, Post Graduate Block as well as student centre and Hostel. By implementing this system lot of time is saved and maximum information about routine notices is circulated well before time, which is beneficial for students, faculty and college administration. This system is installed at college reception from where information is shared and prayer is played. Prayer time has been fitted at 10:15 a.m. from Tuesday to Saturday for which students and faculty don't need to leave their class but just stand up at their respective place to listen or chant the "Gaytri Mantra" and afterwards 'DAV Anthem' as per the DAV CMC instructions. It lasts for maximum of five minutes. Announcements are made at appropriate time without disturbing classes, usually before the starting of class or at the end. It's very rare that some announcement is done during the time of a lecture due to some emergency that also only with the advice of IQAC. Daily announcements are done at 11:50 a.m. to 12:00 p.m., when almost all students and faculty members are present in the college. During this time, a short break is given for refreshment. The Digital Prayer System, not only has upgraded the technical aspect of college but during this time the atmosphere of college become peaceful, divine and disciplined. The Professional and technical approach has made the information process a lot convenient. This current setting of digitalization of message to all has proved to be very helpful in time management also.

Administration

• Under the guidance and governance

of the principal, various committees and bodies work for the upgradation of different aspects of college. • To maintain high standards and advancement, the committees and cells keep a vigil eye on the much-required amendments for the well-being of students and faculty. • Various committees like advisory committee, academic council, youth welfare committee, discipline committee, timetable committee and all other academic committees check and report to the principal of all the new requirements and reforms to be made in the college. • The principal, as being the overall head, holds meetings and minutes are noted for further plan and actions.

After going through all the possibilities and positive aspects of certain reforms, the principal, as governing body, takes the opportunity to implement a particular resolution made with the agreement of academic council and local managing committee. • In order to enhance the use of digital technologies on campus, Digital Prayer System and central information system have been successfully implemented during 2016-17.

Finance and Accounts

• Institution has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development. • The whole mechanism is under e-governance as income tax, calculation, return, PF statements, salary statements, online scholarship schemes etc. • Budget is prepared by the Principal of institution taking into consideration. The recurring and non-recurring expenditure. • All the administration and academic heads are required to submit their requirements to the Principal in the term of teaching aids, Equipments, machines, books, journals, updation of software. • Budget for academic expenses administrative are approved by Principal, LMC DAVCMC. After final approval of budget, the purchasing process is initiated by purchase committee. Accordingly, quotations are called and after the negotiation purchase order is placed. • The payment is released after the delivery of respective goods as per

terms and conditions mentioned in purchase order. All transactions have transparency through bills and vouchers. • Bill payments are passed after testing and verification of items. Only respective faculty members ensure that whether suitable equipment with correct specification is purchased.

Student Admission and Support

To support the academic progression the college holds guidance and counseling seminars. The online meeting of HoDs are truly useful to check the different websites that offer personality development courses like "The Expressionist" and Career Launcher, Amritsar. All types of scholarships for student support are applied online in which Post Matric Scholarships, Minority Scholarship etc. are included.

Examination

E-governance system of examination is maintained in the college. The online registration, till the result after the examinations the college, keeps proper record of all students appeared, qualified and merit holders etc. The marks detail, roll numbers are taken via e-media i.e. computer installed in General Office. The online marks and assessments etc are sent to GNDU, Amritsar the affiliated university for the college. Student's data for examination purpose is kept in the computer systems, for easy access. As per GNDU, Amritsar, Examination Conduct Branch and as per vice Chancellor's guidelines cameras are installed to keep a check on fair and fool proof examinations of all classes.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2020	Protective Measures against COVID-19	NIL	17/03/2020	17/03/2020	48	Nil
2020	Food Safety Measures	NIL	18/03/2020	18/03/2020	46	Nil
2020	Immunity	NIL	19/03/2020	19/03/2020	45	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Training Programme on effective Office Management Skill at NIIT Jalandhar.	1	16/12/2019	18/12/2020	3
FDP	1	21/05/2020	26/05/2020	6
FDP	1	10/04/2020	15/04/2020	6
FDP	1	09/12/2019	21/12/2019	14
FDP	1	15/06/2020	19/06/2020	05
Refresher Course	1	10/12/2019	23/12/2019	14
Refresher Course	1	08/11/2019	21/11/2019	14
Refresher Course	1	09/12/2019	21/12/2019	14
Refresher Course	1	06/03/2020	19/03/2020	14
FDP	1	23/06/2020	27/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
13	13	15

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Audit Mechanism: Internal audit is done by auditor appointed by DAVCMC and by external agencies like DPI/AG Staff. External auditors verify the entire income and expenditure and the capital expenditure of the institute each year. They do a thorough check and verification of all vouchers of the transactions that are carried out is each financial year. So far there have been no major findings/objections. Minor errors of omission and commission when pointed out by audit team are immediately corrected and precautionary steps are taken to avoid recurrence of such errors is future. Quality Assurance • Hierarchical Administration of the institution is its hallmark. It begins from DAV College Managing Committee, New Delhi at the top as the main governing body and phases through LMC and the Principal as an Advisory Body and Functioning Body respectively, with the active participation of the teaching, non-teaching staff as Staff Representatives and with the assistance of the heads of Student's organization. • The accounts of the college are well maintained and duly audited internally by CA appointed by the DAV College Managing Committee, New Delhi and externally by the audit team of the Government/DPI. • In order to maintain transparency in its academic and non-academic growth, Teachers' Annual Performance Reports prove very handy and these are submitted to DAV CMC, New Delhi regularly and to Govt. on demand.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

1100000

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Teej Festival Talent Hunt	03/08/2019	03/08/2019	03/08/2019	400
2020	Annual Trade Fair the Chief Guest was Mr. Sunny Deol, M.P, Gurdaspur.	16/02/2020	16/02/2020	16/02/2020	1200
2019	Poshan Maah was organised	11/09/2019	11/09/2019	18/09/2019	200
2019	College NSS Unit conducted a activities on Swachhta Pakhwarah under the theme Plastic se Raksha Swachhta he Suraksha	16/01/2019	16/01/2019	31/01/2019	50
2019	Online Teaching	15/03/2020	15/03/2020	30/06/2020	1500

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
One Day Seminar on Women Empowerment	18/09/2019	18/09/2019	50	Nil
Lecture on diet for adolescence,	03/10/2019	03/10/2019	80	Nil

growing age & iron deficiency in girls				
Celebration of International Women's Day	07/03/2020	07/03/2020	80	Nil
Poshan Maah was organized	11/09/2019	18/09/2019	100	Nil
NSS Unit conducted activities on Swachhta Pakwarha under the theme Plastic se Raksha Swachhta he Surasksha	16/01/2020	31/01/2020	150	Nil
Setting up of Pink Booth to felicitate the women voters in all respect	19/05/2019	19/05/2019	20	Nil
Lodging an boarding facilities for NDRF Team for the rescue operation of Blast in Cracker Factory	04/09/2019	04/09/2019	Nil	Nil
Hobby Classes	24/12/2019	30/12/2019	60	Nil
COVID-19 Quarantine Centre	01/04/2020	24/07/2020	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
37.97 1. Bird Houses 2. Organic Bits 3. Vermi Compost 4. Rain Water Harvesting 5. Swachhta Campaign 6. Plantation Drive 7. Solar Energy

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	1
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill	No	Nil

development for differently abled students		
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	31/05/2019	1	Celebration of Anti-Tobacco Day	To Empower to fight against Tobacco	52
2019	1	1	16/08/2019	1	Celebration of Independence Day	Annual Celebration on Nation Hood	500
2019	1	1	20/08/2019	1	Celebration of Sadhbhavana Day	To Teach good feeling for others	450
2019	1	1	09/09/2019	1	Celebration of International Literacy Day	Celebrating Literacy in our daily life	400
2019	1	1	16/09/2019	1	Celebration of International Peace Day	To Celebrate Peaceful Sustainability World	500
2019	1	1	06/09/2019	1	Completion of project under Unnat Bharat Abhiyan	To save environment	105
2019	1	1	24/09/2019	1	Celebration of NSS Day	To Train Students for Community Service	500

2019	1	1	19/11/2019	1	Celebration of National Integration Day	To Train Students for Community Harmony	300
2019	1	1	31/10/2019	1	National Unity Day- Sardar Vallabhbhai Patels 144th Birth Anniversary	Celebrating Unity Day	400
2019	1	1	02/12/2019	1	Celebration of World AIDS Day	Awareness about Aids	500

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Library Card	01/05/2019	<p>Session-wise Library-cum-Identity Card is issued to each learner. It carries a list library rules along with certain instruction for the students to observe. It also bears the attested copy of the photo of its holder, along with the details of her particulars. Library Rules that are printed on its main page are:</p> <ul style="list-style-type: none"> • 3 books will be issued at a time for one week. • Books should be examined carefully at the time of borrowing otherwise the responsibility is of the borrower. • 4 fines of Rs. 2/- per day per volume will be charged after the due date. • Books lost or damaged will have to be replaced author with a new book or by paying the present price in double. • Reference books/periodicals will not be issued. General

		<p>instructions are: • Use of mobile phones is banned on the campus. • Ragging is strictly prohibited.</p>
Prospectus	01/05/2019	<p>The college prospectus is a document that contains information about the institution and the available courses. It also provides advice on how to apply and the benefits of accepting a place. We, are the beginning of each academic session, publish this brochure incorporating the rules of the college, the affiliating university, the state-government and UGC by which the admission seekers will be governed and guided. In other words, the learners are supposed to follow to add human values and preformed ethics in their lives.</p>
<p>Updation of Display Board in Each Class-room College Campus</p>	17/07/2019	<p>The college has affixed a display board of a reasonable size on the left side of the class blackboard clearly enumerating the points that are expected of by each user of the room to follow and to exhibit good conduct i.e. human values and ethics. Seven-point board exhibits candidly that the students are desired of to be punctual, wear decent clothes, keep the campus clean, maintain college property, switch off lights and fans when not in use, never encircle the lecture-dias, and never scribble anything on the class blackboard and college furniture. Such instruction inculcate discipline and develop ethical values which</p>

		ultimately turn out to be human values.
Online classes and Administrative Work	25/03/2020	During COVID times the college adopted online platform for administrative and academic purpose. The college organized regular online classes/session for the students through the pandemic period.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Gandhi Jayanti	02/10/2019	02/10/2019	25
Dayanand Studies Centre organized a Painting workshop on life of Swami Dayanand	02/10/2019	02/10/2019	12
Lecture on diet for adolescence	03/10/2019	03/10/2019	80
Seminar on Iron Deficiency	03/10/2019	03/10/2019	90
An Extension Lecture: Forbidding the use of Plastic`	05/06/2019	05/06/2019	90
Inaugural Hawan	17/07/2019	17/07/2019	500
Dayanand Studies Centre organized Poster and Collage making competition based on the teaching and life lesson	20/08/2019	20/08/2019	15
Teachers Day	05/09/2019	05/09/2019	500
One day seminar on Unity in Diversity	09/09/2019	09/09/2019	35
One day seminar on Women Empowerment	18/09/2019	18/09/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Hawan
2. Polythene Free Campus
3. Solar Energy
4. Filling of Absentee Computerized to save paper
5. Tree Planation
6. Bird Houses

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- The college has taken initiatives to protect the environment (both flora and fauna) and with this motive Sapling Plantations are being done from time to time.
- Bird Houses are being established along with placement of earthen plates for providing feed and water to the bird.
- Vermi Compost The college adopted the process of vermi compost in order to convert all the organic waste into manure.
- Rain Water Harvesting The unit of rain water harvesting has been setup in the college campus in order to collect and store rain water rather than allowing it to run off, so that water should be conserved for future.
- Swachhata Campaign Swachhata Campaign was organized to teach and aware students about cleanliness and hygiene issues.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://rrbdavc.org/pdf/7-2-1.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Overall, the vision of the college is to empower women in all spheres of life. Since ours is a woman college, the management of the college aims at building up of the women wing of the society by providing women strength of character by instilling confidence so that men and women may work on par at all levels. From the year of its inception, the institution has grown up at a marvelous pace from a purely Arts degree college to the multi-faculty post graduate institution. Education liberates human beings and in the context of women the college seeks freedom for the fair-sex from its age long binding traditions that put shackles on their free growth in terms of physical, moral, intellectual and spiritual. The college has spread the message of education among women in the society and encouraged people of the city and its adjoining areas ensuring the safety of their wards. The number of women students grew and their direct contact with books and the surrounding environment helped them open-up to boldly face the challenges of life. The group-feeling further ensures the ladies of their strength and stamina that they are capable of setting goals in life and strive hard for their achievements. Vocational and professional courses, such as, Cosmetology, Fashion-Designing, Stitching and Tailoring, Home Science (CND), Computer Science, etc were included along with the Science and Commerce subjects which enabled students to seek employment in the field of career-building. To fulfill the demand of parents of the area we opted post-graduate courses in various fields, such as, Commerce, Economics, Mathematics, Hindi, Punjabi, etc, along with a number of short term Diploma and Certificate Courses, for example, Advance Diploma in Beauty and Fitness, Certificate Course in Hotel Management and Tourism, Certificate Course in Banking and Insurance and Certificate Course in Biotechnology and Certificate/Diploma Course in Beauty and Fitness. The following tally is indicative of women's performance in academics: Academic Performance at a Glance Result 2019-20 ? 100 Results in Classes 52 ? Top Positions in the University Merit Not given by university ? University Merit Positions ? Distinctions 110 ? 1st Divisions 608 To evolve a spirit of positive competition, the girls are provided as many chances as possible in the field of culture and sports at the College, University, National and International level. The college has won championship and 2nd Runner-up position at the University Youth Festival for a number of times. So are our achievements in Sports. For physical fitness, the college runs a fitness centre called Holistic Health Hub, equipped with latest instruments for various physical exercises. To keep up mental and spiritual soundness among girls, regular Hawan is performed, punctuated by life-inspiring lectures by scholars. Thus, the institution works for holistic women-empowerment, as enshrined in the vision and mission of the

college.

Provide the weblink of the institution

<http://rrbdavc.org/pdf/7-3-1.pdf>

8.Future Plans of Actions for Next Academic Year

? To encourage needy students of the institution and rural students of the surrounding areas for different skill-oriented courses under NSQF Scheme of UGC run by the college and impart Practical Training Over Applied Areas to justify our mission 'Sa Vidya Ya Vimuktaya' which means education liberates. ? To encourage students to take admission in PG Courses and different PG Diploma Courses for promotion of Higher Education. ? To train the graduates to improve their employability skills by organizing workshops / special watching classes/ by industry tie-ups in the form of sessions for Basic English and Soft Skill, Career Counselling / interview skills/ resume writing etc. Bank /PO /NET /SLET /CAT / MAT other competitive exams. ? To improve the learning outcome of students by modernizing and updating the existing lab facilities, classes for advanced and slow learners, encouraging students to be tech-savvy. ? Arrangement of Yoga session with special reference to Surya Namaskar and other Aasans for staff students. ? To forward suggestions in the revision of curriculum of the university for increasing employability of the scholars. ? To enhance research and consultancy activities by encouraging faculties to publish research papers in refereed journals, taking up UGC Sponsored Projects, providing opportunity to the faculty for short research visits to renowned academic and research centres/institutes, getting faculty exchange programs executed around the country and the world, remedial classes for the weak students. ? To admit students in each session based on merit and as per norms of the central/the state government. ? To promote our vocational and professional courses/classes and to sign more MOU's with industries at Local/State/National Level. We have already signed MOU's with National Educational Institutes, etc. ? To enhance our students performance in sports extra-curricular activities by having better and more numbers of equipments and organization of the events encouraging maximum student participation. ? To generate awareness among students about healthy, nutritious balanced diet to actively participate in 'Fit India' movement launched by Prime Minister Narendra Modi Ji the importance of physical and yogic exercises to be emphasized. ? To develop Eco-friendly campus free from first use plastics and disposable crockery and encourage students for water conservation. ? FDP's would be organized for the faculty to enhance their pedagogy skills. The faculty will be motivated to attend GOC's/RC's/Training programmes in their respective fields. ? The faculty would be promoted to use E-learning resources and e-content development. ? The college will take care of an active participation of teachers in seminars/workshops in their respective subjects. ? To provide an action plan for training technical and other staff in functional areas. Proper trainings will be provided to the lab assistants and other technical staff in the college. Non-teaching faculty will be motivated for training and to enhance administrative staff development programmes on modern office equipments, softwares, office automation, maintenance of records, procedures and friendliness towards faculty and students. ? The college will put more emphasis on skill-oriented courses and exposure to the first hand training should be given.