



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**RR Bawa DAV College for Girls,  
Batala**

- Name of the Head of the institution **Dr. Ekta Khosla**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01871240357**
- Mobile no **09815461401**
- Registered e-mail **rrbawadavcollege1965@gmail.com**
- Alternate e-mail **rrbawadavcollege@yahoo.co.in**
- Address **RR Bawa DAV College for Girls,  
Smadh Road Batala, Distt.  
Gurdaspur**
- City/Town **Batala**
- State/UT **Punjab**
- Pin Code **143505**

##### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Guru Nanak Dev University, Amritsar**
- Name of the IQAC Coordinator **Dr. Meenakshi Duggal**
- Phone No. **01871240357**
- Alternate phone No. **01871240357**
- Mobile **08360295029**
- IQAC e-mail address **rrbiqac2004@gmail.com**
- Alternate Email address **rrbawadavcollege1965@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <https://rrbdavc.org/aqar/aqar2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://rrbdavc.org/aqar21-22/c4/IMG-20230721-WA0001.jpg>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>A</b>	<b>3.06</b>	<b>2013</b>	<b>05/01/2013</b>	<b>04/01/2018</b>

**6. Date of Establishment of IQAC** **15/07/2002**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year**      **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1. 'Prayas' for Divyangjan. 2. 'Urvara' project for manure production from waste and this manure is used by gardeners for plantation. 3. 'Baseru' nest has been implanted on College trees for birds and different wooden bowls are being displayed at various places of College for quenching bird's thirst. 4. E-newsletter was also launched 5. Two Faculty development programs organized to update the efficiency of faculty.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Implementing effective Mentoring policy	<a href="https://rrbdavc.org/aqar21-22/c4/Mentoring%20Policy%202021-22%20to%202025-26.pdf">https://rrbdavc.org/aqar21-22/c4/Mentoring%20Policy%202021-22%20to%202025-26.pdf</a>
2. Assignment of Course Outcomes and Program Outcomes	<a href="https://rrbdavc.org/copo.html">https://rrbdavc.org/copo.html</a>
3. Optimum Utilization of resources	<a href="https://rrbdavc.org/aqar21-22/C6/IMG-20230721-WA0004.jpg">https://rrbdavc.org/aqar21-22/C6/IMG-20230721-WA0004.jpg</a>
4. Planning for convocation	<a href="https://rrbdavc.org/aqar21-22/C6/Planning%20for%20Convocation.pdf">https://rrbdavc.org/aqar21-22/C6/Planning%20for%20Convocation.pdf</a>
6. Preparation of AQAR 2021-22	<a href="https://rrbdavc.org/aqar21-22/C6/Preparation%20of%20AQAR%202021-22.pdf">https://rrbdavc.org/aqar21-22/C6/Preparation%20of%20AQAR%202021-22.pdf</a>
7. Organizing FDPs	<a href="https://rrbdavc.org/aqar21-22/C6/FDP.pdf">https://rrbdavc.org/aqar21-22/C6/FDP.pdf</a>
8. Organizing staff training Programs	<a href="https://rrbdavc.org/aqar21-22/C6/IMG-20230721-WA0002.jpg">https://rrbdavc.org/aqar21-22/C6/IMG-20230721-WA0002.jpg</a>
9. Preparation and implementation of institutional Policies	<a href="https://rrbdavc.org/our-policies.html">https://rrbdavc.org/our-policies.html</a>

**13. Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	RR Bawa DAV College for Girls, Batala
• Name of the Head of the institution	Dr. Ekta Khosla
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01871240357
• Mobile no	09815461401
• Registered e-mail	rrbawadavcollege1965@gmail.com
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• Address	RR Bawa DAV College for Girls, Smadh Road Batala, Distt. Gurdaspur
• City/Town	Batala
• State/UT	Punjab
• Pin Code	143505
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Guru Nanak Dev University, Amritsar

• Name of the IQAC Coordinator	Dr. Meenakshi Duggal				
• Phone No.	01871240357				
• Alternate phone No.	01871240357				
• Mobile	08360295029				
• IQAC e-mail address	rrbiqac2004@gmail.com				
• Alternate Email address	rrbawadavcollege1965@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://rrbdavc.org/agar/agar2020-21.pdf">https://rrbdavc.org/agar/agar2020-21.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://rrbdavc.org/agar21-22/c4/IMG-20230721-WA0001.jpg">https://rrbdavc.org/agar21-22/c4/IMG-20230721-WA0001.jpg</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.06	2013	05/01/2013	04/01/2018
<b>6.Date of Establishment of IQAC</b>			15/07/2002		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. 'Prayas' for Divyangjan. 2. 'Urvara' project for manure production from waste and this manure is used by gardeners for plantation. 3. 'Basera' nest has been implanted on College trees for birds and different wooden bowls are being displayed at various places of College for quenching bird's thirst. 4. E-newsletter was also launched 5. Two Faculty development programs organized to update the efficiency of faculty.</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. Implementing effective Mentoring policy	<a href="https://rrbdavc.org/aqar21-22/c4/Mentoring%20Policy%202021-22%20to%202025-26.pdf">https://rrbdavc.org/aqar21-22/c4/Mentoring%20Policy%202021-22%20to%202025-26.pdf</a>
2. Assignment of Course Outcomes and Program Outcomes	<a href="https://rrbdavc.org/copo.html">https://rrbdavc.org/copo.html</a>
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<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	16/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
Multidisciplinary	

The college has an affiliated structure under Guru Nanak Dev University, Amritsar where the college offers multi / inter disciplinary courses.

1. B.Sc. (Economics) (Humanities and Sciences with Maths & Computer Sci.)
2. B.Sc. (Comp. Sci.) (Computers and Sciences with Physics & Maths)
3. Innovative Course under UGC in BA (Women Empowerment)
4. Innovative Course under UGC in PG Diploma in Cosmetology and Health Care (Cosmetology and Department of Physical Education)

#### **16.Academic bank of credits (ABC):**

The college is an affiliated structure under Guru Nanak Dev University, Amritsar and has yet not given any guidelines in this directions.

#### **17.Skill development:**

The college runs various courses to enhance skill among women as it aims at Holistic Development of Learners and Women Empowerment. The institute offers various Skill Based / Vocational Courses as Bachelors and Master of Fashion Designing, Cosmetology, Computer Application, Clinical Nutrition and Dietetics, Fine Arts and Music (Vocal / Instrumental). The department of languages work on soft skills of Students.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

DAV fraternity is guided by Swami Dayanand who was great Indian Philosopher; reader and social worker in the field of Women Education and Empowerment. As per Principles of Arya Samaj; Vedas are the scriptures of true knowledge. It is the paramount duty of Aryas to read, hear, recite and teach Vedas. The college is working under the stewardship of Dayanand Anglo Vedic College Managing Committee, New Delhi. Our institution is found to dispel ignorance and promote knowledge. The institute adheres the daily Hawan Yajana and assembly which leads to imbibe Indian Knowledge System to guide the youth.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college is an affiliated structure under Guru Nanak Dev University, Amritsar and has yet not given any guidelines in this directions. However, the college has started working on assignment and allotment Course Outcomes and Program Outcomes.

**20.Distance education/online education:**

The college is an affiliated structure under Guru Nanak Dev University, Amritsar and is not an entity for distance and online education. However, the college has worked on online classes during the Covid-19 as per the instructions given by the university.

**Extended Profile****1.Programme**

1.1	809
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	1122
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	196
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	403
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1	61
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	61
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	68
Total number of Classrooms and Seminar halls	
4.2	143.51
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	224
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Being affiliated college, the curriculum is designed by GNDU. The delivery of content is carried through well planned and documented process. Dates of commencement of classes, examinations, Youth Festival etc. are notified by University. Accordingly, the institution plans own Academic Calendar for effective delivery of curriculum. All HoD's submit workload of their respective departments to Dean Time Table by keeping in view the expertise of teachers. For preparing Time Table, the Departmental meetings are conducted in which Time Table is distributed among teachers. Term wise plans of curriculum delivery are prepared and circulated in</p>	

class groups.

For effective delivery of curriculum, faculty adopts various pedagogic techniques like chalk and talk, Group Discussions, seminars, PPT's, Quiz, assignments, video and audio lectures, problem solving analysis, practical, hands-on-training, experiments, workshops, internships, field work, model displays, exhibitions etc. Experts are also invited for extension lectures. Field visits of students are also arranged for experiential learning. Institution promotes participative learning through different short term courses, training projects and internships.

Since it was a Post Covid phase, College adopted various techniques of Curriculum delivery and blended learning like content is shared through social media apps like WhatsApp, YouTube, Google Meet, Zoom meetings etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://rrbdavc.org/pdf/prospectus-2021-22.pdf">https://rrbdavc.org/pdf/prospectus-2021-22.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution is affiliated to GNDU, so the Academic Calendar of the University is strictly adhered for commencement of classes, Youth Festivals, examinations.

The Institutional academic calendar is prepared for orientation programs for students, major functions, mid-term exams, departmental activities, university exams, faculty development programs, schedule of vacations etc.

Academic calendar is prepared after a thorough discussion in Academic Council by the head of Institution along with IQAC Coordinator.

CIE of the students is done through mid-term exams, class tests, assignments, internship, viva, practical evaluation, projects, seminars, group discussions, quiz and presentations.

Dates of projects submission, seminars are given by affiliating

University. Academic calendar is circulated through website, student's notice boards and student groups.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://rrbdavc.org/agar21-22/c2/Academic%20Calendar.pdf">https://rrbdavc.org/agar21-22/c2/Academic%20Calendar.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**10**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

98

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our Institution integrates cross cutting issues relevant to Gender, Environment & Sustainability, Human Values and Professional Ethics into the Curriculum.

Drug Abuse in Sem I /II and Environmental Science in Sem III/IV are mandatory qualifying subjects in graduation level as per the University Curriculum.

Professional ethics/ Gender / Human Values/ Environment & Sustainability are taught in graduation as well as post-graduation level through different subjects.

Full paper on Business Ethics and Environmental Management is taught in M.Com. Sem IV through which the students learn how to

maintain ethics in business, and to save environment.

Also, in all semesters of BA (Women Empowerment), the subject of Women Legal Studies is taught which aims to provide legal empowerment to women and to safeguard women in adverse circumstances.

In order to make the students aware about Vedic concepts and their usage in mathematics, a short term course on Vedic Mathematics has been initiated. To impart knowledge on Indian Culture, Vedic literature, self-discipline etc., daily/weekly/occasionally Hawan is organised in the college Yagya Shala.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

305

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://rrbdavc.org/aqar21-22/c1/1.4.1%20Feedback%20Link.pdf">https://rrbdavc.org/aqar21-22/c1/1.4.1%20Feedback%20Link.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://rrbdavc.org/feedback.html">https://rrbdavc.org/feedback.html</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

483

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

196

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Advance learners** Our institution provides special attention to advanced learners so they may achieve merit positions in university examination. It includes competitive classes, remedial classes, supervised tutorial. **Competitive Classes:** - These classes are arranged to prepare the advance learners for competitive examinations. It helps to develop a positive mind-set and prepares advance learner to face tough situations. **Slow learners** Institution arranges remedial teaching includes remedial classes, supervised tutorial, mentoring and vocabulary building exercises. **Remedial Classes:** The class is distributed into some homogeneous group on the basis of their common learning difficulties and identical weaknesses. These groups are then taught separately by the same teacher 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. **Supervised Tutorial:** - In this system, the responsibility of overcoming the learning difficulties in learning areas are headed over to the learners themselves. The role of teacher is confined to observe and supervise the learning activities and to provide help to them for self-learning and self-correction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1122	61

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning process, teacher acts as facilitator who promotes self-management of knowledge, enhance holistic development, skill formation through experiential learning by giving assignment to students or a question open ended one or a problem relevant to course. The learning comes from the rationale experience. Department of Commerce, Computer and Fashion Designing usually work for experiential learning and uses E-resources & materials. Students are stake holders of the college. So learner centric teaching methods, such as group work, role play, project work, case study, debates, seminar presentations are employed to make teaching and learning more effective. Institution organises webinars, guest lectures during online teaching in which eminent personalities addressed the students and the faculty. Students and faculty learn a lot through participation in webinars and asked their queries from the addressee for their concept clarities. Each Department of our institution has clubs/societies which organize different online functions to enhance participative learning of students in the form of organizing or managing skills and developing leadership qualities. It also develops spirit of team work among students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://rrbdavc.org/aqar21-22/c2/2.3.1%20-%20Student%20centric%20methods%20Link%20for%20additional.pdf">https://rrbdavc.org/aqar21-22/c2/2.3.1%20-%20Student%20centric%20methods%20Link%20for%20additional.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has well equipped labs and ICT enabled classrooms . The faculty use these rooms to deliver lectures and keep the students in touch with the latest methods of learning. The ICT labs are helpful for visual understanding of the subjects, may it be Computers, Economics, Mathematics, Commerce, History, Fashion Designing, Physics, Chemistry, Cosmetology, English, Hindi , Punjabi, Sociology, Psychology , music and Botony. Teachers use computers, desktop, laptops as an aid but chalk and talk methods also go side by side. The topics are distributed in classes so that the students are ready to respond and ask their queries related to the given content.

To provide important notes , the provision of scanners and printers is there in the library. Although, it's offline teaching and learning after Covid but during harsh circumstances , like Bandh calls, social disturbances or religious functions at grand levels in the city, online mode of teaching become necessary, to avoid any gap of studies of the students. So the Google meets, Zoom classes, what's app group messaging etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

440

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated to GNDU, Amritsar and follows the same academic process while evaluating the internal assessment. The systematic approach is followed for the same. The students are informed about the class tests , date sheet and other academic activities . For this the notifications are displayed on the college notice boards , e-circulars, student groups in WhatsApp and college digital information system. Mechanism of internal Assessment is based on regularity in class, attendance record with the teacher in attendance register, punctuality and active participation during lectures, demonstrations etc. timely submission of projects participation in classroom activities like quiz competitions, debates, open book tests and exhibitions . Presentation of topic which is usually given one day earlier, is another method to assess the IQ level and creative ability. Behaviour of the student throughout the session as being polite, expressive or aggressive. Class tests in odd and even semesters , field visit in industry by commerce students and short study tours, group discussions , seminars, workshops, internal viva voce, All these above mentioned points are considered for internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

To deal with the grievances related to internal examinations, a committee is formed by the head of institution which includes Dean

(Examination) & all heads of different departments. The team deals with different grievances like clashing of dates in mid-term exam schedule, setting of question papers without taking in account of university instructions, biased evaluation etc. It also includes out of syllabus papers in university exams.

After the internal exams are over, teacher distributes answer sheets to students and takes their queries. If any student has any kind of problem related to counting or totaling of marks or concept clarity, they are given enough time of 3 days to clarify. After that Answer Sheets of advanced learners are displayed in college library for ready reference of slow learners. Dissatisfied students can approach Dean Examination, Dean Student Welfare, Dean Academics and even the Principal. Usually in this case, Head of Department of that particular subject and subject teacher along with Dean Student Welfare try to remove the grievances regarding the internal examination. The whole process takes very short time as notified by Controller examination. So above mechanism is fully transparent.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The course outcomes are aligned with the institution's mission and program goals. They are intended to guide course design, instruction and assessment. The institute is framing CO's and PO's at its own level since affiliated university has yet not adopted model of outcome based evaluation in terms of Bloom's Taxonomy. The institution assigned CO's and PO's of all the programs/courses offered. PO's and CO's of community college courses is aligned with National Sector Qualification Framework (NSQF) of sector skill council of India to acquire desired competency level. Ideally learning level as per Bloom's Taxonomy i.e remembering, understanding, applying, analyzing, evaluating, creating, were assigned to different units or topics in the syllabi of the courses. This has enabled faculty and students to understand learning objectives. Faculty in consultation with head of the department assigned CO's, which were then approved by academic

council and IQAC. After approval, hard copies are kept in library, HOD's room, IQAC and scanned copy is uploaded on website, the link has been shared with the students in master groups and mentoring groups so that student can know. The framed PO's and CO's are also displayed on the departmental notice board. At the time of admission, admission committee also discuss subject wise CO's with the students so that they enter the institution with a clear vision.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://rrbdavc.org/copo.html">https://rrbdavc.org/copo.html</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The method of the measuring the level of attainment of program outcomes, program specific outcomes and course outcomes basically involves a combination of assessment techniques and tools that are aligned with the learning objectives and goals of program outcome and course outcome. Initially the course outcomes and program outcomes are defined in a clear statement to communicate the students about what the courses in the institution expects from them. Attainment of course outcomes can be measured through direct and indirect tools.

Direct tools like Continuous Internal Evaluation (CIE) and Semester End Exams (SEE) provides the sample and evidence of student learning. The proportional weightage is eighty per cent for the direct tools of assessment.

Indirect tools used are course exit survey, which permit receiving feedback from all students on the entire COs to assess the opinion and thoughts about the student's knowledge. The proportional weightage given is twenty per cent for indirect assessment.

Faculty assess the student progress through formative and summative assessment for the performance of the student in CIE and SEE with respect to each CO and maintain the record of the same for each student. The assessment of capabilities, critical thinking and analytical abilities of the students is also done. Collaboration between IQAC and faculty members for internal audit

has strengthened our commitment towards enhancing the quality of education and academic practices.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://rrbdavc.org/copo.html">https://rrbdavc.org/copo.html</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

389

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://rrbdavc.org/pdf/navya/Vol.%2044.pdf">https://rrbdavc.org/pdf/navya/Vol.%2044.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://rrbdavc.org/aqar21-22/c2/SSS/2.7.1%20-Student%20Feedback%200Syrvey-1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

RR Bawa DAV College for girls, Batala has created a favorable

ecosystem for innovations and entrepreneurship by creating various centres and cells. Seminars, workshops and training programs are regularly organized to apprise the students of recent possibilities of entrepreneurs. The knowledge transfer system is developed through active and passive learning methodologies by hands on training, workshops, seminars, discussions, podcasts and display shows etc.

The Institution has developed a 'Research and Development Cell' and launched various projects like 'Project Prayas' (for specially abled students), 'Project Urvara' (for re-using biodegradable waste) and 'Project Basera' (for the avian) on the Foundation day of the Institution. Dr. Ekta Khosla, Principal has been granted patent by Government of India, for the invention entitled 'SURFACTANT MODIFIED EUCALYPTUS BARK AS ADSORBENT FOR REMOVING BASIC DYES' under the Patents Act, 1970.

Apart from this, the Institution trains the students under 'Earn while You Learn' scheme as they have prepared sashes and gowns for convocation and the fashion show 'Sui-Dhaga' to acquire entrepreneurial skills. The Institution has started e-newsletters from the session 2020-21 onwards and is the only institution in the District that has been granted local chapter of NPTEL from IIT, Madras.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rrbdavc.org/agar21-22/C3/3.2.1%20-%20Institution%20has%20created%20an%20ecosystem%20for%20innovations.pdf">https://rrbdavc.org/agar21-22/C3/3.2.1%20-%20Institution%20has%20created%20an%20ecosystem%20for%20innovations.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	<a href="https://rrbdavc.org/ib.html">https://rrbdavc.org/ib.html</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution provides ample opportunities to the young learners to develop leadership skills and team work for working in varying ethnicities to achieve formal and informal educational goals through community services and awareness drives like World AIDS Day, Save water-Save Life, Beti Bachao-Beti Padhao campaigns and Nukkad Naatak on various issues. The Institution has started green initiatives like single use plastic free campus, substituted bouquets with green planters, replaced polymer packing with biodegradable packaging and substituted black synthetic stuff coats with khadi silk sashes in the Convocation.

The Institution organizes various extension activities with the help of College NSS and NCC units like campaigns on drug abuse, plantation drives in collaboration with Rotary Club, plant donation drives, segregation of biodegradable wastes, visits to local industrial units to enhance active learning amongst students, webinars on Yoga and meditation, free medical checkup camps, 'Say no to plastics', campaigns on stubble burning, 'Save girl child', World TB Day, expert-talks on different pressing social issues, legal services awareness drives and workshops on cyber-crime for sensitizing and awakening of the masses, along with student's visits to old age homes and slum areas to sensitize them towards social responsibilities and community services.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/ncc.html">https://rrbdavc.org/ncc.html</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

11

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

62

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2819

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

18

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Spread over an area of 7.76 acres, the College is progressive, happening and completely serviceable to offer all the academic cultural and social pursuits. Campus mainly divided into 7 different departments consists of Science, Art, Commerce, PG, Computer Science, Cosmetology and Fashion Designing Blocks. It has 36 well maintained & well lit, Wi-Fi enabled rooms for theory classes, 32 fully furnished" Labs (6 Computer labs, 6 FD Labs, One dark room, 1 CND Lab, 2 Physics Labs, 2 Chemistry Labs, One Botany and Psychology Lab, 2 Home Science Labs, one sport room, one skill development room, One GD room and 3 Cosmetology Labs). for all types of practical, extension activities, workshops, hands on trainings and projects.

The College has ICT enabled IQAC cell, meeting room for group discussion, lush green ground for Practice & sports activities, Seminar hall, auditorium, Career Guidance cell, a multi-storey library which is high tech computerized and air conditioned, and also a resource room providing an open access to all types of Knowledge. The college has well maintained botanical garden with diversity of plant species where in each plant is tagged with its botanical name for better under- -standing of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rrbdavc.org/agar21-22/c4/4.1.1.%20computing%20equipments%20(21-22).pdf">https://rrbdavc.org/agar21-22/c4/4.1.1.%20computing%20equipments%20(21-22).pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Apart from the exemplary and attractive physical framework and learning resources, the institution has impressive focal points of various types of activities to enhance vocational, technological, creative and entrepreneurial skills for self-development.

The campus provides indoor as well as outdoor zones for recreation, various cultural and sports activities like athletics,

basketball, badminton, karate, cricket, kho-kho, volleyball, judo, taekwondo etc. Furthermore, college has well equipped open gym, swimming pool, common room for yoga and a holistic hub that includes all the necessary equipment and exercise apparatus use for fitness. This can be utilized as a resource for relaxing and rejuvenating body and mind. The college provides a lush-green open stage, a seminar hall and an auditorium with ample sitting capacity to suit various academic and cultural functions like convocation, fresher's party, farewell, sports day, fete etc. the college has yagyashala where havan is performed every week to keep our students in touch with ethical ,spiritual values and traditions. The institution has well equipped music vocal and instrumental lab and classrooms for student's cognitive development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rrbdavc.org/infrastructure.html">https://rrbdavc.org/infrastructure.html</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

40

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.rrbdavc.org/seminar-hall.html">https://www.rrbdavc.org/seminar-hall.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

143.51

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS software : Library Management System LibraryMgt.Sys  
 Nature of automation (fully or partially): Fully Version :1 Year  
 of Automation : 2017-18 File Description: Software: - Library Management System. It has facilities toAcquisition, circulation task, periodical entries, Bar Code facilities, teacher's students' entries, Title/Accession/Authorbased search system. A strong reporting system based on different criteria, books fine management etc.

Library has "Resource Centre"used by teachers and students.  
 Library Remote Access to e-resourcesthrough "N-List".

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://rrbdavc.org/aqar21-22/c4/final%204.2.1.%20Library%20Automated.pdf">https://rrbdavc.org/aqar21-22/c4/final%204.2.1.%20Library%20Automated.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.10

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

128

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College has a 50 Mbps internet and local network connection through wi-fi facility connected to the central server, which is available for students for their project work and seminar presentations. Internet facilities, in the well-equipped computer lab with high speed connectivity, help the students to surf the internet for unlimited information. Wi-fi facility in the campus is a milestone in the history of this institution as it puts the college on the road to paperless administration and smooth functioning. Along with this, the college provides internet access to all the students and staff for instructional purpose to be at par with international colleges. College Computer Labs are equipped with state-of-the-Art Input and Output devices. Facilities of webinars and video conference learning from distant professors and teachers are also available. Every student is provided with a

separate E-mail ID and Whatsapp groups by the college for administrative information and notices. The students have free access to the network facilities to browse data online. College has computer labs with internet facility (24x7 through wi-fi technology) and provides online google forms, feedback forms and links related to webinars, so that they may have access to the relevant subject materials, video tutorials and other resources online through the high speed internet facility.

#### S.No. Name of Article Quantity

1. Total Computer 186

2. Server 2

3. Printer 23

4. Projector 14

5. Mimio Pad 3

6. Smart Board 1

7. Online Ups 8

8. Lab Networking Switches (LAN/Wifi) 6

9. Old Computer Store Room Processor (P III, PIV) 22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://rrbdavc.org/aqar21-22/c4/4.3.1%20IT%20additional%20link.pdf">https://rrbdavc.org/aqar21-22/c4/4.3.1%20IT%20additional%20link.pdf</a>

#### 4.3.2 - Number of Computers

224

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>C.10 - 30MBPS</b>
--	----------------------

File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

8.36

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There is an established system for maintaining and utilizing physical, academic and support facilities in the campus. The college has employed a maintenance officer and a chunk of employees to run the system efficiently. A maintenance policy is being framed for the optimum utilization of resources. In addition to this, CCTV cameras are installed in the campus, a grievance register & QR codes are placed for the students to get any kind of problem notified and resolved. The security check at main gate, in library, accession register, stock register etc ensures that the security can be maintained effectively. Laboratory equipment is maintained by technical staff only and is also refurbished periodically. Maintenance of furniture, fire extinguisher, solar panels, medical room, buses, water tanks and other construction

work are undertaken regularly.

The college campus is a plastic free zone with a tagline " Say No To Plastics" and college has introduced new practices like Urvara, Basera , Prayaas , community langar, e-circular and e-news letter .

To keep an eye and a security check on the maintenance of the physical and support facilities of the college, an annual duty list for teachers and a student council is formulated so that system should be maintained systematically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

324

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

270

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://rrbdavc.org/index1.html">https://rrbdavc.org/index1.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

403

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

403

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

**73**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

**151**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

11

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are the brand ambassador of institution. Student council provide a platform to the students for the representation on Academic and Administrative bodies/committees of the institution.

"Yuva Sanchetna Diwas" is celebrated in each session where nominated office bearers Head Girl, Assistant Head Girl, Procter, class representatives and the president and secretaries of clubs and societies are congratulated and introduced with their responsibilities by the principal and the teachers.

Students are also honored the badges and gain a lot of through participation in the student council. Dean student council and Dean Discipline for all the office bearers of student council and principal congratulate all the representative of the college club. Head girl help the teachers on the behalf of students to manage different functions of the college. They also help in maintaining discipline and student's regularity in college. They also motivate students to participate in different functions and events actively.

Different Departments of the College arrange many extra-curricular activities to enrich the students with experiential and participative learning. Teachers from the language faculty focuses on the capacity building exercises with the help of different vocabulary developing games, essay writing, poetical recitation and group discussions. Teachers also organize debate declamation contests on current topics to encourage students for enhancing their general knowledge. Youth welfare department organizes various dance, singing, skit and drama competitions for providing a platform to the students in order to conquer their stage fear.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/agar21-22/C5/5.3.2%20-%20Institution%20facilitates%20students%E2%80%99%20additional%20link.pdf">https://rrbdavc.org/agar21-22/C5/5.3.2%20-%20Institution%20facilitates%20students%E2%80%99%20additional%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The strength of educational institution lies within its Alumni. Alumnican help colleges in many ways. Alumni is helpful in providingnot only financial but intellectual support as they are institution's own talented human resource.

Our alumni visitthe college and share their subject knowledge as well as experiences with our present students and in this way they help the students in first hand learning. They also join us in various social causes and literacy programs to help the poor and needy people. Some alumni also sponsored the fee of our economically weaker students. They are also welcomed on various webinars, seminars, conferences and other cultural events

organized in the college.

In order to do so, the institution has a WhatsApp group "Punarmilan Diwas" in which Alumni are the members and they actively participate. In the session 2021-22 Alumni meets were organized twice in the college, first on 5th February 2022 and then on 12th March 2022( under the name Shiksha Punj Milan Smaroh) . A special series "Hamari Dharohar@RR Bawa DAV" was launched on Facebook with 101 photos of Alumni under sub themes "Grand mother-Grand daughter, Mother-Daughter, Sisters, Twins, Sister in Laws, Niece-Aunt". Alumni association is not registered.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/aqar21-22/C5/5.4.1%20additional%20link.pdf">https://rrbdavc.org/aqar21-22/C5/5.4.1%20additional%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college vision and mission ensures to be in tune with the objectives of the higher education. After Covid , it was revised. The College is committed for holistic development of its students by making them academic excellent, technically sound and professionally skilled. Also, students are empowered and trained for entrepreneurship. To hone the skills of the students, short term courses like Vedic Maths and communication skills have been conducted.

To strengthen the roots of Indian value system, Yoga, 108 Surya Namaskar, weekly morning assembly, weekly Havan by students was conducted. For imparting life skills, short term courses on nail art, theatre, skit and choreography were organized. The college

took an initiative of creating a series of Environment protection through Biodiversity@RRBDAVC Swachch and Green Campus.

Technology skills are not only confined to teaching but also to non-teaching. It is visible in the form of e-newsletter and online attendance portals.

The Youth is also trained with leadership qualities through different activities organized by NCC, NSS and Youth welfare department. The faculty guides the students throughout the year, to keep them intact with the contemporary world. During this academic session, the students were motivated to join national webinars by the teachers.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/vision-mission.html">https://rrbdavc.org/vision-mission.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal ensures decentralization through IQAC Coordinator, Dean Academics, Dean Examinations, Dean Discipline, Dean Student Welfare, Dean Youth Welfare, Dean Sports, Dean Curriculum for effective functioning of the College.

Dean Academics with team of HoD works on Work load time table, term wise syllabus, lesson plans and assessment of slow & advanced learners.

Dean Examination takes decision on planning, execution and management of exam system.

All important issues like fee concession, scholarship, NCC, NSS, Discipline, health services, Student Council, Earn while you Learn are taken up by Dean Student Welfare.

Dean Curriculum co-ordinates with all departments for the timetable and feedback by the stakeholders regarding timetable.

Students are motivated to participate in cultural activities and unleash their hidden potential by Dean Youth welfare and its team.

Dean Sports encourages students to exhibit their strength and stamina by participating in different sports events.

Different committees like Library Advisory committee, Building committee, Mess committee, Purchase and maintenance committee, Transportation committee, Grievance Cell, Career counselling Cell and Campus beautification Committeework according to set procedures designed by IQAC.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/team.html">https://rrbdavc.org/team.html</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College believes in excellence in all spheres. Short term courses have been introduced to provide a platform for creative, innovative, ethical and employable knowledge base as per strategic plan of the Institution. Short term course in Vedic Maths (Short cut to long calculations) was introduced with objective of imparting computing skills to students. Short term course on theatre was run with objective of creativity and strengthening Emotional Quotient. To develop communication skills and build confidence to face the challenges of corporate world, short term course in "Cracking job interviews-Resume writing" was introduced. To develop entrepreneurial skills among the students, Tips & Toes (Nail Art) short term course was introduced by Cosmetology Department. These courses enhanced the capabilities of students in different areas & developed Entrepreneurial skills.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administrative set-up is partially decentralized. 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 manner through committees in the manner represented below:

1. Principal
2. Internal Quality Assurance Cell
3. Dean Academics
4. Dean Student welfare
5. Dean Youth Welfare
6. Dean Examination
7. Dean Discipline
8. Dean Sports
9. Dean Student Council
10. Bursar
11. O/S Accounts & General
12. NCC Officer
13. NSS Officer
14. Library advisory Committee
15. Fee Concession Committee
16. Scholarship Committee
17. Placement Cell
18. Earn while you learn committee
19. Mess Committee

**20. Alumni association****21. Committee of Grant-in-aid****22. President & Secretary of Clubs and Societies**

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.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/handbook.html">https://rrbdavc.org/handbook.html</a>
Link to Organogram of the institution webpage	<a href="https://rrbdavc.org/Organogram.html">https://rrbdavc.org/Organogram.html</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college execute the strategies adopted by the GNDUAmritsar and

government of Punjab and faculty welfare which include monetary benefits for those with higher qualifications such as M.Phil and Ph.D.

DAV College managing committee provides loan facility against provident fund for which the principal is the recommending authority.

The facility of cosmetology services, gym, Spa are provided to the staff students and faculty at reasonable rates.

The wards of the DAV staff are given substantial fee concession. The faculty and staff gets the facility of Mess, canteen, Guest house, hostel (residential facility).

The welfare measure also includes different activities like provision of Health centre facility and swimming pool on nominal rates. Faculty also gets reimbursement of cash when they attend FDP. The facility of Group insurance (ESI cards) is given to both teaching and non-teaching staff.

Facility of Vehicle parking is given to both teaching and non-teaching staff.

Organic vegetables and fruits are distributed to both teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

This evaluation based on SARs/PARs helps in ensuring academic accountability of teachers and monitoring their major or minor research projects and other academic activities. Self-assessment performa is prepared as per the guidelines of UGC and requirement of

the management. It is filled by each and every member of the faculty at the completion of every session. This motivates the teacher to upgrade teaching and research.

- As far evaluation of the teacher is concerned, it is done mostly verbally. However, heads of the department are formally involved in checking and verifying the authenticity of the self-appraisal form by the faculty members.
- Separate meetings of temporary/adhoc/contractual staff along with HOD's are held to assess, improve and appreciate their working.
- The performance of the non-teaching staff is apprised by the college based on report 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 HOD's.
- Corrective measures are suggested by HOD's of each department.
- The institution gets the self-appraisal Performa filled every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Funds mobilization policy is made with the help of IQAC and different academic committees.

**Audit Mechanism:** Internal audit is done by internal auditors appointed by DAVCMC and by external agencies like DPI/AG Staff and, GNDU Amritsar through its periodical inspection committee. 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 in each financial year. Usually there are only minor findings/objections which are taken into consideration by the Principal, Bursar and IQAC. The Bursar does check and verifies the Daily Collection Register on a daily basis. Minor errors of omission and commission when pointed out by audit team and bursar are immediately corrected and precautionary steps are taken to avoid recurrence of such errors in future.

The audit of SC students under Dr. Ambedkar scholarship and NSP scholarship is conducted by fiancé department of Government of India on regular basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

## 5.25

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution has a well-defined mechanism to mobilize and monitor effective and efficient utilization of financial resources for the development of academic processes and infrastructure development.

Student aid fund, research fund and development fund is generated in the form of donations from philanthropers, alumni and other stakeholders

The whole mechanism of utilization 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, Equipment's, machines, books, journals, updating of software. Budget is approved by Principal, Local advisory committee and DAVCMC, New Delhi. After final approval of budget, the expenditure and purchase process is initiated by purchase committee. Quotations are called for goods and services 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college IQAC continuously work for the excellence and betterment of the institution. The Institution carries out a number of academic and administrative activities throughout the year. The IQAC plays an important role in the planning, execution and evaluation of all these activities.

### Academic Activities

- Academic Calendar in tune with the University Academic Calendar.
- Mentoring sessions for timely redressal of students' grievances.
- Short-term courses to comply the feedback of students.
- Compiling the Course Outcomes and Program Outcomes.
- Feedback from stakeholders

### Audits and Reports

Preparation of the AQAR, AISHE, Academic and Administrative Audit,

Green Audit and NIRF

### Faculty Development Programs

The faculty development programs are planned to learn updated ICT enabled tools in teaching,

### Policy Designing and implementation

Quality Policy Statement, Code of Conduct for Teachers, Code of Professional Ethics, Core Values, Service and Conduct of Non-Teaching staff in Non-Government Colleges, Green Campus policy, Policy and Procedures of Resource mobilisation, Gender sensitization Policy, Purchase policy, Grievance Redressal Policy

## and Mentoring Policy

### Best and Innovative Practices

Preparation of Action Taken Report of the events that initiate and support the distinct feature of the institution 'Women Empowerment through Skill courses' and best practices of Social Responsibility and Green Culture throughout the year.

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/our-policies.html">https://rrbdavc.org/our-policies.html</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC reviews the teaching-learning process regularly. Based on feedback from students, teachers, alumni and employers, various innovative steps and reforms are introduced and prepare report for the further improvements**

### Planning of Mid Term Assessment

1. Supervising the Teaching-Learning Process, making the process more participative by adopting various methods arranging educational tours, site visits, Enriching the curriculum with guest lectures, presentations sessions, industrial visits, screen the movies based on the literary texts, group discussions and Internships.
2. The term wise and week-wise lesson plan is prepared by the faculty members.
3. Supervising the evaluative aspect of the teaching-learning process where formative assessment is taken through Quiz, Seminar, Projects, Assignments by the faculty.
4. Monitoring the lists of slow and advanced learners. The remedial and extra actions are taken for slow and advanced learners for better results.
5. The IQAC monitors the performance of the students collect and analyse data on student learning outcomes.
6. Supervise the Short-term courses that comply the feedback of

- students as corrective measures for the enhancement of skill, employability and Indian value systems
7. The faculty is encouraged and updated through faculty development programs to use ICT enabled tools in teaching,

File Description	Documents
Paste link for additional information	<a href="https://rrbdavc.org/our-policies.html">https://rrbdavc.org/our-policies.html</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://rrbdavc.org/ib.html">https://rrbdavc.org/ib.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### **Annual gender sensitization Action plan**

Our Institution is purely girl's institution as only girl students are admitted, so possibility of gender bias does not arise even then gender equity is our goal.

College promotes gender equity various cells, clubs that conduct varieties of association forum. In our college we have Women Legal Cell, Anti-Ragging Cell and ICC Cell.

College runs exclusively B.A. Program (Women Empowerment) which teaches human rights, liberty and equality. International Girl Child Day and students were made aware of Cybercrime.

Our mission is to empower women for better prospective. Girls have separate washrooms in the college, incinerators in college and hostel, Nappy Vend Machine in medical room.

Various days are celebrated in the college. World Aids Day, International Mother Language Day, International Women's Day, World Population Day and awareness campaign on 'Beti Bachao Beti Padhao' were conducted in the college campus.

**A. Safety and Security: -**

Entire college campus and Hostel is under CCTV surveillance 24/7. 65 cameras installed in the campus. Entry registers are placed on the college gates.

Security guards are stationed across the campus 24x7. College ID cards with a photograph are issued to every student.

**B. Counselling: -**

Mentoring sessions are conducted in every class in the ratio Mentor/20 students. Student's problems are discussed and solved by the mentor regularly.

**C. Common Room: -**

College has a spacious air-conditioned common room for students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://rrbdavc.org/pdf/Gender%20Sensitization%20Plan.pdf">https://rrbdavc.org/pdf/Gender%20Sensitization%20Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://rrbdavc.org/agar21-22/c7/7.1.1%20-%20Measures%20initiated%20by%20the%20Institution%20specific%20information.pdf">https://rrbdavc.org/agar21-22/c7/7.1.1%20-%20Measures%20initiated%20by%20the%20Institution%20specific%20information.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

#### **Solid Waste Management**

**Compost manure is produced from Kitchen waste of the Hostel Mess and canteen placed in "URVARA" project to form Manure.**

**Manure is used in the campus for plants. We segregate the waste in dustbins and sell it to the vendors for recycling**

#### **Liquid Waste management**

**Waste RO water and AC outlet water is used for watering plants in the College and flushing the toilets.**

#### **Biomedical Waste Management**

**Managed by 2 incinerators, one in the staff room, other in the Girls Hostel**

**Waste Recycling System**

Our fashion designing department does up cycling of fabrics by converting them into utility piece or put together to convert into big fabrics such as dresses, jackets, trousers, one piece, jewellery and Masks etc. The institution has adopted a unique tradition to recycle/reuse the pages in getting prints for office use or for other departments.

**Hazardous chemicals and radioactive waste management:-**

College uses only safe chemicals. There is no hazardous chemical used. Toxic solvents used in the lab is recovered by distillation process.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

A. Any 4 or All of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college believes in unity in diversity. It provides an inclusive environment.

- College has organized Online webinar on Bharti Itihas vich Azadi Da Sangharsh on 18.08.2021.
- Declamation contest by Dayanand Studies on 15.11.2021.
- Seven day NCC camp organized from 16.11.2022- 22.11.2021
- Legal services week was celebrated on 17.11.2021.
- Rashtriya Samvidhan Diwas was celebrated on 27.11.2021
- World AIDS Day observed on 01.12.2021
- Communal harmony day observed on 02.12.2021
- National Mathematics Day observed on 21.12.2021
- Webinar on Professional Ethics organized on 18.01.2022
- Voter Day observed on 25.01.2022
- National Youth Parliament observed on 21.02.2022

Students are encouraged to respect alldifferent religions, languages and cultures and similar feelings are inculcated in the students time to time by organizing various events like Diwali, Gurburab, Eid, Christmas and regional festivals like- Lohri, Basant Panchami and Teej. The faculty, staff and students greet one another with full zeal and enthusiasm on these festivals.This establishes a positive interaction among people of different racial and cultural background that teachers while teaching their subject (Social Sciences, languages and literature, science and professional subjects) call attention to related social commitment and involvement. Besides NSS and NCC units of the college play a vital role in promoting socialresponsibility and citizenship role among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college provides a feeling of Oneness among the student community through various practices and programmes such as :-

- Communal Harmony Day celebrated on 02.12.2021
- Voters Day on 25.01.2022
- Webinar on 75th Anniversary of Indian Independence of "Republic Day " on 28.01.2022
- National Youth parliament on 21.02.2022
- Matra Bhasha Diwas Podcast on 22.02.2022
- International Mother Language Day on 24.02.2022
- International Language Day Oath Ceremony on 25.02.2022
- Webinar on Legal Service Authority on 19.03.2022
- Seminar on Dr. Ambedkar's contribution to India on 20.04.2022
- Webinar on Punjab and freedom struggle on 22.05.2022
- "Save water Save Life " on 14.06.2022
- "Quiz competition" organized on occasion of "Azaadi ka Amrit Mahotsav" on 25.07.2022
- World Nature Conservation Day on 28.07.2022

The faculties are always involved in organizing activities for motivating students to adopt various practices that inculcates in them the values for being responsible citizens.

The students participate very enthusiastically in all such activities. College has a tradition of Morning assembly/prayer on Mondays every week. Hawan is performed regularly.

Every College function starts with the recitation of Ved Mantras and shlokas promoting value based education. The student Council takes initiative to celebrate functions like- Teachers Day, Diwali, celebration of International Yoga Day, Birthday Celebration of Mahatma Hans Raj's Ji and Tribute to Gokal Chand Ji, the founder of the college.

The college regularly performs sapling plantation so as to create awareness among the students

and staff towards our environment. Students participate in Vedic Chetna Shivirs for spiritual elevation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://rrbdavc.org/aqar21-22/c7/7.1.9%20-%20Sensitization%20of%20students%20detail%20of%20activities%20link.pdf">https://rrbdavc.org/aqar21-22/c7/7.1.9%20-%20Sensitization%20of%20students%20detail%20of%20activities%20link.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college organizes and celebrates various National and International days, events and festivals every year.

International/National days celebrated in session 2021-22 such as,

- Hindi Diwas on 14.09.2021
- International Girl Day on 21.10.2021
- Rashtriya Samvidhan Divas on 27.11.2021
- World AIDS Day on 01.12.2021
- Girl child day on 27.01.2022
- National Youth Parliament on 21.02.2022
- Matra Bhasha Diwas Podcast on 22.02.2022
- International Mother Language Day on 24.02.2022
- Science Day on 28.02.2022
- International Women Day on 08.03.2022 to celebrate progress, courage and determination of ordinary women.
- Yoga day celebrated on 22.04.2022 to make student aware of physical and mental illness being solved through yoga.
- World Earth Day on 23.04.2022
- World Environment Day on 04.06.2022 raising awareness about environmental issues like global warming going green towards sustainable development.
- World Population Day on 20.07.2022

College also celebrated various major National and regional festivals with great pomp and show :

- "Teeyan Teej" celebrated on 05.08.2021
- Diwali celebration on 03.11.2021
- Lohri celebration on 13.01.2022
- Holi on 17.03.2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the practice: - Green Culture.

**Objective:** - To inculcate the awareness towards environment conservation among students, staff and society by taking various methods from time to time that included birthday celebration of LMC Members, Teaching, Non-Teaching and Supportive Staff and Presentation of Planters.

**Context:** - Birthday celebration is done so as to provide equal importance to all the teaching, non-teaching and supportive staff members who are treated equally. The objective of presentation of planters is to promote greenery and eco- friendly environment.

**2. Title of the Practice:** - Social Responsibility.

**Objective :** - College has conducted three free vaccination camps Vaccination Camps for protection from Covid-19. The College also distributed free paper bags in order to discourage people from using plastic bags. Legal services week was observed to provide free legal services to women with the help of lady police officers and lady advocates. The college started project Prayas for helping differently abled people, Project Urvara for producing organic manure and project Basera for promoting natural inhabitation of birds and wooden bowls for quenching their thirst in College campus.

**Context:** - The College endeavors to contribute towards the creation of a healthy and safe society.

File Description	Documents
Best practices in the Institutional website	<a href="https://rrbdavc.org/aqar21-22/c7/7.2.1%20-%20Describe%20two%20best%20practices%20successfully%20link.pdf">https://rrbdavc.org/aqar21-22/c7/7.2.1%20-%20Describe%20two%20best%20practices%20successfully%20link.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Since the Institution is purely a girls Institution, so the vision of the college is empowering women for a bright future. The college management aims to prepare such women wing of the society that has confidence with strong ethical values, which would help women to work at par with men at all levels. Since the year of

establishment, the Institution has grown up at a marvelous pace from a purely Arts Degree College to the present multi-faculty Postgraduate Institution. The college has not only spread the message of education among women in the society but it has also encouraged and ensured the people of the city and its adjoining area about the safety of their wards.

College has NCC wing , NSS wing and Women legal studies cell working for the welfare and development of women. Various activities for empowering women have been done under these cells. In 2021-22, a seven days NCC training camp for NCC cadets was conducted in the college. Legal week was also observed in this period to inform the students about their legal rights. International Women Day was also celebrated in the College to celebrate the empowerment of women in society.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Vision for 2022-2023

- Working on e-modules
- Mapping of COs andPOs
- Strengthening of IIC
- Purchase Policy for Library
- Character building Programme
- Hostel facility to girls students other Institutions
- Fund Mobilization
- Convocation
- Self defence programme
- Optimum utilization of Resources
- Entrepreneurship Promotion
- New Short term courses
- Entering into Service
- Competitive Examination Hub
- More Green Initiatives