

Internal Quality Assurance Cell (IQAC) Annual Quality Assurance Report

(01 July 2017 to 30 June 2018)

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India



Smt. Aruna Asaf Ali, Govt. Post Graduate
College, Kalka, Haryana -133302 (India)

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	Smt. Aruna Asaf Ali, Govt. PG College, Kalka
1.2 Address Line 1	N. H. -22, Near Bus Stand Kalka.
Address Line 2	Chandigarh-Shimla
City/Town	Kalka
State	Haryana
Pin Code	133302
Institution e-mail address	gckalka@gmail.com
Contact Nos.	01733-22019
Name of the Head of the Institution	Mrs. Kusum Adya
Tel. No. with STD Code:	01733-220019
Mobile:	9872883543
Name of the IQAC Co-ordinator:	Mrs. Vandita Sharma

Mobile: +91-9216565864
 IQAC e-mail address: iqac.kalka@gmail.com

1.3 NAAC Track ID	HRCOGN10300
1.4 NAAC Executive Committee No. & Date	-
1.5 Website address:	http://www.highereduhry.com/GovtCollege.aspx?data=86
Web-link of the AQAR:	http://www.highereduhry.com/DownloadSection/86/AQAR-2017-18.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2003	5 years
2	2nd Cycle	B+	2.58	2017	5 Years
3	3rd Cycle				
4	4th Cycle				

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

03-03-2009

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- I. AQAR 2011-12 submitted to NAAC on 28/11/2016
- II. AQAR 2012-13 submitted to NAAC on 28/11/2016
- III. AQAR 2013-14 submitted to NAAC on 28/11/2016
- IV. AQAR 2014-15 submitted to NAAC on 02/12/2016
- V. AQAR 2015-16 submitted to NAAC on 02/12/2016
- VI. AQAR 2016-17 submitted to NAAC on 27/12/2018

1.10 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

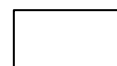
N.A

University with Potential for Excellence

N.A

UGC-CPE

N.A



DST Star Scheme UGC CPE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

UGC-COP Programmes

2. IOAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of Students

2.4 No. of Management Representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholder No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year Yes
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State

Institution Level

3

(ii) Themes

NAAC Preparation, Workshop On Yoga, Presentational Skill



2.14 Significant Activities and contributions made by IQAC

- At the beginning of Session College assembly organized for 1st year students of all the streams.
- Seminars/extension lectures/workshops on diverse aspects, academic audit by faculty.
- Educational/ excursions/tours, historical visits.
- Blood donation camps by NSS and NCC.
- IQAC committee meetings with alumni.
- Annual function, Republic day parade and major events/days mentioned in academic calendar.
- Annual/ Semester and private exams.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
	<p>Poem Recitation Competition, Teacher Day, Hindi Diwas,</p> <p>Essay writing, Poetry Contest, Extension Lecture (Haryana).</p> <p>Talent Search Competition, NCC girls cadets participated in Independence Day Parade held at college Level. Parwaaz Music Festival.</p> <p>Science exhibition organized by Science faculty in which 15 exhibits were prepared by our students.</p> <p>A plant excursion trip was organized by Botany department</p> <p>A state level quiz competition is also attended by our Students</p> <p>College campus cleaning camp is also organized in which many of our students participated.</p> <p>NCC cadets attended CATC camp.</p> <p>Embroidery competition, Glass painting, Paper Mache-Demonstration, Cooking Competition, Quiz Nutrition, Talent Search</p> <p>Shaheedi Diwas</p> <p>Ambedkar Jayanti .</p> <p>Teej Festival Competition (Mehandi,Dance,Songs)-</p> <p>Pre-Karwachauth Competitions –Saree wrapping, Hair Styling, Nail Art, Eye Make-up, Thali Decoration, Diya/Candle Decoration-</p> <p>International Women Day celebration-Speech, Poster Making, Skit</p> <p>Lecture on Cyber Crime-08-03-16.</p>

Essay writing Competition on contribution of Radha
Krishnan in Education.

- Paper reading contest on U.N.O. Day.
- Display of Mock Voting Process
- Lecture on Constitution Day- 26th Nov.
- Declamation on Environmental Changes

- Science Exhibition
- Poetry Recitation & declamation by English dept.
- Spelling competition and soft skill competition by English dept
- Alumni meet was held to strengthen the relationship with the stakeholders

- New job oriented courses were applied for, by home science, computer, commerce department.
 - NAAC accreditation was applied for by the college.
 - Augmentation and expansion of labs and classrooms was done.
 - Library resources were strengthen.
 - The campus was made Wi-Fi enabled.

- Student-mentor groups were made.
- Staff was encouraged for research and faculty development program.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

More or less all the projected activities mentioned in academic calendar were achieved in entire course of academic session.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	44
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* Alumni Parents Employers

(On all aspects)

Students

Mode of feedback : Online Manual

Co-operating schools (for PEI)

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

No

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	24	11	Nil	01 (Substitute) 01 (Guest)

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	11	Nil	-	Nil	Nil	-	N.A	02	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

-

39

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	07	00
Presented papers	10	33	-
Resource Persons	-	-	-

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

- Language lab to assist students of English
- Electronic projects were prepared by Science students during the year during Science exhibition.
 - EDUSAT lab is meant for broadcasted lectures by eminent academicians, in diverse subjects.
 - Smart Classroom

2.7 Total No. of actual teaching days during this academic year-180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop- 07

2.10 Average percentage of attendance of students

75%

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com 1 st Sem	228	-	90.62	9.37	-	14.03
B.Com 2 nd Sem	220	-	96.92	3.76	-	29.54
B.Com 3 rd Sem	212	4.70	87.05	5.88	-	39.62
B.Com 4 th Sem	212	7.14	84.82	8.03	-	52.83
B.Com 5 th Sem	254	7.52	92.47	-	-	36.61
B.Com 6 th Sem	254	.7	99.29	-	-	55.90
B.Sc. 1 st Sem	35	-	50	50	-	22.85
B.Sc. 2 nd Sem	30	-	100	-	-	33.33
B.Sc. 3 rd Sem	45	-	41.67	58.33	-	26.67
B.Sc. 4 th Sem	45	13.33	86.67	-	-	33.33
B.Sc. 5 th Sem	40	13.33	46.67	40	-	37.5
B.Sc. 6 th Sem	32	46.15	46.15	7	-	40.62
B.A 1 st Sem	180	-	60.6	39.4	-	18.33
B.A 2 nd Sem	178	-	20	44.7	35.3	47.75
B.A 3 rd Sem	224	-	31.03	51.72	17.24	12.94
B.A 4 th Sem	224	-	16	50	34	21.42
B.A 5 th Sem	266	-	27	49	24	28.57
B.A 6 th Sem	254	-	68.5	31.5	-	28.74
BBA 1 st Sem	14	-	-	-	-	21.42
BBA 2 nd Sem	10	-	-	-	-	20
BBA 3 rd Sem	16	50	50	-	-	12.50
BBA 4 th Sem	16	25	75	-	-	25
BBA 5 th Sem	14	-	100	-	-	35.71
BBA 6 th Sem	12	-	100	-	-	8.33
BCA 1 st Sem	11	-	66.66	33.3	-	27.27
BCA 2 nd Sem	AWAITED					
BCA 3 rd Sem	12	-	80	20	-	41.66
BCA 4 th Sem	12	-	33.33	66.66	-	25
BCA 5 th Sem	22	-	25	-	-	18.18
BCA 6 th Sem	22	-	83.33	-	-	27.27
M.A 1 st Sem	16	-	20	80	-	31.25
M.A 2 nd Sem	11	-	-	100	-	54.54
M.A 3 rd Sem	09	-	55	44.4	-	100
M.A 4 th Sem	09	-	05	80	20	55.55
M.Com 1 st Sem	28	-	87.5	14.28	-	28.57
M.Com 2 ^d Sem	-	-	-	-	-	-
M.Com 3 rd Sem	27	-	87.5	14.28	-	59.25
M.Com 4 th Sem	27	-	-	80	20	74.07

2.11 Course/Programme wise distribution of pass percentage:

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

- Extension Lecture organized
- Workshop/ Lectures/ Training Programs by various deptt were organized
- Educational fields trips
- ICT Based learning promoted
- Proper data maintenance by various Departments
- Lessons plans were made by all Departments

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	04
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	03
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	03	Nil	05
Technical Staff	06	Nil	Nil	09

Criterion – III

3. Research, Consultancy and Extension

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

1. All departments have been encouraged to have a research component in existing curriculum.
2. Research Cell has been constituted to identify key areas and projects of research.
3. Motivates faculty members to submit project proposals to various funding agencies.
4. Encourage faculty members to take-up inter- disciplinary research projects.

3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	03	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index in SCOPUS
Nos.

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations	Duration	Name of the funding Agency	Total grant sanctioned	Received
Nature of the Project	Year			
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (<i>other than compulsory by the University</i>)	Nil	Nil	Nil	Nil

Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from
Scheme/funds UGC-SAP CAS DST-FIST
DPE DBT

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons
3.13 No. of collaborations: National Any other
International

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :
From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil

International

Applied
Granted

Nil
Nil

Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist.	College
02	01	01	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:
University level State level
National level International level

3.22 No. of students participated in NCC events:
University level State level
National level International level

3.23 No. of Awards won in NSS:
University level State level
National level International level

3.24 No. of Awards won in NCC:
University level State level
National level International level

3.25 No. of Extension activities organized

University forum - College forum

NCC

02 NSS

11

Any other

-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Various extension lectures, competitions, group discussion and quiz were organized by all teaching departments.

Blood donation camp was organized.

Road safety week was celebrated

Voters day was celebrated

New job oriented courses were applied for, by home science, computer, commerce department.

NAAC accreditation was applied for by the college.

Augmentation and expansion of labs and classrooms was done.

Library resources were strengthen.

The campus was made Wi-Fi enabled.

Student-mentor groups were made.

Staff was encouraged for research and faculty development programs.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2,47,500	-	-	2,47,500
Class rooms	24	-	-	
Laboratories	27	-	-	
Seminar Halls	1	-	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	(Auditorium 436	73	DGHE Haryana & UGC grant	509
Value of the equipment purchased during the year (Rs. in Lakhs)	1,72,769	721400	DGHE Haryana & UGC grant	7,37,595
Others,				

Water Purifier

05

Rs.2,44,000/-

Water cooler	01	Rs.45,946/-
Biometric attendance setup/instruments), Tablets, finger print scanner	04+04	Rs.50,755/-

4.2 Computerization of administration and library

Online admissions: - Admission process is handled online in the college through internet access.

Biometric attendance: - Attendance of teaching and non- teaching staff is marked online through biometric devices, installed at different spots.

Computerized data base of books is maintained in college library.

Internet services were also used during admission days (SIM based Dongles).

There is Facebook page of our college. Through which all members and students are socially interact.

4.3 Library services:

Text	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
	30159	989448	176	58506	30335	1047954
Books Reference Books	Included in the above figure					
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	6	10500	1	12200	7	12200
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	SOUL	2200	22,000	-	2200	22,000
CD & Video	8	Nil	Nil	Nil	Nil	8
Others (specify)						

4.4 Technology up gradation (overall)								
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	179	145	10	-	-	05	21	13

Added	02	-	-	-	-	-	02	-
Total	181	145	10	-	-	05	18	13

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

The College always strives to provide enough opportunities to students as well as teachers to upgrade their knowledge by introducing latest technologies. Faculty members are provided with computers and internet browsing facility for preparation of teaching/learning material in their respective departments. Besides it, there was

EDUSAT facility in the college, till 2015 where lectures were broadcasted for students to have a deep knowledge of the concepts by experts. There is an English Language Lab in the college where 25 computers were installed to enhance the communication skills of the students, in addition 5 different licensed softwares were also purchased and installed. Overhead projectors are also there in the Language Lab to enhance the learning experience. This year during summer vacations DGHE, Haryana offers free computer training for all the staff members, for one month.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 21,750/-
ii) Campus Infrastructure and facilities	Rs. 21,350/-
iii) Equipments	Rs. 11,540/-
iv) Others	Rs. 72,744/-
Total:	Rs. 2, 56,458/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college provides various types of scholarships to the students fulfilling the criteria laid down by the govt. The students who belong to SC/ST, OBC & economically weaker sections are provided every possible help during their entire stay in the college. There is reservation policy for students belonging to differently able category or physically challenged students as per UGC notification. The college has various clubs and societies like student council, women development cell, red ribbon club anti-ragging committee, discipline committee, eco-club, quiz-club, science forum, youth welfare society etc. The college also has a Grievance and redressal cell and alumni association.
- Placement cell provides the training session for the students.
- IQAC Provides activity calendar for the upcoming session.
- Teachers spare one week of their holidays to guide the students for their admission in various courses.

5.2 Efforts made by the institution for tracking the progression

Routine class test and internal assessment are the new features introduced to track student progress.

- 2) Daily attendance register is maintained by all teachers.
Daily absentee activity and compilation at the end of each month is regular and peculiar feature of our college.
Time to time counselling of students is done by different cells of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1513	89	NIL	Nil

(b) No. of students outside the state

UG	PG
92	00

(c) No. of international students

Nil

Men

No	%
643	40.13

Women

No	%
959	59.87

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
946	543	-	360	-	1849	945	-	364	292	01	1602

Demand ratio 87.9%

Dropout 26.73%

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

No such provision

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Academic Counselling: - It is invariably done in the classes and outside the classes also. For counselling of students, there are various clubs and societies in our college.

Women Development Cell: Women Issues and solutions

Legal Literacy Cell: Maintain the Legal Matters

Department of Psychology: Psychological and behavioral Counseling

Grievance Committee: All types of complaints

Placement cell: College placement cell provides counseling and career guidance

for students. Time to Time various seminars are conducted by placement cell for increasing awareness among students regarding career-building.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Job fair	162+215	58+128	-

5.8 Details of gender sensitization Programmes

Movie on gender sensitization
 Poster making competition on gender equality and women empowerment.
 Rally on promoting gender equality

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level

International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	421	5365000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/University level National level International level

5.12 No. of social initiatives undertaken by the students -

Road Safety Week 12 th January 2017 Voters Day Celebration 25 th January 2017 Blood Donation Camp 23 rd February 2017
--

5.13 Major grievances of students (if any) redressed:

There were minor issues which were handled holistically and in integrated way by senior professors by counseling.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-

To enhance our young student's about rational perspective, positive attitude, innovative thinking, integrated personality, self-confidence and responsibility.

Mission-

Service to society, uphold our valuable culture, and enable women to become more efficient.

Our students strives best in their life, to achieve highest international standards in all fields.

To sensitize our students toward social issues (like drug menace, female foeticide etc).

Applicability of their studied subjects in real life.

Aims –

To have a positive connection between dreams and reality where hope meets truth and humanity.

To excel in every sphere of world giving meaningful education and practical aspects.

Basic computer education to all streams. Exposure to IT world by enhancing IT infrastructure in upcoming future.

6.2 Does the Institution has a management Information System

Yes our college is well equipped with proper management information system. Our worthy Principal act as a bridge between students and teachers and also look after non-teaching staff. Annual academic report is prepared and submitted to department of higher education. Annual magazine is published by our college as well as important information uploaded on our college website. Relevant news was forwarded to PRO (DGHE, Haryana) for publication. Regular staff and council meetings at the commencement of session, in the mid and at end is of semester is done.

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

Following:

6.3.1 Curriculum Development

All the departments prepare a teaching plan before the commencement of semester and same is followed as prescribed by the Kurukshetra University. Some of the faculty members are members of board of studies Kurukshetra University. Their valuable suggestions were adopted in curriculum.

New teaching tools were also followed in addition to academic plan by various departments.

6.3.2 Teaching and Learning

- Most of teaching activities are based on the guidelines given in the teaching plan.
- As per university teaching plan, all departments evaluates their classes by assignment, project reports and over all behaviour of students, attendance and participation in various college activities. Final assessment is submitted to result section of Kurukshetra University.
 - More or less all departments adopt ICT tools like smart boards and projectors for effective teaching methodology.
 - Seminars and workshops are regularly organized. College magazine is a good opportunity for literature bends of mind, expression of thought in various forms (Poems, essay, scientific knowledge etc.), and in different languages.
- Extra-curricular activities like Debates, exhibition are Declamation, Singing competition, Science quiz and regular feature of our college. For effective in imparting practical knowledge despite practical laboratories in science faculty, our college is well equipped with language lab and mathematics lab.
- Regular field tours were organized related to their course of studies like visited to historical sites. Medical students were taken to plant excursion trips to different horticulture universities and gardens. There is special provision for BBA students for industrial training of six months. There is special separate grant for tours to boys and girls students every year.
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- Every year state government provides financial support for students to take participation in science exhibition at state level. There is special scholarship scheme POSE for meritorious students.
- In social sphere government provides financial need to economical poor students, by implements earn while learn scheme. In

this selected financially weaker students work in different departments in free lectures and get payment on early basis.

6.3.3 Examination and Evaluation

- Semester examination process is followed as per University guidelines.
- College authorities hold semester as well as private exams, in cordial way.
- Internal Assessment is prepared according to Kurukshetra University Norms on the basis of Class performance, Assignments and tests.
- Examination process involves- Annually in case of private students in the month of April, and Semester wise in case of regular students in odd and even semesters in the months of Nov-Dec and May -June respectively.
- College assures discipline and reduces the possibility of cheating cases during exams days.
- Appropriate time is provided to students to apply for re-evaluation and rechecking of answer sheets, if they are not satisfied with the results. After examination, the answer sheets are packed, sealed and sent to central coordinating cell of university. In addition colleges centre for viva and practical exams of Kurukshetra.

6.3.4 Research and Development

- College organizes workshops seminars, and extension lectures. HODs and research oriented faculty motivates and interacts time to time to promote others to present research papers in conferences and seminars . Many of our faculty members published research paper in reputed Journals.

6.3.5. Library, ICT and Physical infrastructure

- College has well-equipped library. It remains open for students from 9:00 am to 4:00 pm.
1. In this session our college is digitalized. All the books were electronically catalogued.
 2. New books, journals and magazine are displayed.
 3. Sufficient copies of prescribed text books are available.
 4. Previous question papers are also available.
 5. Good collection of books for competitive exams is provided. Approximately 8 newspapers and monthly/ annual magazines in different languages are subscribed.

ICT:

- Projectors are available in Science labs and Smart class room. Besides it, the college has other latest technologies such as Wi-Fi connectivity, Biometric Attendance System, Internet connection and 7 computer labs

Physical Infrastructure

- College has approximates 22+2 (smart class room and EDUSAT room) classrooms and approximately labs with latest furniture and equipments.

- Computer labs with 300 computers.
- Well-equipped labs of chemistry, botany, zoology, physics, home science, geography, psychology, music, with latest instruments. Every year lab up gradation grant is utilized to add new infrastructure as per changing syllabi.
- On the peripheral front of our college there is Botanical garden to add aesthetic value to college campus
- Library well established (stock of approximately 30000+books magazines and electronic media). Open during working days from 9:00 am to 4:00 pm.
- Students can have Photo state done easily in case of need from library.
- Library cards are issue in the beginning of Semester. Books are issued for 14 days.
- Test papers and previous year papers are available.
- Multipurpose auditorium is built with seating capacity of 1000.
- College canteen is the main point of attraction for all the individuals of college.
- Water cooler and Mineral RO were installed .
- English language lab, Girls Common room, indoor sports facility, multipurpose Hall, stadium and staff residential flats.

6.3.6 Human Resource Management

- Orientation and training programs for new recruitments both in teaching and non-teaching staff.
- Regular meetings of various committees are held to draw plans and get them implemented
- All the festivals were celebrated for recreational, all college staff actively participates in these cultural functions.
- Academic and administrative committees formed in the beginning of session look after their sphere of activities during the entire session. There are 68 committees are working in college on various aspects.

6.3.7 Faculty and Staff recruitment

- Contractual and extension lecturer staff is appointed/engaged through proper selection panel and merit. Their salary structure is defined by DHE (Haryana).
- Temporary non-teaching, library staff and fourth class employees is appointed through outsourcing.
- Regular staff got their salary component from state government.

6.3.8 Industry Interaction / Collaboration

- Our BBA students go for compulsory industrial training, every year indifferent sectors like local pharmaceutical industries, banks, financial institutions etc.

➤ **6.3.9 Admission of Students**

- Every year college prospectus is available at nominal charges (in which admission procedure, teachers name and department profile information is written).
- Online web portal admission is available for students to take admission in college, contains all the necessary information of admission related topics. This procedure helps the students from remote localities to get the desired admission related information. As a result of on line admission procedure gross enrolment enhances in comparison to previous years. The admissions are done according to the norms of Kurukshetra University, Kurukshetra.

6.4 Welfare schemes for

Teaching	There is provision of casual and earn leave for staff. Further extension is sought by DGHE, Haryana. Provision of advanced loan/ salary through proper channel and rules governed by DGHE, Haryana. Studies allowance to wards of teaching and non-teaching staff.
Non-teaching	Available residential flats to non-teaching in the campus. Advances against salary/ loan from GPF through proper channel.
Students	To aware them about the importance of voter I-card, Aadhar card and passports (facilitated by the college). Time to time to get these identity cards our college arranges facilities to them in the college campus. The college organizes lectures on issues pertaining to health and hygiene by inviting senior doctors of the town.

6.5 Total corpus fund generated Rs. 10,531,152/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE	Yes	Principal
Administrative	Yes	DHE	Yes	Bursar

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

For UG Programmes Yes No

For PG Programmes Yes No

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

General guidelines and rules related to admission and semester exams are framed by Kurukshetra University, Kurukshetra.

Semester exams are conducted by University in collaboration with college. At college level internal assessment is prepared and further sends to university as per their guideline

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

Not applicable - not an Autonomous body

6.11 Activities and support from the Alumni Association

In this year alumni function was celebrated in which many old students interact with staff and registered in association, followed by lunch.

6.12 Activities and support from the Parent – Teacher Association

Although parents are regularly in touch with the faculty as well as with the Principal, regarding problems of students. A formal PTA is still to be established.

6.13 Development programmes for support staff

The lab attendants are trained by the other departments to assist the faculty members during admissions and examinations.

The lab attendants are also trained for computerized work by the Department of Computer Science time to time.

Technical support is also provided by Department of Computer Science to all other departments when required

The lab attendants are trained by respective faculty, so that they can maintain, manage lab instruments and assist to students in their practical classes in an efficient manner.

Various training programs regarding voting process at booth level/ making Voter Id cards are attended by the supporting staff of the college.

6.14 Initiatives taken by the institution make the campus Eco friendly.

Eco- awareness campaigns and tree plantation programs are organized annually and on regular basis in college by Eco- clubs.

Van mahostav is celebrated every year in collaboration with forest department.

College also implements the program **Swachh Bharat Abhiyan**. In this there is continuous and regular cleanliness drive, in which whole of the teaching; non-teaching community as well as students actively participates, in college campus.

Cleanliness camps are organized by NSS unit in the and outside the campus.

There is Botanical Garden in the college which adds to the natural beauty of the campus.

Dustbins are placed at all the places

Criterion – VII

7. Innovation and best practices

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

Awareness on Water Conservation is Spread via activities like speech, Poster- Making etc.

Rallies, Pledge, Lecture etc. are organized to develop an air of non- violence in the Campus

Cleanliness, Health, and Hygiene are promoted via rallies, slogan and Poster making activities

Blood Donation Camps are organized by the NSS unit of the college

The college spreads road safety Awareness Campaign

Debate, Essay and Slogan Writing Competitions are organized to spread legal literacy

Yoga Workshops are organized in the college

Talent search Competition is held to recognize the abilities of New students

Workshops on Preparation of NET Exam, CA Exam and other competitive exams are organized to ensure future career enhancement of the students

Extension Lectures on preparation of Resume, Personality Development, Career opportunities in Tourism, Hindi Journalism, Music, Psychology, Physics, IT Sector, Science, Aviation, Banking, Railways, SSC are organized by the Placement Cell on a regular basis

Workshops on Beauty and Wellness, HIV awareness Art and Craft etc. are held regularly

Awareness about Natural Hazards is spread via activities like Speech, Poster-Making etc.

Lectures on HIV-AIDS, values of modern era are arranged to sensitize the students about Present day Challenges

Seminar by renowned Sitarist Dr. Harwinder Sharma is held which is sponsored by SPIC MACAY.

PARWAAZ college festival is celebrated every year to refresh the cultural values which are cherished in the society.

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

When the session begins all extension lecturer prepare lesson plans and submit the same to the concerned Departments.

Many national and international seminars and workshops for different activities are organized in the college.

There is Book-bank facility for needy students in various departments.

Facility of Extra classes to needy students is also there in the college.

Exam notes are also prepared for the students if they want any kind of help.

Immediately when new session starts new books were purchased. To foster new things, happening in their subjects.

7.3 Give two Best Practices of the institution

1. The minor routine electricity work of the entire institution is looked after by the faculty and students of the physics department.
2. The routine issues of the computers and networking of the entire institution are met by the computer department of the college.
3. The green ambiance of the college is due to tree plantation drive organized by the NSS unit of the college once a year.
4. The planting of sapling by the guests at various functions and presenting them plants sapling as mementos shows the eco consciousness of the college.

7.4 Contribution to environmental awareness / protection

In 2017, Swachh Bharat Abhiyan was organised by the college with the active participation of students and teachers. College campus was cleaned up by the students, teachers and Non-teaching staff also actively participated. Eco-club, NSS, NCC etc. create eco-Consciousness of different level. CFL bulbs are being used at most of the places of tungsten lamps in order to save energy. In order to maintain the greenery and pollution free environment, trees are planted in the campus. There are also many herbs and fruits trees like Amla, Ashoka, Arjuna, Mango, Guava, Kchnaar etc. in the campus. Tree plantation drives are organized within and outside the college with the help of NCC and NSS students and college staff. The saplings of different herbal/trees plants are also distributed the staff and students. A beautiful garden, Shanti Kunj is also located in the college premises to encourage the students towards maintaining greenery. In physics laboratory minor electronic issues are solved by electrician and laboratory assistant. Apparatus are checked and repaired from time to time. Quiz, Poster making and declamation are organized related with environment issues to motivate the students towards environment. Car pulling is done by the staff for transport and conveyance. The minor repairs ht by electrician and laboratory assistance and major repairs are done Conscious efforts are made to make it a habit to switch-off electrical and electronic devices
The college has a big green cover. Almost 80% of the Campus is occupied by plants and trees
The college tries to minimize wastage of paper and reuse of one side printouts is encouraged

Yes

No

7.5 Whether environmental audit was conducted?

Although the college is eco-conscious and has taken many steps to contribute in a green environment, a formal environmental audit has not yet been conduct

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

Strength:

1. Excellent strength in commerce department four sections of students was running.
2. Well maintained infrastructure
3. Work culture is excellent
4. Every year youth festival bags great achievements.
5. Students from rural areas have great sports ship talent.
6. Great unity is excelled among students.
Workshops and Seminars regular culture of curriculum, career related, and general awareness related issues.
7. Positive sphere of students and teachers interaction to tackle problems arise in day today activities of college.
8. Cleanliness campaign is regular feature of our college.
9. Cooperative senior staffs.

Weaknesses:

1. More use of local dialects.
2. Rural background
3. Societal pressure on students for general and traditional courses.

Opportunities:

1. College is the only institution situated on the boarder of Haryana catering the needs of nearby areas and villages of Baddi, parwanoo situated in Himachal Pradesh.
2. To have more collaboration with nearby industry
3. To encourage faculty to apply for different state and central funding agencies forresearch projects.
4. To find ways and means toconserveour depleting resources and initiate programmes.
5. Strategic alliance and partnership with other Universities.

Challenges:

1. To increase college student strength.
2. To decrease student dropout rate.
3. To increase pass percentage of the students.
4. To introduce new job oriented courses to make them employable and to meet the demands of global competition..

8. Plan of Action for next year

1. To continue plan of action of previous year.
2. To increase gross enrolment ratio and to decrease dropout rate of students.
3. To apply for job oriented courses.
4. Strengthening library resources and automation of library.
5. Expansion of ICT
6. Developing a perspective plan for future development for next 10 years.
7. To ensure maximum participation of staff in faculty development programmes and research work.
8. To strengthen the relationship with stakeholders.
9. To make campus Wi-Fi enabled.
10. Upgradation of auditorium
11. Establishment of entrepreneurial development cell
12. To obtain research grant
13. To host national seminar/ workshop/ training programs at regular intervals and encourage faculty to attend conference.
14. Expansion and augmentation of labs and infrastructure with emphasis on upgrading classrooms and having more Smart classrooms.
15. Systematic and effective student counselling/ mentoring
16. To promote eco- friendly activities on the campus.
17. To make physical facilities and infrastructure differently abled friendly.
18. To apply for NIRF.



Name Mrs Vandita Sharan

Signature of the Coordinator IQAC



Name

Signature of the Chairperson IQAC