



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Devki Devi Jain Memorial College for Women
• Name of the Head of the institution	Dr. (Mrs.) Sarita Bahl
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01612224682
• Mobile No:	9417420999
• Registered e-mail	ddjainldh@rediffmail.com
• Alternate e-mail	drsaritabahl@gmail.com
• Address	Near Suffian Chowk, Kidwai Nagar
• City/Town	Ludhiana
• State/UT	Punjab
• Pin Code	141008
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Panjab University				
• Name of the IQAC Coordinator	Mrs. Anupam Gupta				
• Phone No.	01612224682				
• Alternate phone No.	9417420999				
• Mobile	9417412628				
• IQAC e-mail address	iqac_ddjaincollege@rediffmail.com				
• Alternate e-mail address	ddjainldh@rediffmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://ddjaincollege.org/iqac/session1920.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://ddjaincollege.org/documents/academiccalendar2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.03	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			08/11/2016		
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	
Institutional 1	95% deficit	State Govt.	2020-2021	Rs 2,49,21,468/ -	
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			6		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Webinars were organized.		
National seminar was organized.		
Various online competitions were organized.		
Covid vaccination camps were organized.		
Faculty was trained for online teaching during covid pandemic.		
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
? To organize webinar	Webinar on National Education Policy 2020 . Avenues and apprehensions on sept 29th ,2020. webinar on how to create wealth in the stock market on 24th March,2021.
? To organize National Seminar	Webinar on yoga and mental Health by NSS on 21st june 2021.Two day National Seminar on bhartiya sanskriti dharohar mai akhand bharat ke sankalpana by dept of History on 25th march 2020.
? To organise workshop	One day workshop on 8th march by B.Voc.
? To organise various on-line activities	Various online activities like drawing competition , mask making , poster making , essay writing etc were organised.
? To arrange covid vaccination camp.	Two covid vaccination camps were organised on 26th april and 19th may to 23rd may 2021 were arranged.
? Online celebration of various days	World Environment day,Indian Constitution day, National Unity day, National Road Safety month, No Tobacco day etc were celebrated.
? To support staff , students and parents by ensuring safety, managing stress in unprecedented times	To ensure safety and well being of the staff work from home was allowed from time to time.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Managing Committee	16/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	26/02/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	12
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1403
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	45
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	478
File Description	Documents
Data Template	View File

3.Academic	
3.1	66
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	6265146
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	140
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college plans the curricular and extra-curricular activities at the beginning of each academic session and prepares or chalks out academic calendar to ensure good learning outcomes .The college follows the curriculum designed by the affiliating university i.e. Panjab university Chandigarh and various time tested and innovative teaching methods are employed by the faculty for the effective implementation of the curriculum .The teachers prepare the teaching plan of their subjects and follow it to deliver the curriculum well in time. Due to the pandemic situation teaching plans for this</p>	

session 2020-21 could not be prepared at the beginning and there were unforeseen changes in the academic calendar of the P.U . so, short term teaching plans were chalked out from time to time by the teachers under the guidance of the heads of their departments. Class tests, assignments, discussions and mid semester exams comprise the evaluative tools used to assess the understanding of the students.

<http://ddjaincollege.org/documents/academiccalendar2021.pdf>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Our college follows the academic calendar issued by Panjab university strictly and plans all its activities accordingly. Institute level calendar is prepared at the commencement of the session and the academic activities , CIE and all co-curricular activities are conducted in complete adherence to the calendar . The faculty members plan their lesson and under the guidance of head of their department , they deliver the curriculum by adopting different methods and aids . Syllabus to be covered for each CIE is decided well in advance and faculty members adhere to it . MSTs / final examinations / Practical exams are conducted as per the Panjab university academic calendar and guidelines. In addition to university exam , class tests , presentations, assignments ,projects etc are the methods used for continuous evaluation of the students.

<http://ddjaincollege.org/documents/academiccalendar2021.pdf>

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

<p>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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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)

04

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

1403

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

169

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 professional ethics, Gender, Human values and Environment Sustainability as they are integral and inseparable part of curriculum. The environment issues are dealt in detail as environment, Road Safety education , Violence against women and Drug abuse is a Compulsory subject in all the streams. Anti Women Harassment Cell, Centre for value Education, N.S.S , Innovation Cell and N.C.C engage the students in various activities which sensitize them to the issues pertaining to gender equality , moral and ethical values and environment concerns. These important issues are integrated or incorporated in the curriculum content of subjects like Political Science , History , Literature , Sociology and facilitate Interdisciplinary thinking and collaborative learning .List and description of courses addressing these crosscutting issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

134

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

C. Any 2 of the above

**syllabus and its transaction at the institution
from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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 sanctioned seats during the year

2820

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

232

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

The students admitted in our college belong to variegated economic sections and communities of the society. The college is very much aware about the overall growth and social upliftment of students. After admissions, advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the unit tests, internal examinations. After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. Academic and personal counselling is given to the slow learners by the tutor and the mentor. Bilingual explanation and discussions are imparted to the slow learners for better understanding Provision of simple and standard lecture notes/course materials is also done. Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies. Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions. Encouragement and Orientation provided to the students in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular. In addition, Faculty Members are nominated by the college to be section-wise mentors, ensuring one-to-one academic interaction and informal mentoring as well, providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields and to make the most of their life at the Institute.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1403	64

File Description	Documents
Any additional information	View File

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

The faculty members use Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. for enhancing learning experiences. The Teaching - learning activities are made effective through illustrations. Lessons are taught through Power point presentations to make learning interesting. The lecture method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text for better understanding of the subject by the learners. The faculty members make learning interactive with students by motivating students to participate in group discussions. ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Smart Class rooms and E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Regular practical sessions, Use of LCD projectors for seminars and workshops, Productive use of educational videos is made to make the teaching learning process more effective. The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, teaching through demonstration, visual aids, Periodical industrial visits, Organizing exhibitions, Presenting papers, and conducting quiz on theory topics. Summer Internships are considered as an important career stepping stone. After completion of every two semesters, students are required to engage in summer industrial training. At the completion of training students are required to submit a report of the same. Summer internships teach valuable on-the-job skills and provide excellent networking opportunities to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom: In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , online sources, to expose the students for advanced knowledge and practical learning. General ICT Tools used by faculties are: Desktop and laptops, Projector, Digital cameras, Printer, Photocopier, Pen Drive, Scanners, Microphones, interactive white board, DVDs and CDs, Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work. Various online platforms like Zoom, Google classrooms, etc. are used along with various softwares and e-resources. Entire campus of the institution is covered with Wi-Fi and LAN based facilities. ICT enabled teaching methodologies like e-mail, animated or live video demonstrations, online lectures; e-mails etc are regularly used by faculty. Computer-Assisted-Learning (CAL) methodology is used to show videos and other educational materials to the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

11

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

753

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

Mechanism of internal assessment, Schedule of Class Assessment, Test & Sessional Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit. There is complete transparency in the internal assessment. Class Assessment Test: After Valuation, marks are displayed on dates mentioned in the academic calendar by faculty members. Valuation is done by the respective subject teacher. Answer sheets are shown to all the students and answers are also discussed with the students. Practical Examination: Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce. Assignments: Assignments questions are discussed with students. The students submit two assignments. Internal Assessment Marks: Internal Assessment Marks which comprises teacher assessment Assignments and sessional exam marks are conveyed to students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies

and displayed on notice board. Query if any is discussed with faculty and HOD.

College Level: The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section. Redressal of grievances at

University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at PU examination section after forwarding such quires through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation. The POs of the programmes are published through the college website

<http://www.ddjaincollege.org>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ddjaincollege.org/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Our Institute is affiliated to Panjab University, Chandigarh. We offer Under Graduate and Post Graduate courses under the Faculty of Arts, Commerce, management and Computer Science. For these programs and courses, the institute follows the curriculum designed by our affiliating university. The institute follows the Academic Calendar of the affiliating university. All the subject teachers maintain Academic Diary in every academic year. All the subject teachers prepare Semester-Wise evaluation Reports. The attainment of programme outcomes is kept in mind while preparing academic plan for every academic session. The academic plan is enriched by inclusion of extracurricular activities. Institute also considers Feedback from the students. The mid-semester exams, end of semester exams, periodical tests, assignments and projects etc are used to evaluate the performance of students in the light of programme outcomes.

http://ddjaincollege.org/programme_outcomes.docx

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ddjaincollege.org/programme_outcomes.docx

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

475

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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://docs.google.com/forms/d/e/1FAIpQLSdVz-eoRfyv7IH00hu_d3NVKu5y65p9PGzq2Zjv_6Yu4E_LPA/viewform?usp=sf_link

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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

07

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - 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 institute promotes regular engagement of faculty and students with neighbourhood community for their holistic development and sustained community development through various activities. Every Year, programme are organized under which students and staff participate voluntarily in community based activities. Various awareness programs, workshops and rallies with themes like cleanliness, green environment & tree plantation, gender sensitization, traffic rule awareness, empowerment of girls and women are organized by the institution for the holistic development of the students and for the welfare of the society at large. Competitions are organized on the themes like Grameen Gandagi Mukt Bharat, National Unity Day, Indian Constitution Day, Pulse Polio, Women Empowerment, Protection and safeguarding environment. The institution took a lead in benefitting the society in the times of pandemic by organizing free vaccination camps for the students, staff and general public.

Learning outcomes of the activity:

- 1.Enlarge the knowledge of societal issues and problems and to search solution by getting involved with their lives.
- 2.Build up relation and tie up with organizations/NGO to carry forward humanitarian work in future.
- 3.Develop a passion and brotherhood towards community, affected people/animals and destitute.
- 4.Develop skill and aptitude for problem solving.
- 5.The skills developed include social, communication, management,

leadership, analytic skills etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

15

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

735

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

06

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

25

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Devki Devi Jain Memorial College For Women has a well developed college campus in an area of 7271 sq mts. It is equipped with many facilities and learning resources to achieve academic excellence according to its vision and mission. The infrastructure facilities and learning resources are categorized as under Learning resources include resources and infrastructure required for classroom teaching, laboratories, computer center, library, events, meetings and conferences. Support facilities include canteen, seminar hall, general hall, sports ground, gymnasium, meditation centre. Utilities include safe drinking water, restrooms and power generators. Classes are scheduled for optimal utilization of the available physical infrastructure. The institute continuously strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institute has adequate facilities for sports, games and cultural activities. The total area of sports and games fields is 2373.77 square metres. Our college has provision for multiple games such as basketball, badminton, Athletics, Kho-Kho. Indoor sports facility is

available for games like badminton, table-tennis, TaeKwondo, Chess, judo , karate, wushu. There is a well equipped auditorium for organizing annual functions and cultural events are also organized at Atam Hall. Annual sports meet is organized every year for students. Students are specially trained for participation in Zonal and inter Zonal Youth festival competition. Our college has excelled at these events by winning prizes and awards in individual and group events. Gymnasium facility is provided to staff and students. It can be used in free lecture or break.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

50

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

50

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

1,77,625

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

• Name of ILMS software -Icon's Library Software •

Nature of automation (fully or partially) -Partially • Version- 1st

Year of Automation -2014

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

B. Any 3 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)	View File

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)

10950

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

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

7

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi. The institution plays an important role for infrastructure development in the college premises. The college provide the efficient teaching and learning program with the latest upgradation in the infrastructure & technology. As the start of the session the head of Department, system Administration and lab technician review the course requirements, and check the systems accordingly the need of the course and then upgrade the system or infrastructure. Some awareness programs or sessions are conducted to ensure the optimal utilization of new technology that is being deployed. Institution have permanent IT-LAB Technician, System Administrator for deployment of software applications, UPS & LAN, system maintenance and Hardware Troubleshooting. The institute also review the current needs and accordingly the internet bandwidth is upgraded from time to time

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

140

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)**

3,68,044

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The institution obtains the necessary requirements of classrooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. Any new facility to be constructed/ acquired is provided by the management before the semester begins. The various blocks are maintained for their up-keep and repaired on a regular basis. All procedures and policies for utilizing physical, academic and support facilities are shared with students through prospectus, college website and briefing them about standard operating procedures of institution during student orientation programme. Wherever there exists a situation that a facility (classroom or laboratory) is required by more than one department, suitable adjustments in the time table are made to make optimum use of facility. Standard operating procedures are reviewed and amended as and when required. College Website :-

www.ddjaincollege.org Web Links :-

<http://ddjaincollege.org/infrastructure.html>

<http://ddjaincollege.org/library.html>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://ddjaincollege.org/infrastructure.html http://ddjaincollege.org/library.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

37

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**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	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

91

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

91

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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**

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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**

56

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

In the college, students are a part of both academic and administrative bodies. College elected a Student Council through elections held under the supervision of family members, Elections were held for posts like President, Vice President, Secretary etc. Besides this there are class representatives who participated actively in meetings with their staff heads and took suggestions on matters related to various functions, activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

04

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	View File

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

Feedback was sorted from the students and the opinion obtained for each parameter is highlighted as follows: a) Students were satisfied with there experience in the college, according to them the staff members were cooperative. b) College atmosphere is very healthy and conductive for trainees. c) College administration is good. Following suggestions were made by the students:

1. Suggestions were presented to improve the drinking water facilities as well as the canteen facilities in the college.
2. Washroom and sanitation facilities also need to be improved.
3. Students suggested for imparting of more practical knowledge rather than theoretical only.
4. Various other co-curricular activities should also be conducted as well

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

During Curfew and Lock Down due to pandemic, the governance was carried out in all spheres of administration in a very democratic way and the flame of positivity was kept burning to dispel negativity and despair. To keep staff safe, they were made to work from home. The heads of all departments, convenors and teachers remained in constant touch with each other and students. They participated effectively and enthusiastically in running the teaching learning process smoothly by preparing and delivering the online lessons/PPTs/lectures to the students. Due to active participation of staff and democratic governance through heads and convenors, the students sailed through the tricky times and the academic session was prevented from getting derailed.

File Description	Documents
Paste link for additional information	Nil
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.

As per Panjab University, Chandigarh, examinations were conducted in the online mode in this session due to pandemic. This unprecedented venture was carried out in a very decentralized and participative way where Principal acted as the Chief Coordinator, one senior teacher was deployed as the nodal officer who remained a bridge between the examination authorities of Panjab University, Chandigarh and the college examination control room. Two senior staff members acted as superintendents. The evaluators were given the choice of evaluating at home or at college. Those who wanted to evaluate the answer sheets online within the college premises, they were provided with required infrastructure and technical support.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Major initiatives were taken to combat the pandemic Covid 19. Covid Care Club was established in 2020 comprising staff and students to outline the tasks to be carried out to ease the situation. Students of Devki Devi Jain were given online training of how to make masks at home to make them self-reliant and ready to prevent themselves by using basic precautions during the spread of this deadly disease. Body Sanitizing Cabin was installed at the premises and sanitizers were kept at various entry points. 21-day quarantine leave was granted to staff members who themselves tested Covid positive as well as to the staff members whose family member tested covid positive. Door-to-door counselling of the people for sensitizing them about COVID related SOP was done by students of NSS. Free ration was distributed to Class IV employees. Masks were distributed to the lower segment of the community. Our N.C.C volunteers assisted the local administration during first wave of Covid 19. Vaccination Awareness campaign was carried out on January 22, 2021. NSS volunteers were first made aware about the need of vaccination. They further spread the message using their social media accounts and their local networks. Posters were made and were pasted in the campus and surrounding areas. Tika Utsav was celebrated from April 11 to 14, 2021. A 5 Day Vaccination camp was organized at the college premises from May 19, 2021 to May 23, 2021 in which a total of 1950 staff and students were administered vaccination by Health and Family Welfare department of Punjab under the guidance of civil surgeon.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

Management Governing Body Principal IQAC Committees Cells/Centre Staff Secretary House Exam Administration NCC Rusa Institutional HOD Controller/ Registrar Superintendent NSS Skill Development Innovation Cell Faculty Clerks & Vocational Guidance Legal Literacy cell Student Council Supporting Staff Social Media Anti Women Harassment Feed Back Committee Harassment Cell Grievance Redressal Career Counseling & Placement Cell Research Advisory First Aid & Health Centre Newsletter & Activity Record Centre for Value Education Anti-Ragging Student Council Election Website Development/update Scholarship Cultural Programme Library Advisory Alumni Time table Cleanliness Beautification Internal Assessment Online Education training Prospectus Fee Concession Parent teacher Association Committee

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching Staff • Fee concessions are given to the wards of all employees. • Loans from the Employee Provident Fund for marriage, higher education of children, purchase of vehicle, and construction of house are available. • Maternity Leave • Duty Leave facility for attending seminars/conferences and other faculty development programmes • Access to e-resources through N-List facility of Inflibnet • Free Covid 19 vaccination camps were organized. • Work from home facility was provided during Pandemic. • As per Punjab Government notification, a 21 day leave with pay was granted to the staff member who was diagnosed with corona. • As per Punjab Government notification, a 21day leave with pay was granted to the staff member whose family member was diagnosed with corona.

Non-teaching • Fee concessions are given to the wards of all permanent employees. • Staff accommodation has been provided. • Advance Loans from the Employee Provident Fund for marriage, higher education of children and purchase of vehicle, and construction of house are available. • Uniforms are provided to Class IV employees. • Bonus and gifts are given on special occasions. • Maternity leave to the female staff • Free Covid 19 vaccination camps were organized. • As per Punjab Government notification, a 21 day Quarantine leave with pay was granted to the staff member who was diagnosed with corona.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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**

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
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)	View File

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**

06

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

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

All the teachers fill the Annual Self-Assessment Performa issued by DPI, (Directorate of Public Instructions). Teachers are required to fill the details of results of their classes, pass percentage. They give the details of the Seminars, workshops or any other course if attended or paper presentation or publication or any other professional achievement done by them during the year. Apart from that they are required to give the details of various duties performed in the institutions. Teachers fill the details if any reform or new strategy they have adopted in the teaching process. This Performa is sent to DPI after duly signed by the Head of Department and Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Yes, financial audits carried out during the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

298,200

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

As per the instructions of administration, the migrants who were stranded and stuck up in the vicinity of Ludhiana were given shelter as per the instructions of the administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

(i) Faculty Training for the online teaching was conducted to combat the challenges thrown by Pandemic Corona Virus, to equip the teachers with knowledge in handling the tools and techniques for online teaching and to run the teaching learning process smoothly. An Online Education Training Committee was formed which conducted training sessions in different batches for the faculty members. In the training sessions, faculty members were trained in how to use Google Meet and Google Classroom.

(ii) To help the poor and needy students free book bank facility has been initiated by P.G. department of Commerce and Management of the college which has helped hundreds of students to complete their courses. During the start of the new sessions, various publishers are requested to contribute to our book bank with new books on the latest syllabus and courses of B.Com., BBA and M.Com. Faculty members also deposit their specimen copies at the book bank that they don't require. Some staff and faculty also deposit used books that can be of great help to the needy students, and a proper record of the same

is also kept in the department

File Description	Documents
Paste link for additional information	Nil
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

(For first cycle - Incremental improvements made for the preceding year with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives) Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each After sudden outbreak during Pandemic Corona Virus and the consequent lock down,curfew,to avert any obstruction in the learning teaching process, much required reforms were done quickly. The entire teaching learning process was digitized as per the circumstances created by the crucial time. Teachers prepared PPTs, Assignments, and Lectures to be delivered online. Those teachers who needed some training in the technical aspects of online teaching, training sessions were organized for them. This way even Pandemic,curfew,Lock down could not dampen the teaching learning spirit of teachers and students.

File Description	Documents
Paste link for additional information	Nil
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	http://ddjaincollege.org/igac/session2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Gender Equity refers to equal opportunity for males and females in terms of economic, social, cultural and political developments. The institution aims to achieve gender equity by providing safe and secure environment to the girl students. For this CCTV surveillance has been maintained in college. It helps to a check on anti-social activities and maintaining discipline. The institute keeps visitor log register to record the details of any person entering the college premises. Anti-women Harassment. Cell has been established to provide a healthy and congenial atmosphere to the students. Awareness programs and workshops on Gender sensitivity are regularly organized in the college to make the students aware towards women issues in order to enhance women empowerment. 'Women's Day' was celebrated in the college campus with full zeal and enthusiasm by organizing poster making competition. The female faculty members, staff and students are informed about various laws and rights available for their empowerment. Students are always encouraged to go on industrial visits and exhibitions. The institution maintains separate rooms i.e., common room, for rest and recreation among girl students. The common room is provided with chairs, tables and reading material to suit various needs of the students. Provide Web link to

- Annual gender sensitization action plan
- Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	View File
Any other relevant information	No File Uploaded

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

Waste management, whether it is solid waste, liquid waste and E-waste, is one of the major tasks to accomplish. During the disposal of waste, emphasis is given to adopt eco-friendly measures with '3R' approach i.e., Reduce, Reuse and Recycle. For proper solid waste management, dustbins are placed at suitable sites in the college campus for collection of solid waste. Waste water from the water purifiers/R.O. systems installed in the college is recycled and used to water the plants in the college campus. Waste waters of the air conditioners is also recycled and utilized. No biomedical, hazardous chemicals and radioactive wastes are generated in the college as there are no Biology and Chemistry labs in the college. For proper E-Waste management, e-waste components are appropriately stored in a safe place and then screened to separate the reusable components. The remaining waste is sold to junk dealers. As a part of waste recycling system, plant litter is regularly collected in a pit and used as compost and manure for the plants.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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	View File
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
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 institution believes in equality of all cultures and traditions as is evident from the fact that the students belonging to different

caste, religion, regions are studying without any discrimination. Though the institution has a diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional and other diversities. Various initiatives are undertaken in the form of celebration of days of eminent personalities, national festivals, NSS and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance & harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. In the year 2020-2021, National Unity Day was celebrated in the college campus by organizing a poster making competition for the students. 'Constitution Day' was celebrated of Political Science Department of the college on 26th November 2020. To mark the day, a short documentary film- 'Samvidhaan' was shown jointly to the students of Department of Political Science and Department of Sociology on 28th November 2020. 'Rashtiya Ekta Divas' was also celebrated in the college premises with great enthusiasm. The students and teachers took the oath to preserve the unity, integrity and security of the nation in the spirit of unification of the country.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Our Institutions takes all possible initiatives in organizing various events and programs for motivating the student and staff to become responsible citizens Of the country by sensitizing them to the constitution of the country. The student council is elected every year to inculcate leadership qualities among them and make them responsible citizens. The institutions take many initiatives like conducting awareness campaigns organizing orientation programmes, seminars and workshops to sensitize the feature leaders to inherit human values coping with constitutional obligations. In the year 2020-2021, 'Constitutional Day' was celebrated by the students of Political science Department on 26th November 2020. National Unity Day was celebrated by organizing a poster making competition for the students. NSS unit of the college is activity

involved in conducting different activities for inculcating values for being responsible citizens. National Road Safety Month was celebrated from 15th January 2021 to 17th February 2021, where in students participated in various online contest related with the 'Road Safety' and won e-certificates. "World Environment Day" was celebrated on 5th June 2021, in which students participated in "Plant a Sapling" Contest. As the theme for "World Environment Day 2021" was "Ecosystem Restoration", the students were encouraged to grow more trees and gardens and play their part in environment conservation

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded

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

The Institution makes tremendous efforts in celebrating the national

and international days, events and festivals throughout the year. National festivals play an important role in planting seed of nationalism and patriotism among people of India. In the year 2020-21, following national and international commemorative days were celebrated in the college campus -

- "National Unity Day" was celebrated on 31.10.2020 by organizing a Poster making competition.
- "Constitutions Day" was celebrated on 26.11.2020 by the students of department of Political science in which the students participated in Online Poster making and slogan writing competition.
- "National Road Safety "was celebrated from 15.1.2021 to 17.02.2021, wherein students participated in various online contests related with "Road Safety" and won e-certificates.
- "Women's Day" was celebrated on 08.03.2021 by the department of B.VOC (Beauty Aesthetics and Wellness) by organizing one day workshop of makeup.
- NSS unit of the college organized a Poster Making Competition to mark the day.
- "World Environment Day" was celebrated on 5.6.2021, by organizing "Plant a Sapling" competition by NSS unit of the college.
- "International Yoga Day" was celebrated on 21.06.2021, in which NSS unit of the college conducted a webinar on "Yoga and Mental Health".

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
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: FACULTY TRAINING FOR ONLINE TEACHING DURING COVID PANDEMIC

2.Objectives of the Practice:

- To enhance the quality of teaching and learning during pandemic times.
- To discover practical ways to teach online successfully.
- To develop the digital competence of teachers for effective teaching and learning.
- To enable the faculty to adapt to new technology in the teaching-learning process.
- To transform a teacher into a competent facilitator.

1. Title of the Practice: BOOK BANK FOR NEEDY STUDENTS

2. Objectives of the Practice:

- To provide free books to the poor and needy students.
- To achieve the mission "Education for All."
- To encourage girl students to enrol for higher studies by advertising about the free bank.
- To prevent dropouts due to inability to buy books.
- To provide reference books and journals for competitive exams.

Details attached with document section

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

The year 2020-21 has been a year of the global pandemic and has become a Public Health Emergency. Our college has always been committed towards the welfare of the students and the society as a whole and we have always been at the forefront and proactive in performing our duty and role towards it. Our college joined the combat against this unprecedented global crisis by taking various initiative to ensure the safety of students, faculty and the staff while remaining uncompromising with the learning graph of the dear students. Any form of gathering was prohibited, masks and sanitizers were distributed and made available at prominent places in the college. A covid 19 Awareness Drive was conducted by NSS wing of the college on 22nd January 2021 A prolonged work from home was declared for the faculty and staff, diligently following the rules laid down by the government. The college swiftly move to online teaching platform, where the students appreciated the commitment of the management and the faculty. Dedicated Covid 19 vaccination drives were conducted at the college campus for local community, staff and students on 26th April 2021 and from 19th may 2021 to 23 may 2021 where in 250 and 1950 people got vaccinated respectively.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans of action for next academic year (200 words)

1. To organise mere covid vaccination camps for students to ensure their safety. -
2. To organise more career counselling seminars.
3. To celebrate Golden jubilee of the college.
4. To organise more inter-college competitions regarding social issues , mental health and covid-precautions.
5. To facilitate vocational skills , efforts to collaborate with industry will be enhanced so as to ensure self employment.
6. Providing guidance to students deleted to entrepreneurial skills through institution innovation cell and promoting them to engage themselves in entrepreneurial ventures.
7. Developing e-content including designing and delivering MOOC's , as a teaching learning methodology that transcends the boundaries of time and space.
8. Adopting innovative pedagogy ike blended and experiential learning to transform academic space and improve the quality of teaching learning process will be promoted /integrated/encouraged in imparting education.
9. Encourage our visionary patrons and N.G.O's to strengthen and reinforce the scholarship/financial aid schemes for needy & meritorious students.