

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC) and**  
**Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(For Affiliated/Constituent Colleges)*  
(Revised on 26<sup>th</sup> September, 2019)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

**NAAC**

**VISION**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

**MISSION**

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;
- To encourage self-evaluation, accountability, autonomy and innovations in higher education;
- To undertake quality-related research studies, consultancy and training programmes, and
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

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 own campus: Yes
- Phone no./Alternate phone no.: 0161-2224682
- Mobile no.: 94174-20999
- 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:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Women

- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: (All Applicable)  
(please specify)

- Name of the Affiliating University: Panjab University
- Name of the IQAC Co-ordinator : Mrs. Anupam Gupta
- Phone no. : 0161-2224682

Alternate phone no.: 94174-20999

- Mobile: 94174-12628
- IQAC e-mail address: iqac\_ddjaincollege@rediffmail.com
- Alternate Email address: ddjainldh@rediffmail.com

3. Website address:

Web-link of the AQAR: (<http://ddjaincollege.org/iqac/session1819.pdf>)Devi Jain Memorial College for Women,Ludhiana,Punjab.doc  
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: c

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	A	3.03	2016	from:2016 to: 2021
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: 08/11/2016

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Placement Drive	16-sep-2019 01	250
Workshop of Research methods	25-Dec-2019 07	60
FDP on Cultivation of happiness to destress	05-Feb-2020 01	200
National seminar on Economic Policy & Global Business	22-FEB-2020	200
Workshop on Yoga by Centre of Value Education	05-Mar-2020	1200
Annual athletic meet	14-Mar-2020 01	1000



8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>Institution</b>	95% deficit grant	Central State Govt.	2020 365	1,87,44,623/-
<b>Institution</b>	B.voc. courses	UGC	2019 3	5,40,000/-
<b>Institution</b>	Health Scheme	Asst, Director Yuvak Sewanvan	2019 1	2000

<b>Institution</b>	National Seminar	DCDC,Panjab University	2020 1	30000
<b>Institution</b>	Impact lecturer Session	AICTE	2020 1	15700

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

1. Dr. Mrs. Sarita Bahl (Chairperson)(Principal, Devki Devi Jain memorial College for Women)
2. Ms. Anupam Gupta Cordinator
3. Ms. Seema Soni Co-Cordinator
4. Ms. Ritu Sood (Astt. Professor)
5. Ms. Lotika Gupta (Astt. Professor)
6. Dr. Rubina (Astt. Professor)
7. Ms. Bhawna (Astt. Professor)
8. Ms. Navjot kaur (Astt. Professor)
9. Ms. Inderjeet kaur (Astt. Professor)
10. Ms. Alka Thakur (Astt. Professor)
11. Ms. Sonia Khurana (Astt. Professor)
12. Sh. Nand Kumar Jain (President College Managing Committe)
13. Sh. Ved Kumar Gupta (Amit Enterprises)Industrialist
14. Ms. Anu Joshi (Principal Florance Public school)Local Society
15. Ms. Akankasha Joshi Alumni(Asst. Professor at Rayat Bahra Group of Institute Ropar)
16. Ms. Ravinder Kumari(Supdtt. ,office)
17. Ms. Parul Grover(Student)
18. Ms. Parul Jain(Student)

10. No. of IQAC meetings held during the year: 07

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

Yes/No : sYes

- A Seven day National Research workshop on Research Methods and Techniques for Quality Publication was organized.
- National Seminar was organized.
- A Placement drive was organized.
- The Rain water Harvesting System was installed to Consume rainwater.
- Various Eco-Friendly activities were organized.
- A number of Seminars, Extension Lectures career guidance departmental activities and workshop were organized .Industrial and educational visits were also organized.

- Classroom furniture was added.
- FDP's were organized.

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?  
Yes ---- No : ✓

If yes, mention the amount: Year: N.A

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

- Various Mou's Signed
- Successfully organized National Research Workshop
- Placement Drive was organized
- Rainwater Harvesting System installed
- Organisation of Eco-Friendly activities.
- Organisation of FDP'S
- National Seminar was organized on Feb 22,2020

13) 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 Action	Achievements/Outcomes
<p>1. Timely Submission of AQAR</p> <p>2. Effective measure to be taken for water conservation.</p> <p>3. To organize Seminars,</p> <p>4. To achieve research excellence more research related activities to be undertaken.</p> <p>5. To organize Placement Drive.</p> <p>6. To organize Educational and industrial visits to provide exposure to the students.</p> <p>7. For the physical and mental well-being yoga workshop to be organized.</p> <p>8. To Save environment, the use of single plastic to be discouraged.</p> <p>9. To develop various skills of students.</p> <p>10. To encourage more activities at departmental level.</p> <p>11. To add furniture.</p>	<p>1. AQAR was submitted on 22.12.2019.</p> <p>2. Rain water harvesting system was installed.</p> <p>3. One day National Seminar on Economic Policy and Global Business, A New Perspective was organized on Feb 22, 2020.</p> <p>4. A 7 day National Workshop on Research Methods and Techniques for Quality Publication was organized from Dec. 25, 2019 to Dec. 31, 2019.</p> <p>5. Placement Drive was organized on Sept 14, 2019</p> <p>6. Industrial and Educational visits were organized.</p> <p>7. FDP on Cultivation of Happiness to De-stress was organized on Feb, 5, 2020.</p> <ul style="list-style-type: none"> <li>• A yoga workshop was organized from March 5, 2020 to March 20, 2020.</li> </ul> <p>8. 'Say No to Plastic' drive was organized on 2<sup>nd</sup> October 2019.</p> <p>9. Various skill based Workshops like Face Cleaning, Hair Cutting, Cake Icing and Creative Draping were organized.</p> <p>10. A number of Seminars, Extension lectures, Career guidance and Departmental activities were organized.</p> <p>11. Classroom Furniture has been added</p>

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Date of meeting(s):  
College Managing Committee 15 January 2021

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

**Yes/No:** No Date: N.A

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019-20 Date of Submission: 29-05-2020

17. Does the Institution have Management Information System?

**Yes No:** Yes

The college ensures a system of participative management whereby information flows and decision making processes are systematized and channelized through all the key constituents of the college. The suggestions given by the Governing Body, the Managing Committee are implemented under the leadership and guidance of the Principal. The Head of the Departments ensure the smooth functioning of the activities of the departments in collaboration with other members of the department.

## Part-B

### **CRITERION I - CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

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

The college plans the curricular and extra-curricular activities at the beginning of each session and prepares academic calendar for ensuring good learning outcomes. The college has developed a well-structured mechanism for effective implementation of the curriculum. The details of the stages are as below.

**1. Meetings of the Departments:**

Regular meetings of the members of different departments play a significant role in planning effective delivery strategies and finding solutions for problems faced in delivery of contents.

**2. Distribution of Curricula:**

Discussion is held on the distribution of workload in the departmental meetings, syllabus distributed as per classes. Distribution of workload is based on the teaching experience of the teachers. The classes, subjects and papers are interchanged intermittently.

**3. Work Load Assessment:**

The tentative workloads for the next academic year are calculated at the end of every year. This practice helps the administration to assess the need for teaching and non-teaching staff.

**4. Departmental Time-table:**

The timetable is finalized at the institutional and departmental level. The stream wise time-table committee designs the timetable of arts, commerce and computer science by the respective time table. The heads of the respective departments finalize the departmental time table in consultation with their colleagues.

**5. Annual Teaching Plan (Semester Wise):**

The teachers prepare teaching plan, and the concerned Head of the Department checks the plan. The teaching plan not only helps the teacher to plan the curriculum delivery in time but also reflects the use of innovative teaching methods such as ICT, participative and experiential learning as well as Co-curricular activities

**6. Implementation of teaching plan:**

Teachers plan their lessons extensively and use suitable methodology to aid teaching and learning. Students' needs, learning styles, strengths and weaknesses are always kept in mind while deciding the teaching methods.

**7. Reporting Teaching-Learning Progress to Principal:**

The Head of the Department informally discusses with the Principal about the progress of the teaching-learning at the end of every month. The heads also discuss the performances of the students, new teaching learning strategies and evaluation methods used in the department's performance of the students, new teaching-learning strategies and evaluation methods used in the departments.

**8. WhatsApp Media for Announcement:**

The students are periodically intimated regarding topics to be taught, syllabus completion and tentative examination schedules through the WhatsApp groups formed for the students of different subjects.

**9. Tutorial Period:**

Tutorial groups are formed at the beginning of session and tutors and senior tutors interact with them and impart information regarding leave rules, code of conduct, various facilities available at the campus. Important issues like Gender Sensitization, Human Values, Organic Farming and Water Conservation are discussed in tutorial period.

**10. Monitoring by IQAC:**

The Internal Quality Assurance Cell established in our college plays an active and significant role in maintaining quality standards by monitoring the teaching, learning and evaluation processes followed in the institution.

**1.1.2 Certificate/ Diploma Courses introduced during the Academic year**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

**1.2 Academic Flexibility****1.2.1 New programmes/courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

**1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.**

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
N.A	N.A	N.A	N.A	N.A	N.A
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	N.A	N.A

**1.3 Curriculum Enrichment****1.3.1 Value-added courses imparting transferable and life skills offered during the year**

Value added courses	Date of introduction	Number of students enrolled
NIL		

**1.3.2 Field Projects / Internships under taken during the year**

Project/Programme Title	No. of students enrolled for Field Projects / Internships	
Field Project Summer training Internship	Class	No. of students
	B.B.A	40 students
	M.Com	21 students
	M.Sc IT	12 students

**1.4 Feedback System****1.4.1 Whether structured feedback received from all the stakeholders.**

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
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Yes	No	No	Yes	Yes
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1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The College obtains feedback from Students, Parents, Alumni and Teachers regarding curriculum, governance , infrastructure etc. through various methods and after doing feedback analysis, required action is taken and implemented.

**1. Student Feedback:**

Student feedback is taken through questionnaires, student council meetings and suggestion box installed in the college campus. After making an analysis of feedback received in 2019-20, it was derived that the students were contended and happy with the teaching practices and other aspects of curriculum implementation. They appreciated the steps taken by the college authorities to redress their grievances regarding inadequate availability of drinking water and poor toilet facilities but demanded more improvement especially in canteen and parking facilities.

**2. Parents Feedback:**

Parents feedback was received through questionnaires and informal meetings. A detailed analysis of their responses was made . The parents were all praise for the high level of discipline maintained in the college .They appreciated the faculty for their competence and commitment in providing the best education and for making efforts to develop the overall personality of the students by organizing extension lectures , seminars and workshops . They applauded the activities of NCC , NSS and centre for value education and their significance in character building of their wards.

**3. Faculty Feedback:**

Faculty feedback is received through staff meetings with the Principal and departmental meetings with the Head of Department. The faculty is encouraged to give suggestions for the improvement of college prospects. The Internal Quality Assurance cell of the college helps the faculty in forming pedagogical strategies for the effective delivery of curriculum.

**4. Alumni Feedback:**

Alumni of the College feel proud to be associated with this institution which led to the overall development of their personality and imported them quality Education which inculcated moral and Ethical values in them.

**CRITERION II -TEACHING-LEARNING AND EVALUATION**

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A I	No Limit	-	174
B.A II	No Limit	-	156
B.A III	No Limit	-	158
B.COM I	147	-	147

B.COM II	145	-	139
B.COM III	144	-	137
B.B.A. I	43	-	43
B.B.A II	42	-	33
B.B.A III	42	-	40
B.C.A I	120	-	84
B.C.A II	120	-	70
B.C.A III	120	-	71
B.Voc(Beauty Asthetics & Wellness) I	50	-	24
B.Voc(Beauty Asthetics & Wellness) II	50	-	12
B.Voc(Fashion Designing) I	50	-	24
B.Voc(Fashion Designing) II	50	-	14
B.Voc(Hospital Administration and Management) (H.A.M) I	50	-	28
B.Voc(Hospital Administration and Management) (H.A.M) II	50	-	6
PGDCA I	40	-	13
M.A.(English) I	60	-	16
M.A.(English) II	60	-	10
M.A.(Hindi) I	60	-	17
M.A.(Hindi) II	60	-	23
M.A.(History) I	60	-	09
M.A.(History) II	60	-	15
MCOM I	43	-	43
MCOM II	42	-	42
MSC IT I	40	-	11
MSC IT II	40	-	12

## 2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	1360	211	44	2	30

<b>2.3 Teaching - Learning Process</b>					
<b>2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)</b>					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
76	76	14	11	2	N-LIST e-Shodhganga J- store Inflibnet websites, Documents, Power point presentations, coding MS Office, YouTube
<b>2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)</b>					
<p>To Improve the academic and overall performance of the students, an effective student mentoring system has been provided. The college and faculty are providing students with effective mentorship, career advice and resources that go a long way to help them in the long term.</p> <ul style="list-style-type: none"> <li>• Student teacher ratio is low, making teaching process more effective.</li> <li>• Lecture system enabled with ICT, smart class room and practical education is followed.</li> <li>• The academic base of students is further strengthened by organising field visits, seminars, demonstrations, workshops etc.</li> <li>• Slow learners are provided with guidance/suggestions for improved understanding.</li> <li>• Faculty members devote a lot of time personally interacting with students and guiding them with respect to choice of papers, projects.</li> <li>• In addition to the curriculum, The Centre for Value Education in the college contributes towards the enrichment of moral and ethical values in the students.</li> <li>• The college has entered third year of vocational degree courses for skill development of students so as to improve the employability of students.</li> <li>• Student's feedback is taken through both formal and informal channels.</li> <li>• Besides end of semester examination, monitoring of academic progression of students is done by taking mid semester examination, regular class tests, presentations and assignments.</li> <li>• Faculty Development Programs are organised for the staff.</li> <li>• Regular departmental meetings are held and relevant suggestions are implemented.</li> <li>• Placement cell of the college actively organises placement activities for the students.</li> <li>• Wi-Fi facility for students and faculty is available.</li> <li>• A lot of effort is made to create a healthy environment in the college, where students can approach teachers for both academic and personal guidance.</li> </ul>					
<b>2.4 Teacher Profile and Quality</b>					
<b>2.4.1 Number of full time teachers appointed during the year</b>					
No. of sanctioned positions	No. of filled positions	Vacant positions	Position s filled during the current year	No. of faculty with Ph.D	
27	18	9	0(NIL)	8	
<b>2.4.2 Honours and recognitions received by teachers</b>					

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
NIL	NIL	NIL	NIL	
<b>2.5 Evaluation Process and Reforms</b>				
<b>2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year</b>				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	
<b>DECEMBER -2019</b>				
B.A.		1 <sup>st</sup> Sem	23.12.2019	05.03.2020
		3 <sup>rd</sup> Sem	23.12.2019	17.03.2020
		5 <sup>th</sup> Sem	24.12.2019	13.02.2020
B.Com		1 <sup>st</sup> Sem	23.12.2019	07.02.2020
		3 <sup>rd</sup> Sem	24.12.2019	30.05.2020
		5 <sup>th</sup> Sem	24.12.2019	07.02.2020
B.B.A		1 <sup>st</sup> Sem	21.12.2019	07.02.2020
		3 <sup>rd</sup> Sem	20.12.2019	29.01.2020
		5 <sup>th</sup> Sem	19.12.2019	16.01.2020
B.C.A.		1 <sup>st</sup> Sem	16.12.2019	20.01.2020
		3 <sup>rd</sup> Sem	14.12.2019	17.01.2020
		5 <sup>th</sup> Sem	12.12.2019	04.01.2020
B.Voc Fashion Designing		1 <sup>st</sup> Sem	16.12.2018	22.06.2020
		3 <sup>rd</sup> Sem	21.12.2019	09.06.2020
22.06.2020B.Voc Beauty Asthetics & Wellness		1 <sup>st</sup> Sem	18.12.2019	17.06.2020
		3 <sup>rd</sup> Sem	21.12.2019	28.05.2020
B.Voc (H.A.M)		1 <sup>st</sup> Sem	16.12.2019	25.02.2020
		3 <sup>rd</sup> Sem	17.12.2019	18.02.2020

PGDCA		1 <sup>st</sup> Sem	16.12.2019	19.03.2020
M.A(English)		1 <sup>st</sup> Sem	18.12.2019	11.03.2020
		3 <sup>rd</sup> Sem	20.12.2019	17.03.2020
M.A(Hindi)		1 <sup>st</sup> Sem	20.12.2019	06.03.2020
		3 <sup>rd</sup> Sem	21.12.2019	03.03.2020
M.A(History)		1 <sup>st</sup> Sem	18.12.2019	05.03.2020
		3 <sup>rd</sup> Sem	24.12.2019	09.03.2020
M.Com.		1 <sup>st</sup> Sem	18.12.2019	09.03.2020
		3 <sup>rd</sup> Sem	17.12.2019	12.03.2020
MSC.IT		1 <sup>st</sup> Sem	18.12.2019	09.03.2020
		3 <sup>rd</sup> Sem	20.12.2019	05.03.2020
<b>September-2020</b>				
B.A.		2 <sup>nd</sup> Sem	NA	04.12.2020
		4 <sup>th</sup> Sem	NA	17.12.2020
		6 <sup>th</sup> Sem	01.10.2020	17.10.2020
B.Com		2 <sup>nd</sup> Sem	NA	20.11.2020
		4 <sup>th</sup> Sem	NA	09.12.2020
		6 <sup>th</sup> Sem	29.09.2020	21.10.2020
B.B.A.		2 <sup>nd</sup> Sem	NA	11.11.2020
		4 <sup>th</sup> Sem	NA	27.11.2020
		6 <sup>th</sup> Sem	25.09.2020	08.10.2020
B.C.A.		2 <sup>nd</sup> Sem	NA	06.11.2020
		4 <sup>th</sup> Sem	NA	09.12.2020
		6 <sup>th</sup> Sem	22.09.2020	09.10.2020
B.Voc Fashion Designing		2 <sup>nd</sup> Sem	NA	22.01.2021
		4 <sup>th</sup> Sem	NA	10.02.2021
B.Voc Beauty Asthetics &		2 <sup>nd</sup> Sem	NA	25.01.2021

Wellness		4 <sup>th</sup> Sem	NA	28.01.2021
B.Voc (H.A.M)		2 <sup>nd</sup> Sem	NA	25.01.2021
		4 <sup>th</sup> Sem	NA	25.02.2021
PGDCA		2 <sup>nd</sup> Sem	30.09.2020	24.12.2020
M.A(English)		2 <sup>nd</sup> Sem	NA	31.12.2020
		4 <sup>th</sup> Sem	28.09.2020	22.12.2020
M.A(Hindi)		2 <sup>nd</sup> Sem	NA	23.12.2020
		4 <sup>th</sup> Sem	27.09.2020	22.12.2020
M.A(History)		2 <sup>nd</sup> Sem	NA	04.01.2021
		4 <sup>th</sup> Sem	30.09.2020	05.02.2021
M.Com.		2 <sup>nd</sup> Sem	NA	02.02.2021
		4 <sup>th</sup> Sem	27.09.2020	24.12.2020
MSC.IT		2 <sup>nd</sup> Sem	NA	20.11.2020
		4 <sup>th</sup> Sem	30.09.2020	15.10.2020

**2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)**

The college follows a systematic approach on continuous internal evaluation with students being evaluated at two levels- Classroom, teaching and tutorial. Multiple evaluation formats such as written test, presentation, group discussion etc are employed by faculty members at periodic intervals to test the learning of the students in a comprehensive manner. Faculty members hold regular discussions on performance with students to help them improve their performance. Students are allotted topics for oral/written assignments and power point presentations which not only help in the evaluation process but also improve the communication skills of the students and facilitate the evaluation process. Practical work is assigned to students to ensure conceptual understanding of the subject. Special tests are also conducted for the students who cannot appear in the scheduled mid semester exams due to some compelling reason. The Faculty members tabulate the result of their classes and assess the same, comparing it with university results. The overall internal evaluation framework is also studied and considered by various committees of the college to further improve the effectiveness of the internal evaluation system.

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

The college follows the broad outline of academic calendar issued by Panjab University Chandigarh. ~~The Academic year is divided into 2 semesters. i.e., July to December and January to June. The Academic~~

Calendar of Panjab University, Chandigarh is made available to the stakeholders in the College Prospectus and online through the college website at the beginning of every session, all the departments frame term wise syllabus which includes lecture hours, topics to be taught and other co-curricular activities to be conducted during the year. • MSTs/ Final Examinations/Practical Examinations are conducted strictly as per the Panjab University Academic Calendar and the guidelines. In addition to University examination, continuous evaluation is also done through different methods like mid semester examination, class tests, presentations, assignments, projects etc. NSS unit of the college organises 7 days NSS camp during vacations. The industrial training is also arranged for students after May exams in the vacations. Besides the academic activities like lectures, practical and tutorials, time is devoted for co-curricular activities such as Youth-festivals, Inter-College competitions, Guest lectures, Seminars, Workshops, field visits, One day NSS camps, NCC parades, Sports and Cultural Events in the college.

## 2.6 Student Performance and Learning Outcomes

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

The program outcomes, program specific outcomes and course outcomes are developed and governed by the Panjab University, Chandigarh. The program outcomes, program specific outcomes and course outcomes are duly displayed on the University website.

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
<b>December - 2019</b>				
	B.A.1 <sup>st</sup> Sem	161	161	100%
	B.A. 3 <sup>rd</sup> Sem	150	150	100%
	B.A. 5 <sup>th</sup> Sem	157	157	100%
	B.Com 1 <sup>st</sup> Sem	147	147	100%
	B.Com 3 <sup>rd</sup> Sem	139	139	100%
	B.Com 5 <sup>th</sup> Sem	137	137	100%
	B.B.A 1 <sup>st</sup> Sem	39	39	100%
	B.B.A 3 <sup>rd</sup> Sem	32	32	100%
	B.B.A 5 <sup>th</sup> Sem	40	40	100%
	B.C.A1 <sup>st</sup> Sem	73	67	91.78 %
	B.C.A 3 <sup>rd</sup> Sem	70	70	100%
	B.C.A 5 <sup>th</sup> Sem	72	72	100%
	B.Voc (Fashion Designing) 1 <sup>st</sup> Sem	23	23	100%
	B.Voc (Fashion Designing)	14	14	100%

	3 <sup>rd</sup> Sem			
	B.Voc (Beauty Asthetics & Wellness) 1 <sup>st</sup> Sem	22	22	100%
	B.Voc (Beauty Asthetics & Wellness) 2 <sup>nd</sup> Sem	12	12	100%
	B.Voc (H.A.M) 1 <sup>st</sup> Sem	24	24	100%
	B.Voc (H.A.M) 3 <sup>rd</sup> Sem	6	6	100%
	PGDCA (1 <sup>st</sup> Sem)	12	11	91.67%
	M.A (English)1 <sup>st</sup> Sem	13	13	100%
	M.A (English) 3 <sup>rd</sup> Sem	9	9	100%
	M.A (Hindi) 1 <sup>st</sup> Sem	15	15	100%
	M.A(Hindi) 3 <sup>rd</sup> Sem	25	25	100%
	M.A(History) 1 <sup>st</sup> Sem	08	08	100%
	M.A(History) 3 <sup>rd</sup> Sem	14	14	100%
	M.Com. 1 <sup>st</sup> Sem	42	42	100%
	M.Com. 3 <sup>rd</sup> Sem	42	42	100%
	MSC.IT 1 <sup>st</sup> Sem	10	10	100%
	MSC.IT 3 <sup>rd</sup> Sem	12	12	100%
September - 2020				
	B.A.2 <sup>nd</sup> Sem	161	161	100%
	B.A. 4 <sup>th</sup> Sem	150	150	100%
	B.A. 6 <sup>th</sup> Sem	158	158	100%
	B.Com 2 <sup>nd</sup> Sem	147	147	100%
	B.Com 4 <sup>th</sup> Sem	139	139	100%
	B.Com 6 <sup>th</sup> Sem	137	137	100%
	B.B.A 2 <sup>nd</sup> Sem	39	39	100%
	B.B.A 4 <sup>th</sup> Sem	32	32	100%
	B.B.A 6 <sup>th</sup> Sem	40	40	100%

	B.C.A 2nd Sem	70	70	100%
	B.C.A 4 <sup>th</sup> Sem	70	70	100%
	B.C.A 6 <sup>th</sup> Sem	71	71	100%
	B.Voc (Fashion Designing) 2 <sup>nd</sup> Sem	19	19	100%
	B.Voc (Fashion Designing) 4 <sup>th</sup> Sem	12	12	100%
	B.Voc (Beauty Asthetics & Wellness) 2 <sup>nd</sup> Sem	22	22	100%
	B.Voc (Beauty Asthetics & Wellness) 4 <sup>th</sup> Sem	12	12	100%
	B.Voc (H.A.M) 2 <sup>nd</sup> Sem	23	23	100%
	B.Voc (H.A.M) 4 <sup>th</sup> Sem	27	27	100%
	PGDCA (2 <sup>nd</sup> Sem)	11	11	100%
	M.A (English) 2 <sup>nd</sup> Sem	10	10	100%
	M.A (English) 4 <sup>th</sup> Sem	09	09	100%
	M.A (Hindi) 2 <sup>nd</sup> Sem	13	13	100%
	M.A(Hindi) 4 <sup>th</sup> Sem	24	24	100%
	M.A(History) 2 <sup>nd</sup> Sem	07	07	100%
	M.A(History) 4 <sup>th</sup> Sem	13	13	100%
	M.Com. 2 <sup>nd</sup> Sem	41	41	100%
	M.Com. 4 <sup>th</sup> Sem	42	42	100%
	MSC.IT 2 <sup>nd</sup> Sem	10	10	100%
	MSC.IT 4 <sup>th</sup> Sem	12	12	100%

## 2.7 Student Satisfaction Survey

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

A formal Student Satisfaction Survey is conducted in the institution, using a Feedback form (attached herewith) every year. Following is the analysis of feedback received from the students:

1. Students on the large were satisfied with college ambience, teachers, teaching methods, evaluation system and lab facilities.
2. Majority of the students demanded, an increase in number of educational trips organised by the college.
3. An increase in number of Co- curricular activities was demanded by the students.
4. Improvement in parking facility was required by some of the students.

~~5. An improvement in seating capacity of students during free periods was demanded by students.~~

6. The need of improved cleanliness conditions was emphasized by the students.

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### CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

#### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

##### 3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

##### 3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Seminar on How to improve Diversity and Gender Equality Through Artificial Intelligence	Department of Commerce and Management	August 23,2019
A Seven Day National Workshop Research Methods & Quality Publications	DDJM College in collaboration with Association for Research and Advanced Studies	December 25,2019 to December 31,2019
FDP on Cultivation of Happiness to De-stress	Centre of value education	February 5,2020
Seminar on Corporate Expectations	PG Dept. of Commerce & Management	September 4,2019
Seminar on Campus to Corporate Interview Skills	PG Dept. of Commerce & Management	September 12,2019
Seminar on Career Guidance	PG Dept. of Commerce & Management	September 19,2019
Seminar on What's your Idea	PG Dept. of Commerce & Management	September 19,2019
Workshop on Art of Mehndi	B Voc. in Beauty Aesthetics & Wellness	September 11 to Sept 19, 2019

Workshop on Manicure & Pedicure	Dept. of Cosmetology	August 21,2019
Lecture on Daily skin care	Dept. of Cosmetology	August 19,2019
Seminar on Reading should be a Habit for Management Aspirants	PG Dept. of Commerce & Management	August 27,2019
Workshop on Art of Mehndi	B.Voc. in Beauty Aesthetics & Wellness	September 11 to Sept.19,2019
Seminar on Water Conservation	Department of Mathematics	September 18,2019
Demonstration on Haircut by Orane Academy	Dept. of Cosmetology	September 20,2019
Workshop on Creative Approaches to Design Process Innovation in Apparel Designing	Fashion Designing	September 27,2019
One week workshop on Meditation	Dept. of Cosmetology	October 3, 2019 to October 11, 2019
Doodle Your Dream	Interior Designing & Fashion Designing	October 4, 2019
Seminar on Career Counselling	The Career Counselling & Placement Cell	October 4, 2019
Workshop on Rebounding	Dept. of Cosmetology	October 9, 2019
Seminar on Mobile Addiction	Centre for Value Education	October 12, 2019
Celebration of Dr.APJ Abdul Kalam's Birthday	Centre for Value Education	October 15, 2019
Lecture on Green Diwali	DDJM College for Women	October 25, 2019
Seminar on Risk Management & Prevention of Antibiotics Resistance –Prevent it	B.Voc. Hospital Adm.&Mgt	November 5, 2019
A Demonstration on the correct ways of using the equipment in pedicure and manicure	Department of Cosmetology	November 12, 2019
A Guest Lecture was organized on the occasion of the Birth anniversary of Swami Vivekananda	Department of Sociology	January12, 2020.
Seminar on Nutrition & Health	B.Voc. Hospital Administration & Management	February 19, 2020
A Lecture on Ghadar Movement	Department of History	January 23, 2020
A Seminar on Aroma Therapy	B.Voc.( Beauty Aesthetics & Wellness)	January 28, 2020
Lectures on Mind Management	Centre for Value Education in collaboration with Art of living	January 28, 2020 and January 29, 2020
A Seminar on Road Safety	Anti-women harassment cell	January 25, 2020
One day Workshop on makeup techniques	B.Voc. Beauty, Aesthetics & Wellness	February 1, 2020
A Workshop on Yoga	B.Voc. Beauty, Aesthetics & Wellness	February 4, 2020
An Extension Lecture on CAA	Department of Political Science and Department of Sociology	February 7, 2020.
An Extension Lecture on Bone Health and Fast food	Centre for value Education	February 15, 2020
A Workshop on Techniques of Printing	Department of Home Science	February 18, 2020

A Seminar on Nutrition & Health	B.Voc. Hospital Administration & Management	February 20, 2020
A National Seminar on 'Economics Policies & Global Business: A New Perspective'	Department of Commerce & Management & Department of Economics	February 22, 2020.
A Lecture on Importance of Innovation was organized by on	The Innovation Council	February 29, 2020.
A Workshop on Cakes & Cake Icings	Department of Home Science	March 4, 2020.
A Workshop on Yoga	Centre for Value Education	March, 2020
A Workshop on Fabric painting	Department of Home Science	March 7, 2020
A Workshop on Let's Do New....	The Innovation Council	March 7, 2020
A Seminar on Common Gynaecological Disorders	B.Voc. Hospital Administration & Management	March 13, 2020
Ten Day workshop on e-filing of Income Tax Returns organized at college campus	Department of Commerce & Management	March 2,2020 to March 13,2020
Students participated in the National Disaster Rescue Force Camp .	Department of Physical Education	January 13, 2020 to January 17, 2020

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

### 3.3 Research Publications and Awards

#### 3.3.1 Incentive to the teachers who receive recognition/awards NIL

State	National	International
-	-	-

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

Name of the Department	No. of Ph. Ds Awarded
-	-

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

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce and Management	1	-
International	Home Science	1	-

<b>List enclosed</b>						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Home Science		2				
English		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citation excluding self-citation
-	-	-	-	-	-	-
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
Achieving Sustainability through Zero Waste Fashion-A Review	Dr Lotika Gupta	Current world Environment	2020	h-2 index	Nil	DDJM College for Women, Ludhiana, India
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	2	20	2	-		
Presented papers	2	8	-	-		
Resource Persons	-	-	-	-		
<b>List enclosed</b>						
<b>3.4 Extension Activities</b>						
1.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities			
Celebration of Festival of Rakhi with Children with Special needs	DDJM with Dainik Savera	02	40			
International yoga day celebration	DDJM College for Women in collaboration with 19 Pb Bn	02	400 cadets from 25 schools and colleges			
Fitness pledge	DDJM College for Women in collaboration with Fit India Movement, GOI	03	200			
Seminar on Gender Equality	PG Dept. of Commerce & Management	10	200			

Seminar on How to improve Diversity and Gender Equality Through Artificial Intelligence	PG Dept. of Commerce & Management	10	200
NCC Cadets remember the Kargil Martyrs	NCC Unit of DDJM College for Women	01	53
Seminar on Water Conservation	Department of mathematics	02	200
Say NO to Plastic and Gandhi Jayanti Celebration	Centre for Value Edu.	04	200
Thanksgiving cards for Armed forces Republic Day	Centre for Value Education	08	45
National Girl Child Day	Anti-Women Harassment Cell	06	100
Students participated in 5th International Humanity Olympiad 2019	Satyug Darshan Trust	10	200
Students participated in the Graffiti Competition on Energy conservation	Home Science Department in collaboration with Punjab Energy Development Agency	03	05
One week workshop on Meditation	Department of Cosmetology	03	36
550th Parkash Utsav of Sh. Guru Nanak Dev ji was celebrated	Punjabi Department	03	1000
A Visit to Gaushala was organized abiding by MHRD'S Institutional Innovation Guidance Council guidelines	College innovation cell	04	50
A Guest Lecture was organized on the occasion of the Birth anniversary of Swami Vivekananda	Department of Sociology	02	150
A Seminar on Road Safety	DDJM College for Women	06	200
Students participated in the National Disaster Rescue Force Camp	DDJM College for Women	01	07

A three day De - worming Drive		Department of Home Science	03	250
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year NIL				
Name of the Activity		Award/recognition	Awarding bodies	No. of Students benefited
-		-	-	-
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year NIL				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
-	-	-	-	-
<b>3.5 Collaborations</b> NIL				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year NIL				
Nature of Activity		Participant	Source of financial support	Duration
-		-	-	-
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Visit	Fashion Designing Department organized Brand Survey Visit	Pavillion Mall	August 16, 2019	<b>37</b>
Visit	Fashion Designing Department organized a Visit to Wedding Asia Exhibition	Hotel Park Plaza, Ludhiana	August 23, 2019	<b>37</b>
Visit	Department of Cosmetology organized a visit to Headmaster's Salon	Headmaster's Salon	August 26, 2019	<b>36</b>

Visit	Department of B.Voc. in Beauty Aesthetics & Wellness organized a visit to Headmaster's Salon	Headmaster's Salon	August 26, 2019	<b>33</b>
Visit	Hospital Administration & Management Department organized a visit to Atam Shukul Jain Charitable Hospital	Atam Shukul Jain Charitable Hospital	September 14, 2019	<b>29</b>
Visit	Fashion Designing Department organized an Industrial Visit to Adinath Dyeing & Finishing mills	Adinath Dyeing & Finishing mills	September 18, 2019	<b>37</b>
Visit	Hospital Administration & Management Department organized a visit to Chitkara University	Chitkara University	October 4, 2019	<b>29</b>

Visit	A Visit to District Courts was organized by Legal Literacy Cell		February 5, 2020	<b>21</b>
	Department of Home Science organized a visit to Adinath Textile Mills & CETP	Adinath Textile Mills	February 10, 2020	<b>11</b>
Internship	Internship	Yonex	01-01-2020 to 30-05-2020	<b>01</b>
Internship	Internship	Aimemind	01-01-2020 to 30-05-2020	<b>03</b>
Internship	Internship	Oribisis	01-01-2020 to 30-05-2020	<b>02</b>
Internship	Internship	GiTech	01-01-2020 to 30-05-2020	<b>06</b>

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teacher participated under MoUs
Taran Industries	20.11.2019	1. Industrial Training 2. Exchange of Information 3. Organization of workshops, seminars, field visits, guest lectures 4. Placement of students.	624
Shree Ram Banking Institute	04.10.2019		
IBS ICFAI Business School	03.10.2019		

## **CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

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

Budget allocated for infrastructure Augmentation	Budget utilized for infrastructure development
--	--

23,12,419		27,45,720							
<b>4.1.2 Details of augmentation in infrastructure facilities during the year</b>									
Facilities		Existing				Newly added			
Campus area		7271 sq mts				-			
Class rooms		40				-			
Laboratories		12				1 (B.VOC)			
Seminar Halls		2				-			
Classrooms with LCD facilities		-				1			
Classrooms with Wi-Fi/ LAN		-				-			
Seminar halls with ICT facilities		2				-			
Video Centre		-				-			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		9				5			
Value of the equipment purchased during the year (Rs. in Lakhs)		55,52,887				8,57,011			
Others		-				2,70,086			
<b>4.2 Library as a Learning Resource</b>									
4.2.1 Library is automated {Integrated Library Management System -ILMS}									
Name of the ILMS software		Nature of automation (fully or partially)			Version		Year of automation		
ICON software		Partially			1 <sup>st</sup>		2014		
4.2.1 Library Services:									
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
Text Books		-	-	23	2290	23	2290		
Reference Books		128	69,407	120	73,563	248	1,42,970		
e-Journals		6237+	N-LIST 5,900	6293+	N-LIST 5,900	-	11,800		
e-Books		1335809+		1,60,809+					
Journals		7	21442	1	2600	8	23642		
Digital Database		14	N-LIST Database	14	N-LIST Database	-	-		
CD & Video		-	-			-	-		
Library automation		-	-	-	-	-			
Others(Newspapers)		13	21282	13	23540	-	44822		
Others (magazine)		18	12164	14	19073	-	31237		
<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Exist ing	105	6	60	2	2	5	3	16	1
Adde d	30	1	38	1	1	2	-	80	-
Total	135	7	98	3	3	7	3	96	1

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)			
.....112..... MBPS /GBPS			
4.3.3 Facility for e-content			
Name of the e-content development facility		Provide the link of the videos and media centre and recording facility	
NIL		NIL	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - Content
NIL	NIL	NIL	NIL

#### 4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Assigned budgets on physical facilities	Expenditure incurred on maintenance of physical facilities and Expenditure incurred on maintenance of academic facilities
-	-	Rs .933515/-

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

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](http://www.ddjaincollege.org)

Web Links :- <http://ddjaincollege.org/infrastructure.html>  
<http://ddjaincollege.org/library.html>

#### CRITERION V - STUDENT SUPPORT AND PROGRESSION

##### 5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of Students	Amount in Rupees
Financial support from institution	<ul style="list-style-type: none"> <li>Freeships</li> <li>Cash Prizes</li> </ul>	3 -	12410 -
Financial support from other sources			
a) National	<ul style="list-style-type: none"> <li>Viklang Kender</li> </ul>	12	18900/-

	• Guru Nanak Sewa Mission (IST inst)	10	16500/-
	• Parinam Scholarship	01	3000/-
	• Guru Nanak Sewa Mission (IInd inst)	11	16500/-
	• Scholarship from Ms. Sarita	23	100000/-
	• Mittal Pandey	15	90000/-
	• Punjab Energy Dev Agency	05	5000/-
	• Senior Citizen Conclave	06	18000/-
	• Bharat Vikas Parishad	20	32400/-
• Somnath Diwan Chand Award	05	20000/-	
b) International	NIL	NIL	NIL

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

Name of the capability enhancement scheme	Date of implementation	Number of students Enrolled	Agencies involved
1. International Yoga Day	June 21 ,2019	100	College
2. Workshop On Creative Drapping Skills	July 27,2019	37	Dept of Fashion Designing
3. Creative Programme by fashion Designing	July 26,2019	37	Dept of Fashion Designing
4. Lecture on Daily Skin Care	Aug 19,2019	36	Dept of Cosmetology
5. Workshop on Manicure and Pedicure	Aug 21,2019	36	Dept of Cosmetology
6. Seminar on How to improve Diversity and Gender Equality through Artificial Intelligence	Aug 23,2019	200	P.G. Dept of Commerce & Mgt
7. Visit to Headmaster's Salon	Aug 26,2019	72	Dept of Cosmetology and Beauty Aesthetics and Wellness
8. Seminar on Reading should be a Habit for Management Aspirants	Aug 27,2019	150	P.G. Dept of Commerce & Mgt
9. Fitness Pledge	Aug 29,2019	200	College

10. Job Fair	Sept 4,2019	250	Placement Cell
11. Workshop on Art of Mehandi	Sept 11-19,2019	33	Beauty aesthetics and wellness
12. Seminar on Campus corporate Interview Skills	Sept 12, 2019	150	P.G. Dept of Commerce & Mgt
13. Campus Placement Drive	Sept 16,2019	250	Placement Cell
14. Seminar on Water Conservation	Sept 18,2019	200	College
15. Industrial visit to Adinath Dyeing & Finishing Mills	Sept 18,2019	37	Dept of Fashion Designing
16. Seminar on Career Guidance	Sept 19,2019	150	Counselling Cell
17. Seminar on What's your Idea	Sept 19,2019	200	P.G. Dept of Commerce & Mgt
18. Demonstration on Hair Cut By Orane Academy	Sept 20,2019	36	Dept of Cosmetology
19. Workshop on Creative Approach to Design Process Innovation in Apparel Designing	Sept 27,2019	37	Dept of Fashion Designing
20. International Humanity Olympiad	Sept 2019	200	Center For Value Education
21. Seminar on IPR by CA Ravi Chopra	Sept 30,2019	80	Institutional Innovation Council
22. MYSTORY-A Historical journey towards National Award by Harpreet Kaur Founder of Tripat Organics	Sept 30,2019	80	Institutional Innovation Council
23. Say No to Plastic	Oct 2,2019	5	Centre for Value Education
24. Meditation Workshop	Oct 3-11,2019	36	Dept of Cosmetology
25. Doodle Your Dream	Oct 4,2019	61	Dept of Interior Designing and Fashion Designing
26. Seminar on Career Counselling	Oct 4, 2019	200	Career Counselling & Placement Cell
27. Workshop on Rebonding	Oct 9,2019	36	Dept of Cosmetology
28. Visit to Chitkara University	Oct 4,2019	29	Dept of Hospital Administration & Mgt.
29. Lecture on Significance of Hindi	Oct 11,2019	60	P.G. Dept of Hindi
30. Seminar on Mobile Addiction	Oct 12,2019	200	Centre for Value Education
31. Fashion Fusion	Oct 22,2019	79	Dept of Fashion Designing
32. 550 <sup>th</sup> Parkash Utsav of Shri Guru Nanak Dev Ji	Oct 23,2019	1000	College
33. Lecture on Green Diwali	Oct 25,2019	150	College

34. Seminar on Risk Management & Prevention of Antibiotics Resistance – Prevent it	Nov 5,2019	13	Dept of Hospital Administration and Management
35. Business Plan Competition (Semi Final)	Nov 5, 2019	15	Dept of Event Management
36. Business Plan Competition(Final)	Nov 8,2019	4	Dept of Event Management
37. Demonstration	Nov 12,2019	36	Dept of Cosmetology
38. Pledge taking Ceremony to save Water	Nov 16,2019	100	College
39. Annual Prize Distribution	Nov 14,2019	1000	College
40. Visit to Gaushala	Nov 17,2019	50	Institutional Innovation Guidance Council
41. Clear Face Activity	Nov 27,2019	33	Dept of Beauty Aesthetics and Wellness
42. 7 Day National Workshop on Research Methods & Techniques for Quality Publications	Dec 25-31 2019	60	-
43. Marathan by Vayu Rakshak	Jan 15,2020	15	NCC
44. Seminar on Nutrition & Health	Feb 19,2020	29	Dept of Hospital Administration & Management
45. Thanks giving cards for Armed Forces	Jan 21,2020	45	Centre for Value Education
46. National Girl Child Day	Jan 24,2020	100	Anti Women Harassment Cell
47. Seminar on Road Safety	Jan 25,2020	200	College
48. Seminar on Aroma Therapy	Jan28,2020	33	Dept of Beauty Aesthetics and Wellness
49. Lecture on Mind Management	Jan 28-29 2020	200	Centre for Value Education in collaboration with Art of Living
50. Visit to Atal Tinkering Lab	Feb 3,2020	50	Innovation Council
51. Yoga Workshop	Feb 4,2020	100	Centre for Value Education
52. Visit to Dist. Courts	Feb 5,2020	21	Legal Literacy Cell
53. Internal Hackathon	Feb 6,2020	36	Innovation Council
54. 3 Day Drive Deworrying	Feb 10-12,2020	250	Dept. of Home Science
55. Visit to Adinath Textile mill & CETP	Feb 10,2020	11	Dept. of Home Science
56. An Extension Lecture on Bone Health and Fast Food	Feb 15,2020	1000	Centre for Value Education

57. Workshop on Techniques of Printing	Feb 18,2020	20	Dept. of Home Science
58. Inter College Competition	Feb 18,2020	11	P.G. Dept of Commerce
59. Seminar on Nutrition and Health	Feb 19,2020	29	Dept of Hospital Administration & Management
60. Declamation Contest	Feb 20,2020	15	Dept. of Hindi
61. Seminar on Cancer Screening	Feb 24,2020	29	Dept of Hospital Administration & Management
62. National Seminar	Feb 22,2020	200	P.G. Dept of Commerce & Mgt & Dept of Economics
63. Lecture on Importance of Innovation	Feb 29,2020	1000	Innovation Council
64. 10 day workshop on e-filing of IT returns	Mar 2-13 2020	30	College
65. Workshop on Cakes & Cake Icings	Mar 4,2020	32	Dept. of Home Science
66. Paper Presentation Competition	Mar 4, 2020	15	Innovation Council
67. Workshop On Yoga	Mar 5,2020	1200	Centre for Value Education
68. Workshop on Fabric Painting	Mar 7,2020	35	Dept. of Home Science
69. Workshop on Let's Do New	Mar 7,2020	50	Innovation Council
70. Seminar on Common Gynaecological disorders	Mar 13,2020	29	Dept of Hospital Administration & Management
71. FDP on Stress Free Teaching	Mar 11,2020	30	Centre for Value Education
72. Annual Atheletic Meet	Mar 14,2020	1000	College
73. Inter Class Competition	Mar 14,2020	65	Dept. of Home Science

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019-20	Entrance of IBSAT	-	500	-	-
	Business Plan Competition	15 (4 teams)	-	-	-

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

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressal
Students Grievances- Sexual harassment-NIL Ragging-NIL	10(on approximation basis) NIL NIL	2-3 days NIL NIL

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
16.09.19 <ul style="list-style-type: none"> <li>New Swan Group of Industries</li> <li>Farm Parts</li> <li>Citizen Group of Industries</li> <li>Weltech Group of Industries</li> <li>Taaran Industries</li> <li>Ansh Infotech</li> <li>V-mad</li> <li>Tript Organics</li> <li>Wo Women Foreum</li> <li>Chabra Industries</li> <li>Vocations Pro</li> <li>JSR Technology</li> </ul>	250	55 Selected  No proof (no offer letter received)	Job fair by Pb. Govt. (25 industries) 11 Sep 2019	250	NIL

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme Admitted to
2019-20	8 2 1 1	Bachelor of Arts Bachelor of Commerce Masters of English Bachelor of Comp App.	Arts Commerce & Mgt. English Computer Science	D.D. Jain Memorial College for Women	P.G.D.C.A
2019-20	11	Bachelor of Arts	Arts	„	M.A.(Hindi)
„	04	„	„	„	M.A.(History)
„	07	„	„	„	M.A.(English)
„	09	Bachelor in Computer Applications	Computer Science	„	M.Sc(IT)
„	33	B.COM & B.B.A	Commerce & Mgt.	„	M.Com

### 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ Qualifying	Registration number/roll number for the exam
-------	---	--

NET	01	PB05503427
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
Fresher's Cum Teej	College	1000
Fashion fusion'	College	79
Annual Prize Distribution	College	1000
Sports Day	College	1000
International Yoga Day	College	100
Marathon	College	15
Yoga Workshop	College	1200
Internal Hackathon	College	36
550 <sup>th</sup> Birthday Celebrations	College	1000
Yoga Workshop	College	100

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID Number	Name of the student
2019-20	Blue Belt	National	Karate	NIL	690	Tania Sharma
	Yellow Belt	National	Karate		311	Vanita
	Blue Belt	National	Karate		312	Luxmi Rani
	Gold Medal	National	Karate		316	Anjali Devi

#### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- They are actively involved in bringing for any problems faced by the students , so as to facilitate speedy redressal of grievances such as those related to infrastructure , academics among others.

~~• They are actively involved in all awareness programmes held in the college.~~

- Students participate actively involved in sports and cultural activities held in the college. They helps to organize Fresher's Party, Annual Prize Distribution Function, Sports Meet etc.
- They are also involved in various camps held in college
- NSS and NCC students take initiative for free plantation drive in college.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the institution has its own Alumni Association registered under Act XXI of 1860 wide Registration No. 20150018787. Association came into force w.e.f. 13.07.15.  
Activities performed under this association includes cultural programme in form of dance, drama, discussion and portray how new students have taken up the responsibility to become the face of Alumni. Our Alumnus also share their success stories and discuss about the measures required to take college to greater heights. All faculty members participate to appreciate the progress and success of their students in the 21<sup>st</sup> century world and feel proud of the various positions achieved by their students in reputed organization.  
The purpose of Alumni Association I to foster a spirit of loyalty and to promote the general welfare of institution, It supports the parent organization's goal and strengthens the ties between alumni, the community and the institution, It provides networking or finding ways to maximize potential social activities that are hosted through the platform. to the alumnus and sometime acts as great tools for building career.

5.3.2 No. of ~~registered~~ enrolled Alumni: 36

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association : **NIL**

## CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT

### Institutional Vision and Leadership

- To impart quality education.
- To stimulate positive energy through right values and quality education for the welfare of students, their families, the organization and the society.
- To start and consolidate career oriented programmes in order to make female section of the society economically independent and self-reliant.
- All round development of students through academics as well as co-curricular activities leading to women empowerment along with moral values.
- To achieve excellence in studies and inculcate among students the positive human values of life.

### MISSION:

Intellectual and human transformation through quality education

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

1. Devki Devi Jain Memorial College for Women, Ludhiana in collaboration with the Association for ~~Research and Advanced Studies organized a seven day National Workshop on 'Research Methods and Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges~~

Techniques for Quality Publication”from December 25,2019 to December 31,2019. 2. The Career Counselling and Placement Cell organized a campus placement drive in collaboration with Chambers of Industrial and Commercial Undertakings on September 14,2019 in which many reputed companies and industrial houses visited the campus.250 students from all the streams viz B.A, B.Com.,BCA, B.Voc., BBA, M.Com.,M,Sc.IT, PGDCA and other PG courses participated in this drive and 55 students got selected for various posts in these prestigious companies.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
Yes
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<ul style="list-style-type: none"> <li>❖ Curriculum Development <ul style="list-style-type: none"> <li>• Two faculty members were the members of Board of Studies and contributed towards the development of curriculum of their respective subjects.</li> <li>• Principal is the member of Board of Studies in universities other than Panjab University like Vidyapeeth University.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ Teaching and Learning Teaching and Learning is taken out of humdrum bookish knowledge and beyond the monotonous four walls of classrooms. It is made more interesting and students get the hand on experience through workshops,seminars,visits etc. <ul style="list-style-type: none"> <li>• Workshop on Creative Draping skills was organized to inculcate draping skills among the students by the Department of Fashion Designing on July 27,2019</li> <li>• Brand Survey Visit was organized for the students of (B.Voc.) Fashion Designing on August 16, 2019.</li> <li>• Lecture on Daily skin care was organized by Department of Cosmetology on August 19, 2019.</li> <li>• A Workshop on Manicure &amp; Pedicure was organized by Department of Cosmetology on August 21, 2019.</li> <li>• A Visit to Wedding Asia was organized by Department of Fashion Designing on August 23, 2019.</li> <li>• A Seminar on How to improve Diversity and Gender Equality through Artificial Intelligence was organized by Department of Commerce and Management on August 23, 2019.</li> <li>• A Visit to Headmaster’s Salon was organized by Department of Cosmetology on August 26, 2019.</li> <li>• A Visit to Headmaster’s Salon was organized by B.Voc. (Beauty, Aesthetics &amp; Wellness) on August 26, 2019.</li> <li>• A Seminar on Gender Equality was organized by PG Department of Commerce &amp; Management on August 27, 2019.</li> <li>• A Seminar on Reading should be a Habit for Management Aspirants was organized by PG Department of Commerce &amp; Management on August 27,2019.</li> <li>• A Seminar on Corporate Expectations was organized by PG Department of Commerce &amp; Management) September 4, 2019.</li> <li>• Best Message Contest (Times of India) was organized on September 5, 2019 marking Teacher’s Day.</li> <li>• A Workshop on Art of Mehndi ( B.Voc. in Beauty,Aesthetics &amp; Wellness) was organized</li> </ul> </li> </ul>

on September 11- September 19,2019.

- A Seminar on Campus to Corporate Interview Skills was organized by Career Counselling and Placement Cell on September 12, 2019.
- A Visit to Atam Shukul Jain Charitable Hospital was organized by B.Voc. (Hospital Administration & Management) on September 14, 2019.
- A Seminar on Water Conservation was organized on September 18, 2019.
- An Industrial Visit to Adinath Dyeing & Finishing mills was organized by B.Voc. in Fashion Designing on September 18,2019.
- A Seminar on Career Guidance was organized by Department of Commerce and Management on September 19, 2019.
- A Seminar on what's your Idea was organized by PG Department of Commerce & Management) on September 19, 2019.
- A Demonstration on Haircut by Orane Academy was organized by Department of Cosmetology on September 20, 2019.
- A Workshop on Creative Approaches to Design Process Innovation in Apparel Designing was organized by Department of Fashion Designing on September 27, 2019.
- Students participated in 5th International Humanity Olympiad 2019 by Satyug Darshan Trust organized in September, 2019.
- Students participated in the Graffiti Competition (Punjab Energy Development Agency) on Energy conservation held in the month of September, 2019.
- Say NO to Plastic drive was organized by Centre for Value Education to mark Gandhi Jayanti on October 2, 2019.
- Mock Entrance of IBSAT was organized by the PG department of Commerce and Management on October 3, 2019.
- One week workshop on Meditation was organized by Department of Cosmetology on from October 3, 2019 to October 11, 2019.
- A one day workshop on Doodle Your Dream was organized by Interior Designing & Fashion Designing on October 4, 2019.
- A Seminar on Career Counseling was organized by Career Counseling & Placement Cell on October 4, 2019.
- A Visit to Chitkara University was organized by B.Voc. Hospital Administration & Management on October 4,2019.
- A Workshop on Rebounding was organized by Dept. of Cosmetology on October 9, 2019.
- A Lecture on Significance of Hindi was organized on October 11, 2019.
- A Seminar on Mobile Addiction was organized by Centre for Value Education October 12, 2019.
- A guest lecture was organized by Centre for Value Education to mark Dr.APJ Abdul Kalam's Birthday on October 15, 2019.
- Fashion Fusion was organized by B.Voc. Fashion Designing on October 22, 2019.
- 550th Parkash Utsav of Sh.Guru Nanak Dev ji was celebrated on October 23, 2019.
- A Lecture on Green Diwali was organized on October 25, 2019.
- A Seminar on Risk Management & Prevention of Antibiotics Resistance –Prevent it was organized on November 5, 2019.
- Business Plan Competition was organized by PG Department on November 8, 2019.
- A Demonstration on the correct ways of using the equipments in pedicure and manicure was organized by Department of Cosmetology on November 12, 2019.
- A Visit to Gaushala was organized abiding by MHRD'S Institutional Innovation Guidance Council guidelines on November 17, 2019.
- Clear Face Activity was organized by B.Voc. Beauty, Aesthetics & Wellness on November 27, 2019.
- A 7 day National Workshop on Research Methods & Techniques for Quality Publications (ARAS) was organized from December 25, 2019 to December 31, 2019.
- A Guest Lecture was organized on the occasion of the Birth anniversary of Swami Vivekananda by the Department of Sociology on January 12, 2020.

- Seminar on Nutrition & Health was organized by B.Voc. Hospital Administration & Management on February 19, 2020.
- A Lecture on Ghadar Movement was organized by Department of History on January 23, 2020.
- A Seminar on Road Safety was organized on January 25, 2020.
- A Seminar on Aroma Therapy was organized by B.Voc. (Beauty Aesthetics & Wellness) on January 28, 2020.
- Lectures on Mind Management were organized by Centre for Value Education in collaboration with Art of living on January 28, 2020 and January 29, 2020.
- Students of Commerce and Management participated in the One day workshop held at GNIMT, LDH January 30, 2019.
- Debate Competition was organized by Event Management on January 31, 2020.
- One day Workshop was organized by B.Voc. Beauty, Aesthetics & Wellness) on February 1, 2020.
- A Visit to Atal Tinkering Lab, DAV Public School, Innovation Council was organized on February 3, 2020.
- A Workshop on Yoga was organized on February 4, 2020.
- A Lecture on Cultivation of Happiness to De-stress was organized by Centre for Value Education on February 5, 2020.
- A Visit to District Courts was organized by Legal Literacy Cell on February 5, 2020.
- Internal Hackathon for Smart India Hackathon 2020 was organized by The Innovation Council on February 6, 2020.
- An Extension Lecture on CAA was organized by Department of Political Science and Department of Sociology on February 7, 2020.
- A three day Drowning Drive was organized by Department of Home Science on February 10 to February 12, 2020.
- Visit to Adinath Textile Mill & CETP was organized by Department of Home Science on February 10, 2020.
- An Extension Lecture on Bone Health and Fast food was organized on February 15, 2020.
- A Workshop on Techniques of Printing was organized by Department of Home Science on February 18, 2020.
- Students of Commerce and Management participated in the Inter College Competition at GNIMT, Ludhiana on February 18, 2020.
- A Seminar on Nutrition & Health was organized by B.Voc. Hospital Administration & Management on February 20, 2020.
- Declamation contest on the topic “Arogya Jeevan ki Pratham Seerhi – Sayam” was organized by Department of Hindi on February 20, 2020.
- A National Seminar on ‘Economics Policies & Global Business: A New Perspective’ was organized by Department of Commerce & Management & Department of Economics on February 22, 2020.
- A Seminar on Cancer Screening was organized by B.Voc. Hospital Administration & Management on February 24, 2020.
- Students of Department of Music vocal and instrumental and Department of Dance attended a Music Concert “ Naad Yog” held on February 29, 2020.
- A Lecture on Importance of Innovation was organized by The Innovation Council on February 29, 2020.
- A Workshop on Cakes & Cake Icings was organized by Department of Home Science on March 4, 2020.
- Paper Presentation Competition was organized by The Innovation Council on March 4, 2020.
- A Workshop on Yoga was organized by Centre for Value Education on March.
- A Workshop on Fabric painting was organized by Department of Home Science on March 7, 2020.
- A Workshop on Let’s Do New....was organized by The Innovation Council on March 7,

<p>2020.</p> <ul style="list-style-type: none"> <li>• A Seminar on Common Gynecological Disorders was organized by B.Voc. Hospital Administration &amp; Management on March 13, 2020.</li> <li>• Students participated in the National Disaster Rescue Force Camp January 13, 2020 to January 17, 2020.</li> <li>• 30 students attended a Ten Day workshop on e-filing of Income Tax Returns organized at college campus from March 2, 2020 to March 13, 2020.</li> </ul>
<p>❖ Examination and Evaluation</p> <p>The college follows the broad outline of the academic calendar issued by the Panjab University, Chandigarh. The academic year is divided in two terms i.e. July to December and January to June. Besides, end semester examinations conducted by Panjab University in the months of December and April, continuous evaluation is also done through different methods like assignments, presentations, projects, class tests and house examination. Evaluation process is carried out in a very transparent manner. During Examinations, differently abled students are accommodated on the ground floor. MIS module of examination have been activated. Seminars are conducted for the students to help them handle their exams as well as peer pressure. IN order to maintain complete transparency; the students are shown their answer-sheets of house examinations. Internal Assessment is also displayed on the notice board before being submitted to the Panjab University. The parents of students are informed about the performance of their wards in the House examinations. Students are regularly apprised of their attendance in various classes</p>
<p>❖ Research and Development</p> <ul style="list-style-type: none"> <li>• Seminars are regularly organized at the College to promote research. Faculty is motivated to attend the seminars and workshops to develop their research skills. Research based assignments/projects are assigned to the students especially at the Post graduation level.</li> <li>• Research at undergraduate level is also being promoted</li> <li>• All students at PG level and in some UG subjects are assigned research based assignments.</li> <li>• Various departments have started the concept of “Wall Magazine” wherein the students display the research based articles.</li> <li>• Students are motivated to present papers at Conferences/Seminars and publish them in reputed Journals.</li> </ul>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation</p> <p>College Library has a large collection on various subjects as well as reference books. Library is partially automated. Issue/return is done by using Library Management Software. Library has subscribed to various ejournals and magazines. Library has a membership on N-LIST programme by which library users can access a vast collection of e-Journals and e-books. Apart from this, library has subscribed to 13 newspapers. Library provides the photocopy facility to the students and staff. Separate reading room has also been provided to the students. Library has seating capacity of 50 individuals.</p>

❖	<p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• The faculty members are encouraged to participate in self- like orientation, refresher courses and faculty development workshops. They are encouraged to undertake faculty induction programmes and faculty development programmes research on part time basis and are given academic flexibility to involve themselves in research activities. The institution provides laboratory, library and internet facilities for research activities. The faculty members are granted duty leave to attend seminar, workshops and conferences.</li> <li>• The College takes decisions pertaining to the addition of teaching and non- teaching staff within the parameters provided by UGC, Panjab University and College Managing Committee.</li> <li>• The process of recruitment of new faculty is initiated through advertisements in major national dailies of the region to attract best talent.</li> <li>• Regular performance appraisal of teaching and non-teaching staff is done.</li> <li>• Members of the faculty are assigned rotational duties in various clubs and committees to benefit from their extra-academic proficiency in diverse fields.</li> <li>• Besides encouraging the teachers to go for periodic training through Orientation/Refresher Courses/Faculty Development Programmes and Staff Training Courses for their Professional Development, the college itself organizes such programmes in its campus.</li> <li>• Staff members are honoured for their achievements and performance.</li> </ul>		
❖	<p><b>Industry Interaction / Collaboration</b></p> <ul style="list-style-type: none"> <li>• MOUS was signed with the following set ups :</li> <li>• With Career Launcher IAS KSG on February 1,2019</li> <li>• With Eduhome Institute on February 14,2019</li> <li>• With Bright Academy on February 5,2019</li> <li>• With SIEC Education Pvt. Ltd.Ludhiana Centre on February 8,2019</li> <li>• With Shree Ram Banking Institute on October 4,2019</li> <li>• With IBS ICAI Business School on October 3,2019</li> <li>• Taran Industries on November 20,2019</li> <li>• During the session, Directors, educators, entrepreneurs, executives were invited as resource persons to interact with the students and faculty members.</li> <li>• Various events of Exhibition cum Sale were organized by the department of cosmetology and interior designing to enhance the entrepreneurial skills among the students.</li> </ul>		
❖	<p><b>Admission of Students</b></p> <ul style="list-style-type: none"> <li>• The College follows Panjab University guidelines for admissions to different courses with regard to minimum eligibility criteria, compartment cases.</li> <li>• The College follows the reservation policy for SC, ST, disabled students as PU norms.</li> <li>• Admission is done on the basis of merit and academic record of students.</li> <li>• PPTs and orientation lecture are delivered by various departments for the benefit of the newly admitted students.</li> </ul>		
<b>6.2.2 : Implementation of e-governance in areas of operations:</b>			
❖	<table border="0"> <tr> <td>Planning and Development</td> <td>Partially</td> </tr> </table>	Planning and Development	Partially
Planning and Development	Partially		
❖	<table border="0"> <tr> <td>Administration</td> <td>Partially</td> </tr> </table>	Administration	Partially
Administration	Partially		
❖	<table border="0"> <tr> <td>Finance and Accounts</td> <td>Totally</td> </tr> </table>	Finance and Accounts	Totally
Finance and Accounts	Totally		
❖	<table border="0"> <tr> <td>Student Admission and Support</td> <td>Partially</td> </tr> </table>	Student Admission and Support	Partially
Student Admission and Support	Partially		
❖	<table border="0"> <tr> <td>Examination</td> <td>Completely</td> </tr> </table>	Examination	Completely
Examination	Completely		
<b>6.3 Faculty Empowerment Strategies</b>			
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year			

Year	Name of teacher	Name of conference/ workshop attended for which financial support Provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019 National	A Seven Day Workshop Research Methods & Quality Publications		December 25,2019 to December 31,2019		
2019 of	FDP on Cultivation Happiness to De-stress		February 5,2019	20	10
2019	A one day National Seminar on 'Economic Policy & Global Business: A New Perspective		February 22,2019	20	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development Programme	Number of teachers who attended	Date and Duration (from – to)
NIL	NIL	NIL

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
33	43	26	16

6.3.5 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Fee concessions are given to the wards of all employees.</li> <li>• Loans from the Employee Provident Fund for marriage, higher education of children, purchase of vehicle, and construction of house are available.</li> <li>• Maternity Leave</li> <li>• Duty Leave facility for attending seminars/conferences and other faculty development programmes</li> <li>• Access to e-resources through N-List facility of Infflibnet</li> </ul>
Non-teaching	• Fee concessions are given to

	<p>the wards of all permanent employees.</p> <ul style="list-style-type: none"> <li>• Staff accommodation has been provided.</li> <li>• Advance Loans from the Employee Provident Fund for marriage, higher education of children and purchase of vehicle, and construction of house are available.</li> <li>• Uniforms are provided to Class IV employees.</li> <li>• Bonus and gifts are given on special occasions.</li> <li>• Maternity leave to the female staff</li> </ul>
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Students	<ul style="list-style-type: none"> <li>• Merit cum need - based scholarships offered by College to meritorious/deserving students belonging to economically weaker sections.</li> <li>• Fee concession is provided</li> <li>• Free books are provided to these students if sought for.</li> <li>• Substantial refreshment is provided to all the students participating in various extra-curricular activities.</li> <li>• Medical facilities are also available for the students.</li> <li>• Self defence training, Yoga classes and a gymnasium are also provided to the students</li> <li>• Gymnasium facility</li> <li>• Campus placement</li> </ul>
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#### 6.4 Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly. The objective of auditing is to clear all account arrears and timely audit of accounts, so that college can take timely action on the irregularities detected by the CA firms In the audit, responsibility of the auditor is to review fee, vouchers, ledgers, cash book payments, receipts, physical verification and canteen rent. Vouchers include bills receipts, payslips, cashmemos. Cash Book includes receipts and payments of cash transactions ledger includes cash A/C, debtors A/C, Inventory and Investment A/C. Our college receives 95% of grants from govt. So we conduct the internal audit to verify that grants have been spent properly. The college also conducts audit of general accounts . (95% grant books, Service books, salary registration , fines, grants receipts etc. Auditors also audits management. books which includes donations, bank interest, fees and rent.

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

Name of the non government funding	Funds/ Grants received in Rs.	Purpose
Management	27999648/-	Fees
Management	98000/-	Rent
Management	347522/-	Bank Interest

		t
Management	2100/-	Donation

6.4.2 Total Corpus fund generated = 107104433/-

### 6.5 Internal Quality Assurance System

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Jain & Anil Sood	Yes	C.A
Administrative	Yes	Jain & Anil Sood	Yes	C.A

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

The Parent Teacher Association held its annual meeting in the college to strengthen up the parent-teacher partnership for the progress of the students.

Feedback from parents was obtained during the PTA meet.

#### 6.5.3 Development programmes for support staff. (at least three)

- Yoga sessions were organized in the college which can be joined by the support staff.
- Free health check up camps were organized for the support staff.
- Sports events are conducted for the sports staff on the annual athletic meet.
- 

#### 6.5.4 Post Accreditation initiatives:

\* Vertical Garden: With a desire to play a constructive role in saving environment, a Vertical Garden ‘The innovative environment savior’ has been started at the college campus which was inaugurated by Honorable Sh. Binay K. Jha, Chief Commissioner, Income Tax , Ludhiana on 2<sup>nd</sup> May, 2018. This garden has been started with planting 1500 saplings of different varieties. ‘Green Plastic Initiative’ has been taken by the college to make the campus plastic free zone.

\* Vermi culture was started.

\* To develop and enhance the skills among students, B.voc courses were started.

\* Innovation cell was established.

\* Solar Energy Project: 306 solar panels of 100 kilowatts were installed to meet the energy needs of the college. This has resulted in providing access to modern energy services and helped in reduction of the electricity bills of the institution.

\* Rain Water Harvesting: The Rain Water Harvesting system was installed to conserve the rainwater from rooftops, lawns, ground and open areas for reuse.

#### 6.5.5

- |   |     |
|---|-----|
| (a) Submission of Data for AISHE portal: (Yes/No) | Yes |
| (b) Participation in NIRF : (Yes/No)              | No  |
| (c) ISO Certification : (Yes/No)                  | No  |
| (d) NBA or any other quality audit : (Yes/No)     | No  |

6.5.6	Number of Quality Initiatives undertaken during the Year
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Year	Name of quality initiative by IQAC			
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from To....)	
2019	International Yoga Day	June 21,2019	June 21,2019	
2019	Creative Programme ( Fashion Designing)	July 26,2019	July 26,2019	
2019	Workshop on Creative Draping skills	July 27,2019	July 27,2019	
2019	Orientation	July 25, 2019	July 25,2019	
2019	Youth Festival Meeting	July 31,2019	July 31,2019	
2019	Celebration of Birthday of Munshi Premchand ( Dept. of Hindi)	July 31,2019	July 31,2019	
2019	Brand Survey Visit ( B.Voc.) Fashion Designing	August 16,2019	August 16,2019	
2019	Celebration of Festival of Rakhi with Children with Special needs	August 17,2019	August 17,2019	
2019	Lecture on Daily skin care( Dept.of Cosmetology)	August 19,2019	August 19,2019	
2019	Sadbhavna Diwas (Centre for Value Edu.)	August 20,2019	August 20,2019	
2019	Workshop on Manicure & Pedicure ( Dept . of Cosmetology)	August 21,2019	August 21,2019	
2019	Visit to Wedding Asia (Fashion Designing )	August 23,2019	August 23,2019	
2019	Seminar on How to improve Diversity and Gender Equality Through Artificial Intelligence	August 23,2019	August 23,2019	
2019	Visit to Headmaster's Salon ( Dept. of Cosmetology)	August 26,2019	August 26,2019	
2019	Visit to Headmaster's Salon ( B.Voc. in Beauty ,Aesthetics & Wellness)	August 26,2019	August 26,2019	
2019	Seminar on Gender Equality (PG Dept. of Commerce & Management)	August 27,2019	August 27,2019	
2019	Seminar on Reading should be a Habit for Management Aspirants (PG Dept. of Commerce & Management)	August 27,2019	August 27,2019	

2019	Fitness Pledge	August 29,2019	August 29,2019
2019	National Sports Day	August 29,2019	August 29,2019
2019	9 <sup>th</sup> Death Anniversary of Sh. Ratan Muni ji Maharaj	September 2,2019	September 2,2019
2019	Seminar on Corporate Expectations (PG Dept.of Commerce & Management)	September 4,2109	September 4,2019
2019	Job Fair	September 4,2019	September 4,2019
2019	Teacher's Day	September 5,2019	September 5,2019
2019	Best Message Contest (Times of India)	September 5,2019	September 5,2019
2019	Fresher's Party	September 7,2019	September 7,2019
2019	NCC Cadets remember the Kargil Martyrs	September 9,2019	September 9,2019
2019	Workshop on Art of Mehndi ( B.Voc. in Beauty,Aesthetics & Wellness)	September 11- September 19,2019	September 11 to Sept. 19
2019	Seminar on Campus to Corporate Interview Skills	September 12,2019	September 12,2019
2019	Hindi Diwas	September 14,2019	September 14,2019
2019	Campus Placement Drive	September 14,2019	September 14,2019
2019	Excursion B.Voc. ( Hospital Administration & Management)	September 14,2019	September 14,2019
2019	Campus Placement Drive ( Career Counseling &Placement Cell)	September 16,2019	September 16,2019
2019	Seminar on Water Conservation	September 18,2019	September 18,2019
2019	Industrial Visit to Adinath Dyeing & Finishing mills (B.Voc. in Fashion Designing)	September 18,2019	September 18,2019
2019	Seminar on Career Guidance	September 19,2019	September 19,2019
2019	Seminar on What's your Idea ( PG Dept. of	September 19,2019	September 19,2019

	Commerce & Management)		19,20
2019	Demonstration on Haircut by Orane Academy (Dept. of Cosmetology)	September 20,2019	Sept 20,20
2019	Workshop on Creative Approaches to Design Process Innovation in Apparel Designing (Fashion Designing)	September 27,2019	Sept 27,20
2019	5 <sup>th</sup> International Humanity Olympiad 2019 by Satyug Darshan Trust	September,2019	Sept 019
2019	Zonal Youth Festival (Home Science)	September 26 to September 29,2019	Sept 26 to Sept 29,20
2019	Youth Festival Zone B (Department of Instrumental Music)	September 26 to September 29,2019	Sept 26 to Sept 29,20
2019	Youth festival Zone B ( Department of Vocal Music)	September 26 to 29,2019	Sept 26 to 29,20
2019	Youth Festival Zone B (Theatrical items)	September 26 to September 29,2019	Sept 26 to Sept 29,20
2019	Youth Festival Zone B (Dance)	September 26 to September 29,2019	Sept 26 to Sept 29,20
2019	Youth Festival Zone B (Literary Activities)	Sept 26 to Sept.29,2019	Sept 2 Sept.2 9
2019	Say NO to Plastic ( Centre for Value Education) and Gandhi Jayanti Celebration	October 2,2019	Octob 2,2019
2019	Ashaiara Karate Championship	October 2,2019	Octob 2,2019
2019	Mock Entrance of IBSAT	October 3,2019	Octob 3,2019
2019	One week workshop on Meditation (Dept. of Cosmetology)	October 3,2019 to October 11,2019	Oct. 3 to Oct 11,20
2019	Doodle Your Dream ( Interior Designing & Fashion Designing)	October 4,2019	Octob 4,2019
2019	Seminar on Career Counseling ( The Career Counseling & Placement Cell)	October 4,2019	Octob 4,2019

2019	Visit to Chitkara University ( B.Voc. in Hospital Administration & Management)	October 4,2019	October 4,2019
2019	Workshop on Rebounding ( Dept. of Cosmetology)	October 9,2019	October 9,2019
2019	Inter College Chess Competition	October 9,2019	October 9,2019
2019	Lecture on Significance of Hindi	October 11,2019	October 11,2019
2019	Seminar on Mobile Addiction (Centre for Value Edu.)	October 12,2019	October 12,2019
2019	International Throw ball Championship	October 13,2019	October 13,2019 November 19,2019
2019	Celebration of Dr.APJ Abdul Kalam's Birthday	October 15,2019	October 15,2019
2019	NCC Cadets got ranks	October 18,2019	October 18,2019
2019	Fashion Fusion (B.Voc. Fashion Designing)	October 22,2019	October 22,2019
2019	550 <sup>th</sup> Parkash Utsav of Sh.Guru Nanak Dev ji	October 23,2019	October 23,2019
2019	Lecture on Green Diwali	October 25,2019	October 25,2019
2019	Seminar on Risk Management & Prevention of Antibiotics Resistance (B.Voc.Hospital.Adm.&Mgt)	November 5,2019	November 5,2019
2019	NCC (National Integration Camp at Mysore)	November 5 to November 16,2019	November to November 16,2019
2019	Business Plan Competition (Semifinals)	November 5, 2019	November 5, 2019
2019	Business Plan Competition (Finals)	November 8, 2019	November 8, 2019
2019	Demonstration ( Dept. of Cosmetology)	November 12,2019	November 12,2019
2019	Annual Prize Distribution	November 14,2019	November 14,2019
2019	Pledge taking ceremony to Save Water	November 16,2019	November 16,2019
2019	Visit to Gaushala ( Institutional Innovation	November 17,2019	November 17,2019

	Guidance Council)		17,20
2019	Clear Face Activity ( B.Voc. Beauty, Aesthetics & Wellness)	November 27,2019	Novem 27,20
2019	7 day National Workshop on Research Methods & Tecniques for Quality Publications (ARAS)	December 25 – December 31,2019	Decem 25 – Decem 31,20
2019	National Karate Championship	December 26,2019	Decem 26,20 Decem 31,20
2020	Guest Lecture ,Birth anniversary of Swami Vivekananda ( Dept. of Sociology)	January12,2020	Januar 020
2020	Lohri Celebration	January 13,2020	Januar 13,20
2020	National Disaster Rescue Force Camp	January 13,2020	Januar 13,20
2020	Marathon by Vayu Rakshak Brigade on 72 <sup>nd</sup> Army Day (NCC)	January 15,2020	Januar 15,20
2020	Seminar on Nutrition & Health (B.Voc. Hospital Administration & Mgt.)	February 19,2020	Febru 19,20
2020	Thanksgiving cards for Armed forces (Centre for Value Education) Republic Day	January 21,2020	Januar 21,20
2020	Exhibition of Thanksgiving cards for armed forces (Event Management )	January 21,2020	Januar 21,20
2020	Lecture on Ghadar Movement (Dept. of History)	January 23,2020	Januar 23,20
2020	National Girl Child Day ( Anti Women Harassment Cell)	January 24,2020	Januar 24,20
2020	Seminar on Road Safety	January 25, 2020	Januar 2020
2020	Seminar on Aroma Therapy (B.Voc. Beauty Aesthetics & Wellness)	January 28,2020	Januar 28,20
2020	Lecture on Mind Management (Centre for Value Edu, Art of living	January 28 to January 29,2020	Januar to Jan 29,20
2020	One day workshop at GNIMT,LDH	January 30,2020	Januar 30,20
2020	Debate Competition (Event Mgt.)	January 31,2020	Januar 31,20
2020	One day Workshop (B.Voc. Beauty,	February 1,2020	Febru

	Aesthetics & Wellness)		1,2020
2020	Visit to Atal Tinkering Lab,DAV Public School,Innovation Council	February 3,2020	Febru 3,2020
2020	Workshop on Yoga	February 4,2020	Febru 4,2020
2020	FDP on Cultivation Happiness to De-stress ( Centre for Value Education)	February 5,2020	Febru 5,2020
2020	Visit to District Courts (Legal Literacy Cell)	February 5,2020	Febru 5,2020
2020	Internal Hackathon for Smart India Hackathon 2020 ( The Innovation Council)	February 6,2020	Febru 6,2020
2020	Extension Lecture on CAA  (Dept.of Pol. Sci.,Dept. of Sociology)	February 7,2020	Febru 7,2020
2020	Free Medical Check-up for students & staff (Centre for Value Education)	February 8,2020	Febru 8,2020
2020	3 day Deworming Drive (Dept. of Home Science)	February 10 to February 12,2020	Febru to Feb 12,2020
2020	Visit to Adinath Textile Mill & CETP) ( Dept. of Home Science)	February 10,2020	Febru 10,2020
2020	An Extension Lecture on Bone Health and Fast food	February 15,2020	Febru 15,2020
2020	Workshop on Techniques of Printing ( Dept. of Home Science)	February 18,2020	Febru 18,2020
2020	Inter College Competition (GNIMT) Dept. of Commerce & Mgt.	February 18,2020	Febru 18,2020
2020	Seminar on Nutrition & Health (B.Voc. Hospital Administration & Mgt.)	February 19,2020	Febru 2020
2020	Declamation contest ( Arogya Jeevan ki Pratham Seerhi – Sayam) Dept. of Hindi	February 20,2020	Febru 20,2020
2020	National Seminar ( Dept. of Commerce & Mgt. & Dept of Economics)	February 22,2020	Febru 22,2020
2020	Seminar on Cancer Screening....( B.Voc. Hospital Administration &Mgt.)	February 24,2020	Febru 24,2020
2020	Attended a Music Concert	February 29,2020	Febru 29,2020
2020	Lecture on Importance of Innovation ( The	February 29,2020	Febru

	Innovation Council)		29,202
2020	A Ten Day workshop on e-filing of Income Tax Returns	March 2,2020	March 2,2020 March 13,202
2020	Workshop on Cakes & Cake Icings (Dept. of Home Sci.)	March 4,2020	March 4,2020
2020	Paper Presentation Competition ( The Innovation Council)	March 4,2020	March 4,2020
2020	Workshop on Yoga ( Centre for Value Education)	March 5,2020	March March 20,202
2020	Winning I prize in Fresh Flower Arrangement ( Home Science) at PAU,Ludhiana	March 4 ,2020	March 4,2020 March 5,2020
2020	Workshop on Fabric painting (Home Science)	March 7,2020	March 7,2020
2020	Workshop on Let's Do New.... ( The Innovation Council)	March 7,2020	March 7,2020
2020	Teachers awarded by Lala Jagat Narayan Nishkam Sewa Society on Women's Day	March 8,2020	March 8,2020
2020	FDP on Stress Free Teaching by Art of Living	March 11,2020	March 11,202
2020	Seminar on Common Gynecological Disorders (B.Voc. Hospital Administration & Mgt.)	March 13,2020	March 13,202
2020	Inter Class Competition ( Home Science)	March 14,2020	March 14,202
2020	Annual Athletic Meet	March 14,2020	March 14,202

Number of initiatives to address locational advantages and disadvantages

Title

Activity

**CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
1. Seminar on “How to improve Diversity and Gender Equality Through Artificial Intelligence”.	August 23,2019	100	
2. Seminar on Gender Equality	August 27,2019	100	
3. National Girl Child Day	January 24,2020	100	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources:

Solar energy Project:

Our college has installed 306 solar panels of 100 kilowatts to meet the energy needs of the college. This has resulted in providing access to modern energy services and helped in reduction of the electricity bills of the institution.

Rain water Harvesting: The college has installed rain water harvesting to conserve rainwater by collecting, storing and conveying of rainwater that runs off from rooftop, parks and open ground for later use. This is one of the best methods practiced and followed to support the conservation of water.

Vertical Garden- An innovative Environment Saviour:

A vertical garden is a garden that grows upward vertically using a trellis or other support system, rather than on ground. It is a great way to utilize hanging space and conserve water at the same time. In the college, this garden was started with 1500 plants of 15 varieties. This green plastic initiative and Drip Irrigation is the best way to transform the concrete into greenery .It purifies the air and saves water upto 92% by drip irrigation.

Water purifier cum Mineraliser:

Water purifier cum mineralizer with zero percent wastage of water has been installed in the college.

7.1.3 Differently abled (Divyang jan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision of Lift	No	-
Ramp Rails	Yes	1
Braille software facilities	No	-
Rest rooms	Yes	1
Scribe for examination	Yes	1
Special skill development for differently abled students		-

### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	01	01	September ,2019	Graffitts Competition (Punjab energy Development agency)	Energy Conservation	05
2019	01	01	September18,2019	Seminar on 'water conservation'	Decrease in water level ways to use water judiciously	50
2019	01	01	October 2,2019	"Say no to plastic"	Health hazards of use of plastic Reuse of plastic	100
2019	01	01	November 16,2019	Pledge taking ceremony for saving water	Significance of water ways to save water.	50
2020	00	01	January24,2020	National girl child day	Girl education	100
2020	00	01	January 25,2020	Seminar on Road Safety	Lack of awareness about road rules	100
2020	01	01	February8,2020	Free medical check up	Blood Pressure check up Bone Density check up	195

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
DDJMC	1.07.2019	The college has code of conduct handbook for students ,teachers, governing body and administration including Principal, officials, and support staff. The handbook provides for rules and regulations for the institution. The institution authority may take disciplinary action if any student violates the institution rules and regulations .The book also contains general guidelines for implementation of punishments. All the stakeholders are advised to adhere to the rules and regulations provided in the handbook and discharge their responsibilities with diligence, fidelity and honour.

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to -----)	Number of participants
1. Sadbhavna Divas	August 20,2019	100
2. Seminar on Mobile addiction	October 20,2019	100
3. Celebration of green and eco-friendly Diwali	October 25,2019	50
4. Pledge taking ceremony for 'Saving	November 16,2019	100

Water'		
5. Thanks giving cards for soldiers	January 21,2020	45
6. Celebration of National Girl Child Day	January24,2020	100
7. Seminar on Road safety	January25,2020	100
8. Seminar on cultivating happiness to de-stress	February5,2020	200
9. Days workshop on yoga	March5,2020 to March 14,2020	1200

#### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The institution intends to play a constructive role in saving rapidly degrading environment. Growing of trees around helps us to save environment and it is a regular feature of the college .We have grown some mosquito repellent plants to keep the surroundings safe from dengue and malaria. A number of herbal plants like aloevera tulsi, neem , kadipatta etc. have been grown in the campus to keep the environment healthy and eco-friendly.
- A vertical garden has been set up at our college.it is a great way to utilize hanging space and conserve water at the same time. The garden was started with 1500 plants of 15 varieties. Dignitaries and guests who visit the college are encouraged to plant a sapling in the garden.
- 306 solar panels of 100 kilowatts have been installed in the college to meet the energy needs of the institution.
- On October 2,2019, Gandhi jayanti was celebrated in the college campus by organizing several events on the theme “Say No To Plastic”. A PPT lecture was delivered to the students and staff to sanitize theme about the health hazards of use of plastic in our daily life..A workshop was also conducted for the students and staff in which they learnt how to make beautiful and useful artefacts of polythene and plastic bottles.
- On October 25,2019, a lecture on “Green Diwali” was organized in the college campus in which the students were encouraged to light earthen diyas and avoid bursting crackers.

#### 7.2 Best Practices

Describe at least two institutional best practices

Best Practice-1

Title :- Rain Water Harvesting

Goals:- To reduce the use of ground water thus increasing its level.

- To reduce ground water contamination.
- To reduce flooding and erosion.
- To meet the rising demand of water.

The context : Rain water harvesting is the collection and storage of rain, rather than allowing it to run off. Rain Water is collected from a roof-like surface and redirected to a tank, cistern, deep pit(well) or a reservoir with percolation. Its uses include watering gardens, livestock, irrigation, domestic use with proper treatment and domestic heating. The harvested water can also be committed to longer-term storage or groundwater recharge.

The Practice: Keeping in mind the flourishing metropolitan community around the campus and the rising demand for water facilities, rooftop rainwater harvesting has been established in the campus. The collected water from the roof top is passed through a filter system and stored in large borewell which aids in ground water recharge. The institution encourages on conserving water through the following strategies:

- Sustainable approaches for implementation of innovative water-efficient technologies such as rainwater harvesting , treatment and reuse of water etc.
- Monitor and minimize water consumption in the campus.
- Promote the culture of planting saplings in the campus every year.

Problems encountered and resources required:

The main problem confronted was initial high cost, which could only be recovered in 10-15 years, depending upon the amount of rainfall and sophistication of the system .Some other challenges faced were design considerations such as optimum tank size, water quality related issues ,available technologies for disinfection and

filtration of rainwater. The overall cost of installing the system amounted to 23,29,618.

Evidence of success: Utilizing the rain water harvesting system has proved to be a success. The system has helped in reducing the wastage of rain water .Moreover, the overall cost of its installation and operation is much lesser than that of water purifying or pumping systems. The system has helped in providing an independent water supply to the institution.

## Best practice II

### 7 days workshop for Staff and students

- Goals: To practice mental hygiene.
- To integrate moral values.
- To enable the students to have good health
- To attain higher level of consciousness
- To reduce the stress level through meditation

The Context: Yoga is the exercise of physical,mental and spiritual well-being of the individual that was coined in ancient india. Yoga has been democated described as unification with the divine.National curriculum Framework categorized yoga as an integral component of health and physical education.Yoga teaches to calm oneself in distressing times ,thereby creating a positive impact on the social and mental development,which is necessary in the current time. With so many health benefits and mental peace, it helps the student to be a better individual and perform high in their life professionally as well as personally. People all over the world have started to realize the benefits of yoga.

The Practice: Practising yoga is said to come with many benefits for both mental and physical health. Keeping in mind the importance of yoga ,The Centre for value education organized a 7 day yoga workshop for staff as well as students from 5.3.2020 to 14.03.2020. Around 500 students took part in the workshop. Students were educated on the importance of yoga. They were taught various asanas like Padamasana, Vajarasana, Dhanurasana, Chakarasana, Bhujangasana and many more. Students felt motivated to include yoga in their daily life routine for its wholesome and salubrious effects on the mind, body and soul.

### Problems encountered and resources required :

As almost all the students and faculty members participated in the workshop, it was a challenging task to align the time table of all the classes with the programmme .Resources required for arrangement of yoga mats, preparing the hall to accommodate such a big gathering and setting up of sound system. Co-operation rendered by the staff members helped in making all the arrangements.

### Evidence of success:

The workshop proved to be a great success for students as well as the faculty.It helped the students in overcoming their fear ,anxiety and stress and attain higher level of consciousness. The workshop concluded with an interactive session between the instructor and the students in which their queries were addressed satisfactorily .The whole workshop was a very refreshing ,reviving and relaxing.

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Inspired by the motivating principles of women education and women development ,as lived and preached by the great saintly lady Behan Devki Devi Ji ,the college aims at intellectual and human transformation through quality education following its quality statement i.e. from effort to excellence..We strive to fullie our vision of imparting quality education for the welfare of students, families ,organisations and society at large. To realise the vision of making female section of the society stand on their own feet and be economically independent, a 10 day workshop on “E-filing of Income Tax return was organized by the college from 2<sup>nd</sup> March to 13<sup>th</sup> March2020 for B.Com final year students. The resource person was C.A. Ankita Jain(Deptt of Commerce & Mgmt).The workshop was aimed to at providing practical exposure on how to file online income tax return. The workshop was conducted in a simple language and with real forms and real time online demonstration on income tax website. As B.Com Final year students are already acquainted with theoretical knowledge of income tax provisions, with the touch of practical demonstration, the institution tried to make them able to apply the provisions with ease. This workshop was an initial step for sharpening the skills of the students and educating them on a necessary procedure that everyone should know .The students were provided practical knowledge to the students regarding various aspects of direct taxation such as filing of ITR-1,TDS,FORM-26 AS ,FORM-16,FORM-16A,Payroll process and advance payment of tax. They were also appraised of different types of returns on the basis of assesse and source of income ,how to fill the data in the return and e-verification of the same. They were also given the information regarding how to apply for pan card for free. The knowledge gained by the students will definitely help them in to their professional careers.It provided an opportunity for the student to learn indian taxation system and enhance their skills in the field of taxation .The workshop would surely equip the students for self employment as at the end of the workshop they were able to file the income tax return of direct and indirect tax.The workshop was planned and executed under the supervision of Dr(Mrs)Sarita Bahl (Principal) and Ms.Seema Soni(HOD Of Commerce & Mgmt).

### 8. Future Plans of action for next academic year (500 words)

1. Orienting faculty members on tools, techniques of virtual teaching learning.
2. Conducting students survey on Interview Accessibility.
3. Policy on Virtual-Teaching
4. Creating a flexible environment to address unplanned circumstances due to unprecedented nature of this situation and improvising to their new roles as well as planning for change.
5. Taking care of the physical and mental well-being of students.
6. Planning to welcome back students in virtual or in a hybrid mode.
7. Counselling of stakeholders and community to confront Covid-19 physically, mentally, emotionally, spiritually etc. and preparing teams for the same. Besides social distancing and disinfecting safety requirements, maintaining a positive College Culture with foundation of strong relationship to mitigate the effects of crisis.
8. To support staff, students and parents in hybrid learning environment by ensuring safety, managing stress, navigating logistical operations and adjusting schedules in an effort to ensure students' well-being and learning.
9. Extending best possible assistance to staff for maintaining their well-being to encourage them in the current context of uncertain chaos and change.
10. To Organize National Seminars , talks, discussions to enhance the knowledge of students and staff.

7.

Name \_\_\_\_\_

Name \_\_\_\_\_

**Annexure I**

**Abbreviations:**

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

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

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