

MMD DAV COLLEGE GIDDARBAHA

Bharu Road, MMD DAV College, Giddarbaha- 152101, District Sri Muktsar Sahib(Pb.)

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Annual Quality Assurance report of the IQAC 2017-18

Submitted to

**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC), Bengaluru, India**

Annual Quality Assurance Report (AQAR)

MMD DAV College, Giddarbaha

Part – A

Data of the Institution

1. Name of the Institution **MMD DAV COLLEGE, GIDDARBAHA**

- Name of the Head of the institution : **Dr. Raj Kumar Mahajan**
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 01637-230147, 01637-230200
- Mobile no.: 98143-44854
- Registered e-mail: mmdavgdb@yahoo.co.in
- Address : Bharu Road, MMD DAV College,
- City/Town : Giddarbaha
- State/UT : Punjab
- Pin Code : 152101

2. Institutional status:

- Affiliated
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Semi-urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B) : **Both**
- Name of the Affiliating University: **Panjab University, Chandigarh**
- Name of the IQAC Co-ordinator : **SATMAIL KAUR**
- Phone no. : **01637-230147**
- Mobile: **94171-21701**

3. Website address: **mmdavgdb.org.in**

4. Whether Academic Calendar prepared during the year?

The Institution follows Academic Calendar as per Panjab University norms.

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C	1.77	2017	from: 2017 to: 2022

6. Date of Establishment of IQAC: 06-08-2014

7. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institution	95% Grant	DPI (Colleges)Pb.	2017-18	9738765/-

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

9. No. of IQAC meetings held during the year: 02

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

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

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

- * Feedback from all the stakeholders were analysed for the improvement.
- * Formation various committees e.g. Discipline committee, Youth welfare Club etc.
- * Keeping in view of the Academic calendar and curriculum, faculty was advised to prepare schedule of work.
- * Extra classes for the weak students were arranged.
- * Promotion of environment protection, energy conservation among faculty members and students.

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

Activities	Responsibility Centre
Havan Yajnas to be performed to seek the divine grace events will be organised regarding social issues energy conservation and environment concerns	Youth Welfare Club
Including students in various community programmes like Tree Plantation, Swachh Bharat etc	N.S.S. Department
Extension/Expert lectures by resource persons to teach values to the students	Youth Welfare Club
Celebration of important days by organising Seminars, various competitions etc	Concerned Departments
Extension lectures and seminars to guide students regarding jobs	Career counselling cell
Various competitions like essay writing, declamation, debate, quiz etc at the institutional level	Concerned Departments

Outcome/ Achievements –Havan Yajnas were performed to seek the divine grace. Various important days like voters days, Hindi Divas, National Sports day, Human Rights Day etc were celebrated which created awareness, the spirit of nationalism among the students. Various expert lectures were organised in the institution to motivate the students which generated the positivity. Students actively participated in various community programmes like Swachh Bharat Abhiyan and Tree Plantation, not only about 25 trees were planted but the NSS students were given the responsibility to look after them. Awareness Programs were organised in nearby villages to motivate people against Drug Addiction and importance of Girl Education etc. Many parents got ready to send their daughters to college for higher education.

13. Whether the AQAR was placed before statutory body?

Yes , the AQAR was placed before Local Committee of the college.

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

No

15. Whether institutional data submitted to AISHE:

Yes

Year: 2016-17

Date of Submission: 21/02/2017

16. Does the Institution have Management Information System?

No

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					
<p>Institution has the mechanism for well-planned curriculum delivery and documentation: For effective implementation of the curriculum, each department plans and divides the syllabus term wise and the same is conveyed to to the students. The schedule of the work to be taught semester-wise is compiled by the heads of the departments before the commencement of the session and is distributed to the students at the start of the session. The calendar of the departmental activities, seminars, functions and festivals are generally decided at the beginning of the session and also highlighted in the college prospectus. Two classrooms are equipped with ICT facilities (Projector, Smart board & Internet). Faculty members use these facilities as and when needed. Pre-semester examination are conducted for formative assessment of students.</p>					
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	
---	----	-----	-----	-----	
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		
--	-----	-----	----		
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.					
The affiliating university has not introduced CBCS system so far.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
----	----	----	----	----	----
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	---	----			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
	Date of introduction	Number of students enrolled			
-----	-----	----			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		

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	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Valuable suggestions are taken from students and other stakeholders (Local Advisory Committee members and Alumni). Separate proformas for feedback are prepared for the students and the Alumni. They are filled in at the end of every year. The IQAC analyses the feedback and carries out implementation of the suggestions after discussing with the Principal. The suggestions about the curriculum and the syllabus are communicated to the relevant Board of Studies for consideration. Suggestions pertaining to the college are discussed and action is taken accordingly.					
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		
BAI	Open	131	131		
BAII	Open	112	112		
BAIII	Open	147	147		
MA(PBI)-I	60	21	21		
MA(PBI)-II	60	11	11		
MA(HIS)-I	60	22	22		
MA(HIS)-II	60	24	24		
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
2017-18	390	78	17	----	6
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
17	17	Smart Boards & multimedia projector	2	2	Power point presentation
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Yes, Every students has a teacher mentor. There is a committee of eleven teachers each of which mentor about 40 students. The mentors meet the students once in a month. The students take advice and suggestions from their mentors, who are always ready to guide them at every stage.					

Number of students enrolled in the institution	Number of fulltime teachers as mentor	Mentor: Mentee Ratio
468	11	42.5

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
----	----	---	---	---

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Raj Kumar Mahajan	Principal	Swabhiman Award

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	---	1	23-12-2017	14-06-2018
B.A.	---	2	02-06-2018	30-08-2018
B.A.	---	3	23-12-2017	28-05-2018
B.A.	---	4	02-06-2018	09-08-2018
B.A.	---	5	23-12-2017	02-05-2018
B.A.	---	6	02-06-2018	12-05-2018
M.A. Punjabi	----	1	23-12-2017	11-05-2018
M.A. Punjabi	----	2	01-06-2018	10-10-2018
M.A. Punjabi	----	3	23-12-2017	02-05-2018
M.A. Punjabi	----	4	01-06-2018	10-10-2018
M.A. History	----	1	23-12-2017	21-05-2018
M.A. History	----	2	01-06-2018	04-09-2018
M.A. History	----	3	23-12-2017	15-05-2018
M.A. History	----	4	01-06-2018	10-09-2018

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

- * Continuous evaluation of students through class tests, pre-semester internal examination is done
- * Examinations are conducted at college level in fair and transparent way.
- * After every evaluation, a detailed oral feedback is given to the students personally for improvement. The students and the teachers are given a clear idea of the expected Programme Specific Outcomes and Course Outcomes, which helps to improve their performance in the final examinations.
- * Extra classes are arranged for weak students. They are given individual attention and assisted with regular mentoring.

* Re-evaluation and rechecking process is followed to give justice to the students.

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

The college prepare its own academic calendar following the academic calendar of Panjab University, Chandigarh. The same calendar is distributed among the students before beginning of the session every year. Time table is prepared and displayed on the notice board. Towards the end of each semester, theory and practical examinations are conducted by the university and evaluation is carried out. The result of the examination is declared and score cards are issued by the affiliating university.

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 presented before the students so that they can opt the course accordingly.

2.6.2 Pass percentage of students

Title of the Programme	Total no. of students appeared	Distinction above 80%	1 st Division	2 nd Division	3 rd Division
B.A.1ST SEM	116	0	5	20	91
B.A.2ND SEM	85	0	18	20	47
BA3RD SEM	102	0	45	25	32
B.A.4TH SEM	100	4	48	20	32
B.A.5TH SEM	146	0	25	46	75
B.A.6TH SEM	144	0	29	12	103
M.A.(Punjabi)1ST SEM	21	0	0	5	0
M.A.(Punjabi)2ND SEM	15	0	1	9	0
M.A.(PUNJABI)3RD SEM	9	0	3	6	0
M.A.(Punjabi)4TH SEM	11	0	4	0	0
M.A.(History)1ST SEM	21	0	4	11	0
M.A.(History)2ND SEM	15	0	1	9	0
M.A.(History)3RD SEM	23	0	10	3	0
M.A.(History)4TH SEM	23	0	9	2	0

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance is taken through the feedback proforma.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
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-Academia Innovative practices during the year - No				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
---	----		---	
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				
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				
State	National		International	
---	----		---	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
----		----		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	---	---	---	
International	---	---	----	
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		
Punjabi		03 papers		
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				

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 citations excluding self citations
---	----	----	----	----	----	----

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
----	----	----	----	----	---	----

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	02	02	--	--
Presented papers	01	02	--	--
Resource Persons	--	--	--	2

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red Ribbon Club/Youth Welfare department etc., during the year

N.C.C.- The NCC wing of the college carried out various activities in the college. The cadets also participated in ATC camps. The cadets also participated in Swachh Bharat Abhiyan.

N.S.S.- The NSS unit of the college is working enthusiastically under the guidance of the programme officer. The Volunteers participated in various cleanliness and awareness programme. The volunteers participated in Swachhta Abhiyan and Tree Plantation. The Department also organised various activities like cleaning the Civil Hospital, Giddarbaha, celebrating Voter's Day etc.

Youth Welfare Club- The Youth Welfare Club organises various activities and extension lectures in the college campus from time to time. It organised various motivational lectures. A book exhibition was also organised in the college campus. Awareness programmes were organised in nearby villages to sensitize people against Drug addiction, girls education, Tree Plantation etc.

All the concerned departments of the college celebrate all the important days in the college for e.g. National Sports Day and Diabetes Day (Physical Education Department) National Literacy Day (History Department) Voter's Day (NSS Dept.) etc. The concerned departments also organised various competitions like essay writing, debate, declamation, poem recitation etc at the institutional level from time to time

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

Name of the Activity	Award/recognition	Awarding bodies	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				
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
Central Govt. HRD Ministry	N.C.C. & NSS	Swachh Bharat Abhiyan	2	50

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
---	---	---	---

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
---	---	---	--	---

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/teachers participated under MoUs
--	---	---	---

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
---	3550750/- (FY 2017-18)

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	5110	---
Class rooms	14	02
Laboratories	03	---
Seminar Halls	01	---
Classrooms with LCD facilities	02	---
Classrooms with Wi-Fi/ LAN	Yes	---
Seminar halls with ICT facilities	01	---
Video Centre	---	---
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---

Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	4005	460225/-	03	750/-	4008	461005/-
Reference Books	7588	830206/-	279	91806/-	7867	1539347/-
e-Books	N-list	5225/-				
Journals	----	----	----	----	----	----
e-Journals	----	----	----	----	----	----
Digital Database	-----	-----	-----	-----	-----	-----
CD & Video	----	----	----	----	----	----
Library automation	Yes	----	----	----	----	----
Weeding (Hard & Soft)	----	----	----	----	----	----
Others (specify)	----	----	----	----	----	----

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	34	01	Yes	---	---	---	--	10 mbps	
Added	---	---							
Total	34	01						10 mbps	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
10 MBPS									
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			
---						---			
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		
----		----			----		---		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Total Expenditure = 3550750/-			
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 Management	Scholarships	11	45145
Financial support from other sources			
a) National	SC & BC	33	As per Punjab Govt. rules. (the amount is credited directly to students' accounts)
b) International	GREAT for Education Society	17	146000

c) Others	Panjab Univ. Chandigarh	02	10800		
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., Students are mentored by the teachers. They are always welcome for any advice and suggestions. Special extra classes are arranged for weak students.					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
----		--	-	---	
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
	-----	-----	-----	----	-----
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		
-Nil--		-Nil--	-Nil--		
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
----	----	----	----	----	---
5.2.2 Student progression to higher education in percentage during the year					
2017-18	09 students were enrolled in M.A. 1 st (Punjabi) who graduated from this college and 10 students were enrolled in M.A.1 st (History). 2. Many students are enrolled in other institutions but the enrolment data is not available with the institution.				
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(Punjabi)		01		80201627/ 62013861	
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
----------	-------	--------------

Sports Activities:-

1. Kabaddi Team (Men) won first position in Punjab University, Chandigarh Inter-college Tournament (Circle Style) held at G.N. College, Narangwal.
2. Our players- Satnam Singh of B.A.III, Jashanpreet Singh of B.A.III and Rashpal Singh of B.A.I won Gold Medal at the Olympic National Games organised by students' Olympic Association, Utrakhnad held at Haridwar.
3. Our Players- Satnam Singh, B.A.III, Arshdeep Singh, B.A.III and Satnam Singh, B.A.III bagged first position in Wushu and Taekwondo. They also won 1st position in state Taekwondo Championship organised by Olympic Association, Muktsar.
4. Our College Basketball Team won first position in Panjab University Inter-college Basketball Tournament held at G.N. College, Narangwal
5. Jaswant Singh of B.A.I participated in Bhai Mani Singh Football (Men) league tournament held at Kerala. He represented Mahilpur Football Academy and his team got 2nd position,
6. Deepika of B.A.III, Harpreet Kaur, B.A.I, Sunaian of B.A.III and Harjit Kaur of B.A.III won 1st, 2nd and 3rd positions at the District Yoga Championship organised by the Muktsar District Yoga Association.

Cultural Activities:

1. The institution won 17 prizes at the Panjab University Zonal Youth Festival- 5 first prizes, 4 second prizes and 8 third prizes.
2. Meenu of B.A.II won 2nd prize in essay writing competition at P.U. Inter-zonal youth festival at D.A.V. College, Hoshiarpur.
3. Jaspreet Kaur of B.A.III got first position in poem recitation at Inter-college competition held at Baba farid Institute, Bathinda.
4. Monika Rani of B.A.I won 6th position at singing reality show- Voice of Punjab at MH1 Punjabi Channel.

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
----	----	----	----	----	----	----

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

The institution does not have Student Council. The College had a Student Council till 1983, but was later banned by the State Govt. during the days of militancy in the state. The institution does not have any academic or administrative bodies. The institution believes in providing equal opportunity to the students, they are nominated as editors to various sections of the college magazine. They are also made members of the various societies/clubs.

5.3 Alumni Engagement
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No
5.3.2 No. of registered enrolled Alumni: ---
5.3.3 Alumni contribution during the year (in Rupees) : ----
5.3.4 Meetings/activities organized by Alumni Association : ----
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) Meeting with the top management and Local Managing Committee were conducted from time to time as per the requirement of the institution important issues like budget allocation, recruitments, future plans were discussed and decisions were taken in such meetings. Issues regarding the financial crisis being faced by the college were also discussed in the meeting and the top management was requested to provide financial aid to the college.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: No
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: * The institution is not an autonomous body to have powers of curriculum development. But certain practices are followed at the college level. * For the best performance, subject allocation is done on the basis of specialization of teachers. * The students are allowed to opt for elective subjects as per their interest from a wide range of elective subjects offered by the institution.
❖ Teaching and Learning: * Regular meetings of heads of the departments and academic council are conducted to ensure the smooth functioning of teaching and learning process. * Remedial classes are provided in same subjects as per the requirements. * Extension lectures by subjects experts are conducts from time to time. * Provision for peer learning through classroom discussion and practical work. Library facility and teaching through e-learning.
❖ Examination and Evaluation * Examination is conducted twice a year as it is a semester system. * Pre-semester exams are conducted to evaluate the students. * The performance of the students is evaluated regularly through class tests * Internal assessment of the students is given as per the university rules.
❖ Research and Development:

<ul style="list-style-type: none"> * No. of papers published by faculty – 2 books and 01 research paper in Journal * No. of Major Research Projects: Nil * No. of Conferences – 01 * Orientation Courses- 01 * Refresher Courses- 01
<ul style="list-style-type: none"> ❖ Library, ICT and Physical Infrastructure / Instrumentation <ul style="list-style-type: none"> * 281 books were added in the library * Physical Infrastructure- Enhancement of facilities students in the Post Graduate Block
<ul style="list-style-type: none"> ❖ Human Resource Management <ul style="list-style-type: none"> * Voluntary participation of students in various community programmes organised by NSS, NCC, Youth Welfare Club & Red Ribbon Club. * Awards to students excelling in sports, academic and co-curricular activities. * Attendance record of students is regularly maintained. * Strict discipline maintained in the college campus.
<ul style="list-style-type: none"> ❖ Industry Interaction / Collaboration : --- Nil---
<ul style="list-style-type: none"> ❖ Admission of Students <ul style="list-style-type: none"> * Admission to various courses is as per the guidelines of the university. * Admission forms, details of fee structure and other admission –related data is updated regularly. * Lists of the students admitted to the institution are prepared and sent to the university for registration, verification and record.
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<ul style="list-style-type: none"> ❖ Planning and Development <ul style="list-style-type: none"> * Staff meetings and meetings with the Local committee are held to monitor and evaluate all the plans of the institution. * Problems faced are analysed in detail. * Organisational changes to promote decentralization and devolution of responsibility to mark independent status of every department
<ul style="list-style-type: none"> ❖ Finance and Accounts <ul style="list-style-type: none"> * Accounts of the institution are regularly audited. * Internal audit is done by the accounts branch and the Chartered Accountant selected by DAVCMC, New Delhi * The external audit is performed by the Accountant General (Audit) Punjab and the last audit is done upto 2017-18. * Institution generates income through fee structure and 95% grant-in-aid for sanctioned posts from the Government
<ul style="list-style-type: none"> ❖ Student Admission and Support <ul style="list-style-type: none"> * Admission is open to all eligible candidates (as per university norms) * Students from various categories like scheduled caste, backward classes, and minorities, physically challenged are provided with scholarships from the Punjab Government and central Government. * Fee concession is given to the needy, meritorious and talented students. * Various scholarships are provided on the need-cum-merit basis to the deserving students.
<ul style="list-style-type: none"> ❖ Examination

- * The institution follows the semester system at the U.G. and P.G. levels as per the Panjab University norms
- * Examinations are held semester wise in a year of December and May.
- * The institution also holds pre-semester exams in the month of October. Besides class tests are regularly held for the continues evaluation of the students throughout the year.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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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)
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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Course	1	28/11/2017 to 25/12/2017
Refresher Course	1	15/06/2018 to 05/07/2018

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

Teaching		Non-teaching	
Permanent	Fulltime/Temporary/ Contractual	Permanent	Fulltime/temporary
10 (including principal)	7	10	3

6.3.5 Welfare schemes for

Teaching	--
Non teaching	Uniform for Class IV Employees Residential facility
Students	Earn While Learn Book Bank Facility Financial Assistance to poor students in form of fee concession and scholarships

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

The accounts of the institution are regularly audited. The bursar scrutinizes and authenticates all the bills/

vouchers a cash books. The internal audit is done by the accounts branch and then it is done by a Chartered Accountant. The external audit is done by a register audit firm and the firm is selected by DAV CMC, New Delhi . The external audit is done by the office of the Accountant General (Audit) Punjab.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non-government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
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6.4.2 Total corpus fund generated = Rs. 1,52,83,881/- (95% grant & M.C.fees)				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	---	----	Feedback proforma are analysed by IQAC	---
Administrative	---	----	---	---
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> * Parents are informed about the performance of the students . * Report cards and attendance of the students are despatched through post cards. * Feedback of the parents is Considered valuable. 				
6.5.3 Development programmes for support staff (at least three) -----				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ol style="list-style-type: none"> 1. Awareness programme in villages. 2. Tree Plantation drive by NSS. 3. Ban on use of Polythene bags in campus. 				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (No)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
The IQAC undertook the following initiative				
<ul style="list-style-type: none"> * Awareness programmes organised in villages. * Organised extension/ expert lectures by Resource persons to teach values to the students. * The various community programmes like Tree plantation, Swachhta Abhiyan etc. * Celebration of important days by organising seminars, various competitions etc. *Extension lecture to guide students regarding jobs. *Various competitions like essay writing, declamation, debate quiz at the institution level. * Organised educational trip. 				

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

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
-Nil-

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Stretcher available/Wheelchair	----
Provision for lift	-----	----
Ramp/ Rails	Yes	----
Braille Software/facilities	----	----
Rest Rooms	Yes	----
Scribes for examination	----	----
Special skill development for differently abled students	----	----
Any other similar facility	----	----

7.1.4 Inclusion and Situatedness

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

Our institution is situated in one of the most educationally backward areas where the youth are in the grip of drug-addiction and there is a practice of female foeticide. Not much emphasis is laid on girl's education. So the institution organised awareness programmes in nearby villages to sensitize people against social evils like drug-addiction, female foeticide etc. The Principal, Staff and Students visited nearby villages and interacted with the villagers. The people were motivated to refrain from using any kind of drugs and also sensitized them to give importance to the girl's education.

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)
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7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Awareness programme in nearby villages	16 th April 2017 to 29 April 2017	Principal, Staff, students and General public
Tree plantation (Ecology Enrichment)	16 th July , 2018	30
Swachhta Abhiyan (Visited Civil Hospital, Giddarbaha)	7 th August, 2018	50
Mention 12 para)		

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

The institution emphasizes on making student aware of the disposal of non- biodegradable material. Hence the students are instructed to avoid using polythene bags and to use paper bags and hand bags. Taking into consideration the health of the students, junk food and aerated drinks are banned in the college campus. More dustbins have been placed at different places.

7.2 Best Practices

Describe at least two institutional best practices

- 1) Extensive outreach programmed designed by the institution to reach to far flung areas to bring more and more students in the arena of education. Door to door campaign are also initiated.
- 2) Awareness programmes organised in nearby villages to sensitize people against drug addiction and the need for girl education

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

The institution has vision to contribute to the growth of education and uphold the highest ethical and professional standards and ensure that our students inculcate a sense of duty and discipline. We strive to shape a student's growth physically, morally and intellectually and to focus on overall personality development, keeping in view the tough competition prevailing in the world today enable them to face the challenges. The institution is sensitive towards the social evils and health awareness. The institution and its various societies and clubs join hands in generating awareness for the same. The institution has organised various social awareness programmes in nearby villages to sensitize people against social evils drug addiction, female foeticide and girl's education. Various departments of the college organised seminars and guest lecture for the eradication of the social evils and awareness of health. The NCC and NSS departments organised various community programmes to channelize the energy of the youth.

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

1. To introduce add-on-courses on food preservation and software development.
2. To make the student aware of the software and digital advances and to train the students for making PowerPoint slides and presentations.
3. To enhance research-oriented activities. To organise One day

Name: Mrs. satmail Kaur



Signature of the Coordinator, IQAC

Name: Dr. Raj Kumar Mahajan



Signature of the Chairperson, IQAC