YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	DAV COLLEGE MALOUT
• Name of the Head of the institution	SUBHASH CHANDER GUPTA
• Designation	OFFICIATING PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9815725909
• Alternate phone No.	6284253110
• Mobile No. (Principal)	9815725909
• Registered e-mail ID (Principal)	principaldavcmlt@gmail.com
• Address	SHEIKHU ROAD
• City/Town	MALOUT
• State/UT	PUNJAB
• Pin Code	152107
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**Grants-in aid**
• Name of the IQAC Co-ordinator/Director	**Vineet Kumar**
• Phone No.	**8360942832**
• Mobile No:	**8360942832**
• IQAC e-mail ID	**iqac@davcollegemalout.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://davcollegemalout.com/documents/AQAR2020-21.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.davcollegemalout.com/documents/AC21-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.3**	**2017**	**23/01/2017**	**24/01/2022**

6.Date of Establishment of IQAC	**20/02/2016**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
NIL	**NIL**	**NIL**	**Nil**	**NIL**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	[View File](#)	

9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken	**No**

uploaded on the institutional website?			
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File		

10.Did IQAC receive funding from any funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Infrastructure development.
Admission campaigning for increasing intake.
Organization of various events for overall development of students.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Infrastructure development.	**Construction of boundary wall, interlocking tiles in front of commerce block**
Admission campaign	**Sustained previous years' admission.**
Placement Cell	**Participation of students in various placement drives.**
Career guidance and counselling	**Encouraging students for pursuing higher education.**

13.Was the AQAR placed before the statutory body?	**No**
• Name of the statutory body	

Name of the statutory body	Date of meeting(s)
Nil	**Nil**

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2021-22	31/12/2022

15.Multidisciplinary / interdisciplinary

The college will introduce Multidisciplinary / Interdisciplinary courses when National Education Policy 2020 will be implemented by the affiliating university i.e. Panjab University Chandigarh.

16.Academic bank of credits (ABC):

The college will introduce system of Academic bank of credits (ABC) when National Education Policy 2020 will be implemented by the affiliating university i.e. Panjab University Chandigarh.

17.Skill development:

In order to encourage cooperation, creativity, curiosity, dependability, assertiveness,empathy and professionalism in teachers and students, and to improve their performance related abilities, the institution has taken the initiative to host various seminars, workshops, and guest lectures.

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

NIL

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

NIL

20.Distance education/online education:

NIL

Extended Profile

1.Programme

1.1   5

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.Student

2.1   **637**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File]()

2.2   **161**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.3   **537**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

3.Academic

3.1   **58**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

3.2   **18**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	5

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 Total number of students during the year:	637

File Description	Documents
Institutional data in Prescribed format	View File

2.2 Number of outgoing / final year students during the year:	161

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	537

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 Number of courses in all programmes during the year:	58

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	18

Number of full-time teachers during the year:

File Description	Documents
Institutional Data in Prescribed Format	

3.3 Number of sanctioned posts for the year:	**18**

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**250**
4.2 Total number of Classrooms and Seminar halls	**20**
4.3 Total number of computers on campus for academic purposes	**32**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**74.58656**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

DAV College , Malout is affiliated under the Panjab University, Chandigarh and plans POs ,COs and SPOs according to the syllabus set by parent university .In the era of globalization, the faculty inculcates and promotes ethical tenets, professional excellence and leadership skill among the students through successful implementation of these POs , COs and SPOs .The hard copy of syllabi and PO CO are available for instant reference in the library as well as in the concerned departments to help teacher student learning. Evaluation of PoCo programme: throughout the

year the faculty records the performance of each student on each programme outcome. At the same time bridge classes are also conducted for slow learners to make pace with the desired progression. This PoCo programme outcome is assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, home assignments, unit tests, surprise tests, etc.The institution keeps formal record of degree holders and also preserves formal as well as informal placement records in different professions. PoCo programmes enable the students to plethora of awards, honours and marks weightage University, District, State and National level.

File Description	Documents
Upload additional information, if any	**No File Uploaded**
Link for additional information	NIL

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

00

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	**No File Uploaded**
Details of syllabus revision during the year	View File
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

3

File Description	Documents
Curriculum / Syllabus of such courses	*View File*
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	**No File Uploaded**
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

00

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

00

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	*View File*

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college champions an empathetic approach, endeavoring to raise

the consciousness of our students about how gender-based inequalities, neglect of environmental concerns and lack of ethics hamper an individual's growth. This allows them to participate in society as mindful individuals. Subjects, such as Zoology, Botany, Environment Education, Political science, Commerce, English, are introduced in the curriculum (provided by above mentioned affiliated University) to integrate issues related to Environment, Human Values, Gender and professional ethics. Subjects like Political Science provides basic information about Indian constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. This course helps the students to gain knowledge, legal literacy and thereby to take competitive examinations.The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues the world is facing.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

00

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

00

File Description	Documents
List of students enrolled	<u>View File</u>
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

00

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<u>View File</u>
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni   **E. None of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<u>NIL</u>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following   **E. Feedback not collected**

File Description	Documents
Provide URL for stakeholders' feedback report	<u>NIL</u>
Any additional information	**No File Uploaded**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

637

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

302

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Our institution works upon using both formal as well as informal mechanism to evaluate the learning capacity of students hailing fromdifferent socio economic backgrounds. At the time of admission they are provided written information throgh brochure to enable them to choose choice based learning course of study. Further the professionally expertise college council assist the students to select viable stream in fulfilling their academic as well as professional requirements. Through mentor mentee mechanism the mentors cullout the learnig caliber of the students by organizing class discussions or class teststherebyfacilitating the mentors to focus the needs of both the slow learners as well asadvanced learners toall both inside or outside the classroom. the advanced learners are earmarked to enable them to enhance their personality traits where as remedial classes are arranged to speedup the learning capacity. Academically sensitized forstudying reference books thereby boosting their professional aptitude. Aspree of activities such as extension lectures. Study tours assignments, projects, debates, seminars are conducted to enable them to compete upto the optimum level.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2022	**637**	**17**

File Description	Documents
Upload any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Our institution has strategized various well planned student centric ways to encourage participation and enhance their learning process. For this purpose a number of Committees such as Career guidance committee, career counseling committee, Cultural committee, Sports Committee have been constituted to trace students capabilities thereby inculcating spirit of coordination and leadership prowess. Active participation of the students is ascertained through activities such as panel discussion, field visits, educational tours, seminars, debates and extension lectures. The students learn basic life skills such as yoga and first aid. Necessary awareness programmes are organized through NCC, NSS and legal services authority to enhance awareness level of the students. Students seek the help of rich library, Wi-fi system, research center, computer labs, Laboratories and sports department to increase their learning process and problem solving intelligence.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Our institutional faculty promotes quality teaching not only through traditional method but also through ICT tools. To modernize the teaching, faculty uses Zoom, whatsapp, Google classroom, Facebook, youtube, mobile, different online sites, online newspapers, online journals and books to teach and transmit subject related information to the students. Even the students are motivated to visit library themselves to gather online information and material using wi-fi facility available in college library. Even similar e-resources are also used to periodically assess the students through discussion on relevant topics. The faculty and students relies upon these various ICT tools to strengthen their teaching, learning and communicative arts. The students also provide offline feedback to improve the quality and capability level of the institution.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://davcollegemalout.com/documents/tools.pdf
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Our institution mainly observes academic calendar regarding admission process, teaching schedule and curriculum/syllabus designed and duly approved by Panjab University, Chandigarh. As the College follows well-planned curriculum/syllabus and

documentation prepared by Members of respective Board of Studies in each subject duly approved by the University itself. From the beginning of the session, the students are updated regarding university notices, time table, internal as well as external examination process and internal assessment criteria through Students' Notice Boards/College Website. The institution has effective mechanism for completion of curriculum within the stipulated time to attain the programme outcomes effectively. As per teaching workload given by the heads of each department, the time table Incharge prepares and circulates time table among the faculties. The institution prepares teaching plans in accordance with University Academic Calendar earmarking probable teaching days, listing of holidays and tentative dates of winter break and internal examination. Towards end of teaching of each semester the departments are instructed to submit the internal assessment of the students to the examination branch. The institution/IQAC chalks out its own teaching plans at the beginning of academic session to enhance the performance level of both the teachers and the students.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

266

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

71

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**No File Uploaded**
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Our institution has constituted internal transparent assessment mechanism to shell out the true potential of the students. To have robust method the institution adopts diagnostic, formative, summative and career oriented guidance methods. As the academic session progresses, our institution works upon internal evaluation mechanism. For preparing the students, there is use of formative method to test their intelligence not only academically but also in co-curricular and extra-curricular genre. To achieve this goal, there is provision of organizing class tests, Class discussions, projects, Extension lectures, seminars, Written assignments, debates ranging from subject specific issues to general management issues and current affairs and internal midterm semester exams are to monitor the stepwise progress of the students. Even ICT tools such as power presentation, online class discussion are used periodically assess the caliber of the students. The institution also banks upon summative evaluation of the students through proper university guided mechanism of final theory as well as practical examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

2.6 - Student Performance and Learning Outcomes

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

Our institution has aptly planned PO CO learning mechanism. In the era of globalization, the faculty inculcates and promotes ethical tenets, professional excellence and leadership skill among the

students through successful implementation of this program. The faculty has proper communication process to share learning information with the students through formal as well as informal communication process. Even the hard copy of syllabi and PO CO is available for instant reference in the library as well as in the concerned departments to help teacher student learning process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	NIL

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Our institution focuses upon PO CO programming not only from theoretical viewpoint but also works upon their practical outcome through various modes. The institution keeps formal record of degree holders and also preserves formal as well as informal placement records in different professions. PO CO programms enable the students to attain plethora of awards, honors and marks weightage at University, District, State and National level.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

160

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

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

https://davcollegemalout.com/pages/sss2122

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

NIL

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	**No File Uploaded**
Provide URL of policy document on promotion of research uploaded on the website	NIL
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

00

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	*View File*
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

00

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	*View File*
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	*View File*
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

00

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	**No File Uploaded**
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

00

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

NIL

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

00

File Description	Documents
Report of the events	**No File Uploaded**
List of workshops/seminars conducted during the year	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

E. None of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

00

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

3

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-

Index of the University

3.4.6.1 - h-index of Scopus during the year

00

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<u>View File</u>
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	*View File*
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

NIL

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

00

File Description	Documents
Number of awards for extension activities in during the year	*View File*
e-copy of the award letters	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

26

File Description	Documents
Reports of the events organized	*View File*
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

934

File Description	Documents
Reports of the events	*View File*
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

00

File Description	Documents
Copies of documents highlighting collaboration	*View File*
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is spread over 22 acres of eco friendly lush green campus. College is well connected to bus stand and railway station. The college has kept the old trees intact and campus is environment friendly. Institution has 16 classrooms, ICT enabled classrooms & 9 laboratories catering to the needs of various departments. College has seminar/Activity room, multipurpose hall, lawns, separate staff room for male and female staff members, General Office, Fee Counter, Examination office, separate toilet facility for staff and students. For the safety and security of the campus, CCTV cameras have been installed. Administrative block is fully equipped with Wi-fi and computerized for carrying out daily routine on smooth basis. Classrooms are well ventilated, having proper light arrangements in addition to natural sunlight. Availability of Black Boards, White Boards is in the classrooms. All the labs are well equipped with latest equipment and seating arrangement. College library and Network resource centre is equipped with well stocked collection, other reading material, provides access to e-resources through N-List, air conditioned reading hall and E-Library with 10 computers with Wi-Fi connectivity. Music lab are well maintained with sitar, Table, Harmonium etc. Three computers labs are equipped with IT infrastructure to cater to the requirements of the students. Indoor Games facilities are there in addition to badminton court, Table Tennis and other games. Health Zone facility is available for the staff and students. Bank facility is available for the staff and students adjacent to the college.

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

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

D.A.V.College has made immense contribution in the field of cultural activities and has good track record of securing prizes, positions in the field of sports and cultural activities such as plays, folk dances, skits etc. A cultural committee looks after the needs and requirements of the students. College Cultural

Events/Competitions are routinely organized. Days of national importance are celebrated. NSS,NCC facility is available to the students. The notable alumni from this field is Gurdass Mann and many more personalities in different fields of administration. The college has a multipurpose hall with proper lighting with a seating capacity of approximately 400 plus students in the main hall. College has a seminar hall with projector with rolling screen to carry out seminar, various cultural events & activities of the college.

- Open stage with green lawns for outdoor cultural events.

Outdoor Facilities

400 meter track, Basketball Court, Volleyball Court, Cricket Pitch.

Indoor Facilities

- Badminton Court
- Table tennis Court
- Sports store room to keep the sports equipment concession are given to players for participation at State & National Level Competitions.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	NIL

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

532234

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

? Nature of ILMS Software-E-Granthalaya ? Nature of automation (fully or Partially) ? Version 3.0(2007) ? Year of automation:2010 College library is the foundation of a educational establishment. College library is the heart of college activities. Library has a collection of 27000 volumes. Library provide OPAC facility in the library, subscribes to journals and magazines to cater to the needs of the faculty and students in addition to newspapers. Library day to day operation is managed by the integrated library automation software E- Granthalaya 3.0(2007). Library has a membership of INFLIBNET. It helps teachers and students to access 6000+e-journals and 31, 35000 plus e-books on N- List by INFLIBNET. User name and password is issued to every teacher & they can access this resources from anywhere by using the internet. Library has centrally air-conditioned reading hall with seating capacity of 70 plus students. Library has a projector with screen where videos are shown to students on famous personalities and related to prevalent issues, to make students aware. Library Network Resource Centre facility is provided to the faculty and students to provide access to e-resources and other valuable information catering to their needs. New Books arrivals,

employment alert is displayed on the Notice board of the library.

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

4.2.2 - Institution has access to the following: **C. Any 2 of the above**
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

12325

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

77

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college allocates funds for procurement, up gradation and maintenance of computer and other IT facilities. College websites license has been renewed every year to keep website up to date & get students informed about the ongoing events in the institution. Due to covid-19 epidemics, students were not allowed to come to the college. In order to bridge this educational vacuum and smooth functioning of the on-line classes, hi speed internet access to the whole college upto 100 mbps was provided. Internet facilities was made available through Wi-Fi to faculty members.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
637	**32**

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NIL
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

651306

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	**No File Uploaded**

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

For the maintenance of campus facilities, college has separate committee for carrying out specific tasks. Advisory committee of faculty is also there for discussion augmenting. On the basis of the requirement for structural augementation, requirement of the various departments of the college, it is discussed in the advisory committee is done accordingly. To augument sports facility maintenance of college grounds as well as sports activities, there is physical education department. Library

development funds is utilized on the recommendation of the library advisory committee. For computers, the work of facility argumentation maintenance is carried out by recommendation of the computer department incharge. For classrooms rest of the premises maintenance, caretaker administrative incharge is responsible. The laboratory equipments are maintained through college development fund grants received from UGC and college funds. The teacher incharge of the concerned department with the purchase committee (according to the requirement) is responsible for any kind of purchase repair. The lab assistants in department takes care and responsible of keeping all the instruments in good condition. Outside vendors are contacted for major minor repairs.Non reparable system misc. is auctioned off as scrap.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

174

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

166

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

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology   D. Any 1 of the above

File Description	Documents
Link to Institutional website	www.davcollegemalout.com
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

66

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances   B. Any 3 of the above

through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

0

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

10

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	<u>View File</u>
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	[View File]
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	[View File]
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college is having an active Student Council in order to facilitate the various academic and Co curricular activities.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	NIL

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	**No File Uploaded**
List of sports and cultural events / competitions organised per year	[View File]
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The slogan of the DAV Organisation, Tamaso Ma Jyotirgamya, "Lead me, from darkness to light," sufficiently reflects the college's vision and goals. The Vision and Mission of the College is well articulated and widely communicated to all the stakeholders and the general public. Upholding of the College's Vision is the paramount objective of the institutional governance. The college's mission is to cultivate legacies via the fusion of cultural values with cutting-edge expertise. The institution has been developed into a hub for knowledge, culture, expertise, and services. The institution has placed a strong emphasis on education for all by eliminating inequalities in the educational system and granting access of education to the underprivileged groups in society. In order to prepare the students for the ever growing and ever-changing world, the college is becoming an institution of excellence and a beacon of true, trustworthy, and unbiased information. The college always tries to inculcate a creative, socially aware, and ethically sensitive self among the students by emphasizing on the cocurricular activities, promoting the value-based education, and encouraging the students for participating in the extension activities. It is all possible through the active engagement of all stakeholders for effective governance. For the

seamless operation of the college, the Heads of Departments, Conveners of different committees and cells, and Staff Representatives all play significant rolesin developing and executing institutional policies.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The principal is the representative of DAV College Managing Committee (DAV CMC), New Delhi and DAV CMC is the ultimate authority. The principal has the complete authority to carry out the decisions on the behalf of DAV CMC. Decentralization and participative management are supported by the Committee system prevailing in the college. There is also a local committee with faculty participation that has been approved by DAVCMC to oversee the different institutional practises. The principal discusses any policy-related issue in the local committee before sending it to DAVCMC for ultimate and definitive approval. In addition, the college has established several committees comprises of faculty members to support the efficient operation of the institution's numerous administrative tasks. There is also an active participation of non-teaching staff in the college functioning. The views and suggestions of non-teaching staff are given due consideration during the formulation of various policies.

To illustrate the participatory aspect of college management, various committees have been constituted:

The Admission Committee

Examination Committee

Purchase Committee

Building, Maintenance & Beautification Committee

Admission Campaign Committee

File Description	Documents
Upload strategic plan and deployment documents on the website	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Formulation and implementation of a proper strategic plan leads to the efficient and effective functioning of the organization. For the smooth and effective functioning of the college, various committees have been constituted. After in-depth analysis and detailed discussion, plans are finalized. Frequent meetings are conducted to review the plans and to introduce the required amendments, if needed. The agenda of the meeting is circulated in advance to enable the members well prepared about the issues to be discussed in the meeting. The members of the Local Advisory Committee (LAC) are invited by the principal for various important plannings like annual budgets, procedure for appointment, organising functions, innovations, renovation, new construction etc. Various cells/committees like Admission Cell, Student Welfare Committee, Youth Welfare Department, Examination Cell, Placement Cell, and Building Committee, Purchase Committee etc. have been constituted for the smooth functioning of the college. Besides the staff meetings are convened for the execution of the plans.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	NIL
Upload any additional information	**No File Uploaded**

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

The administration of the college runs as per rules and regulations laid down by the Department of Higher Education,

Government of Punjab. The Governing Body i.e., DAV CMC is the highest decision-making body of the college. Principal is the administrative, financial, and academic head of the college. The principal is assisted by Local Advisory Committee comprises of various stakeholders. For the smooth conduct of the college, various committees and cells are working in a democratic setup with the decentralized procedures. The Principal, Bursar, Staff Secretary and Staff members ensure the efficiency in the system. In the beginning of the academic session, first, adhoc appointments are made and time table is designed as per the norms of UGC, Punjab University and DPI. For better administration and execution of perspective plans certain offices like that of IQAC, Bursar, Staff Secretary, Dean Examinations, Dean Student Welfare, Dean EMA, Dean Discipline, Time Table Committee, Fee Concession Committee, NCC, NSS etc. have been constituted.

Other than the regular college committees, the college also has the Grievance Redressal Committee, Anti Ragging Committee and Cell Against Sexual Harassment. The objective of these committees is to ensure that no violation of rules takes place within the college campus and these committees work towards addressing and settling grievances of both students and staff, if any.

Several Scholarships and Free ships are offered to needy and deserving students as per the policy of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.davcollegemalout.com/documents/organogram.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

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

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	<u>View File</u>
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has following welfare measures for the teaching and non-teaching staff :

Leave Benefits (As per UGC/ Panjab University/ DPI Rules)

- **Casual Leave is provided to faculty and staff both.**
- **Earned Leave can be availed by the permanentstaff after confirmation.**
- **Medical Leave can be availed each year by teaching and non - teaching staff.**
- **Maternity leave is sanctioned to the female staff members with pay for 180 days upto two living children as per the rules of DPI/Punjab University, Chandigarh**
- **Duty leave is provided to the faculty to attend Orientation Programme/ Refresher Course/ Seminars/ Workshops/ FDPs/ FIPs etc. for their career advancement.**

Retirement Benefits (As per UGC/ Panjab University/ DPI Rules)

- **Contributory Provident Fund (CPF) is applicable as per the provisions of Dayanand Anglo-Vedic College Trust and Management Society, Chitra Gupta Road, New Delhi.**

- **Gratuity is provided to all eligible employees as per the norms.**

Miscellaneous

- **Increments for Ph.D./M.Phil. are given to the permanent faculty members as per UGC norms.**
- **Faculty is encouraged to take Research projects from UGC/**

ICSSR or other funding agencies.
- ○ **Employee State Insurance (ESI) facility is available for the staff getting salary upto Rs. 21,000.**
- ○ **Special fee waiver is available to the wards of the employees of the college.**
- ○ **Conducive work environment.**
- ○ **Well maintained air- conditionedstaff rooms.**

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

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

00

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

3

File Description	Documents
Summary of the IQAC report	**No File Uploaded**
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college has a mechanism for regular internal and external audits.The college regularly checks and balances the total income and expenditure of the institution through the office with the help of Bursar for efficient and effective utilization of funds and to avoid the misuse of the funds. As far as the internal audit is concerned, the Office clerk prepares the data and is checked by the Office Superintendent,the Bursar and Principal respectively. All the bills/vouchers and cashbooks are crossed examined by Bursar and Charted Accountant in each financial year.

The external audit is carried out by the AG office, Punjab, CA nominated by DAV CMC, New Delhi, Office of the Pr. Accountant General (Audit), Punjab and Deputy Controller (Finance & Accounts), Internal Investigation Department (Revenue), Finance Department, Faridkot, Punjab.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The college adopts strategic plans for the efficient and effective mobilization and utilization of funds and resource through the constitution of various committees.

Major sources of Funds:

1. Tuition fee.
2. As the college is recognized by UGC under sections 2 (f) and 2 (b), the college receives grants from the government under 95% grant-in-aid scheme.
3. Contributions from Management, NGOs, Philanthropists, Alumni etc.

Mobilization Policy and Procedure:

In the beginning of the financial year, the principal in consultation of Local Advisory Committee sends the budget to DAV CMC for approval. The institutional budget incorporates expenses such as salary, infrastructural development, purchase of lab equipment/furniture, maintenance costs and other miscellaneous expenses. The budget is scrutinized and approved by the top management.

Utilization of Funds:

The committee is constituted to monitor the utilization of funds for various recurring and non- recurring expenses of the institution. The committee seeks quotations from vendors before every purchase. The quotations are analysed by the committee. The principal and the committees along with the accounts department ensure that the expenditure must comply with the allotted budget.

Finally, Statutory auditors are appointed by the concerned authorities for auditing of the financial statements. The college has also a system of internal audit under which all the financial

transactions are scrutinized by office superintendent and the Bursar.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Role of IQAC

The quality of education is ensured by continuous and comprehensive reviewing of the teaching learning process and learning outcomes by IQAC.

Feedback system to evaluate Teaching Learning Process:

The college has a feedback system to evaluate the Teaching Learning Process. The teachers' classroom performance is evaluated by the students through feedback proformas designed by IQAC. Further IQAC strives to update the feedback formats in order to get the feedback on teaching methodologies, course delivery, strengths and weaknesses, difficulties faced in a particular subject area or in general through the various stakeholders in order to get an insightabout the existing state of education and the different parameters so that remedial actions can be initiated for the further improvement of the same.

Collaborations:

IQAC emphasized Industry Academia linkage though setting collaborations with small scale industries and other higher educational institutions in order to give wider exposure to the students and to the faculty.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Departmental meetings are convened regularly in order to improve the efficacy of the delivery content and any major issue is further forwarded to IQAC for discussion and resolution. The IQAC coordinator is an active member of the selection panel for the appointment of the adhoc staff. IQAC reviews that every department accomplishes its syllabi and takes the decisions regarding the relieving of adhoc staff.

IQAC motivates the faculty members to participate in Seminars/ Workshops/ Conferences / FDPs/ FIPs and to get their papers published in Journals or to contribute chapters in books.

Further IQAC frames plans and executes them in order to make the teaching learning process student centric, to give practical exposure to students and to improve the quality of education. The various departments organize different events like essay writing competitions, debate competitions, quiz competitions, extension lectures, field visits etc, of course, in consultation of IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

D. Any 1 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	**No File Uploaded**
Upload details of quality assurance initiatives of the institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution strongly believes in the human and constitutional rights based on the equality principle and is determined to establish a caring environment for all of its students. The college has taken a number of actions to ensure gender equity. To address the issue of discrimination, ragging, and complaints, the college established a Grievance Redressal and Women Empowerment Cells. The college often hosts events to promote human ideals including gender equality, human rights, constitutional protections, etc.

Sr. No.

Action

Organised by

Date

1. Cycle Rally NSS & NCC 12/08/2021

2.

Fit India Movement Run 2.0

NCC

14/08/2021

3. Meditation Camp IQAC 13/10/2021 4. Blood Donation Camp IQAC 23/10/2021 5. National Unity Day IQAC 31/10/2021 6. National Girl Child Day IQAC 24/01/2022 7. Ek Bharat Shreshth Bharat IQAC 30/03/2022 8. International Yoga Day IQAC 21/06/2022

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

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

D. Any 1of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

A compost pit has been built at the college. This is designed to be a source of organic material for use as lawn and garden fertiliser. Food scraps, yard waste, and other organic materials that can be composted will be thrown into the compost pit. Microbes, worms, and other creatures will break down the organic material to produce a nutrient-rich soil amendment. The compost pit will be used to dispose of organic waste in an eco-friendly manner and serve as a vital fertilizer for plants.

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

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

E. None of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

E. None of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**

5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

E. None of the above

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

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

The institution has implemented a range of initiatives to foster an inclusive environment. These include:

- **Support for Student Groups and Organizations: The Institution**

has created student council that promote diversity and inclusiveness. This provides a safe space for students to discuss their experiences and concerns, and to celebrate their unique identities.

• Multicultural Events: The collegehasorganized a variety of events for creating awareness among students about blood donation, swachhtta, environment, yoga , cyber crime and health.

• Policies and Procedures: The Institutionhasimplemented policies and procedures to ensure that the campus environment is respectful of all individuals and that everyone is treated with dignity and respect.

. No.

Action

Organised by

Date

1.

Cycle Rally

NSS & NCC

12/08/2021

2.

Fit India Movement Run 2.0

NCC

14/08/2021

3.

Van Mahotsav

NSS

08/03/2021

4.

Hindi Diwas

IQAC

14/09/2021

5.

International Day for Older Persons

IQAC

01/10/2021

6.

World Habitat Day

IQAC

04/10/2021

7.

Meditation Camp

IQAC

13/10/2021

8.

Blood Donation Camp

IQAC

23/10/2021

9.

Swachh Bharat Abhiyan

IQAC

05/10/2021

10.

World Statistics Day

IQAC

26/10/2021

11.

National Unity Day

IQAC

31/10/2021

12.

National Girl Child Day

IQAC

24/01/2022

13.

Ek Bharat Shreshth Bharat

IQAC

30/03/2022

14.

Cyber Crime Awareness Day

IQAC

05/05/2022

15.

World Environment Day

IQAC

02/06/2022

16.

International Yoga Day

IQAC

21/06/2022

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

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

NIL

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

E. None of the above

File Description	Documents
Code of Ethics - policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Sr. No.

Action

Organised by

Date

1. National Unity Day IQAC 31/10/2021 2.

Swachh Bharat Abhiyan

IQAC 05/10/2021 3. Martyrs Day NSS 23/03/2022

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Website URL:https://davcollegemalout.com/pages/best202122 PDF: https://davcollegemalout.com/documents/bestpractices2021-22.pdf

File Description	Documents
Best practices in the Institutional website	https://davcollegemalout.com/pages/best202122
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Institutional Distinctiveness Vision of DAV College, Malout is to educate, empower and promote intellect through holistic learning towards individual growth and social progress. The mission is to provide need based quality higher education to youth of rural and semi urban areas maintaining ethical standards and values. In order to educate, empower and promote intellect through holistic learning the college emphasizes the need to mainstream the marginalized andweaker sections of students and ensure justice and equity in society. The students belong to economically and socially challenged backgrounds. The mission is to empower them with quality education as per employability options available in region. The college adapted immediately to online teaching and provided support to staff and students virtually to achieve the goal of providing need based quality higher education. To enhance the quality of higher education, higher academic standards were maintained in pandemic period and along with live google meet classes; audio lectures were sent to students living in rural belts with low bandwidth. Moral Values Cell of college is working tirelessly to inculcate ethics among students. The planning of workshops on Women Empowerment, Legal Literacy, Extension activities, job opportunities and personality development keeps on imbibing holistic education as an integral part of personality of students of rural and semi-urban area.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

DAV College , Malout is affiliated under the Panjab University, Chandigarh and plans POs ,COs and SPOs according to the syllabus set by parent university .In the era of globalization, the faculty inculcates and promotes ethical tenets, professional excellence and leadership skill among the students through successful implementation of these POs , COs and SPOs .The hard copy of syllabi and PO CO are available for instant reference in the library as well as in the concerned departments to help teacher student learning. Evaluation of PoCo programme: throughout the year the faculty records the performance of each student on each programme outcome. At the same time bridge classes are also conducted for slow learners to make pace with the desired progression. This PoCo programme outcome is assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, home assignments, unit tests, surprise tests, etc.The institution keeps formal record of degree holders and also preserves formal as well as informal placement records in different professions. PoCo programmes enable the students to plethora of awards, honours and marks weightage University, District, State and National level.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	NIL

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

00

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	**No File Uploaded**
Details of syllabus revision during the year	<u>View File</u>
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

3

File Description	Documents
Curriculum / Syllabus of such courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	**No File Uploaded**
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

00

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

00

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college champions an empathetic approach, endeavoring to raise the consciousness of our students about how gender-based inequalities, neglect of environmental concerns and lack of ethics hamper an individual's growth. This allows them to participate in society as mindful individuals. Subjects, such as Zoology, Botany, Environment Education, Political science, Commerce, English, are introduced in the curriculum (provided by above mentioned affiliated University) to integrate issues related to Environment, Human Values, Gender and professional ethics. Subjects like Political Science provides basic information about Indian constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. This course helps the students to gain knowledge, legal literacy and thereby to take competitive examinations.The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues the world is facing.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

00

File Description	Documents
List of value-added courses	[View File]
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

`00`

File Description	Documents
List of students enrolled	[View File]
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

`00`

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	[View File]
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	`E. None of the above`

File Description	Documents
Provide the URL for stakeholders' feedback report	[NIL]
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following	E. Feedback not collected

File Description	Documents
Provide URL for stakeholders' feedback report	NIL
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

637

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

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

302

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Our institution works upon using both formal as well as informal mechanism to evaluate the learning capacity of students hailing fromdifferent socio economic backgrounds. At the time of admission they are provided written information throgh brochure to enable them to choose choice based learning course of study. Further the professionally expertise college council assist the students to select viable stream in

fulfilling their academic as well as professional requirements. Through mentor mentee mechanism the mentors cullout the learnig caliber of the students by organizing class discussions or class teststherebyfacilitating the mentors to focus the needs of both the slow learners as well asadvanced learners toall both inside or outside the classroom. the advanced learners are earmarked to enable them to enhance their personality traits where as remedial classes are arranged to speedup the learning capacity. Academically sensitized forstudying reference books thereby boosting their professional aptitude. Aspree of activities such as extension lectures. Study tours assignments, projects, debates, seminars are conducted to enable them to compete upto the optimum level.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2022	**637**	**17**

File Description	Documents
Upload any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Our institution has strategized various well planned student centric ways to encourage participation and enhance their learning process. For this purpose a number of Committees such as Career guidance committee, career counseling committee, Cultural committee, Sports Committee have been constituted to trace students capabilities thereby inculcating spirit of coordination and leadership prowess. Active participation of the students is ascertained through activities such as panel discussion, field visits, educational tours, seminars, debates and extension lectures. The students learn basic life skills

such as yoga and first aid. Necessary awareness programmes are organized through NCC, NSS and legal services authority to enhance awareness level of the students. Students seek the help of rich library, Wi-fi system, research center, computer labs, Laboratories and sports department to increase their learning process and problem solving intelligence.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Our institutional faculty promotes quality teaching not only through traditional method but also through ICT tools. To modernize the teaching, faculty uses Zoom, whatsapp, Google classroom, Facebook, youtube, mobile, different online sites, online newspapers, online journals and books to teach and transmit subject related information to the students. Even the students are motivated to visit library themselves to gather online information and material using wi-fi facility available in college library. Even similar e-resources are also used to periodically assess the students through discussion on relevant topics. The faculty and students relies upon these various ICT tools to strengthen their teaching, learning and communicative arts. The students also provide offline feedback to improve the quality and capability level of the institution.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://davcollegemalout.com/documents/tools.pdf
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Our institution mainly observes academic calendar regarding admission process, teaching schedule and curriculum/syllabus designed and duly approved by Panjab University, Chandigarh. As the College follows well-planned curriculum/syllabus and documentation prepared by Members of respective Board of Studies in each subject duly approved by the University itself. From the beginning of the session, the students are updated regarding university notices, time table, internal as well as external examination process and internal assessment criteria through Students' Notice Boards/College Website. The institution has effective mechanism for completion of curriculum within the stipulated time to attain the programme outcomes effectively. As per teaching workload given by the heads of each department, the time table Incharge prepares and circulates time table among the faculties. The institution prepares teaching plans in accordance with University Academic Calendar earmarking probable teaching days, listing of holidays and tentative dates of winter break and internal examination. Towards end of teaching of each semester the departments are instructed to submit the internal assessment of the students to the examination branch. The institution/IQAC chalks out its own teaching plans at the beginning of academic session to enhance the performance level of both the teachers and the students.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

266

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

71

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Our institution has constituted internal transparent assessment mechanism to shell out the true potential of the students. To have robust method the institution adopts diagnostic, formative, summative and career oriented guidance methods. As the academic session progresses, our institution works upon internal evaluation mechanism. For preparing the students, there is use of formative method to test their intelligence not only academically but also in co-curricular and extra-curricular genre. To achieve this goal, there is provision of organizing class tests, Class discussions, projects, Extension lectures, seminars, Written assignments, debates ranging from subject specific issues to general management issues and current affairs and internal midterm semester exams are to monitor the stepwise progress of the students. Even ICT tools such as power presentation, online class discussion are used periodically assess the caliber of the students. The institution also banks upon summative evaluation of the students through proper university guided mechanism of final theory as well as practical examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	[NIL](NIL)

2.6 - Student Performance and Learning Outcomes

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

Our institution has aptly planned PO CO learning mechanism. In the era of globalization, the faculty inculcates and promotes ethical tenets, professional excellence and leadership skill among the students through successful implementation of this program. The faculty has proper communication process to share learning information with the students through formal as well as informal communication process. Even the hard copy of syllabi and PO CO is available for instant reference in the library as well as in the concerned departments to help teacher student learning process.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](View_File)
Upload any additional information	**No File Uploaded**
Link for additional Information	[NIL](NIL)

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Our institution focuses upon PO CO programming not only from theoretical viewpoint but also works upon their practical outcome through various modes. The institution keeps formal record of degree holders and also preserves formal as well as informal placement records in different professions. PO CO programms enable the students to attain plethora of awards, honors and marks weightage at University, District, State and National level.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	<u>NIL</u>

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

160

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	<u>NIL</u>

2.7 - Student Satisfaction Survey

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

<u>https://davcollegemalout.com/pages/sss2122</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

NIL

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	**No File Uploaded**
Provide URL of policy document on promotion of research uploaded on the website	NIL
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

`00`

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

`00`

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	*View File*
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	*View File*
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	*NIL*
List of research projects during the year	*View File*

3.2.3 - Number of teachers recognised as research guides

00

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	**No File Uploaded**
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

00

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

00

File Description	Documents
Report of the events	**No File Uploaded**
List of workshops/seminars conducted during the year	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**E. None of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

00

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

3

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

00

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

00

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	[View File](#)
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

00

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	[View File](#)
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

03-11-2023 11:36:27

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>NIL</u>

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

00

File Description	Documents
Number of awards for extension activities in during the year	<u>View File</u>
e-copy of the award letters	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

26

File Description	Documents
Reports of the events organized	<u>View File</u>
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

934

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

00

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is spread over 22 acres of eco friendly lush green campus. College is well connected to bus stand and railway station. The college has kept the old trees intact and campus is environment friendly. Institution has 16 classrooms, ICT enabled classrooms & 9 laboratories catering to the needs of various departments. College has seminar/Activity room,

multipurpose hall, lawns, separate staff room for male and female staff members, General Office, Fee Counter, Examination office, separate toilet facility for staff and students. For the safety and security of the campus, CCTV cameras have been installed. Administrative block is fully equipped with Wi-fi and computerized for carrying out daily routine on smooth basis. Classrooms are well ventilated, having proper light arrangements in addition to natural sunlight. Availability of Black Boards, White Boards is in the classrooms. All the labs are well equipped with latest equipment and seating arrangement. College library and Network resource centre is equipped with well stocked collection, other reading material, provides access to e-resources through N-List, air conditioned reading hall and E-Library with 10 computers with Wi-Fi connectivity. Music lab are well maintained with sitar, Table, Harmonium etc. Three computers labs are equipped with IT infrastructure to cater to the requirements of the students. Indoor Games facilities are there in addition to badminton court, Table Tennis and other games. Health Zone facility is available for the staff and students. Bank facility is available for the staff and students adjacent to the college.

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

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

D.A.V.College has made immense contribution in the field of cultural activities and has good track record of securing prizes, positions in the field of sports and cultural activities such as plays, folk dances, skits etc. A cultural committee looks after the needs and requirements of the students. College Cultural Events/Competitions are routinely organized. Days of national importance are celebrated. NSS,NCC facility is available to the students. The notable alumni from this field is Gurdass Mann and many more personalities in different fields of administration. The college has a multipurpose hall with proper lighting with a seating capacity of approximately 400 plus students in the main hall. College has a seminar hall with projector with rolling screen to carry out seminar, various cultural events & activities of the

college.

- **Open stage with green lawns for outdoor cultural events.**

Outdoor Facilities

400 meter track, Basketball Court, Volleyball Court, Cricket Pitch.

Indoor Facilities

- **Badminton Court**
- **Table tennis Court**
- **Sports store room to keep the sports equipment concession are given to players for participation at State & National Level Competitions.**

File Description	Documents
Geotagged pictures	[View File]()
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL]()

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]()

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

532234

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

? Nature of ILMS Software-E-Granthalaya ? Nature of automation (fully or Partially) ? Version 3.0(2007) ? Year of automation:2010 College library is the foundation of a educational establishment. College library is the heart of college activities. Library has a collection of 27000 volumes. Library provide OPAC facility in the library, subscribes to journals and magazines to cater to the needs of the faculty and students in addition to newspapers. Library day to day operation is managed by the integrated library automation software E- Granthalaya 3.0(2007). Library has a membership of INFLIBNET. It helps teachers and students to access 6000+e-journals and 31, 35000 plus e-books on N- List by INFLIBNET. User name and password is issued to every teacher & they can access this resources from anywhere by using the internet. Library has centrally air-conditioned reading hall with seating capacity of 70 plus students. Library has a projector with screen where videos are shown to students on famous personalities and related to prevalent issues, to make students aware. Library Network Resource Centre facility is provided to the faculty and students to provide access to e-resources and other valuable information catering to their needs. New Books arrivals, employment alert is displayed on the Notice board of the library.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu	**C. Any 2 of the above**

**Shodhganga Membership e-books
Databases Remote access to e-resources**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

12325

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

77

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college allocates funds for procurement, up gradation and maintenance of computer and other IT facilities. College websites license has been renewed every year to keep website up to date & get students informed about the ongoing events in the

institution. Due to covid-19 epidemics, students were not allowed to come to the college. In order to bridge this educational vacuum and smooth functioning of the on-line classes, hi speed internet access to the whole college upto 100 mbps was provided. Internet facilities was made available through Wi-Fi to faculty members.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
637	32

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

651306

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	**No File Uploaded**

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

For the maintenance of campus facilities, college has separate committee for carrying out specific tasks. Advisory committee of faculty is also there for discussion augmenting. On the basis of the requirement for structural augementation, requirement of the various departments of the college, it is discussed in the advisory committee is done accordingly. To augument sports facility maintenance of college grounds as well as sports activities, there is physical education department. Library development funds is utilized on the recommendation of the library advisory committee. For computers, the work of facility argumentation maintenance is carried out by recommendation of the computer department incharge. For classrooms rest of the premises maintenance, caretaker administrative incharge is responsible. The laboratory equipments are maintained through college development fund grants received from UGC and college funds. The teacher incharge of the concerned department with the purchase committee (according to the requirement) is responsible for any kind of purchase repair. The lab assistants in department takes care and responsible of keeping all the instruments in good

condition. Outside vendors are contacted for major minor repairs.Non reparable system misc. is auctioned off as scrap.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

174

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

166

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**D. Any 1 of the above**

File Description	Documents
Link to Institutional website	www.davcollegemalout.com
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

66

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**B. Any 3 of the above**

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

0

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

5.2.2 - Number of outgoing students progressing to higher education

10

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college is having an active Student Council in order to facilitate the various academic and Co curricular activities.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

NIL

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

5.4.2 - Alumni's financial contribution	**E. <2 Lakhs**

during the year

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The slogan of the DAV Organisation, Tamaso Ma Jyotirgamya, "Lead me, from darkness to light," sufficiently reflects the college's vision and goals. The Vision and Mission of the College is well articulated and widely communicated to all the stakeholders and the general public. Upholding of the College's Vision is the paramount objective of the institutional governance. The college's mission is to cultivate legacies via the fusion of cultural values with cutting-edge expertise. The institution has been developed into a hub for knowledge, culture, expertise, and services. The institution has placed a strong emphasis on education for all by eliminating inequalities in the educational system and granting access of education to the underprivileged groups in society. In order to prepare the students for the ever growing and ever-changing world, the college is becoming an institution of excellence and a beacon of true, trustworthy, and unbiased information. The college always tries to inculcate a creative, socially aware, and ethically sensitive self among the students by emphasizing on the cocurricular activities, promoting the value-based education, and encouraging the students for participating in the extension activities. It is all possible through the active engagement of all stakeholders for effective governance. For the seamless operation of the college, the Heads of Departments, Conveners of different committees and cells, and Staff Representatives all play significant rolesin developing and executing institutional policies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The principal is the representative of DAV College Managing Committee (DAV CMC), New Delhi and DAV CMC is the ultimate authority. The principal has the complete authority to carry out the decisions on the behalf of DAV CMC. Decentralization and participative management are supported by the Committee system prevailing in the college. There is also a local committee with faculty participation that has been approved by DAVCMC to oversee the different institutional practises. The principal discusses any policy-related issue in the local committee before sending it to DAVCMC for ultimate and definitive approval. In addition, the college has established several committees comprises of faculty members to support the efficient operation of the institution's numerous administrative tasks. There is also an active participation of non-teaching staff in the college functioning. The views and suggestions of non-teaching staff are given due consideration during the formulation of various policies.

To illustrate the participatory aspect of college management, various committees have been constituted:

The Admission Committee

Examination Committee

Purchase Committee

Building, Maintenance & Beautification Committee

Admission Campaign Committee

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	NIL

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Formulation and implementation of a proper strategic plan leads to the efficient and effective functioning of the organization. For the smooth and effective functioning of the college, various committees have been constituted. After in-depth analysis and detailed discussion, plans are finalized. Frequent meetings are conducted to review the plans and to introduce the required amendments, if needed. The agenda of the meeting is circulated in advance to enable the members well prepared about the issues to be discussed in the meeting. The members of the Local Advisory Committee (LAC) are invited by the principal for various important plannings like annual budgets, procedure for appointment, organising functions, innovations, renovation, new construction etc. Various cells/committees like Admission Cell, Student Welfare Committee, Youth Welfare Department, Examination Cell, Placement Cell, and Building Committee, Purchase Committee etc. have been constituted for the smooth functioning of the college. Besides the staff meetings are convened for the execution of the plans.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

The administration of the college runs as per rules and regulations laid down by the Department of Higher Education, Government of Punjab. The Governing Body i.e., DAV CMC is the highest decision-making body of the college. Principal is the administrative, financial, and academic head of the college. The principal is assisted by Local Advisory Committee comprises of various stakeholders. For the smooth conduct of the college, various committees and cells are working in a democratic setup with the decentralized procedures. The Principal, Bursar, Staff Secretary and Staff members ensure the efficiency in the system. In the beginning of the academic session, first, adhoc appointments are made and time table is designed as per the

norms of UGC, Punjab University and DPI. For better administration and execution of perspective plans certain offices like that of IQAC, Bursar, Staff Secretary, Dean Examinations, Dean Student Welfare, Dean EMA, Dean Discipline, Time Table Committee, Fee Concession Committee, NCC, NSS etc. have been constituted.

Other than the regular college committees, the college also has the Grievance Redressal Committee, Anti Ragging Committee and Cell Against Sexual Harassment. The objective of these committees is to ensure that no violation of rules takes place within the college campus and these committees work towards addressing and settling grievances of both students and staff, if any.

Several Scholarships and Free ships are offered to needy and deserving students as per the policy of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.davcollegemalout.com/documents/organogram.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	E. None of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has following welfare measures for the teaching and non-teaching staff :

Leave Benefits (As per UGC/ Panjab University/ DPI Rules)

- Casual Leave is provided to faculty and staff both.
- Earned Leave can be availed by the permanentstaff after confirmation.
- Medical Leave can be availed each year by teaching and non - teaching staff.
- Maternity leave is sanctioned to the female staff members with pay for 180 days upto two living children as per the rules of DPI/Punjab University, Chandigarh
- Duty leave is provided to the faculty to attend Orientation Programme/ Refresher Course/ Seminars/ Workshops/ FDPs/ FIPs etc. for their career advancement.

Retirement Benefits (As per UGC/ Panjab University/ DPI Rules)

- Contributory Provident Fund (CPF) is applicable as per the provisions of Dayanand Anglo-Vedic College Trust and Management Society, Chitra Gupta Road, New Delhi.

- Gratuity is provided to all eligible employees as per the norms.

Miscellaneous

- Increments for Ph.D./M.Phil. are given to the permanent faculty members as per UGC norms.
- Faculty is encouraged to take Research projects from UGC/ ICSSR or other funding agencies.
- Employee State Insurance (ESI) facility is available for the staff getting salary upto Rs. 21,000.
- Special fee waiver is available to the wards of the employees of the college.
- Conducive work environment.
- Well maintained air- conditionedstaff rooms.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[NIL](#)

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

00

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

3

File Description	Documents
Summary of the IQAC report	**No File Uploaded**
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college has a mechanism for regular internal and external audits.The college regularly checks and balances the total income and expenditure of the institution through the office with the help of Bursar for efficient and effective utilization of funds and to avoid the misuse of the funds. As far as the internal audit is concerned, the Office clerk prepares the data and is checked by the Office Superintendent,the Bursar and Principal respectively. All the bills/vouchers and cashbooks are crossed examined by Bursar and Charted Accountant in each financial year.

The external audit is carried out by the AG office, Punjab, CA nominated by DAV CMC, New Delhi, Office of the Pr. Accountant General (Audit), Punjab and Deputy Controller (Finance & Accounts), Internal Investigation Department (Revenue), Finance Department, Faridkot, Punjab.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

00

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The college adopts strategic plans for the efficient and effective mobilization and utilization of funds and resource through the constitution of various committees.

Major sources of Funds:

1. Tuition fee.
2. As the college is recognized by UGC under sections 2 (f) and 2 (b), the college receives grants from the government under 95% grant-in-aid scheme.
3. Contributions from Management, NGOs, Philanthropists, Alumni etc.

Mobilization Policy and Procedure:

In the beginning of the financial year, the principal in consultation of Local Advisory Committee sends the budget to DAV CMC for approval. The institutional budget incorporates expenses such as salary, infrastructural development, purchase of lab equipment/furniture, maintenance costs and other miscellaneous expenses. The budget is scrutinized and approved by the top management.

Utilization of Funds:

The committee is constituted to monitor the utilization of funds for various recurring and non- recurring expenses of the institution. The committee seeks quotations from vendors before every purchase. The quotations are analysed by the committee. The principal and the committees along with the accounts department ensure that the expenditure must comply with the allotted budget.

Finally, Statutory auditors are appointed by the concerned

authorities for auditing of the financial statements. The
college has also a system of internal audit under which all the
financial transactions are scrutinized by office superintendent
and the Bursar.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	NIL

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Role of IQAC

The quality of education is ensured by continuous and
comprehensive reviewing of the teaching learning process and
learning outcomes by IQAC.

Feedback system to evaluate Teaching Learning Process:

The college has a feedback system to evaluate the Teaching
Learning Process. The teachers' classroom performance is
evaluated by the students through feedback proformas designed
by IQAC. Further IQAC strives to update the feedback formats in
order to get the feedback on teaching methodologies, course
delivery, strengths and weaknesses, difficulties faced in a
particular subject area or in general through the various
stakeholders in order to get an insightabout the existing state
of education and the different parameters so that remedial
actions can be initiated for the further improvement of the
same.

Collaborations:

IQAC emphasized Industry Academia linkage though setting
collaborations with small scale industries and other higher
educational institutions in order to give wider exposure to the
students and to the faculty.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Departmental meetings are convened regularly in order to improve the efficacy of the delivery content and any major issue is further forwarded to IQAC for discussion and resolution. The IQAC coordinator is an active member of the selection panel for the appointment of the adhoc staff. IQAC reviews that every department accomplishes its syllabi and takes the decisions regarding the relieving of adhoc staff.

IQAC motivates the faculty members to participate in Seminars/ Workshops/ Conferences / FDPs/ FIPs and to get their papers published in Journals or to contribute chapters in books.

Further IQAC frames plans and executes them in order to make the teaching learning process student centric, to give practical exposure to students and to improve the quality of education. The various departments organize different events like essay writing competitions, debate competitions, quiz competitions, extension lectures, field visits etc, of course, in consultation of IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**D. Any 1 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution strongly believes in the human and constitutional rights based on the equality principle and is determined to establish a caring environment for all of its students. The college has taken a number of actions to ensure gender equity. To address the issue of discrimination, ragging, and complaints, the college established a Grievance Redressal and Women Empowerment Cells. The college often hosts events to promote human ideals including gender equality, human rights, constitutional protections, etc.

Sr. No.

Action

Organised by

Date

1. Cycle Rally NSS & NCC 12/08/2021

2.

Fit India Movement Run 2.0

NCC

14/08/2021

3. Meditation Camp IQAC 13/10/2021 4. Blood Donation Camp IQAC 23/10/2021 5. National Unity Day IQAC 31/10/2021 6. National Girl Child Day IQAC 24/01/2022 7. Ek Bharat Shreshth Bharat IQAC 30/03/2022 8. International Yoga Day IQAC 21/06/2022

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	<u>NIL</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	**D. Any 1of the above**

File Description	Documents
Geotagged Photographs	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

A compost pit has been built at the college. This is designed to be a source of organic material for use as lawn and garden fertiliser. Food scraps, yard waste, and other organic materials that can be composted will be thrown into the compost pit. Microbes, worms, and other creatures will break down the organic material to produce a nutrient-rich soil amendment. The compost pit will be used to dispose of organic waste in an eco-friendly manner and serve as a vital fertilizer for plants.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**C. Any 2 of the above**

File Description	Documents
Geotagged photos / videos of the facilities	<u>View File</u>
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus	**E. None of the above**

recognitions/awards 5. **Beyond the campus environmental promotional activities**	

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**E. None of the above**

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

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

The institution has implemented a range of initiatives to foster an inclusive environment. These include:

• Support for Student Groups and Organizations: The Institution has created student council that promote diversity and inclusiveness. This provides a safe space for students to discuss their experiences and concerns, and to celebrate their unique identities.

• Multicultural Events: The collegehasorganized a variety of events for creating awareness among students about blood donation, swachhtta, environment, yoga , cyber crime and health.

• Policies and Procedures: The Institutionhasimplemented policies and procedures to ensure that the campus environment is respectful of all individuals and that everyone is treated with dignity and respect.

. No.

Action

Organised by

Date

1.

Cycle Rally

NSS & NCC

12/08/2021

2.

Fit India Movement Run 2.0

NCC

14/08/2021

3.

Van Mahotsav

NSS

08/03/2021

4.

Hindi Diwas

IQAC

14/09/2021

5.

International Day for Older Persons

IQAC

01/10/2021

6.

World Habitat Day

IQAC

04/10/2021

7.

Meditation Camp

IQAC

13/10/2021

8.

Blood Donation Camp

IQAC

23/10/2021

9.

Swachh Bharat Abhiyan

IQAC

05/10/2021

10.

World Statistics Day

IQAC

26/10/2021

11.

National Unity Day

IQAC

31/10/2021

12.

National Girl Child Day

IQAC

24/01/2022

13.

Ek Bharat Shreshth Bharat

IQAC

30/03/2022

14.

Cyber Crime Awareness Day

IQAC

05/05/2022

15.

World Environment Day

IQAC

02/06/2022

16.

International Yoga Day

IQAC

21/06/2022

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

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

NIL

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There	**E. None of the above**

is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Sr. No.

Action

Organised by

Date

1. National Unity Day IQAC 31/10/2021 2.

Swachh Bharat Abhiyan

IQAC 05/10/2021 3. Martyrs Day NSS 23/03/2022

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Website URL:https://davcollegemalout.com/pages/best202122 PDF:
https://davcollegemalout.com/documents/bestpractices2021-22.pdf

File Description	Documents
Best practices in the Institutional website	https://davcollegemalout.com/pages/best202122
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Institutional Distinctiveness Vision of DAV College, Malout is to educate, empower and promote intellect through holistic learning towards individual growth and social progress. The mission is to provide need based quality higher education to youth of rural and semi urban areas maintaining ethical standards and values. In order to educate, empower and promote intellect through holistic learning the college emphasizes the need to mainstream the marginalized andweaker sections of students and ensure justice and equity in society. The students belong to economically and socially challenged backgrounds. The mission is to empower them with quality education as per employability options available in region. The college adapted immediately to online teaching and provided support to staff and students virtually to achieve the goal of providing need based quality higher education. To enhance the quality of higher education, higher academic standards were maintained in pandemic period and along with live google meet classes; audio lectures were sent to students living in rural belts with low bandwidth. Moral Values Cell of college is working tirelessly to inculcate ethics among students. The planning of workshops on Women Empowerment, Legal Literacy, Extension activities, job opportunities and personality development keeps on imbibing holistic education as an integral part of personality of students of rural and semi-urban area.

File Description	Documents
Appropriate link in the institutional website	https://davcollegemalout.com/pages/id2122
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **To organize social awareness activities in the village (Shekhu VPO Malout) adopted by the college**
- **To organize workshops on different aspects like personality development, yoga, computer fundamentals etc.**
- **To secureNIRF Ranking**
- **To organize various student development programmes**
- **To arrange career guidance programmes**