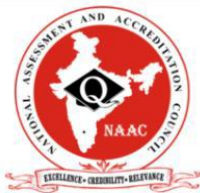# Annual Quality Assurance Report (AQAR) 2018-19

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

Bangalore, India

INTERNAL QUALITY ASSURANCE CELL (IQAC)

D.A.V. College, Malout

(Accredited by NAAC with 'B' Grade, Affiliated to Panjab University, Chandigarh) Sheikhu Road, Malout-152107

District-Sri Muktsar Sahib, Punjab, INDIA

e-mail: principaldavcmlt@gmail.com, Phone: 01637-500988, 262188

Website: www.davcollegemalout.com

CONTENTS

Sr. No.   Component   : Particulars
Page No.

The Annual Quality Assurance Report (AQAR) of the IQAC 2018-19

Part – A

1. **Name of the Institution** : **D.A.V. College**

- Name of the Head of the institution : Dr. Arun Kumar

- Designation : Officiating Principal

- Does the institution function from own campus : Yes

- Phone no./Alternate phone no. : 01637-500988/262188

- Mobile no. : 9417104999

- Registered e-mail : principaldavcmlt@gmail.com

- Alternate e-mail : iqacdavcmlt@gmail.com

- Address : Sheikhu Road

- City/Town : Malout

- State/UT : Punjab

- Pin Code : 152107

2. **Institutional status** : **Affiliated**

- Type of Institution : Co-education

- Location : Rural/Semi-urban/Urban : Semi-urban

- Financial Status : Grant-in aid

- Name of the Affiliating University : Panjab University, Chandigarh

- Name of the IQAC Co-ordinator : Dr. Megh Raj Goyal

- Mobile : 92165-64138

- IQAC e-mail address : iqacdavcmlt@gmail.com

3. Website address : www.davcollegemalout.com

Web-link of the AQAR: (Previous Academic Year)
https://davcollegemalout.com/iqac/AQAR%202017-18.pdf

4. Whether Academic Calendar prepared during the year? : Yes

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

Web link: https://davcollegemalout.com/4.academic%20calender%202018-19.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.30	2017	from:2017 to: 2022
2nd	NIL	NIL	NIL	from: to:
3rd	NIL	NIL	NIL	from: to:
4th	NIL	NIL	NIL	from: to:
5th	NIL	NIL	NIL	from: to:

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

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	**Date & Duration of Meeting**	**Number of participants/ beneficiaries**
Meeting of IQAC with all the Heads of Departments to plan effective delivery of curriculum and to improve overall teaching & learning process	08/08/2018 & 60 minutes	12
Meeting of IQAC related to collection of feedback performa from all students and Preparation of Student Satisfaction Survey (SSS) report.	05/11/2018 & 50 minutes	12
Meeting of IQAC related with preparation of AQAR 2018-19	07/02/2019 & 60 minutes	10
Scrutiny and forwarding the application for pending cases of promotion under career advancement scheme of regular teachers to the competent authority	07/02/2019 & 60 minutes	10
Initiative for construction of seminar room/ activity room during this session	07/02/2019 & 60 minutes	10
Successful organization of "**Anti Pollution Campaign**" rally by the staff and students	17/10/2018 & 45 minutes	09
Successful organization of "**Anti Drug Campaign**" rally by the staff and students	20/03/2019 & 45 minutes	11
To finalize AQAR 2018-19 and to celebrate World Environment Day on 5th June 2019	04/05/2019 & 40 minutes	13

> *Note: Some Quality Assurance initiatives of the institution are:*
> *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

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

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL

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

   *upload latest notification of formation of IQAC

https://davcollegemalout.com/iqac/9.CompositionIQAC.pdf

10. No. of IQAC meetings held during the year   : 4

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

Yes/No   : YES

https://davcollegemalout.com/iqac/10Meetings_and_ComplianceIQAC.pdf

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   : NO

        If yes, mention the amount: Year:

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

- Successful organization of two rallies: **"Anti Pollution Campaign"** and **"Anti Drug Campaign".**

- Scrutiny and forwarding of application for promotion under career advancement scheme of five regular teachers.
- Arrangement of funds for construction of seminar room/ activity room during this session.
- Celebration of World Environment Day, Independence Day etc.
- Counselling of the members of each department regarding enhancing the quality of work in their own specific periphery by IQAC.

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

Sr. No.	Plan of Action	Achievements/Outcomes
1.	To organize/participate two rallies under "Clean India Campaign"	Rallies by staff and students in the city against Pollution and Drug Addiction on 17/10/2018 and 20/03/2019 respectively
2.	Forwarding of pending applications of regular teachers for promotion under career advancement scheme	Scrutiny and forwarding application for promotion under career advancement scheme of five regular teachers to the competent authority has been completed before May 2019
3.	To Arrange funds for construction of seminar room/ activity room	Amount of Rs. 300000/- was allocated from MPLAD funds for construction of seminar room/ activity room and the same was utilized before May 2019
4.	Collection of feedback from all the stakeholders and to analyse the same	IQAC analysed the feedback performas and a report has been forwarded to the Head of Institution
5.	To Introduce student achievement section on college website	Topper section has been introduced on college website
6.	As per NAAC guidelines IQAC prepared Student Satisfaction Survey performa	IQAC conducted SSS with sample size of 100 students to prepare the final report which has been uploaded on the college website

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

Name of Statutory body: **SAC & IQAC**   Date of meeting(s)   : 20/12/2019

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

Yes/No: NO   Date:

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

Year: Date of Submission:

17. **Does the Institution have Management Information System?**   : NO

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

- As the College follows the Syllabus/Curriculum of Panjab University therefore the college has no scope of internal curricular designing. Curriculum Development is undertaken by the affiliating University. The various teaching departments of the college forward their inputs through the faculty members who are nominated as members of Board of Studies by the University. However every department has its own academic plan for curriculum delivery and implementation within the stipulated time.

- The Institution/IQAC chalks out the plans at the beginning of each academic session, with reference to academic calendar provided by the affiliated university, which is uploaded in the college website. Students are informed about this plan/academic calendar of the college notifying the probable teaching days, tentative dates of internal examinations in each semester, curricular, extension related and co-curricular activities.

- The head of each department conduct departmental meetings for allotment of classes and syllabus distribution among the teachers. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. Students are given details of teaching assignment of each teacher at the beginning of the session by the department for curriculum delivery and implementation.

- Apart from lecture method and traditional chalk & talk method, teachers often use power-point presentations during the lectures to demonstrate topics and make use of ICT for teaching. Various teaching models/aids like projects, maps, charts and internet facilities as per requirements are also used in the class rooms. Class tests/surprise test and student seminars are held after completion of a topic of the syllabus and periodic review of performance of students is undertaken. Tutorial classes are held in some departments within class routine hours for effective delivery and implementation of curriculum.

- The facility of air-conditioned NCR equipped with one projector and 11 computers, enriched with e-resources and internet facility is available in the college for students and staff. Five roof- fitted LCD projectors have been installed in different class rooms and one mobile projector is allotted in the department of computer application for ready use in any department of the college for teachers.

- The library has facility to access the e- resources such as N-LIST Subscription and open resources, automation using software E-granthalya, BSNL and Connect internet broadband connection is available for internet facility for the staff and students for effective delivery and implementation of curriculum.

- As per suggestions of IQAC, the teachers give extra time and remedial classes for slow learners who are at higher risk of failure. A special care is taken of these students to decrease the dropout rate in the college. Field tours are also organized by the departments of Botany, Zoology and Commerce to ensure effective implementation of the prescribed curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year : NIL

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

1.2 Academic Flexibility			
1.2.1 New programmes/courses introduced during the Academic year : NIL			
Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
NIL	NIL	NIL	NIL

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	NIL	NIL	NIL	NIL	NIL

Already adopted (mention the year)

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

	Certificate	Diploma Courses
No. of Students	NIL	NIL

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year : NIL

Value added courses	Date of introduction	Number of students enrolled
NIL	NIL	NIL

1.3.2 Field Projects / Internships under taken during the year : NIL

Project/Programme Title	No. of students enrolled for Field Projects / Internships
NIL	NIL

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)

- Feedback on the teaching-learning process is received from students on 'Feedback proforma' based on a structured questionnaire framed and approved by the IQAC of this college. The questionnaire can be downloaded from the website and Students can drop their filled in feedback form in the feedback receiving boxes present in the college campus.

- Feedback from the students is communicated directly to the Principal. Members of anti ragging committee/Discipline committee also receive feedback from students through class campaigns. Grievances (if any) and necessary suggestions can be registered to the Grievance Redressal cell of the college through the "suggestion box" installed adjacent to Principal's office. This box serves to understand the difficulties of the students and parents and to improve the quality & efficiency of the courses. Feedback regarding discipline is discussed in the Discipline Committee/Grievances Cell.

- Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their ward. Parents, Alumni and community provides feedback in non-formal way through the faculty, principal and the management and the same is communicated/ suggested to the University for the redesigning of the courses through the members of concerned bodies of University.

- Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college.

The received feedback is then analyzed by the IQAC and forwarded to the Head of the institution with necessary suggestions based on this feedback. The constructive feedback is deliberated to develop new strategies and programmes to address the issues flagged by stakeholders and to make the delivery of curriculum/working more effective.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. I	OPEN	348	348
B.Sc. I (Medical & Non-Medical)	OPEN	42	42
B.Com. I	70	51	51
B.C.A. I	40	11	11
P.G.D.C.A.	40	18	18
E-Banking(Add on Course)	40	14	14
E-Commerce (Add on Course)	40	8	8

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)PGDCA	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1128	18	38	01	39

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
39	17	Projectors, Printers, Scanners etc.	5	-	Network Resource Centre

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is conducted by the departments of the institution. Mentoring of students is based on the following objectives:

- To increase the teacher-student contact hours
- To encourage advanced learners
- To decrease the student drop-out rates
- To prepare students for the competitive world
- To identify and address the problems faced by slow learners and first generation learner

Havana Yajna is performed on the first day of every academic session to seek blessings of Almighty. Orientation programs '**KNOW YOUR COLLEGE'** are organised at the beginning of session for newly admitted students in different groups to make them aware about the do's and don'ts and about the time table, general information and about the various facilities available in the college. In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially

collected through admission form in the prospectus which is designed and approved by the IQAC. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Teachers discuss with parents during parent-teacher meetings and try to identify the problems and related issues faced by the students. Time factor is a major constraint of the mentoring system. To overcome this constraint, teachers sometimes suggest students to provide the list of difficult questions and problems faced by them while preparing for competitive examinations and the teachers provide solutions in written form to the students. To decrease the dropout rate of the students, some departments organized tutorial and remedial classes for the slow learners who are at the risk of failure.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1146	39	0.034

2.4 Teacher Profile and Quality
2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Full Time-21 Part Time-06 Total- 27	Full Time-09 Contractual-02 Total- 11	Full Time-10 Part Time-06 Total- 16	NIL	07

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Rajinder Kumar Uppal	Associate Professor	Honorary D.Litt.
2018	Dr. Mukta Mutneja	Associate Professor	ADG

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year : 189

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	General	I	21-12-2018	29-03-2019
	General	II	31-05-2019	30-07-2019
	General	III	24-12-2018	01-03-2019
	General	IV	31-05-2019	20-07-2019
	General	V	22-12-2018	20-02-2019
	General	VI	31-05-2019	30-06-2019
B.Sc. (Medical & Non-Medical)	General	I	24-12-2018	03-04-2019
	General	II	30-05-2019	29-07-2019
	General	III	26-12-2018	22-02-2019
	General	IV	28-05-2019	18-07-2019
	General	V	26-12-2018	14-02-2019
	General	VI	31-05-2019	28-06-2019
B.Com.	General	I	26-12-2018	05-02-2019
	General	II	30-05-2019	12-07-2019
	General	III	22-12-2018	01-02-2019
	General	IV	31-05-2019	17-07-2019
	General	V	20-12-2018	04-02-2019
	General	VI	30-05-2019	17-06-2019
B.C.A.	General	I	19-12-2018	22-01-2019
	General	II	16-05-2019	10-07-2019
	General	III	18-12-2018	23-01-2019
	General	IV	17-05-2019	06-07-2019
	General	V	15-12-2018	18-01-2019
	General	VI	11-05-2019	03-06-2019
P.G.D.C.A.	General	I	26-12-2018	17-04-2019
	General	II	30-05-2019	26-07-2019

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

In order to initiate the reforms in Continuous Internal Evaluation, the college has adopted the following practices in various departments of the college:

1. English

- Various assignments were given to students in order to strengthen students' writing skills.
- Special oral tests were organized to increase speaking skills among the students.
- Various departments organized intra-college English quiz contest to motivate the students for maximum exposure purpose.
- Viva-voce and small projects were given to the students

2. Botany

- Students visited various nearby areas and campus from time to time to understand local vegetation.

3. Economics

- Organized different Intra and Inter-college debate competitions on current issues.
- Declamation competitions were also organized in the department.

4. Mathematics

- Innovative assignments were given to the students to trig their learning capabilities
- Remedial classes for slow learners

4. Commerce

- Business-Quiz was organized by Commerce department
- Semester wise assignments were also given to students

5. Physics

- Group discussions to motivate students to speak
- Weekly class tests
- Quiz and demonstrations of various lectures through PPT

6. History

- Frequent class tests
- Surprise tests regarding various historical facts
- Home assignments to students

7. Chemistry

- Multiple class tests
- Remedial classes for slow learners

8.Physical education

- Organization of various sports events in college
- Gym facility for the students

Every department of the college has organized minimum 2 activities throughout the year to ensure maximum participation of the students for the overall development of the students.

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

The college follows the academic calendar designed and approved by Panjab University, Chandigarh. The college informs the students about the university notices and circulars related to examination from time to time through students' notice board. All the departments conduct internal assessment of the students and the students are well informed about the internal assessment well in advance. The information of consolidated internal assessment is forwarded to affiliated university**.**

Academic Calendar (tentative) for the session 2018-19 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-

Summer Vacation	02-06-18 Saturday	To	08-07-18 Sunday (37 days)
Colleges open on and normal Admission for ongoing Classes			09-07-18 Monday
Admission Schedule			
Normal Admission for ongoing and new classes(except for those classes in which admission is through PU-CET (U.G & P.G)	09-07-18 Monday	To	24-07-18 Tuesday (16 days)
Late Admission to be allowed by the Principal of the college with late fee of Rs.560/*-per student.	25-07-18 Wednesday	To	13-08-18 Monday (20 days)
Commencement of teaching			
For ongoing classes	24-07-18 Tuesday		
Late admission in Panjab University, affiliated Colleges to be allowed by the Vice Chancellor with late fee of Rs. 2040/*-per student	14-08-18 Tuesday	To	31-08-18 Friday (18 days)
Academic Term-I (Odd Semesters)	24-07-18 Tuesday	To	03-12-18 Monday (101 Teaching days)
Total Teaching days of Academic Term I =101 days			
End Semester Examinations	04-12-18 Tuesday	To	24-12-18 Monday (17 days)
Semester Vacation (Winter Break)	25-12-18 Tuesday	To	13-01-19 Sunday
Academic Term-II (Even Semesters)	14-01-19 Monday	To	03-05-19 Friday (88 Teaching days)
University reopens after Semester Examination			
Total Teaching days of Academic Term II=88 days			
End Semester Examinations	04-05-19 Saturday	To	30-05-19 Thursday (21 days)
Summer vacation (tentative)	31-05-19 Friday	To	07-07-19 Sunday (38 days)

(Total Teaching days of academic term I & II=101+88=189 days)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the web link)
https://davcollegemalout.com/pages/student-performance-and-learning-outcomes

2.6.2 Pass percentage of students :

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
General	B.A. 5th Sem.	216	147	68.05
General	B.A. 6th Sem.	223	159	71.30
General	B.Sc. 5th Sem.	48	43	89.58
General	B.Sc. 6th Sem.	47	39	82.97
General	B.Com.5th Sem.	44	35	79.54
General	B.Com. 6th Sem.	43	39	90.69
General	P.G.D.C.A. 1st Sem.	15	06	40
General	P.G.D.C.A. 2nd Sem.	08	04	50

2.7 Student Satisfaction Survey ?

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

From the Academic Session 2018-19, the IQAC of the college has started the Student Satisfaction Survey (SSS) on overall performance of the institution. The report of SSS for the academic session 2018-19 was approved by IQAC and uploaded on the website of the college.
SSS Questionnaire: https://davcollegemalout.com/iqac/2.7.1SSS-Questinnaire_2018-19.pdf
SSS Report: https://davcollegemalout.com/iqac/2.7.1SSS_Report_2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research : NIL

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

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

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	NIL	NIL

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

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

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

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

3.3 Research Publications and Awards

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

State	National	International
NIL	NIL	NIL

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

Name of the Department	No. of Ph. Ds Awarded
N.A.	N.A.

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

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce	02	5.21
National	Economics	02	5.2
International	Hindi	03	---

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year :

Department	No. of publication
Punjabi	03
Botany	02
Hindi	07

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index :NIL

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science):NIL

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	----	05	02	----
Presented papers	----	02	----	----
Resource Persons	----	----	----	----

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
7-days youth leadership and Hiking & Trekking training camp	Himachal Pardesh Agriculture University, Nauni (Solan)	02	07
Clean India Campaign	NSS unit DAV College Malout	02	16
10-days youth leadership and Hiking & Trekking training camp	Nagar (manali) in himachal pardesh	02	07
Motivational	State Organizing	04	109

Lecture	Commissioner, Bharat Scouts & Guides		
Tree Plantation	NCC local unit DAV College Malout	02	23
Extension Lecture	Economics Department	03	88
Business Quiz	Commerce Department	04	20
Inter College Chess Tournament	PUCHD	02	12
Inter College Cricket Tournament	Govt. college Hoshiarpur	02	16
Inter College Kho-Kho Tournament	Dev Samaj College for women Ferozepur	02	15
Inter college Debate Competition	Economics Department	03	34
7 days NSS Camp	NSS local unit	04	210
Republic Day	NCC local unit	01	25
NCC Examination Duty	Govt. Mohindra College Patiala	01	
NCC Examination Duty	Govt. Khalsa College Patiala	01	
National Youth Day Celebration	Guru Nanak College for Girls Muktsar	01	34
Poster Making Competition	Red Ribbon Club	04	24
Inter College Debate Competition	Economics Department	04	32
Annual Training Camp	NCC Academy Malout	01	18
Advance Leadership Camp	NCC Training School Malout	01	03
National Integration Camp		01	13
Combined Annual Training Camp	6 PB(G)NCC Malout	01	39
Participation in National Science Day	Akal University, Talwandi Sabo	02	08

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Panjab University Merit List Holders	5th & 10th position	PU,CHD	02
Two days seminar("Pado Punjab Padao Punjab") Poster Making and Cleaniness	Two-1st Prize, Two-2nd prize,	PU,CHD	04/06
Inter college Annual Athletic Competitions (triple jump)	4th prize	PU,CHD	01
Inter College Taekwando Competition	Bronze Medal-01	PU,CHD	01
Inter College WUSHU	Silver Medal-01	PU,CHD	03

Competition for different weight category	Bronze Medal-05		
Essay Writing and Declamation Contest	1st position	District Youth Welfare Office Muktsar	01
Inter College Karate Competition	Silver Medal-01 Bronze Medal-01	PU,CHD	02
Inter College Handwriting Competition	3rd Prize	PU,CHD	01
Essay Writing Competition	1st Prize	District Youth Welfare Office Muktsar	01
Giddha Folk Dance Competition	2nd Prize	Bawa Nihal Singh College Muktsar	11

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
Aids Awareness	Red Ribbon Club	Extension Lecture	04	147
Swachh Bharat	Red Ribbon Club & NCC local unit	Awareness Lecture	04	168

3.5 Collaborations

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

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

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year : NIL

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
NIL	NIL	NIL	NIL	NIL

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs.450000/-	Rs.447689/-

4.1.2 Details of augmentation in infrastructure facilities during the year:

Facilities	Existing	Newly added
Campus area	22 acre	----
Class rooms	18	----
Laboratories	08	----
Seminar Halls	01	01
Classrooms with LCD facilities	05	----
Classrooms with Wi-Fi/ LAN	05	01
Seminar halls with ICT facilities	01	01
Video Centre	----	----
No. of important equipments purchased (≥ 1-0 Lakh) during the current year.	---	----
Value of the equipment purchased during the year (Rs. in Lakhs)	---	0.90
Others	----	-----

4.2 Library as a Learning Resource :

4.2.1 Library is automated {Integrated Library Management System -ILMS}:

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	NIL	NIL

4.2.2 Library Services:

Component	Existing (2017-18)		Newly added (2018-19)		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	67	20150/-	54	19540/-	121	39690/-
Reference Books	64	39638/-	46	15434/-	110	55072/-
(Text+ Reference)	131	59788/-	100	34974/-	231	94762/-
Total	26814	--	26914		-----	-----
e-Books	3135809	Available under N-List E-Resources	--	--	----	-----
Journals	13	16047/-	--	--	----	-----
e-Journals	6237	Available under N-List E-Resources	--	--	-----	-----
Digital Database	--	--	--	--	----	-----
CD & Video	--	--	--	--	----	-----
Library automation	--	--	--	--	-----	-----
Weeding (Hard & Soft)	--	--	--	--	----	-----
Others (specify)	--	--	--	--	-----	-----

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	92	03	06	03	03	01	03	--	---
Added	00	00	01	01	01	01	00	--	---
Total	92	03	07	04	04	02	03	100 MBPS	---

4.3 IT Infrastructure :

4.3.1 Technology Up-gradation (overall):

4.3.2 Bandwidth available of internet connection in the Institution (Leased line):

………………… MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Mr. Vineet Kumar	Online Refresher Course in Management	SWAYAM	30/06/2019

4.4 Maintenance of Campus Infrastructure :

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
170000/-	169740/-	130000/-	129943/-

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

https://davcollegemalout.com/pages/campus-infrastructure

- The repairing work, maintenance and construction of the college building, library, classrooms, electric appliances and other physical infrastructure of the college is done mainly from the internal sources i.e. maintenance fund/ building fund charges from the students or from the UGC grants whenever received for the said purposes.

- There is no assigned budget for the procurement of different items which includes chemicals, sports items, books and journals, equipment and contingency, however the maintenance and security of physical infrastructure including construction work is made from donation or various funds received from political leaders. During this session the college received an amount of rupees three lakh from MPLAD funds which has been utilised for the construction of seminar room.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support :

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Merit Holders of previous class	23	81148/-
	Brother/Sister Concession	08	8000/-
	Concession to Fatherless students	16	32000/-
	Tuition fee concession to needy and poor students	67	46210/-
Financial support from other sources			
a) National	Post-Metric Scholarshipfor SC/OBC/Minority Students	335	54,10,250/- (approximate amount)
	Sarbat Da Bhala Charitable Trust Scholarship	02	10,000/-
b) International	NIL	NIL	NIL

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
--------	---------	---------	-------

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL

5.1.4 Institutional mechanism for transparency, timely redressed of student grievances, Prevention of sexual harassment and ragging cases during the year : YES

Total grievances received	No. of grievances redressed	Average number of days for grievance redressed
NIL	NIL	NIL

5.2 Student Progression

5.2.1 Details of campus placement during the year :

On campus			Off Campus		
Name of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Name of Organizations Visited**	**Number of Students Participated**	**Number of Students Placed**
----	----	----	WIPRO	15	02

5.2.2 Student progression to higher education in percentage during the year: Information not available

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-----	-------	-------	-------	-------	-------

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

Information not available

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-------	-------
SET	-------	-------
SLET	-------	-------
GATE	-------	-------
GMAT	-------	-------
CAT	-------	-------
GRE	-------	-------
TOFEL	-------	-------
Civil Services	-------	-------
State Government Services	-------	-------
Any Other	-------	-------

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

Activity	Level	Participants
Sports Activities Organized		
Annual Athletic meet	Institution	227
Workshop on Yoga and Meditation on 30-12-2018	Institution	200
Cultural Activities Organized		
Teej Festival organized on 11-08-2018	Institution	190
Talent Hunt Function on 11-09-2018	Institution	850
Essay Writing Competition on 19-11-2018	Institution	23
Convocation on 16-04-2019	Institution	313
Annual Function on 17-04-2019	Institution	433
Participation in Panjab University Youth Festival from 22-10-2018 to 25-10-2018	Zonal	29 1st Prize in Vaar Singing 1st Prize in Collage Making 1st Prize in Essay Writing 2nd Prize in Story Writing 2nd Prize in Photography 2nd Prize in Percussion Tabla 2nd Prize in Folk Orchestra

			3rd Prize in Folk Instrument 3rd Prize in Debate 3rd Prize in Ladies Traditional Song 3rd Prize (Individual) in Gidhha
Participation in Panjab University Inter Zonal Youth and Heritage Festival from 30-10-2018 to 02-11-2018	Inter-Zonal	03	3rd Prize in Vaar Singing 3rd Prize (Individual) in Vaar Singing

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

5.3 Alumni Engagement

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

5.3.2 No. of registered enrolled Alumni: NIL

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

5.3.4 Meetings/activities organized by Alumni Association : NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The college has adopted a proper mechanism for the due purpose of decentralization and participative management.

Principal Level

Principal is the nominee of the employers and authorized for the financial powers to run the institution. In addition to this, there is a local management approved by DAVCMC, New Delhi. The Principal, being an administrator, constitutes SAC comprising six senior teachers and senior most is designated as Vice Principal. Any matter regarding students/staff is undertaken by SAC is discussed with the Principal and finally Principal brings the matter in local committee for approval and forwards the same to employer DAVCMC for conclusive and final decision. As per NAAC guidelines he is the chairperson of IQAC. The Principal, in accordance with the advice of other teachers, nominates different committees and clubs for the proper planning and implementation of various academic and Co-curricular policies.

Faculty level

For the decentralization and participative management purpose, the college has adopted the method of formation of various committees comprising the members of the teaching staff members from the different departments of the college. The purpose behind the formation of these committees is to ensure the smooth functioning of the various administrative works in the college. The participation of various teachers ensures the transparency and accountability regarding their respective tasks. This practice adds to efficiency and responsibility of the teachers.

Non-teaching staff level

There is an active participation of non-teaching staff in IQAC. The views and suggestions of non-teaching staff are given due consideration during the formation of various policies and decisions. Besides the teaching staff, tasks and responsibilities are also assigned to members of non-teaching staff. This practice strengthens the participative purpose of each and every member of the college. All the above practices ensure application of democratic principles in the management system of the college.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: NO

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Curriculum Development

- As the College follows the Syllabus/Curriculum of Panjab University therefore the college has no scope of internal curricular designing. However every department has its own academic calendar to run and complete the syllabus within the stipulated time.

- Curriculum Development is undertaken by the affiliating University. The various teaching departments of the college forward their inputs through the faculty members who are nominated as members of Board of Studies by the University.
- Four of our teachers are members of Board of Studies in Panjab University. They are instrumental curriculum development and modifications by the University from time to time.

Teaching and Learning

- The College provides infrastructural support to improve teaching learning process as required by the teaching departments. The Staff and the students are encouraged to adopt non-conventional and latest pedagogical practices.
- The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus, assignments and class tests/evaluation process for the semester and follow the academic calendar of that session prescribed by Panjab University.
- Technology enabled Teaching Learning process practiced in college. LCD projectors, overhead projectors, are used for teaching regularly. Field study and Practical file work carried out by some of the departments of the College.
- To enlighten students on diverse aspects of knowledge, Seminars and guest lectures are organized by different departments.
- Students of Punjabi/English department are shown texts based films prescribed in their syllabus.
- Conduct of remedial/merit classes for slow learners.
- Extra lectures and tutorials are arranged to discuss the subject problem.
- Extension lectures of experts are organized for the students and faculty.

Examination and Evaluation

- Regular class tests/assignments are given for evaluation of students.
- One house test in each semester is conducted before the final semester examination by the examination branch of the college. The answer scripts of the house tests are shown to the students so as to familiarize them with their flaws and encourage them to work hard.
- The Class teachers briefly help the students on the process of evaluation/internal assessment, internal and external examinations etc.
- Special classes are organized by most of the departments before university examination. Timely notifications are put up and announcements are also made with regard to the examination dates and other relevant information.
- The College follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university, Panjab University, Chandigarh.

Research and Development

- The research Committee encourages and monitors the research activities, infrastructure provided and required by teachers to carry out research activities.
- Teachers are kept updated about available scopes for applying for research grants. The college provides duty leave to faculty as per norms to attend different International/ National Conferences
- The Institution makes necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.
- Facility of internet, NLIST Subscription to access e-resources is available to the staff & students to facilitate smooth progress and implementation of research schemes/projects.
- Some of the faculty members also act as Guides and Co-Guides of PU/PTU/DBU and other universities.

Library, ICT and Physical Infrastructure / Instrumentation

- The physical infrastructure has been improved /developed as per need of the library. The institution has made various ICT resources available to its staff and students. The library has also established Network Resource Centre (NRC) equipped with high technology computers and internet facilities.
- Automation of the library service has been initiated. OPAC, Subscription of N-LIST to access e-resources are available. Information and access to e-resources is available under National Digital Library Portal for faculty and students.
- Latest books and journals are subscribed and purchased every year.
- Sixteen cameras point CCTV surveillances have already been installed in important places in the college.

Human Resource Management

- The administration has its own mechanism to keep a close watch on every employee in comfortable limits so that he/she could work efficiently to the maximum of his/her capacity. The college also keeps a close watch on the interest of needy and brilliant students. Following measures were adopted during the session 2017-18.
- The various welfare schemes for staff and students are available in the college. All the members of staff and students are covered under group insurance Accidental Benefit Schemes.
- The college has various committees/cells, comprising of convener and faculty members team, to monitor and manage different academic and non-academic responsibilities.
- Institute helped the needy students by providing them financial assistance in form of prizes and fee concession so as to keep the spirit of healthy competition alive among them. Awards to students, excelling in academics, sports and co-curricular activities, are given to motivate them.
- Faculty members serve as Experts/Resource persons/Chair the sessions in National Seminars/Workshops organized by others institutions and organizations.
- For the overall development of students, they are encouraged to join NCC, NSS and other club and societies. This will also help them in getting jobs.

Industry Interaction / Collaboration

- The regular teaching and non-teaching staff is recruited by DAVCMC, New Delhi strictly as per norms of UGC/Panjab university/DAVCMC while the appointments of staff on temporary basis are made at the college level by selection committee.

Admission of Students

- The admission process in the college is transparent and based on merit as well as "first come first serve policy." Strategies have been adopted by the college to satisfy the needs of the students from backward/ economically weaker, differently able students, sports persons and meritorious students complying with all the norms of the Government.
- The college offers B.A./B.Sc. (Medical & Non-Medical)/B.C.A/B.Com and Post Graduate Diploma in Computer Application (PGDCA). Apart from these, the college also offers two Add-on Courses E-Banking and E-Commerce funded by the University Grants Commission (UGC) along with any UG regular course.
- Academic flexibility exists in Arts and Science stream only and the students have a number of combinations to choose from the list of set of elective subjects offered by the college.
- Admission to every course is conducted under the supervision of the different Admission Committees. The students are guided to choose the streams and the subjects keeping in mind their skills, interest and aptitude by the members of the committees.

6.2.2 : Implementation of e-governance in areas of operations:

Planning and Development

- College has established NRC adjacent to library equipped with more than 16 computers, e-resources and one roof fitted projector facility for students and staff.
- The college has initiated WI-FI facility for the use of e-learning resources.

Administration

- The administrative and accounts office is almost computerized. The secretarial staff can access any information about the students by just clicking the mouse.
- Online declaration of final examination result by the Panjab University on the University website: www.puchd.ac.in so that no student suffers in his/ her career mobility due to delay in declaration of results and issue of mark sheets. The examination department of the college takes care of students to inform/help them in case of any difficulty.
- The administrative office of the college has initiated online process in few areas dealing with students (like fee counter), university and management using computer software.

Finance and Accounts

- Receipt of admission fees is completely online.
- Salary of faculty members and staff is transferred directly to their bank accounts.
- The college is planning to initiate online admission process and online query window in the near future.

Student Admission and Support

- Applications are submitted for registration to different courses through the online admission portal.
- The list of first three toppers of each class in different courses and university merit position holders is displayed on the website of the college.
- For the support of the students, the various activities and programs of other institutions/organizations are downloaded and conveyed to the college students for participation.
- E-mail ids and contact numbers of all members of Anti Ragging Committee and Internal complaints committee have been uploaded to the college website and students can communicate to the members through e-mail.

Examination

- Examination Branch of the college is now fully computerized. Students can fill their examination forms online and the college authority download admit cards and provisional result cards of their regular students.
- Online declaration of final examination result by the Panjab University on the University website: www.puchd.ac.in is available so that no student suffers in his/ her career mobility due to delay in declaration of results and issue of mark sheets. The examination department of the college takes care of students to inform/help them in case of any difficulty.
- Computerization of administration /examination work in the college has been initiated and all financial and academic data is maintained in a digital database.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. Vineet Kumar	Advances in Pure & Applied Mathematics at Govt. College Sri Muktsar Sahib	…….	Rs.500/-
2018	Dr. Megh Raj Goyal	Advances in Pure & Applied Mathematics at Govt. College Sri Muktsar Sahib	…….	Rs.500/-
2018	Dr. Megh Raj Goyal	NAAC Workshop at Guru Nanak Dev University, Amritsar	…….	Rs. 1227/-
2018	Mr. Vicky Kalra	NAAC Workshop at Guru Nanak Dev University, Amritsar	…….	Rs. 1228/-

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL	NIL	NIL	NIL	NIL	NIL

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Online Refresher course	01	30/06/2019

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL	NIL	NIL	NIL

6.3.5 Welfare schemes for :

Teaching	- Group insurance Accidental Benefit Schemes. - Medical leave - Maternity leave - Free education to wards of teaching staff. - Duty leaves to attend/RC/OC/ FDPs etc. - PF and gratuity facility.
Non teaching	- Group insurance, Accidental Benefit Schemes. - The non-teaching staff drawing a salary less than Rs.15,000/- are provided ESI facility. - PF facility - Fee concession to children of non-teaching staff. - Medical and maternity leave. - Free summer and winter uniform for class IV employees. - Free education to wards of non-teaching staff. - Accommodation facility to few class IV staff members.
Students	- Tuition fee concession, Government Scholarships, Students Endowment Scheme, Award and Prizes. - All the students of the college are covered under Accidental Insurance worth Rs.100000/- with United India Insurance Company under Group insurance Scheme „The safety Policy".

6.4 Financial Management and Resource Mobilization :

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each):

Every Year the external and Internal audit of the institution has been done by DAVCMC New Delhi.Another External audit has been done by authorized Internal Audit organization (Mall) Faridkot and Accounts general Punjab. During session 2018-19 DAVCMC conducts the external audit of the institution and found everything in order.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
DAVCMC	9600000/-	Salary

6.4.2 Total corpus fund generated:

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done? : NO

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	No	No	No	No
Administrative	No	No	No	No

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

6.5.3 Development programmes for support staff (at least three) :
- Winter and Summer uniform for each member to support staff
- Fee concession to wards
- ESIC and CPF facilities

6.5.4 Post Accreditation initiative(s) (mention at least three) :
- Reconstitution of IQAC as suggested by NAAC team.
- Construction of Seminar room was initiated and completed.
- Two vacant posts were filled in the department of English and Computer.
- Up gradation of website of the college.
- Organization of Convocation.

6.5.5

a. Submission of Data for AISHE portal   : YES

b. Participation in NIRF   : NO

c. ISO Certification   : NO

d. NBA or any other quality audit   : NO

6.5.6 Number of Quality Initiatives undertaken during the year : 11

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----to----)	Number of participants
2018, 2019	Successful organization of two rallies(Anti Drug and Anti Pollution)	17/10/2018 and 20/03/2019	……	227, 205
2019	Forwarding of pending applications of regular teachers for promotion under career advancement scheme	May 2019	……	05
2019	Meeting to arrange funds for construction of seminar room/ activity room	May 2019	……	06
2019	Collection of feedback from all the stakeholders and to analyse the same	May 2019	……	300

2018	To Introduce student achievement section on college website	July 2018	……	1146
2019	As per NAAC guidelines IQAC prepared Student Satisfaction Survey performa	8 November 2018	……	12
2019	Convocation Function	16 April 2019	……	313
2019	Financial Support of Rs. 4400/- to University merit holders by Retd. Teacher Prof. Hans Raj Ji at the Annual Function of the College	17 April 2019	……	03
2019	Organisation of **"Two Days Workshop on Computer Knowledge"** for teaching & non-teaching staff.	3 June - 4 June 2019	……	70
2019	To Honour two University position holders of the College. Ms. Vaishali & Ms. Jaspreet Kaur at Annual Function.	17 April 2019	……	850
2019	Regular meetings of Internal Quality Assurance Cell (IQAC)	08 August 2018 05 November 2018 07 February 2019 04 May 2019	……	13

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Establishment of Anti Women Harassment Cell	July 2018	03	02
Beti Bachao Beti Padhao	December 2018 (NSS Camp)	125	95
Women Day Celebration	08/03/2019	156	103

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

- The college students are guided from time to time to Save Energy by switch off lights and fans before leaving the classrooms.
- The science students prepare projects on environmental issues such as air, water, soil and noise pollution, solid waste management, global warming, eco-system and bio-diversity.
- Environmental awareness campaigns like tree plantation beat plastic pollution and anti-pollution activities were organised by NSS/ NCC volunteers during this session.
- The paper reading contest and speech competitions are organised by the science departments during environment awareness campaign.
- The department of Botany and Zoology conducts field work and study tours to create awareness and conservation of bio-diversity among the students.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	01
Provision for lift	NO	-
Ramp/ Rails	YES	01
Braille Software/facilities	NO	-
Rest Rooms	YES	01
Scribes for examination	YES	01
Special skill development for differently abled students	NO	-
Any other similar facility (Wheel Chair)	YES	01

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
NIL	NIL	NIL	NIL	NIL	NIL	NIL

7.1.5 Human Values and Professional Ethics : NIL		
Code of conduct (handbooks) for various stakeholders : NIL		
Title	**Date of Publication**	**Follow up (maximum 100 words each)**
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics :

Activity	Duration (from-------to-------)	Number of participants
Swachhta Abhiyan	1 day (16/07/2018)	51
NSS Camp	7 Days (27/12/2018 to 02/01/2019)	154

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

- The College has a green and comforting environment. Care is taken to maintain plastic free campus. Various energy conservation strategies are adopted in the campus like minimal use of lights.
- The institute has well maintained Botanical garden, in which a large more number of plant species are added every year. Department of Botany monitors the campus beautification and keeps the campus eco-friendly.
- Tree plantation programme and Beat Plastic Pollution on World Environment day is organized by IQAC in collaboration with department of NSS and NCC. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
- IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
- Various energy conservation strategies are adopted in the campus like minimal use of lights, fans and AC.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link
Web Link: https://davcollegemalout.com/pages/best-practice

7.3 Institutional Distinctiveness :

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web link of the institution in not more than 500 words
Web Link: https://davcollegemalout.com/pages/institutional-distinctiveness

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

- Introduction of PG Classes, Vocational Courses and Honour Classes
- Hostel Facility for Girl students
- Transport Facility for students of nearby villages
- Fully computerized administrative and accounts office
- Fully automated library
- Online admission process
- To conduct more Faculty Development Programmes (FDP, Workshops & Seminars)
- Promotion of Research and Development in the College
- To Strengthen weak points pointed out by NAAC team

Dr. Megh Raj Goyal   Dr. Arun Kumar (Offg. Principal)

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Date:-

_____***_____

Annexure I

Abbreviations:

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

****