

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

Part – A

I. Details of the Institution

1.1 Name of the Institution

Jagdish Chandra DAV College

1.2 Address Line 1

Balagan Road

Address Line 2

City/Town

Dasuya

State

Punjab

Pin Code

144205

Institution e-mail address

jc dav _ dasuya @ yahoo . co . in

Contact Nos.

01883-286600, 286700

Name of the Head of the Institution:

Dr. Rajesh K. Mahajan

Tel. No. with STD Code:

01883-286600

Mobile:

09872986601

Name of the IQAC Co-ordinator:

Dr. Bhanu Gupta

Mobile:

09501076201

IQAC e-mail address:

iqacjcdav@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/53/A & A/04 dated 04-09-2010

1.5 Website address:

www.jcdavdasuya.com

Web-link of the AQAR:

www.jcdavdasuya.com/images/AQAR2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.11 on Four Point Scale	2010	Five years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

18/ 01 / 2011

1.8 AQAR for the year

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2012-13 submitted to NAAC on 25-06-2015
- ii. AQAR 2011-12 submitted to NAAC on 25-06-2015
- iii. AQAR 2010-11 submitted to NAAC on 25-06-2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science

1.12 Name of the Affiliating University (*for the Colleges*)

Panjab University, Chandigarh

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

Annexure-I

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Awarded a best teacher and a non-teaching staff member.
2. Monitored all significant academic activities in the college.
3. Celebrated student redresser Week (Oct 14, 2013 – Oct 21, 2013).
4. IQAC has been continuously encouraging the teaching departments to engage in research work and avail of the grants offered by the UGC under various heads.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure-II	Annexure-II

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Annexure-I

1. IQA Cell in collaboration with Department of Computer Science & IT organized a workshop on the topic “**MS Word**” on October19, 2013.
2. IQA Cell in collaboration with Department of English organised an institution level seminar on “**Quality Teaching**” on 10/05/14.

Annexure-II

Academic Calendar

Admission Schedule

	Without Late Fee	With Late Fee Rs.500/-	With Late Fee Rs. 1800/- and Permission of V.C.
B.A./B.Sc./B.Com./B.C.A./B.Sc.Biotech (I.II.III) Zoology IIM.Sc.IT Semester I and III, M.Sc. Physics II, M.Sc. Chemistry II M.Sc. Mathematics I & II M.A. English I & II M.A. History I & II M.A. Punjabi I & II, PGDCA	11.07.13 - 20.7.13	22.07.13 to 02.08.13	03.08.13 to 21.08.13
B.A./B.Sc./B.com./B.C.A B.Sc. Bio Tech-II,III, M.Sc.	16-07-13	--	--

M.A. Part II			
B.A./B.Sc./B.com/B.C.A. I, PGDCA, M.Sc./M.A. Part I	22-07-13	--	--

Teaching work will start from 16-07-13 and 22-07-13 in respect of ongoing classes and New Classes respectively.

Activity Schedule

Enrolment of cadets to NCC (All Wings) & NSS	Till August 31, 2013
Talent Search Competition for CCA	Till August 20, 2013
Enrolment of Players in various teams	Till August 31, 2013
Preparatory Holidays for Semester/Annual	As per University Notification
Exam 2013-2014	

Plan of Action

IQAC advised the various teaching departments to organize workshop/symposia for the students to sharpen their skills to raise their confidence level so that they are better placed for employability.

Achievements

As per the decision made in the meeting of IQAC regarding skill development of the students, the various teaching departments organized such seminars so that the students are more confident and better placed for employability.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	08	-	08	-
UG	05	-	03	-
PG Diploma	01	-	01	-
Advanced Diploma	01	-	-	-
Diploma	03	-	-	-
Certificate	04	01	-	-
Others		-	-	-
Total	22	01	12	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	8 (PG Courses only)
Trimester	-
Annual	14

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Annexure- III

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Annexure-III

Feedback from the employers (DAV College Managing Committee, New Delhi) is continuously communicated to the employees of the college by Principal through Administrative Office. Any issue requiring view of the employees is discussed in the meetings of advisory committee and staff council of the college. Any other issue related to particular staff members is discussed through Staff Secretary or in the meeting of staff council.

Feedback from the students is communicated either directly to the Principal or College Registrar or office superintendent or mentoring sessions of the students or scholars from or any other platform of the students. Feedback from the students regarding discipline is discussed in the Discipline Maintenance Committee headed by Prof-In-Charge Discipline Committee. Feedback regarding teaching learning process or university work or any other issue is addressed by the College Registrar with the help of College Principal. Feedback from the alumni association is taken care of by the Principal or the Advisory Committee of the College.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	23	08	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	38	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	00
Presented papers	07	35	00
Resource Persons	00	01	00

Annexure-IV

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Latest Audio Visual aids are used

2.7 Total No. of actual teaching days during this academic year

P.G – 218 U.G - 183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Open Book system is allowed in some examination on moral values.
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03	04	02
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NOTE: In addition to these, 2 faculty members are members of Academic Council, Panjab University, Chandigarh.

2.10 Average percentage of attendance of students

81.18%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A I	248	07	41	49	20	79.35
B.A. II	128	09	34	27	08	96.87
B.A. III	108	07	35	30	09	97.22
B.Sc(M/N.M) I	300	10	36	31	13	47.66
B.Sc(M/N.M) II	106	09	43	37	05	99.05
B.Sc(M/N.M) III	72	06	35	16	05	98.61
B.Com I	74	09	29	06	-	83.78
B.Com II	48	03	28	08	-	93.75
B.Com III	53	16	30	06	-	100
B.C.A I	41	08	19	-	-	80.48
B.C.A II	24	03	13	-	-	95.83
B.C.A III	34	07	27	-	-	97.22
B.Sc Bio-Technology(Hon s.) I	19	01	06	04	-	73.68
B.Sc Bio-Technology(Hon s.) II	12	02	07	-	-	100
B.Sc Bio-Technology(Hon s.) III	11	01	08	-	-	100
M.Sc.Zoology I sem	27	06	18	01	-	96.29
M.Sc.Zoology II sem	27	07	16	01	-	88.88
M.Sc.Zoology III sem	32	07	22	03	-	87.5
M.Sc.Zoology IV sem	32	08	18	02	-	100
M.Sc.I.T. I sem	37	26	34	-	-	91.89
M.Sc.I.T. II sem	34	15	17	-	-	100
M.Sc.I.T. III sem	40	15	23	-	-	90
M.Sc.I.T. IV sem	40	14	19	-	-	100

M.Sc. Physics I sem	44	07	25	10	-	79.54
M.Sc. Physics II sem	44	08	18	-	-	81.81
M.Sc. Physics III sem	44	07	29	05	-	90.90
M.Sc. Physics IV sem	41	05	31	-	-	100
M.Sc. Chemistry I sem	40	07	24	06	03	92.50
M.Sc. Chemistry II sem	38	06	29	-	-	97.36
M.Sc. Chemistry III sem	41	04	26	-	-	95.12
M.Sc. Chemistry IV sem	42	04	30	-	-	81.39
M.Sc. Mathematics I sem	25	-	04	04	-	32
M.Sc. Mathematics II sem	24	02	07	01	-	41.66
M.Sc. Mathematics III sem	20	-	05	08	-	45
M.Sc. Mathematics IV sem	20	-	05	03	-	75
M.A. English I sem	30	-	10	13	-	83.33
M.A. English II sem	26	-	02	18	-	76.92
M.A. English III sem	35	-	-	29	-	91.43
M.A. English IV sem	35	-	04	25	-	91.42
M.A. History I sem	26	-	-	10	-	34.48
M.A. History II sem	26	-	01	16	03	76.92
M.A. History III sem	30	03	14	04	-	76.66
M.A. History IV sem	29	-	08	06	01	58.62
M.A. Punjabi I sem	16	-	04	08	-	87.5
M.A. Punjabi II	15	-	03	13	-	93.33

sem						
M.A. Punjabi III sem	16	02	13	03	-	100
M.A. Punjabi IV sem	15	-	10	04	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Feedback from students, parents, employees, alumni is taken by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	05
Others	--

Annexure-V

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	10	00	10
Technical Staff	14	03	00	03

Annexure IV

Faculty attended International Level Conference/Seminar

1. Sh. Tarsem Lal attended an International Conference on Gandhi & His Philosophy in Contemporary World organized by Gandhian Studies Centre and PG Department of History, J.C.D.A.V. College, Dausya sponsored by UGC on 18-03-2014.

Faculty attended National Level Conference/Seminar

1. **Dr Rajesh Kumar** attended “**India-UK Seminar in Nuclear Physics at ISOLDE**” organized by Department of Physics, Panjab University Chandigarh during **22-24 January 2014**.
2. **Dr Rajesh Kumar** attended “**Accelerator users workshops and presented BTR-3 Proposal**” at IUAC, New Delhi held on 6th to 8th July 2013.
3. **Prof. Bhanu Gupta** attended **17th Punjab Science Congress** at Punjab Technical University, 14-16 February, 2014.
4. **Prof. Kamal Mehta** attended three days UGC Sponsored short term course on “*Advanced Workshop in Research Methodology and Statistics*” at ASC, GNDU Amritsar, 10-12 February, 2014.
5. **Prof. Sital Singh** attended one day workshop on **Shodh Ganga & Ant Plagiarism Software** organized by Bhai Gurdas Library, G.N.D.U. Amritsar.
6. **Sh. Tarsem Lal (Librarian)** attended a Seminar on Elsevier Library Connect Program held on 13th March 2014 at The Fern Residency Hotel, Chandigarh.

Papers Presented in International Level Conference/ Seminar

1. **Dr. Jaypinder Kaur Roop** presented a paper in UGC Sponsored One Day International Conference on **Mahatma Gandhi and His Philosophy in Contemporary World** organized by Gandhian Studies Centre and PG Department of History, JC DAV College, Dasuya; March 18, 2014.

2. **Prof. Rakesh Kumar** presented Paper in U.G.C Sponsored One Day International Conference **Mahatma Gandhi and his philosophy in contemporary World (March 18, 2014)** (J.C.D.A.V College Dasuya).
3. **Prof. Rakesh Kumar** presented Paper in U.G.C Sponsored One Day International Conference on **significance of Dr. Ambedkar's Ideology in Contemporary Punjab, March 20, 2014** . (J.C.D.A.V College Dasuya).
4. **Prof. Mohit Kumar Sharma** presented on Gandhi Today and His Views on Education in UGC Sponsored One Day International Conference on **Mahatma Gandhi and His Philosophy in Contemporary World** dated March 18th ,2014 at J.C. D.A.V. College, Dasuya.
5. **Prof. Sital Singh** presented a paper on **Non Violence & Mahatma Gandhi** in one day international conference organised by Gandhian Studies Centre and P.G Department of History, J.C.D.A.V. College Dasuya 18 March 2014.
6. **Prof. Kamal Mehta** presented a paper on **Gandhian thought in Modern India** in one day International Conference on **Mahatma Gandhi and His Philosophy in Contempory World** organized by Gandhian Studies Centre and P.G Department of History, JCDAV College, Dasuya, March 18, 2014.
7. **Prof. Tnu Mahajan** presented a paper on **Importance of Principle of Non violence in contemporary Era** in UGC Sponsored International conference on **Mahatma Gandhi and his philosophy in contemporary world** at JC DAV College, Dasuya, March 18, 2014.

Papers Presented in National Level Conference/ Seminar

1. **Prof. Bhanu Gupta** presented a paper on **Existence Result for solution of Nonlinear Fuzzy Functional Differential Equation with Impulse Effect**, National Conference on Recent Advancements in Mathematics, Beant College of Engineering and Technology, Gurdaspur, 1-2 February, 2014.
2. **Prof. Rakesh Kumar** presented a paper on **Emerging Trends in Basic & Applied Sciences**, Multidisciplinary National Conference Science Colloquium, D.A.V College Jalandhar, March 6-7, 2014.
3. **Prof. Rakesh Kumar** presented paper on **Issues in Contemporary India**, at ICCR National Conference and Research, Panjabi University, Patiala, May 25, 2014.

4. **Prof. Rakesh Kumar** presented paper on '**I. T. Tools & Techniques in Research**' at ICCR sponsored National Seminar at D.A.V. College Hoshiarpur, June 29, 2014.
5. **Dr. Jaypinder Kaur Roop** presented paper on '**Significance of Dr. Ambedkar's Ideology in Contemporary Punjab**' in UGC Sponsored One Day National Conference on Organized by Dr. Ambedkar Studies Centre and PG Department of History, Jagdish Chandra DAV College, Dasuya; March 20, 2014.
6. **Dr. Jaypinder Kaur Roop** presented paper on '**Emerging Trends in Basic & Applied Sciences**' at Multi Disciplinary National Conference (CSIR, DST, DBT Sponsored) Science Colloquium: Organized by DAV College, Jalandhar (Punjab) on March 6-7, 2014.
7. **Dr. Jaypinder Kaur Roop** presented paper on '**Recent Trends in Chemical & Environmental Sciences (RTCES-2014)**' at National Conference Organized by Department of Chemistry, Arni University, Kathgarh (Indora), Kangra (HP); February 27-28, 2014.
8. **Prof. Mohit K. Sharma** presented a paper on '**Dr. B.R. Ambedkar and Untouchability**', at UGC Sponsored One Day National Conference on Significance of Dr. Ambedkar's Ideology in Contemporary Punjab at J.C. D.A.V. College, Dasuya, March 20th, 2014.
9. **Prof. Mohit K. Sharma** presented a paper on **Data Mining Process** 2nd National Conference on Emerging Applications by St. Soldier Institute of Engg. Tech. & Management, Jalandhar, April 5th, 2014.
10. **Prof. Sital Singh** presented a paper **Indian Social Structure & Dr. B.R Ambedkar** one day National Conference Ambedkar Studies Center and P.G Department of History. J.C.D.A.V. College Dasuya, 20 March, 2014.
11. **Prof. Sital Singh** presented a paper on **Impact of Changing Student Population** in National Seminar Organized by M.M.D DAV College, Giddarbaha Sri Muktsar Sahib, 21 Jan, 2014
12. **Dr. Vinay Kumar** presented a paper on '**Harijan: A Viewpoint of Mahatma Gandhi**' in UGC sponsored National Seminar on Understanding Mahatma Gandhi: Issues and Challenges at DAV College, Amritsar, 30th October, 2013.
13. **Dr. Vinay Kumar** presented a paper on '**Ambedkarism in Punjab: The Past and the Present**' in UGC sponsored National Seminar on Contribution of Dr. Ambedkar at DAV College, Amritsar, 18th February, 2014.

14. **Dr. Vinay Kumar** presented a paper on ‘**Swami Dayanand for the Social Upliftment**’ in UGC sponsored National Seminar on Dilemmas of Modern times and Swami Dayanand at RK Arya College, Nawanshahr, 25th February, 2014.
15. **Dr. Vinay Kumar** presented a paper on ‘**Digging Historical facts: Exploring Various Dynamics of Historians and manuscripts as source Materials**’ National Mission for Manuscripts sponsored National Seminar on Awakening among people all through the lens of Manuscripts at DAV College, Jalandhar, 27th – 28th March, 2014.
16. **Dr. Vinay Kumar** presented a paper on ‘**Rediscovering Non Religious Legacy of the Sirhind: A Survey of its Royal Monuments**’ ICSSR sponsored National Seminar on Historical Perspective and Recent Trends of Tourism in Punjab at DAV College, Amritsar, 29th March, 2014.
17. **Dr. Vinay Kumar** presented a paper on ‘**Early Dalit Assertion in Punjab: The Study of Ad Dharm Mandal Report and its Significance**’ UGC sponsored National Seminar on Relevance of the Ideas of Dr. B R Ambedkar at Shanti Devi Mahila College, Dinanagar, 12th April, 2014.
18. **Prof. Deepak Saini** presented a paper on ‘**Effect of Environmental Pollution on Coming Generation**’ in National Conference sponsored by CSIR , DST , DBT held in D.A.V. College Jalandhar on 6-7-march- 2014.
19. **Prof. Deepak Saini** presented a paper on ‘**Gandhi ji & its Non Violence theory – Need of the Era**’ in the National Seminar organised in J.C.D.A.V. College , Dasuya on Mahatma Gandhi & His Philosophy in Contemporary World , sponsored by U.G.C on 18-3-20114.
20. **Prof. Kamal Mehta** presented a paper on ‘**Ethical issues on Genetically modified foods and crops**’ in ICMR Sponsored National Seminar on Realization of Bioethics in Medical and Biological Research Feb. 14, 2014.(Abstract Published in Conference Proceedings)
21. **Prof. Kamal Mehta** presented a paper on “**Vermicomposting**” at Multi Disciplinary National Conference (CSIR, DST, DBT Sponsored) Science Colloquium: Emerging Trends in Basic & Applied Sciences Organized by DAV College, Jalandhar (Pb.); March 6-7, 2014.
22. **Prof. Kamal Mehta** presented a Poster on ‘**Allergy Prevalence amongst teachers-the role of environmental factors**’ in two days National Conference on Recent trends in

chemical and environmental sciences (RTCES-2014) organized at Arni University, Kathgarh (H.P) Feb. 27-28,2014.

23. **Prof. Kamal Mehta** presented a poster on ‘**Conservation- need of the hour**’ in one day National seminar on Renewable energy resources at universal group of institutions, Lalru sponsored by PTU, Jalandhar, 29.10.2014.
24. **Dr. Rajesh Kumar** presented a paper on ‘**SCIENCE COLLOQUIM**’ in Multi-Disciplinary national conference organized by D.A.V. College Jalandhar, Punjab held on 6-7, March 2014.
25. **Dr. Rajesh Kumar** presented a paper on in national conference on recent trends in Chemical & Environmental Sciences (RTCES-2014) organized by Arni University Kathgarh, Indora Kangra (H.P.) during 27-28, Feb. 2014.
26. **Dr. Anil Kumar** presented a paper on ‘**Nuclear Techniques in Agriculture**’ in National Conference on Recent Trends in Chemical & Environment Sciences organized by Arni University held on 27-28 Feb. 2014.
27. **Dr. Anil Kumar** presented a paper on ‘**Generalized Hulthen Potential**’ in National Conference Science Colloquium organized by DAV College, Jalandhar held on 6-7 March 2014.
28. **Prof. Jagdeep Singh** presented a paper on Recent Trends in Cloud Computing & Communication, GNDU Regional Campus, Gurdaspur, 7-8 February, 2014.
29. **Prof. Tnu Mahajan** presented a paper on ‘**The role & function of Higher education within society**’ in national seminar on ruralisation to globalization challenging & changing trends in higher education at Mata misri devi dav college gididarwaha, 21.01.14.
30. **Prof. Tnu Mahajan** presented a paper 17th Punjab science congress at Ptu ,kapurthala, 14-16 feb 2014.
31. **Prof. Tnu Mahajan** presented a paper on **Drinking water quality assessment** in kala bahian region jal ,punjab in National Conference Science Colloquium Emering trends in basic and applied sciences at DAV Jalandhar 6-7 March 2014.
32. **Prof. Tnu Mahajan** presented a paper on **Dr Ambedkar and his fight for untouchability** in UGC Sponsored National conference on significance of Dr Ambedkar ideology in contemporary Punjab at JCDAV College Dasuya 20 .03.2014.
33. **Prof. Amit Sharma and Bhanu Gupta** presented a paper on **Fish Harvesting Management Strategies at Pong Lake using Logistic Growth Model** in 17th Punjab Science Congress 14-16 February 2014 organized by PTU, Kapurthala.

34. **Sh. Tarsem Lal** presented a paper on **The Role of Digital library in India** at Panjabi University, Patiala organized by ICCR (Indian Council of Contemporary Research), Patiala on 25th May, 2014.
35. **Sh. Tarsem Lal** presented a paper on **Dr. Ambedkar's life and ideology** in the U.G.C. Sponsored One Day National Conference on Significance of Dr. Ambedkar's Ideology in Contemporary Punjab, March 20, 2014 organized by Dr. Ambedkar Studies Centre & PG Department of History by J.C. D.A. V. College, Dasuya.

Resource Person

1. **Dr. Vinay Kumar** from Department of History acted as a resource person in UGC sponsored National Seminar on **Rediscovering Roles and responsibilities of Intelligentsia in Modern World: A critique of Swami Vivekanand's Ideas** on 24th March, 2014 at R. K. Arya College, Nawan Shahr.

Annexure V

1. **Prof. Deepak Siani** attended UGC sponsored Refresher Course in **Environmental Science** from 8-2-14- to 28-2-14 organised by Academic Staff College, University of Jammu, Jammu.
2. **Dr. Anil Kumar** attended a refresher Course in Experimental Physics at PU Chandigarh.
3. **Prof. Tnu Mahajan** attended a Refresher course at GNDU from May 15- June 6, 2014
4. **Prof. Amit Sharma** attended DST sponsored FDP-cum-Workshop on **"Numerical & Computational Techniques in Engineering"** from May 19-25, 2014 organized by DAVIET, Jalandhar.
5. **Prof. Bhanu Gupta** attended UGC-sponsored Winter School (Equivalent to Refresher Course in Mathematics) at Punjab University, Chandigarh from 04/12/2013 to 24/12/2013.
6. **Prof. Rakesh Kumar** attended ICCR sponsored **Short Term Course in Research Methodology** 23rd to 30th June, 2014 (D.A.V. College Hoshiarpur).

7. **Prof. Vinay Kumar** attended ICCR sponsored **Short Term Course in Research Methodology** 23rd to 30th June, 2014 (D.A.V. College Hoshiarpur).
8. **Sh. Tarsem Lal** (Librarian) attended ICCR sponsored **Short Term Course in Research Methodology** 23rd to 30th June, 2014 (D.A.V. College Hoshiarpur).
9. **Prof. Sital Singh** attended a GOC-95 at GNDU Amritsar from 13/05/2014 to 09/06/2014.

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Framed research monitoring and proposal assessment committee.
2. Motivated staff members to apply for research projects and to organise research programmes in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	--	--
Outlay in Rs. Lakhs	--	47,83,400/-	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	--	--
Outlay in Rs. Lakhs	2,67,000/-	1,70,000/-	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	01	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

Annexure V

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
-----------------------	---------------	----------------------------	------------------------	----------

Major projects	01	UGC	8,56,800	4,98,000
	01		6,75,000	2,17,000
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			15,31,800	7,15,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

Annexure VI

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	01	01			02
Sponsoring agencies	UGC	UGC			--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations
International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NIL						

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events: 90

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="21"/>		
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="08"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Tree Plantation program was organised by NSS on 17th September, 2013.
- Aid Awareness program was organised in collaboration with Science City, Kapurthala.

ANNEXURE-V

Research Papers Published in Peer Reviewed International Journals

- 1. Prof. Bhanu Gupta** with Sanjay K. Srivastava published a paper on ‘**Strict stability of Fuzzy Differential Equations with Impulse Effect**’ in International Journal of Mathematical, Computational, Physical and Quantum Engineering, Vol.7, No.5 (2013) 547-551.

2. **Prof. Deepak Saini** published a paper on “**In –Vitro Antimicrobial Activity of Indian medicinal Plants Vancomycin-resistant Enterococci**” in International Journal of Scientific & Technical Development, Volume 1 Issue 1 (2014) 39-43.
3. **Rajesh Kumar and Girish Kumar** with Ahmad Umar published a paper on **ZnO Nano-Mushrooms for photocatalytic degradation of methyl orange** in Material Letters, 97, 100-103 (2013).
4. **Dr. Girish Kumar** with S. Chauhan, Kundan Sharma, D. S. Rana and A. Umar published a paper on **Volumetric and Conductance Studies of Cetyltrimethyl Ammonium Bromide in Aqueous Glycine** in J. Solution Chemistry (2013) 42:634–656.
5. **Dr. Girish Kumar** with Suvarcha Chauhan, Kundan Sharma, Kuldeep Kumar published a paper on **A Comparative Study of Micellization Behavior of an Ethoxylated Alkylphenol in Aqueous Solutions of Glycine and Leucin** in J. Surfact. and Deterg, 17 (1), 161 (2013).
6. **Dr. Girish Kumar, P. Rani, Anil Kumar and Rajesh Kumar** published a paper on **Photodegradation of Congo Red dye with ZnO Nanohexagons**, Arni Uni. Int. Jour. 2(2), 109, (2013).
7. **Dr. Vinay Kumar** published a paper on ‘Historical Analysis of Dalit Assertion in Punjab: A Study of Ad Dharm Mandal Report’ in International Journal of Research (IJR), Vol-1, Issue-4 May 2014.
8. **Prof. Sital Singh** published a paper on **Bhagat Kabir Bani De Pronoun Shabawali: shreyni verto te parkaraz’ VISION’** in an International Journal of Humanities of Management, Vol. 1 ‘Issue 1 Feb 2014.

Research Papers Published in Peer Reviewed National Journals

1. **Prof. Bhanu Gupta** with **Sanjay K. Srivastava** Published a paper on, **Existence of Nonlinear Fuzzy Differential Equations with Impulses**, in Journal of The Indian Mathematical Society, Vol. 80, Nos. 3-4 (2013), pp. 373-384.

ANNEXURE-VI

Books Published

1. **Prof. Rakesh Kumar** published a Book titled ‘**Tangent Bundles in Differential Geometry**’, First World Publication, Patiala, 2013.
2. **Dr. Vinay Kumar** published an edited a Book titled **Gandhian Perspectives – I (Ed.)**, **Twenty First Century Publications, Patiala, 2013** ISBN No. **978-93-80144-34-4**.
3. **Dr. Vinay Kumar** published an edited a Book titled **Promotion of Ethics and Human Values: Issues Challenges and Perspectives (Ed.)**, **Twenty First Century Publications, Patiala, 2013** ISBN No. **978-93-80144-41-2**.

Book Chapters

1. **Dr. Vinay Kumar** published a chapter titled “**Maharishi Swami Dayanand ji ate unha di Ranitik Vichardhara** in Book titled **Relevance of Swami Dayanand Saraswati in the Contemporary World**, **Twenty First Century Publications, Patiala, 2013**.
2. **Sh. Tarsem Lal** published a chapter titled **Marketing of Information Products and Services in the Digital Era** in a book published by ICCR.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 Acres	--	--	
Class rooms	31	06	Resources Created by College	37
Laboratories	19	04	Resources Created by College	23
Seminar Halls	--	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

Semi- automated Library and Administrative Office

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6963	413697	852	97840	7815	511537
Reference Books	7308	185086	76	38010	7384	223096
e-Books	97000					
Journals	17	10375	10	30000	27	40375
e-Journals	3300					
Digital Database	NIL					
CD & Video	200		30		230	
Others (specify)	4020					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	06 labs with networking , facility of multimedia Projector.	09 Teaching department and Library have facilities of Internet connection	02 Browsing Centres with the facility of Printer and Scanner	0	Semi-Computerized	09 Teaching Departments have facilities of Computers and Internet connection	Networking Resource Center, carrier counselling cell and Gandhian and Ambedkar study centres have facility of internet.
Added	13	01	--	--	--		09	
Total	193	07	09	02	0			

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The Department of Computer Science & IT organizes annual workshops for the staff, both teaching and non-teaching, of the college to upgrade their soft skills and provides need based regular guidance to them. Also internet access is available to all the teaching departments. There are dedicated browsing centres for the students in the computer lab and library. The administrative office and accounts office are semi-automated.

4.6 Amount spent on maintenance in lakhs :

i) ICT

9.50

ii) Campus Infrastructure and facilities	26.50
iii) Equipments	1.30
iv) Others	17.02
Total :	54.32

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various teacher incharges of different support services on the recommendations of IQAC organize mentoring sessions and class room visits to enhance student awareness about support services. NCC /NSS Officers make the students aware about benefits of joining NCC/NSS and motivate them to join through clsroom visits. Student Help Desk organizes mentoring sessions at the beginning of the session about rules and regulations of College /University and various Student Support Services. Dean EMA organizes Talent Hunt Programme for the various cultural events for the students in the month of August/September to give a chance to the students to come out with their talent, participate in the event and finally get short listed in various teams who are to participate in various cultural competitions at Zonal/University and Inter Varsity level.

5.2 Efforts made by the institution for tracking the progression

The college makes earnest effort at every level through counselling and advertisement to ensure that maximum students may get benefit from the Support Services offered by the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1544	557	NIL	NIL

(b) No. of students outside the state

87

(c) No. of international students

NIL

Men	No	%	Women	No	%
	931	44.31%		1170	55.69%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1411	261	NIL	194	NIL	1866	1419	333	4	345	NIL	2101

Demand ratio varies from class to class **Dropout %** - 3.29%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for competitive examination is organized by Gandhian and Ambedkar study centres.

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

Career guidance and counselling is provided by the Placement Cell to the final year students of various programmes.

No. of students benefitted

0

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	52

5.8 Details of gender sensitization programmes

A lecture on Women Foeticide was organised by NSS department of the college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	193	6,64,993
Financial support from government	163	Directly sent to students bank account
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

21st century is an era of knowledge society. Knowledge and educated people are the resource of development. Society depends on institutions which create and disseminate knowledge and educate the people. Knowledge is imparted in higher educational institutions. Realizing this, the Arya Samajists of Dasuya town under the able guidance and leadership of Pt. Jagdish Chander Sharma, conceived a vision to empower the youth of this backward area through education to dispel ignorance and promote knowledge which is also one of the principles of Arya Samaj. The college came into existence in 1971 as a small sapling which the passage of time has grown into a blossoming garden. The vision of this upcoming institution of the backward kandi area is

- To make students professionally skilled, academically sound and vocationally trained to face the global challenges and to be economically self sufficient to earn for the sustenance of life.
- To provide an atmosphere for an all round personality development to the students. So that after completing their education, they may prove an asset for the modern and progressive society.
- To enable the youth to be a bridge between the extremes. i.e. individual and collective, traditional and modern, national and cosmopolitan realism.

MISSION

The mission is to convert the goals and the objectives into reality through constant sincere efforts, undertaking all projects and programs, facing all challenges, to enable the youth to be fully enlightened, empowered, skilled and a confident entity for the society and the nation.

- The college aims to blend the traditional Vedic Education with the modern technological advancement thus enabling the students to lead an exemplary life personifying the rich unique cultural, ethnic and global values enshrined in the rich heritage of India.
- In order to meet the emerging global needs, this college is developing as a leading science college of the area imparting advance education in all streams, especially science and information technology.

6.2 Does the Institution has a management Information System

Yes, the college has a MIS in place using Email and telephone.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum Development is undertaken by the affiliating University. The various teaching departments forward their inputs through the faculty members who are nominated as members of board of studies by the University.

6.3.2 Teaching and Learning

The college provide infrastructural and technical support to improve teaching learning process as required by various departments.

6.3.3 Examination and Evaluation

The college follows the rules and regulations regarding examination and evaluation as per Panjab University, Chandigarh.

6.3.4 Research and Development

The college administration actively and financially supports research and development by encouraging the faculty to participate/present papers in seminars / conference / workshops. The college also encourages various departments to organize such events.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has semi-automated Library having a number of Journals, E-Journals and Reference Books besides a large number of Text Books. It is open from 9.00 a.m. to 4.30 p.m.

All the teaching departments have internet access to augment the knowledge of the faculty members. All the science departments have well equipped laboratories.

The College Administrative Office and Accounts Office are also fully updated.

6.3.6 Human Resource Management

The College Administration has created a number of offices such as Office of the Registrar, Prof-In-charge Administration, College Bursar, Prof-In-charge Building, Prof-In-Charge Electricity, Secretary Staff Council, teacher representative in Local Managing Committee and Amalgamated Fund. Senior most teachers are appointed on these posts for a period of two years on rotation basis. This gives an exposure to the faculty members to gain valuable management experience. The college also appoints Controller of Examination and Hostel Warden on rotational basis. All these offices facilitate the College Principal in smooth functioning of the college.

6.3.7 Faculty and Staff recruitment

Permanent faculty is recruited by DAV College Managing Committee, New Delhi after duly notifying the vacant posts in a number of national / regional newspapers as per the eligibility conditions laid down by UGC/University. The temporary faculty is recruited on adhoc basis at the college level after following the procedure laid down by the University.

6.3.8 Industry Interaction / Collaboration

The students of some science departments visit Industry/companies and university Laboratories as per the requirement of the curriculum or to complete their project work.

6.3.9 Admission of Students

Admission of students to M.Sc Physics, Chemistry and Zoology is made on the basis of entrance test conducted by affiliating Panjab university, Chandigarh and other post graduate courses, B.Com, BCA, B.Sc (Bio-tech) is done purely on merit basis. Admission of students to BSc (Medical), BSc (Non-Medical), BA is open to the students satisfy minimum eligibility conditions.

6.4 Welfare schemes for

Teaching / Non teaching / Students	<p>The medical facility is available in the College Health Centre to all the staff members, both teaching, non teaching and to all the students.</p> <p>Moreover an arrangement in the nearby hospital is also made in case of emergency.</p>
------------------------------------	---

6.5 Total corpus fund generated

Rs. 40,26,239/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	Yes	Staff Council of the college
Administrative	No	---	Yes	Principal, Vice-Principal and

				Registrar
--	--	--	--	-----------

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester system has been introduced in all the under-graduate and post-graduate programmes.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University is helpful to the affiliated colleges interested in the status of autonomous institution.

6.11 Activities and support from the Alumni Association

A function of Alumni Association named Alumni meet is conducted every year to take suggestions to improve the functioning of the college. It also helps to strengthen the placement cell of the college.

6.12 Activities and support from the Parent – Teacher Association

Regular feedback is obtained from the parents by the offices of Principal and College Registrar. Their views help the institution to improve teaching-learning - process and overall discipline in the college.

6.13 Development programmes for support staff

The Support Staff is provided uniform and financial assistance in case of any emergency by the college.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Solar lights are installed in the college campus to save valuable energy.
- Water harvesting plant is installed in the college campus to recharge the under water level.
- Tree plantation function is organised from time to time to make the earth clean and green.
- Pollution free and noise free generators are installed in the college campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Post Graduate students of the college are provided passwords of access NLIST.
Teachers after attending Refresher/Orientation course give presentation to staff.
Practical training of language is imparted to the students of English in Language Lab.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Most of the points listed in the agenda in the first quarter meeting of the current year of IQAC are fulfilled.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Annexure-VII

7.4 Contribution to environmental awareness / protection

Students of under-graduate classes study the subject of Environmental Studies. Also the department of NSS organizes seminars/rallies for environment protection. All this enlightens the students about clean environment.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Swot Analysis

Strength

- Experienced and dedicated staff
- Research oriented staff

Weakness

- Limited availability of the space and infrastructure
- Lack of funds
- Students from backward regions

Opportunity

- There is a good opportunity for the college to start UGC funded skilled development courses.
- There is great scope for the teachers to avail of UGC funded research projects.

Threat

- More and more students opting for professional colleges
- Threat from mushrooming of new institutions

8. Plans of institution for next year

- To organise conferences and seminars and other research related activities.
- To introduce more smart class rooms in the college.

Annexure-VII

The two best practices observed by the college are:

- **Decentralization of administration**
- **Autonomy to the teaching departments**

Decentralization of administration

Goal

Administration has been completely decentralized in the college by the creation of following offices

- Registrar
- Dean Examination and Programming
- Bursar
- Dean EMA
- Dean Building

in order to achieve the following objectives:

- (i) To make Principal free from his routine paper work and provide him ample time and energy to concentrate on formulating policies and strategies for the development of the institution
- (ii) To provide opportunity to the faculty members to have administrative experience and contribute their expertise in the working of the college

Context

Administration in the college has been decentralized by the creation of following offices:

Registrar
Dean Examination and Programming
Bursar
Dean EMA
Dean Building

These posts have been created for a period of two years and any faculty member with at least two years of experience can apply for these posts and the appointment is made on the basis of rules passed by staff council in the college. These posts were created for democratic and transparent functioning of the college since most of the workload of the college administration has been divided into these offices.

These offices help the Principal to engage with various bodies like affiliating university regarding starting of new courses/ addition of new unit in a particular programme/ issues relating to faculty improvement programme/any other issue, DPI colleges (Punjab) regarding fixation of salaries of staff members and timely release of grants and UGC and other related research granting agencies for the submission of applications and release of grant for development of infrastructure, purchase of equipment for Science Labs and development of facilities for co-curricular and extra-curricular activities.

Practice

As regarding the functioning of this practice, the college undertakes the following action programmes:

The college registrar discharges the following functions:-

- To organize orientation programme for new faculty members regarding polices of the institution
- To organize mentoring programme for the students of first year / semester of all programmes
- To conduct college convocation and Prize Distribution Function
- To address the queries of the students regarding any university work/attestation of documents/fee concession
- Attestation of university examination form of the students

The Bursar of the college helps the administration in formation of annual budget of the college and monitoring the outflow of funds.

Dean Building is responsible for construction /maintenance/ upkeep of infrastructure of the college. He is also responsible for providing uninterrupted power supply and safe drinking water in the college.

Dean Examination and Programming helps to frame time table of all the classes and is responsible for holding terminal examination.

Dean EMA of the College organizes talent search programmes to explore co-curriculum potential of the students and conducts various cultural activities of the college. He also prepares the students for participation in youth festival at university / state / national level.

Evidence of Success

This practice has helped the college as follows:-

- It has helped in providing effective and transparent administration
- It has provided faculty members to gain valuable administrative experience
- It has inculcated a sense of responsibility among the faculty members
- It has helped the faculty members to develop leadership quality

- It has helped the students in the redressal of their problems
- It has helped in maintenance of discipline in the college
- It has helped the Principal to devote his energy to more constructive works
- It has provided forum of office bearers to the Principle to hold consultations on policy matters/any emergent issue

Problems Encountered & Resources Required

Through the practice of this policy did not encounter any significant problem, yet various problems faced and rectified are as follows:-

Since appointments to these offices were made on the basis of seniority, so the junior staff members felt left out. It was amicably resolved that posts of Prof-in-Charge Building & Prof in-Charge Electricity may be left for the Junior staff members. The appointment of the junior staff is made as per the well-defined rules framed by the staff council.

The other minor problem encountered in this practice was distribution of duties in various offices and it has been well settled by the staff council.

Office bearers are paid nominal allowance of Rs.1000 per month. Hence not much of finance is involved in it.

Autonomy to the teaching Departments

Goal

Complete autonomy is provided to the teaching departments in order to:

- Provide involvement of all the faculty members in the functioning of the college
- Evaluate workload and provide allocation of faculty members of the departments
- Hold departmental meetings to devise strategy to handle new curriculum
- Forward views of the members on any curriculum designing through their representative on the board of studies in their subject at the university
- Brief the HoD about the view of the members of the department on any policy matter to be discussed in staff council meeting
- Guide the new faculty members in improving their teaching learning process
- Appoint co-ordinators for each course/ programme
- Organize co-curricular activities of the departments

Context

In the beginning, the departmental allocation and all issues concerning the teaching departments were decided by the Principal of the college. This led to a few favourable teachers being always allotted the main classes. This led to frustration and ill-will among the teachers. It was, therefore, decided that the allocation of the workload of all the faculty member be decided by the

concerned HoD in consultation with other members of the departments in the departmental meetings. Also the various teaching departments have the liberty of organizing various curricular/co-curricular activities like seminar / conference / workshop.

Practices

The implementation of this practice is observed as follows:

The HoD of each teaching department convenes a meeting of the department before the summer break to finalize allocation of the members of the department for the next academic session

The various teaching departments assign the responsibility to different members of the department for the preparation of schedule of work for different programmes

The various teaching departments finalize academic and co-academic calendar of the activities of their departments

The class coordinators monitor the uniform completion of syllabus as per schedule of work

The departments also organize guest lectures / seminars /workshops for interaction with scholars of their subjects

Evidence of Success

This practice has helped the college as follows:-

- It provides equal opportunities to all the members of the departments in the allocation of work load since allocation is made on the basis of rules framed by the teaching departments
- It has helped in creative mutual trust among the members of the departments
- It has helped the Principal also to focus his energy more on developmental activities of the college and discuss only policy matters regarding working of the department with the HoDs
- It has inculcated a sense of responsibility among the members of the departments to work as a team to organize departmental activities like quiz contests/ guest lectures/workshops to improve teaching learning process

Problems Encountered & Resources Required

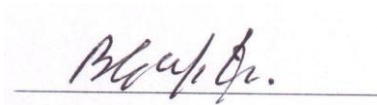
Since this practices was introduced to democratized the functioning of the teaching departments, no major problems were observed in the implementation of this practice. But every policy has its own p's and q's. A few minor problems encountered in the implementation of this practice are as follows:-

- Since allocation is made as per the norms laid down by the department so no alternation can be made even if better options are available to teach particular subject

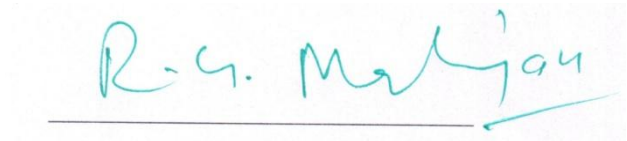
- Since decisions in the departments are made on the basis of majority so sometimes some teachers develop a partial behaviour towards some colleagues

Name: Dr. Bhanu Gupta

Name: Dr. Rajesh K. Mahajan



Handwritten signature of Dr. Bhanu Gupta in black ink, written over a horizontal line.



Handwritten signature of Dr. Rajesh K. Mahajan in blue ink, written over a horizontal line.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
