

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SESSION 2012-13

D.A.V. COLLEGE, SADHAURA

ACCREDITED WITH GRADE B+ BY NAAC

(Estd. 1968)

SUBMITTED TO:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

**The Annual Quality Assurance Report (AQAR) of the IQAC
Year: 2012-13**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	D.A.V. COLLEGE, SADHAURA
1.2 Address Line 1	SADHAURA
Address Line 2	YAMUNA NAGAR
City/Town	SADHAURA
State	HARYANA
Pin Code	133204
Institution e-mail address	dav_dav2007@rediffmail.com
Contact Nos.	01735-271230
Name of the Head of the Institution:	Dr. Ranpal Singh
Tel. No. with STD Code:	01735-271230

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)EC/32/190 dated 17-05-2004

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77.70	2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC:
DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)

1.8 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 2010-11
- ii. AQAR 2011-12

1.9 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

(e. g. 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.B. Com. Vocational (Computer Application),
BCA and PGDCA

1.11 Name of the Affiliating University (for the Colleges)

Kurukshetra University,
Kurukshetra

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

Autonomy by State/Central Govt. / University	N. A.		
University with Potential for Excellence	N. A.	UGC-CPE	N. A.
DST Star Scheme	N. A.	UGC-CE	N. A.
UGC-Special Assistance Programme	N. A.	DST-FIST	N. A.
UGC-Innovative PG programmes	N. A.	any other (<i>Specify</i>)	N. A.
UGC-COP Programmes	N. A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	01
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text"/>

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Regular monitoring of existing programmes
- To apply for new UG course in Science Stream as B.SC. Non Medical in self finance
- To apply for new PG Courses namely; M. Com and M. A. English in self finance
- To give innovative ideas for making NCC/NSS and other fora/clubs/societies more effective
- To review the results of each department and suggest measures for improvement in results
- To organise remedial Coaching classes for weak students
- Suggestions of various programmes for making teaching and learning more effective by using ICT
- Preparation of AQAR

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

To strengthen Remedial classes for slow learners	Remedial classes were organized for slow learners and the students belonging to SC/BC students round the year
To organise Seminar/Conferences in the college	Two national level seminars in the subject of Hindi and Political Science were applied to UGC but were not sanctioned to the college
To apply for new UG and PG courses in self financing from next session	Applications were sent to KUK and DGHE for according sanction for B. Sc. Non Medical, M. Com and M. A. English
Class furniture may be increased	Furniture to accommodate almost all students has been provided
Change of College electricity connection from rural to urban feeder	For this purpose one transformer was purchased and installed

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

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				
UG	04		02	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	05		03	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04(UG)
Trimester	NIL
Annual	01 (PG Diploma)

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

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

**Please provide an analysis of the feedback in the Annexure*

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

Syllabus as per Kurukshetra University, Kurukshetra

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	03	07	NA	

2.2 No. of permanent faculty with Ph.D.

04

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
---	07	NA		NA				---	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		05	
Presented papers		03	
Resource Persons			

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

- Teacher's study material is shared with students
- Establishing the session plan for subject well before the commencement of each semester along with the course and outs which are made available to all students on the start of academic year
- Teaching faculty and students are encouraged to use latest technology such as internet in the teaching learning process

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

160 days

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

KUK norms are followed regarding exams/evaluation

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Nil	Nil	Nil
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2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise Distribution of pass percentage: (List Attached)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

- Members of IQAC interact with the faculty, other staff members and students regularly.
- Regular class tests are conducted and record is also maintained to look at the progress made by each student.

2.13 Initiatives undertaken towards faculty development

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

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	06	03		06
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty members to register for Ph. D.

Faculty members are also motivated to present papers in various seminars/conferences and to get their papers published

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		06	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

One book was published with ISBN 978-93-81465-15-8

ii) Without ISBN No.

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					
Sponsoring agencies					

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

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	Nil

3.16 No. of patents received this year

	Granted	
Commercialised	Applied	Nil
	Granted	

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	Nil	Nil	Nil	Nil	Nil	Nil

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

Nil

Nil

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

Nil

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

JRF Nil

SRF Nil

Project Fellows Nil

Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil

National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="01"/>
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="01"/>
		Any other	<input type="text" value="02"/>

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

- Cleanliness drive
- Dental Hygiene Check up Camp
- Providing books to needy students
- Congress grass removal campaign to clean area surrounding the college

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	8Acres			8Acres
Class rooms	12		Mgt.	12
Laboratories	02	03	Mgt.	05
Seminar Halls	01		Mgt.	01
No. of important equipments purchased (≥ 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

Well stocked, fully computerized, Library with internet facility Subscription process UGC.N-List
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24904	1862808.54	233	49084	25137	1911892.54
Reference Books						
e-Books						

Journals& Magazines	21						
e-Journals							
Digital Database							
CD & Video							
Others (Newspapers)	08						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing		02	10					
Added								
Total								

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

Networking is in working mode

4.6 Amount spent on maintenance in lakhs:

i) ICT	Nil
ii) Campus Infrastructure and facilities	953657
iii) Equipments	133354
iv) Others	
Total:	1087011

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Special Lectures were organised by Career Guidance cell for enhancing career related awareness of the students, organisation of coaching classes for slow learners, regular display of information on notice boards, organisation of special activities under women cell for girl students, grievance redressal cell

5.2 Efforts made by the institution for tracking the progression

- Regular class tests are conducted and performances of different tests of each student are compared. This gives an idea about the progress made by each student.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
811	Nil	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	454	56		357	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
376	154		381		911	307	151		352	01	811

Demand ratio

Dropout % 11.71

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

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Cuttings from newspapers showing vacancies advertised are displayed on notice boards from time to time and the students are also encouraged to apply for the same.
- Students are also motivated to learn extra skills for getting eligible for the careers they wish to achieve.

No. of students benefitted

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

5.8 Details of gender sensitization programmes

Women cell conducts workshop every year.
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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	12	32238
Financial support from government	103	596424
Financial support from other sources		
Number of students who received International/ National recognitions		

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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

DAV College, Sadhaura, envisages a society that ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities. Besides, the institution aims at empowerment through higher education to all strata of society.

Mission

- To provide quality education to all irrespective of caste, creed and socio-economic status.
- To facilitate the overall development of students, to inculcate ethical values and to produce dynamic and able minded youth.

6.2 Does the Institution has a management Information System

- Regular information is sent to management about the latest achievements of the college.
- Management takes note of the progress made by the college during the governing body meetings held from time to time.

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

6.3.1 Curriculum Development

- Organization of special lectures by experts to enhance the understanding of the students about various topics covered in their syllabus.
- Subject related activities like quiz, declamations etc. Are also organized from time to time.

6.3.2 Teaching and Learning

- Class tests are conducted to evaluate the performance of students.
- For learning students are motivated for more use of library.
- Special classes for slow learners.
- Continuous monitoring of results by the Principal.

6.3.3 Examination and Evaluation

In this regard Kuruskhetra University is the sole authority for implementation of reforms.

6.3.4 Research and Development

- The faculty is encouraged to go on research activities by participating in various national and international level seminars.
- The college encourage the staff to pursue Ph. D. Degree from any recognised university.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computerised library
Smart Class room facilities
Regular updating of physical infrastructure

6.3.6 Human Resource Management

The college makes strenuous efforts to attract, retain and nurture best faculty in each department. The college provides full opportunity to all faculty members to give their best in teaching by providing them latest tools.

6.3.7 Faculty and Staff recruitment

The college has two kinds of staff:

1. Sanctioned posts: To fulfil the vacancy against sanctioned posts both in teaching and non teaching, a structured process is followed as per Haryana Government and KUK norms.
2. Non Sanctioned Posts: The governing body of the college has constituted a recruitment cell to fulfil the vacant positions both in teaching and non teaching categories.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

At the start of the session, counselling desk is put up by each faculty to give first hand information to admission seekers.

6.4 Welfare schemes

Teaching	<ul style="list-style-type: none"> • Advance against salary • Loan against provident fund if needed
Non teaching	<ul style="list-style-type: none"> • Advance against salary • Loan against provident fund if needed
Students	Fee concession Provision of payment of fee in instalment Provision of scholarships other than Govt

for

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KUK	Yes	IQAC
Administrative	Yes	Haryana Govt	Yes	IQAC

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

Computer training to all, Participatory contribution in various committees as members

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

The college has taken various initiatives to make the campus environment-friendly. These are:

- The class-rooms are airy and allow sufficient daylight to enter so that minimum artificial lighting is required during daytime. Moreover, roofs are high and walls are well insulated which keep the rooms naturally cool.
- Dustbins are placed at various places in the college.
- Special care is taken to increase green cover in the campus as trees are planted on Van Mahotsava and on various other occasions.
- The incandescent bulbs and tube lights have been replaced by energy efficient CFLs.
- The entire college has been declared a No-Smoking Zone.

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.

The institution imparts skill development to enable students to get secure and sustained challenging jobs. The institution provides adequate games and sports facilities to the students

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

In order to solve the electricity problem of the college, plan to shift the electricity connection of the college from rural feeder to urban feeder was successfully initiated and completed.

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

- A blood donation camp is organized every year in the college and students are encouraged to donate blood. Moreover, the college is a member of the Red Ribbon Club run by Red Cross Yamuna Nagar which is actively involved in spreading AIDS awareness to society.
- The college provides bus facility to girl students so that no girl student from nearby areas remains devoid of education due to lack of transport.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Tree plantation is done by the students

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

1. The institution has completed 44 years of existence-it has a rich cultural heritage.
2. **The institution was reaccredited with B+ Grade by NAAC.**
3. Excellent overall infrastructure with well qualified and dedicated faculty.
4. Rich library with books on diverse fields.
5. Most of the programmes are interdisciplinary and involve the collaboration of different departments.
6. Organising Social Welfare programmes like Blood Donation Camps, Drug De-addiction Campaigns, Lectures on Women Empowerment, Inter college competitions etc..
7. Bi-lingual teaching methods as many students are from rural background and lower economic strata.

Weaknesses:

1. Less participation in activities related to Research and Consultancy.
2. Higher fee structure as compared to nearby Government College.
3. Low skill levels among students as they are from rural background.
4. Career Guidance and Counselling cell needs to be strengthened.

Opportunities:

1. Need for introduction of more career oriented courses.
2. Need to have more smart class rooms and enhancing the use of ICT.
3. Creating more industry-institution linkages.
4. Computer orientation class for students of outgoing classes.

Challenges:

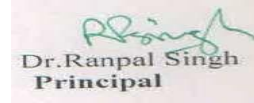
1. Developing soft skills among students.
2. Encouraging research aptitude and scientific temper among the students.
3. Mushroom growth of professional institutions around the city pose a challenge to the student strength.

8. Plans of institution for next year

- Conduct of faculty improvement programmes for teachers and workshop for students
- Increase in the use of internet in the campus
- Promotion of teacher research incentive and recognition schemes
- To introduce new UG course in Science and PG courses in Commerce and Arts
- Creation of science labs



Name: Dr. Ankeshwar Prakash
Associate Professor of Commerce
Signature of the Coordinator, IQAC



Dr. Ranpal Singh
Principal

Signature of the Chairperson, IQAC

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