

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SESSION 2011-12

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: 2011-12**

Part – A

I. Details of the Institution

1.1 Name of the Institution

DAV College Sadhaura

1.2 Address Line 1

DAV College 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:

91-9416038775

Name of the IQAC Co-ordinator:

Dr. Anakeshwar Prakash

Mobile:

91-9416026494

IQAC e-mail address:

ankeshwar.prakash@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

EC/32/190 dated 17-05-2004

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)*

1.5 Website address:

www.davcsadhaura.com

Web-link of the AQAR:

http://davcsadhaura.com/aqar/

1.6 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				

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

9-11-2009

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

2011-12

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 --2010-11

1.10 Institutional Status

University	State		
Affiliated College	Yes	<input checked="" type="checkbox"/>	
Constituent College	No	<input checked="" type="checkbox"/>	
Autonomous college of UGC	No	<input type="checkbox"/>	
Regulatory Agency approved Institution	No	<input checked="" type="checkbox"/>	
Type of Institution	Co-education	<input checked="" type="checkbox"/>	
	Rural	<input checked="" type="checkbox"/>	
Financial Status	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing		<input checked="" type="checkbox"/>

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>
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1.12 Name of the Affiliating University (*for the Colleges*)

Kurukshetra University, Kurukshetra

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

No

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and	<input type="text" value="01"/>

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

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)

Seminars were applied to UGC but were not sanctioned to the college.

(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

IQAC encourages and monitors the following activities related to various quality aspects:

1. Teachers are encouraged to use innovative teaching methods in class rooms.
2. Departments are encouraged to arrange various activities for personality development of students such as extension lectures, quiz contests and excursions.
3. New books are added to the library during every session.
4. Teachers are encouraged to attend Seminars/Conferences and present/publish research papers.

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
<ul style="list-style-type: none"> To enrich the library with new books and journals. To continue motivating teachers to take up research in their respective areas. To encourage students for participating in sports 	<ul style="list-style-type: none"> Books and journals were purchased on the basis of recommendations made by teachers. Teachers continued to participate in seminars and conferences. Our students participated in various sporting events organized by KUK and won many prizes.

2.15 Whether the AQAR was placed in statutory body NO

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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
PG				
UG	03	--	01	5
PG Diploma	01	--	01	
Total	04		03	
Interdisciplinary		--		
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: Core and Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03

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

Mode of feedback :

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

Syllabus is being taught as per Kurukshetra University, Kurukshetra

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors
	09	03	06	

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Total	
R	V	R	V
10	07	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	National level	State level
Attended	10	--
Presented	05	--
Resource Persons	--	--

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

- The teachers are encouraged to use latest tools to teach their respective classes.
- Apart from reading curriculum books, the students are encouraged to update their knowledge of current affairs by reading newspapers and discussing current issues among themselves and with the concerned teachers. For this purpose college library is updated regularly with magazines, journals and newspapers.

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

164

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

Since ours is an affiliated college, we are not in position to implement examination/evaluation reforms. Examinations are conducted as per KUK norms.

2.9 No. of faculty members involved in curriculum

Restructuring /revision/syllabus development

NIL

As member of Board of Study/Faculty/Curriculum I

2.10 Average percentage of attendance of students

82 %

2.11 Course/Programme wise distribution of pass percentage:

As per Annexure II

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

Internal Quality Assurance Cell (IQAC) has been constituted to analyse and monitor the growth and inspire the faculty members for quality sustenance and enhancement measures to be undertaken by the departments.

- **Teachers are encouraged to devise and use innovative teaching methods in class rooms.**
- **They are encouraged to attend conferences, seminars and workshops and publish research papers.**
- **Library is continuously updated with knowledge based books, journals and course books.**
- **IQAC encourages the departments to arrange extension activities and lectures by external peers.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
Staff training conducted by other institutions	

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	08	01	NIL	06
Technical Staff	—	—	—	01

Criterion – III

3. Research, Consultancy and Extension

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

1. Enrichment of library with new books and journals.
2. Encouragement to staff to attend conferences and make presentations.
3. They are further encouraged to do Ph.D.
4. Computer and internet facilities have been provided in the library.
5. Teachers are given duty leave and T.A./D.A. to attend seminars and conferences.

3.2 Details regarding major projects

None

3.3 Details regarding minor projects

None

3.4 Details on research publications

	International	National	Others
Peer Review Journals	----	----	
Non-Peer Review Journals	----	02	-
e-Journals	01	---	-
Conference proceedings	----	----	-

3.5 Details on Impact factor of publications: NA

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

The institution has applied for some minor research projects to the U.G.C. However, till date no research funds have been granted to the institution.

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

ii) Without ISBN No.

3.8. No. of University Departments receiving funds: NA

3.9 For colleges: None

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution - No

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

3.13 No. of collaborations: None

3.14 No. of linkages created during this year: None

3.15 Total budget for research for current year in lakhs: NIL

From funding agency From Management of University/College

Total

3.16 No. of patents received this year: None

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

Total	International	National

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

None

3.19 No. of Ph.D. awarded by faculty from the Institution: None

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

None

3.21 No. of students Participated in NSS events: State level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC:

National level

00

3.25 No. of Extension activities organized

NCC

06

NSS

06

Any other

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

- A Blood Donation Camp was jointly organised by the NCC and NSS units of college.
- A Tree Plantation drive was organized in the college.
- Seven day NSS camp was organized in the village Nadi-par Panchayat Sadhaura. A special cleanliness drive was organized in the village.

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				
Laboratories	02	03	Mgt.	05
Seminar Halls	01		Mgt.	01
No. of important equipments purchased (\geq 1.0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lac)				

4.2 Computerization of administration and library

1. The administrative block computerization is in progress.
2. Library computerization is in progress.

4.3 Library services:

	Existing	Newly added	Total
--	----------	-------------	-------

	No.	No.	Value (Rs.)	No.
Text Books	23507	1396	522762-00	24904
Reference Books	-----	----	-----	-----
e-Books	-----	----	-----	-----
Journals	05	-----	-----	-----
Newspapers	08	-----	-----	-----
Magazine	17	----	-----	-----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing		02	10			03	
Added							
Total							

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

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4.6 Amount spent on maintenance in lakhs:

i) ICT	-----
ii) Campus Infrastructure and facilities	258936-00
iii) Equipments	15000-00
iv) Others	---
Total:	273936-00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- All information is provided in college prospectus and is displayed on notice boards situated at various places in the college.
- Orientation programmes are organised in the beginning of each session to familiarise the students with services available.
- Display boards are put up near the entrance of the college for the benefit of students and visitors.

5.2 Efforts made by the institution for tracking the progression

Regular class tests are conducted to track the progress made by students in their respective subjects.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
911	--	--	--

(b) No. of students outside the state

None

(c) No. of international students

None

No	%
522	57.30

Men

No	%
389	42.70

Women

Last Year						This Year					
General	SC	ST	OBC	Phy. Challenged	Total	General	SC	S T	OBC	Phy. Challenged	Total
348	135		283		766	376	154		381		911

Demand ratio:

Dropout: 16.36%

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

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career guidance and Counselling Cell exists in the college. It advises the students regarding career options available to them.

No. of students benefitted

5.7 Details of campus placement

On campus

Off Campus

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
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5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level	04	National level		International level	
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No. of students participated in cultural events

State/ University level	40	National level		International level	
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level	09	National level	03	International level	
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Cultural: State/ University level	04	National level		International level	
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5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from government	92	499720-00
Financial support from other sources		

5.11 Student organised / initiatives

Fairs: State/ University level	--	National level	--	International level	--
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Exhibition: State/ University level	--	National level	--	International level	--
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5.12 No. of social initiatives undertaken by the students

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5.13 Major grievances of students (if any) redressed:

- Availability of clean drinking water
- Canteen Services
- Transport facility for girl students
- Common Room

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

Yes

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

6.3.1 Curriculum Development

Academic activities like subject quiz, declamations and debates are organized for enhancing the understanding of the students about critical aspects of their syllabus.

6.3.2 Teaching and Learning

- In the beginning of each session, every teacher interacts with the students to assess their calibre through classroom participation and class tests. Thereafter, they are classified into slow learners, average students and advanced learners. The teacher then modifies his/her teaching style according to the competence of the students.
- Personal attention and guidance is provided to the slow learners both inside and outside the class.
- The advanced learners are encouraged for independent study. They are further recommended books.
- They are free to seek any type of guidance from teachers inside and outside the classroom.
- Teachers conduct class tests after completion of every topic and teachers discuss with every student the weaknesses of their attempts and give suggestions to make improvements.

6.3.3 Examination and Evaluation

- The Scheme of examination and evaluation methods is communicated to the students and parents through the prospectus at the time of admissions, during session by displaying on the notice board and also in class rooms.
- Tentative dates and month of term end examination are notified in college calendar at the beginning of academic year.
- The pattern of examination and papers is explained by subject teachers in the classrooms.
- All departments conduct class tests, in addition to house tests, for all classes in order to improve the results.

6.3.4 Research and Development

- The teachers are encouraged to participate in Seminars/Conferences/Workshops and present papers.
- The institution provides financial support in the form of TA/DA, registration fee for conferences and seminars and other facilities like library and computer with internet services.
- Proposals to UGC and DGHE, Haryana are regularly sent for organizing seminars in the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library:

- Reprographic facility is available in the college library.
- Students may also consult books and journals in the library.
- New books are purchased every year in order to meet the ever increasing and changing needs of the library.
- Display of new titles on the notice board outside the library.

2. Infrastructure:

- Duly constituted Maintenance Committee gives suggestions regularly regarding the upkeep of infrastructure/ facilities and equipments.
- All heads of the departments are required to give their requirement in terms of books for library, equipment and manpower well before the beginning of the new session.

6.3.6 Human Resource Management

Development programmes are designed in the action plan and are governed by specific committee.

6.3.7 Faculty and Staff recruitment

Permanent recruitments are carried out as per the guidance of Haryana Govt./UGC. However for temporary teachers, the Head of each department is asked to provide tentative workload for the next session. Keeping this in mind, the vacancies (if any) in each department are advertised and interviews conducted well before the beginning of the classes so that teaching work is not affected due to scarcity of teachers. All appointments are made purely on the basis of merit and by an interview board consisting of Principal, heads of departments and subject experts.

6.3.8 Industry/Interaction / Collaboration

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6.3.9 Admission of students

The college has a transparent admission process with the following features:

- The college prospectus which is published/updated every year clearly indicates courses offered, choice of subjects, fee structure, and eligibility criteria for the admission process besides the rules and regulations for each discipline clearly.
- The institutional website explicitly provides all information regarding the admission process.
- Flex boards indicating information about various courses being offered.
- Advertisements in local cable television and reputed newspapers are given regarding admission to various courses in the college.
- Faculty from all departments is involved in admission process to maintain complete transparency.
- Fee structure is mentioned clearly in the college prospectus and fee receipts are issued immediately after the fee is deposited.

6.4 Welfare schemes for

Teaching staff	<ul style="list-style-type: none">• Staff can avail advance salary in case of need.• Loan against Provident Fund is also granted to the staff in case of an emergency.
Non teaching staff	<ul style="list-style-type: none">• Staff can avail advance salary in case of need.• Loan against Provident Fund is also granted to the staff in case of an emergency.

Students	<ul style="list-style-type: none"> • Students from Economically Backward Classes are given fee concession. They are further given the option of paying their fee in instalments as per their convenience. Students' Aid Fund provides financial aid to the needy students. • College canteen provides food at subsidized rates to the students. • Needy students can get books for the entire session. • Free education is given to outstanding sportspersons.
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6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	IQAC
Administrative	Yes	Univ./DGHE Haryana	No	--

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?

1. Examinations are conducted as per KUK directions.
 2. Semester System has been implemented by the Government.
 3. Internal Assessment is based on house tests, class attendance and assignments.

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

NIL

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

Nil

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

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.

- Library Orientation Programme.
- Computer Orientation Programme for the Staff.

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

- A new bus was purchased for the convenience of the students.
- One teacher is actively pursuing Ph.D. and many teachers participated in National/ International Seminars/ Conferences in their respective fields.
- Environmental Awareness was created through exhibitions, posters etc. on Conservation of water, electricity and other related issues.
- NCC Cadets participated in B and C Certificate exams organised centrally by 14 Haryana BN NCC Yamunanagar.
- Up- gradation of Computer Hardware and Software.
- Creating Health Awareness by arranging lecture series.
- Implementation of Academic Calendar and Teaching Plans.
- Regular periodic tests.

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.

7.4 Contribution to environmental awareness / protection

NSS and NCC units are actively engaged this programme of environmental awareness/protection. For this purpose tree plantation drive, cleanliness drive and removal of congress grass etc. activities are organised.

7.5 Whether environmental audit was conducted? No

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

Strengths:

1. The institution has completed 43 years of existence-it has a rich cultural heritage.
2. **The institution was reaccredited with B+ Grade by NAAC.**
3. Excellent overall infrastructure.
4. Well qualified and dedicated faculty.
5. Rich library with books on diverse fields.
6. Most of the programmes are interdisciplinary and involve the collaboration of different departments.
7. Organising Social Welfare programmes like Blood Donation Camps, Drug De-addiction Campaigns, Lectures on Women Empowerment etc.
8. Inter college competitions and extra-curricular activities.
9. Active participation in NCC, NSS and other activities encouraging social responsibility.
10. Good rapport between teachers and students.
11. 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.
4. Keeping the students away from the menace of drug addiction

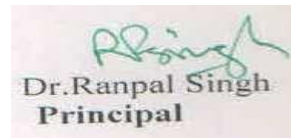
8. Plans of institution for next year

- Conduct of faculty improvement programmes for teachers and workshop for students
- Increase in the use of internet in the campus
- Strengthening of parent teacher association and alumni association
- Enhancing the number of courses and student strength on the campus



Name: Dr. Ankeshwar Prakash
Associate Professor of Commerce

Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC
