

Internal Quality Assurance Cell (IQAC)
Shanti Devi Arya Mahila College, Dinanagar.
Submission of Annual Quality Assurance
Report (AQAR) 2014-15

Report submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

an Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India



Shanti Devi Arya Mahila College, Dinanagar



Phone No. 01875-220344

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NAAC ACCREDITED “A” GRADE COLLEGE

To,

The Director

National Assessment & Accreditation Council.

P.O. Box No.-1075, Nagarbhavi,

Bangalore -560072, Karnataka, India.

Subject- Submission of the Annual Quality Assurance Report (AQAR) 2014-15

Dear Sir/ Madam,

With reference to the above mentioned subject, we would like to inform you that this institute has been re-accredited by NAAC, by “A” Grade in March 2013 with tracking ID-EC/64/RAR/04-Shanti Devi Arya Mahila College,Dinanagar,Punjab.The institution is sending a dully filled in AQAR for the year 2014-15 for your information and assessment.

You are kindly requested to accept and acknowledge the AQAR.

Thanking you

Yours Sincerely

Sd/-

Principal



Shanti Devi Arya Mahila College, Dinanagar



Phone No. 01875-220344

E-Mail:sdamcollege_dnn@yahoo.com

NAAC ACCREDITED “A” GRADE COLLEGE

To,

The President, Governing Body

Shanti Devi Arya Mahila College, Dinanagar.

Subject- Regarding approval of AQAR of the session 2014-15

Sir

With reference to the above mentioned subject, I would like to inform you that our institute has been re-accredited by National Assessment & Accreditation Council (NAAC), Bangalore March 2013. For subsequent accreditation it is highly essential to maintain quality parameters inside the institution. Also every year it is mandatory to send the detail report known as the Annual Quality Assurance Report (AQAR) to NAAC after approval of GB.

I am here placing the Annual Quality Report (AQAR) of 2014-15 for your approval which is highly essential for re-accreditation of the college in coming years.

Thanking you

Yours truly

Principal

Shanti Devi Arya Mahila, College.

Dinanagar .

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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

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

Shanti Devi Arya Mahila College,

1.2 Address Line 1

Opp. Bus Stand, Dinanagar

City/Town

Gurdaspur

State

Punjab

Pin Code

143531

Institution e-mail address

sdamcollege_dnn@yahoo.com

Contact Nos.

01875-220344, 01875-220258

Name of the Head of the Institution:

Mrs. Nirmal Pandhi

Tel. No. with STD Code:

01875-221382

Mobile:

08146570258

Name of the IQAC Co-ordinator:

Mrs. Ratna Sharma

Mobile:

9888535868

IQAC e-mail address:

sdamiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/64/RAR/04 dated 8-07-2013

(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:

shantidevicollege.org

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>**Web-link of the AQAR:**<http://www.shantidevicollege.org>**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.15	2004	2009
2	2 nd Cycle	A	3.02	2013	2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

1/7/2005

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))

1. AQAR2013 –14 submitted to NAAC on 31-01-2017

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 ☐

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

GNDU

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)

- Computer science/Computer Application
- Cosmetology
- Fashion Designing
- Add on courses
- Diploma in Computer Application

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

GNDU, Amritsar

1.12 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

—

DBT 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

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2

2.9 Total No. of members

25

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders:

19

Faculty

10

Non-Teaching Staff Students

2

Alumni

1

Others

6

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.

8

International

0

National

1

State

1

Institution Level

1

(ii) Themes

- Role of Teacher in Quality improvement
- Upcoming Trends in IT
- Human Rights, Women Rights
- Disaster Management: Need of the Hour
- Stress Management
- Bio-Diversity conservation
- Traffic rules and safety rules

2.14 Significant Activities and contributions made by IQAC

- Members Of the IQAC Suggest Ways and means in all its meetings for the development of learners, teachers and research.
- Activities initiated by the IQAC are undertaken by various departments for the development of learners:
- Orientation to freshers to expose the available facilities in the campus.
- Identification of, slow learners and initiating efforts to make them comfortable in the learning sessions.
- Periodical organization of seminars, conferences and workshops at the department level to expose them to the latest developments.
- Undertaking initiatives through NSS, YRC and RRC and department level extension to ensure all round development of learners.
- IQAC contribution in teacher development.
- Organized a faculty development programme for 3 days at the college level apart from deputing teachers to attend such programmes elsewhere.
- Encouraged departments to organize seminars /conferences /workshops on topics of present day relevance and allowed faculty members to participate in such activities at the national/state level.

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 introduce M.Com	Introduced in 2014-15
Paper-free Office	Partially achieved
To buy water coolers/RO	Bought water cooler and RO

* Attach the Academic Calendar of the year as Annexure. Annexure Attached-as Annexure1

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ any other body ☐

Provide the details of the action taken

The Management assessed the Contributions and Significance of the IQAC and approved the AQAR prepared by the IQAC.

Part -B**Criterion – I****1. Curricular Aspects**

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	8	1(M.Com)	9	9
UG	12		11	12
PG Diploma	2		2	2
UG Diploma	2	1 DCA	3	3
Advanced Diploma	10			10
Diploma	13			13
Certificate	13			13
Others :Foundation Course in human rights 8 V.T.P Courses	9			4
Total	69	2	25	66

1.1 Details about Academic Programmes

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<input type="checkbox"/> ALL
Trimester	<input type="checkbox"/> Nil
Annual	<input type="checkbox"/> Nil

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**

- Annexure Attached as Annexure(II)

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

Revision/update of regulation or syllabi is made only by GNDU, Amritsar.

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

- M.Com
- DCA

Criterion – II**2. Teaching, Learning and Evaluation****2.1** Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	13	3	----	----

2.2 No. of permanent faculty with Ph.D.

7

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
1	4	—	—	—	—	—	—	—	—

2.4 No. of Guest, Visiting faculty and Temporary faculty

3

4

72

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	50	—
Presented	4	35	—
Resource Persons	—	1	—

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

- Feedback of teachers and their teaching methods is obtained from students.
- The students are encouraged to participate in various sports and extracurricular activities.
- Activities like debates, quiz contests and other inter-college competitions.
- They are encouraged to update their knowledge of current affairs by reading newspapers and discussing current issues among themselves and with the concerned teachers.

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

152

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation

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

8

3

2

- 2.10** Average percentage of attendance of students

More than 75%

- 2.11** Course/Programme wise distribution of pass percentage:

Distinction & Merit List Attached- Annexure (III)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A I,II,III	264,270,260		45%	30%	25%	80%
B.SC(CS)I,II,III	89,61,78		67%	20%	13	95%
B.SC(ECO)I,II, III	54,51,71		57%	38%	5%	92%
B.SC(N.M)I,II, III	106,80,71		67%	23%	10%	96%
B.SC (M)I,II,III	38,38,28		80%	12%	8%	100%
BCA I,II,III	38,33,40		80%	15%	5%	85%
BBA I,II,III	9,8,5		100%	—	—	100%
B.SC(IT) I,II,III	16,12,8		95%	5%	—	92%
B.SC(BIO-TECH) I,II,III	10,16,12		75%	25%	—	100%
B.SC(FD) I,II,III	37,24,15		70%	30%	—	100%
B.Com(Prof)I,II,III	26,51,50		82%	18%	—	100%
Diploma in Stitching & Tailoring	35		100%		—	100%
Diploma in Cosmetology	19		100%		—	100%
MSC(FD) I,II	20,15		100%	—	—	100%
M.A(Hindi) I,II	61,61		75%	25%	—	100%
M.A(Pbi.) I,II	64,57		70%	30%	—	100%
M.A(Eng) I,II	42,23		50%	50%	—	100%
M.A(Eco) I,II	28,25		60%	40%	—	96%
M.A(Pol.Sci) I,II	23,24		75%	25%	—	100%
M.Sc(C.Sci) I,II	22,6		90%	10%	—	100%
PGDCA,PGDFD	20,5		100%	—	—	100%

M.Com1	19		80%	20%	—	100%
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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Sr. No.	Contribution in the form of Suggestions	Implementation and Evaluation
1.	Unit Test	It helps in proper revision of Syllabus
2.	Student Seminar	It boosts the confidence of students
3.	Class Test	Improves the attendance in classes
4.	Use of ICT Techniques (Students as well as Teachers)	It makes students computer saviour and improves teaching skills of teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	—
Orientation programmes	—
Faculty exchange programme	—
Staff training conducted by the university	4
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others FDP Programmes by College	1

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	01	03	None	5

Technical Staff	5	—	—	12
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Criterion – III

3. Research, Consultancy and Extension

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

- Those with research qualifications are preferred as teachers.
- Teachers are motivated to acquire research qualifications.
- Cash incentives are given to those teachers acquiring research degrees while in service
- Number of minor research projects are in progress. Teachers are encouraged to apply for both major / minor research project.
- Post graduate students are encouraged to undertake projects where there is a scope for field study/laboratory research.

3.2 Details regarding major projects :-

	Completed	Ongoing	Sanctioned	Submitted
U.G.C: M.R.P English	✓	×	M.R.P English 16 th August 2012 F.No-5- 543/2012(HRP) Amount- 8,85,000	Nov 2014
U.G.C: M.R.P Punjabi	✓	×	M.R.P Punjabi 26 th July 2012. F.No-5- 177/2012(HRP) Amount- 8,36,800	Aug 2014

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
U.G.C: M.R.P Home Science	✓	×	M.R.P Home Science- 30 th March 2012. F.No-8- 3(291)/2011(MRP/NRCB) Amount- 1,04,200	Sept 2014

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	36	10
Non-Peer Review Journals	—	—	4
e-Journals	2	1	2
Conference proceedings	—	32	—

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 English	2012-15	UGC	8,85,000	6,00,000
Major Project Punjabi	2012-15	UGC	8,36,800	8,36,000
Minor Projects Home sci	2012-15	UGC	1,04,200	1,04,200
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	1/08/2014-31/12/2015	college	—	—
Any other(Specify)	Ambedkar & Indira Gandhi Study Centre	—	—	—
Total	—	—	1826000	1540200

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 from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For collegesAutonomy 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	None	6	1	—	1
Sponsoring agencies		UGC/ICSSR/NAAC/NEAC	—	—	College

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

		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

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
	0	0	0	0	4	2

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: (500 College Level)

University level State level
National level International 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:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Seminars

- A UGC sponsored National Seminar was organized by Punjabi department on the topic “Madhya Kaleen Punjabi Sahitya Adhyan te Adhyapan” on 15th- 16th Nov, 2014.
- A NAAC sponsored National Seminar was organized by English department on the topic “Role of Governance, Leadership and Management” on 24th and 25th Nov, 2014.
- A UGC sponsored National Seminar was organized by Computer Science Department on the topic “Upcoming Trends in IT” on 14th February, 2015. Inaugural speech was given by Dr. Sona Jharia Minz, Prof., School of Computer & System Sciences, Jawaharlal Nehru University, Delhi.
- UGC sponsored National Seminar on Human Rights(for the promotion of ethics and human values) was organized on 14th march 2015. Sh. G.S Dhillon ,Senior Civil Judge , Gurdaspur was the chief guest. Dr Davinder Singh, Prof. Law Deptt Punjab University Chandigarh,,Dr Suresh Brambhat Principal H.K Arts College ,Ahmedabad, Dr Gurjeet Singh, Dean Law Deptt G.N.D.U, Amritsar,Dr Sunila Singh Women’s right and human right activist. New Delhi were the prominent personalities participated in the seminar.
- A UGC sponsored National Seminar was organized by Botany department on the topic “Disaster Management: Need of the Hour” on 27th March, 2015. Dr. Ravi Kumar, Principal, Beant College of Engineering & Technology, Gurdaspur gave the inaugural address, Dr. K.K. Sharma, Former Vice Chancellor, MDS university, Rajasthan was key note speaker and Dr. Renu Bhardwaj, Department of Botanical and Environmental Sciences, Guru Nanak Dev University gave presidential remarks during the session. Dr. Rabinder Nath Padhi, Director General,,Geological Survey of India Chaired the first technical session. Dr. Sudhir Malhotra, Chairperson, IEE, Pathankot and Gurdaspur,
- UGC sponsored National Seminar on the topic 'Stress Management in Vedas' was organized by Sanskrit Deptt. on 4th & 5th April, 2015. Dr. C.D. Shastri (Sahitya Shiromani) was the chief guest of the seminar Dr. Naresh Dhiman (Principal, Doaba College) presided over the function. Dr. Davinder Singh (Prof. in Psychology) was the key-note speaker Near about 75 scholars presented their papers.

- A seminar on "Bio-Diversity conservation in urban and peri-urban area" sponsored by PSCST Chandigarh under NEAC Govt. of India which had to its credit the visit of Sh. Rajesh Mahajan D.F.O wild life Gurdaspur, Dr. Sudhir Malhotra Chairman IEE Pathankot.
- A seminar on Traffic rules and safety rules was organized by traffic police in collaboration with Youth welfare Deptt. Of the College which had to its credit the visit of DSP Kamal Sharma, Inspector Ajay Sharma and Sh. Sanjeev Kumar and we all were made aware of rules to be followed strictly

Extension lecture

- An extension lecture was organized by Eco Deptt. Which had to its credit the visit of Prof. Dr.Satish Verma,Dept of Economics,GNDU.
- The English Literary Society of the Post Graduate Department of English organized an extension Lecture on the topic "**Art of Translation**" which had to its credit the visit of Dr. Tejinder Kaur Prof. Punjabi University ,Patiala.
- An extension Lecture was organized by Commerce Deptt. on E-filling which had to its credit the visit of Dr.S.S.Taggar, Prof.SSIMT, Dinanagar.
- A Lecture in "Naturopathy and Herbal care" by Ekam health centre, Chandigarh which had to its credit the visit of Mr. Ranjit.

Workshop

- A workshop on operating system was also organized by Computer Deptt. Apart from this a workshop "UDAAN" was organized the same Deptt.
- Workshops on soft toys, Tie,& Dye, Block Printing , Pidilite, needle work, stencil printing and pidilite was organized by FD Deptt.

Activities

- Talent hunt competition was organized by Fine Arts department.
- A play named "Nagamandalam" written by Girish Karnad , directed by Sh. Suresh Mehta was organized by Bharat Vikas Parishad, Dinanagar and Sh. Lalit Mahajan convenor Bharat Vikas Parishad chaired the Program.
- To inculcate cultural values among the students A 'Teej Festival' was celebrated by Youth welfare deptt. with great pomp and show . Dr. Renu Bhardwaj(Controller of Examination) GNDU was the Chief guest.
- "Hindi Divas" was also organized by PG Hindi Deptt. Principal Nirmal Pandhi was chief guest and vice Principal Mrs. Ratna Sharma was the guest of honour .

- “Sadar Patel Jyanti” was also celebrated by our college. A seminar, Oath ceremony and A rally were the main feature of the week long celebration.
- Hostel Night was celebrated to welcome new comers, A cultural show was also organized.
- Teacher’s day was also celebrated to pay tribute to “Dr.Radha Krishan” . It was the joint venture of Computer and Commerce Deptt.
- “Istri Sammelon” was also organized on Rishi Nirwan Divas on the behalf of Istri Arya Samaj, Dinanagar.
- A religious examination was held by SGPC in our college in which our 27 students won scholarship of Rs/ 43500.
- “New year Bonaza” was also organized in collaboration with Punjab folk art council (North Zone) which had to its credit the visit of Dr. R.S.Grewal (Director). Artists from North east performed their regional dances very well.
- Trips and tours are another feature carried in the college.
- Annual Convocation Function was held in the college in which Dr.Rajnish Arora (Vice Chancellor.Punjab Techinal University) Jalandhar conferred the degrees to our students.
- Lucky Draw was organized in the college campus where by an amount of Rs.3 lakh was collected as revenue. Its our fund raising project to help the poor and needy students.
- Stall of Pav Bhaji was arranged by Home Sci deptt. Under ‘Earn while learn’ Scheme.

Extension Activities

- **NCC:-** Dr. Anjana Malhotra attended ATC camp organized by 7th Punjab battalion at SSM College, Dinanagar from 11-21 oct.2014.
- **NSS:-**There are five units of NSS in SDAM college run under the guidance of five programme officers, rendering service to society. NSS Deptt. organizes 10 one day NSS Camps as the regular activity each year, National Youth Day, Republic day, International Women day, World Health day, World Environment day, World No Tobacco day, World Population day, Sadhbhawna Divas, NSS Day, Blood donation are also celebrated.

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	Approx 8 Acre			
Class rooms	43			
Laboratories	15			
Seminar Halls	2			
Sports Gymnasium	1		UGC	
Basketball Court	1		College sources	
Women Hostel	1		UGC	
Buses	9		College Sources	
Parking lot	1		College Sources	
Indoor Stadium	1		UGC	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		140	DBT/UGC/College	15
Value of the equipment purchased during the year (Rs. in Lakhs)	12Lakh	3 Lakh	DBT	
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13252	7,60000	230	172000	13482	9,32000
Reference Books	13748	9,99432	30	62000	13778	1,061,432
e-Books	50,000	-	20,000	—	70,000	—
Journals	35	1,52,000	2	7,000	37	159000
e-Journals	305	—	500	—	805	—
Digital Database	32617	—	—	—	—	—
CD & Video	32	11,500	20	10,000	52	21,500
Others (specify) Donated books	750		200		950	—
Magazines&Periodical ly	32	18,000	3	5,400	35	23,400

Projects	As per Strength					
----------	-----------------	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	220	4	1 (leaseline)	1	2	5	10	—
Added	40	1	1 (leaseline)	0	1	2	5	—
Total	260	5	1	1	3	7	15	—

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

- Teachers. There are dedicated browsing centres for the students in the computer Centre.
- NRC (network resource centre) provides free internet access to all the students and staff members.
- Students are permitted to browse the internet for study or seminar paper preparation purpose subject to permission.
- Broadband internet available to Science departments.
- Also the Staff and students have free access to BSNL Broadband Internet facility installed in the Central library and UGC NRC. This facility has also been extended to non-teaching staff to improve their work efficiency.
- Computer training programme was made available to the interested staff.
- Notice served for computer training of both teaching and non teaching staff.
- Some faculty also completed certificate course in state recognised computer course.
- IQAC organised workshops on ICT for the students', the staff, both teaching and non-teaching, of the College to upgrade their soft skills and provides need based regular guidance to them.
- The administrative office and accounts office are also fully automated. The secretarial staff can access any information about the students on the click of mouse.
- Laptop facility is provided to some of the teaching staff and some non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

4 Lakhs

30 Lakhs

ii) Campus Infrastructure and facilities

iii) Equipments

3 Lakhs

iv) Others

5 Lakhs

Total :

42 Lakhs

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.
- Orientation programmes are organized in the beginning of each session to familiarize the students with services available.
- Display boards are put up near the entrance of the college for the benefit of students and visitors
- Dissemination through periodical circulars through counselling session.
- Teacher through informal discussion with learners.

5.2 Efforts made by the institution for tracking the progression

- Regular tests are held from time to time
- Assignments given to the students
- The students are given projects in various subjects and are asked to make PPT's
- Various competitions are held in the college for e.g. Quiz, Literary items, Cultural items etc
- News Letter
- Prospectus

5.3 (a) Total Number of students

UG	PG	Total
2049	551	2600

(b) No. of students outside the state

22

(c) No. of international students

None

No	%
-	

Men

No	%
All	100

Women

Last Year(2013-14)							This Year(2014-15)						
General	SC	ST	OBC	Physically Challenged	Total		General	SC	ST	OBC	Physically Challenged	Total	
1707	986	20	50	2	2675		1944	414	20	22	01	2600	
Demand ratio 100%							Dropout % 7						

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

Presently there is no such mechanism however, the institution plans to introduce coaching classes for competitive examinations in near future

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	—	GATE	1	CAT	—
IAS/IPS etc	—	State PSC	—	UPSC	—	Others	—

5.6 Details of student counselling and career guidance

1. Career guidance and counselling cell exists in the college. It advises the students about the various career options available to them.
2. Lectures are organized on career building and the students attend it enthusiastically.

No. of students benefitted

121

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
1	20	3	3

5.8 Details of gender sensitization programmes

- Sexual Harassment cell is active in the college. Under it various activities are being carried out like lectures, seminars, Chetna rallies and counselling of students.
- Girls students are sensitized to build a healthy society.

5.9 Students Activities**5.9.1** No. of students participated in Sports, Games and other events

State/ University level National level International

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

Financial support from institution	Number of students 250	Amount 2,50,000
Financial support from government	168	24,88,640(only 66.88% was received by the college & disbursed among the students)
SC	—	
BC	—	
Minority		—
Financial support from other sources.		
• Sitaram Jindal Scholarship.	19	58,000
• SGPC scholarship.	17	46,500
Number of students who received International / National recognitions	Nil	Nil

5.11 Student organised / initiatives**Fairs** : College Level -3State/ University level National level International level **Exhibition:** College Level -5State/ 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:

- Clean Drinking Water
- Washrooms/ Toilets
- Time-table
- Bus Facility
- Mobile Problems

Criterion – VI**6. Governance, Leadership and Management****6.1 State the Vision and Mission of the institution**

The college is committed to impart holistic education focusing on the overall development of the personality of women through academics, sports and extra-curricular activities. Seminars, conferences, workshops and exhibitions are a regular feature of its UG/PG departments.

This institution is making every possible effort to uplift the poor and down trodden section of the area by educating their women folk, by encouraging them to realize their potential to face mind-boggling situations of the globalized world. College has justified the faith and trust of its founder patrons by synchronizing ethnicity with modernity.

It takes pride in inculcating the spirit of self confidence, perseverance and analytical thinking in the students besides fulfilling the main aim of providing excellent facilities for learning and achieving scholastic heights. Quality education is its motto and excellence is its goal.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

The university prescribes the curriculum. The college faculty attempts to contribute in curriculum designing through their representatives to the university from time to time.

College Staff being the members of Board of Studies, Senate and Syndicate of the university airs the views of the faculty to the respective bodies from time to time.

6.3.2 Teaching and Learning

- In the beginning of each session, every teacher interacts with the students to assess their caliber 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. Besides, the teacher attempts to engage the slow learners in practices, projects and excursions to make learning interesting.

- Advance Learners are given expert and special attention.

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 and during parent Teachers meetings.
- 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 as well as displayed on the notice board well in advance.
- 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

- Through regular meetings, members are informed about the opportunities made available to them by the UGC. They are encouraged to participate in Seminars/Conferences/Workshops and present papers.
- The institution provides financial support in the form of TA/DA and other facilities like library and computer with internet services.
- Proposals for UGC/ICSSR/NAAC/Pb. Govt sponsored Seminars/Workshops/ Major & Minor Research Projects are sent regularly

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library:

- Computer with internet service and printer is available for the teachers and students.

- They may also consult journals in the library. The library has an advisory committee which is instrumental in framing the policy for the session.

Some of the initiatives taken by the Advisory Committee are as follows:

- Regarding the new books to be purchased for the book bank.
- Creating an atmosphere conducive to the inculcation of reading habits of the students by organizing library orientation Programme at the outset of each session.
- To meet the changing needs, latest titles are added constantly to the treasure of existing books.
- Display of new titles on the notice board outside the library.
- Organising book exhibitions.
- Working towards complete computerization of the library.

2. ICT:

- Nine departments have computer and internet facility. We have three Multimedia projectors, 03 laptops which are utilized by the teachers for their topics or whenever required.

- The institution have developed two smart classrooms for the benefit of students.

3. Infrastructure:

- Duly constituted Maintenance Committee gives suggestions regularly regarding the upkeep of infrastructure/ facilities and equipment.

6.3.6 Human Resource Management

Teachers are assessed on the basis of Self- appraisal, Student Feedback, Departmental appraisal, contribution to extracurricular activities, participation in Seminars and Conferences. Student Feedback is analyzed and discussed confidentially by the Principal & IQAC members and suggestions regarding improvement are discussed. Students involvement is ensured in decision making at different levels. Staff with distinguished achievements is felicitated.

6.3.7 Faculty and Staff recruitment

At the end of every session, 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 next session 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 representatives of management, Principal, and subject experts. In this year, Contractual appointment in the department of computer was made.

6.3.8 Industry Interaction / Collaboration

- Students of Commerce, Computers, Biotechnology and Fashion Designing department go for training in Industries /Institutions.
- The students are frequently provided opportunities to visit different industries/Universities/Institutions.

6.3.9 Admission of Students

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

- Admission to self-financed courses is on first cum first served basis.
- 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.
- Flex boards indicating information about various courses being offered and the new courses being introduced are displayed near college entrance and near the major educational institutions of the area as well as at prominent public places .
- 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	<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	<ul style="list-style-type: none"> • Non Teaching Staff can also 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"> • College canteen provides food at subsidized rates to the students • Students from Economically Backward Classes are given fee concession. They are further given the option of paying their fee in installments as per their convenience. Students Aid Fund provides financial aid to the needy students • Book Bank exists in the college for the needy students to enable them to borrow books for the entire session • The college has its own medical facility. In case of an emergency the patients are taken to the nearby hospital • Career Guidance and Placement Cells continued to guide students regarding choice of career and placement opportunities available to students • Incentives in the form of free meals, free hostel accommodation, free education are given to outstanding sportspersons

6.5 Total corpus fund generated

9,84,480

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
1. Academic	Yes	Subject Expert	Yes	HOD'S
2. Administrative	Yes	AG(Punjab) IAO(Finance and Accounts)Punjab	Yes	CA, Mgt. Nominees & Bursar of the college

6.8 Does the University/ Autonomous College declares 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 UG/PG programmes
- Exams are conducted strictly according to the guidelines provided by GNDU, Amritsar and efforts are made to declare the results in time.
- Outside Faculty is appointed to conduct the exams impartially

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

The University gives full freedom in the routine functioning of the college

6.11 Activities and support from the Alumni Association

The Alumni association holds a meeting during each session. Members of Alumni association are invited to college functions. A face book page has also been created. Some of the alumni are members of College (IQAC). They give suggestions and ideas for the betterment of the college. About 65% staff members are old students of the college. Scholarships are given by Alumni to needy but illustrious students. Uniforms are also sponsored by Alumni for the poor students.

6.12 Activities and support from the Parent – Teacher Association

The College organized parents teachers meet and suggestions are taken for consideration.

Timely feedback on various academic and other matters of the college has been taken from them and analysed to take a necessary action by putting it in front of the management, teachers and supporting staff

Parents-Teachers meetings are held before the exams and after the semester results. Many parents along with their wards attended the meeting. Some fruitful suggestions regarding library and canteen facilities, conduct of classes, appointment of teachers etc. were provided by parents. The suggestions are proposed to be implemented from next academic session.

6.13 Development programmes for support staff

The Support Staff is provided with financial assistance in case of any emergency by the college. Also medical facility is available to them like any other regular employee.

A one day workshop was organized to train them about basic knowledge of Computer, Internet Access and e-Governance, ICT in our day-to-day life etc.

IQAC continuously tries to enhance the knowledge of the Support Staff.

The data entry operators & lab technicians are sent to various training programmes to gain latest knowledge on e-Governance and admission processes.

The non-teaching staff is also given computer training.

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

The college has taken various initiatives to make the campus eco-friendly. Various committees like IQAC, Green Audit Committee, Energy Audit Committee & NSS units have been set up to protect, conserve and save the college environment. The following steps have been taken in this direction:

Plantations:

We are proud and privileged to have a lush green campus. To add to this greenery, IQAC planted 120 trees in July 2014.

Energy Conservation:

The class rooms have been constructed in such a manner that allows the optimal use of sun light. Use of CFL lights is encouraged in the campus to save electricity. Electrical appliances and equipments are switched off when not in use to conserve energy.

Use of Renewable Energy:

To promote the use of renewable energy, a proposal for installing Solar Light & Solar Water heating system has been sent to the concerned department.

Water Harvesting

Rain water is stored and it is used for watering the lawns and plants in the campus. Lush green lawns help in the maximum seepage of rain water which maintains the underground water table.

Efforts for Carbon Neutrality:

- a) Dead leaves, organic wastes and other waste products are not put into fire. Organic wastes are either buried in pits or used as fertilizers.
- b) Institution has strictly banned the use of cigarettes and tobacco products within its campus.
- c) Organic fertilizers are used for plants and trees.
- d) Separate arrangements for the parking of vehicles of staff as well as students have been made. To make the campus pollution free, vehicles are not allowed to ply on the college campus.

Hazardous waste Management:

- a) Use of polythene bags is completely banned in the Campus.
- b) Prescribed Procedure is followed for the disposal of hazardous chemical waste.

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.

1. Infrastructure:

- Office automation
- Use of Smart boards, Laptops & Projectors for classroom teaching.
- Internet facility in UGCNRC, computer centre, library, science departments, office and WIFI facility to core areas.
- To support staff for their regular reference college has installed computer with internet facility in different places.
- Audit of learning resources.

2. Teaching:

- Interdepartmental seminar.
- Special Lecture programme on human rights.
- One to one interaction to know the students and their academic problems.
- Appointment of more no. of teachers.
- Introduction of Academic and Administrative Audit Committee, Mentor Programme, Financial Aid Committee, Resource Generation Committee, ICT Committee, Event Management Committee, Expert Committee(Research), Inventory, Employees Welfare Committee, Social Audit and Monitoring Committee, Energy and Green Auditing.
- Organisation of newcomers' orientation program.
- Regular Seminar include Personality development programme "Public speaking & Personality development". Seminar on "motivating stakeholders for quality system".
- Self-Appraisal forms of students & Teachers

3. Activities:

- Workshop on "Importance of ICT in our day-to-day life". Gender sensitization programme "Women empowerment in 21st century".
- Tree plantation.
- Massive blood donation camp jointly held by Red Cross, NCC,

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

- UGC/NAAC/ICSSR/NEAC Sponsored Seminars were conducted in the College for betterment of students and faculty.
- Placement Facilities were provided by Career and Guidance Cell.
- Students were prepared for job opportunities by imparting training for interviews, group discussions etc.
- Alumni Association was strengthened.
- Environmental Awareness was created through exhibitions, posters etc. on Conservation of water, electricity and other related issues.
- B and C Certificate exams were organized for NCC Cadets.
- Book-exhibitions were arranged.
- Up gradation of Computer Hardware and Software.
- Health Awareness was created by arranging lecture series.
- Introduction of Questionnaires and Regular periodic tests .
- Introduction of M.Com.
- Introduction of DCA

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

- Value Education
- Decentralization of Administration

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

7.4 Contribution to environmental awareness / protection

Environmental awareness:

All the students of under-Graduation study the subject of Environment studies. Also the department of NSS organizes seminars/rallies for environment protection. All this enlightens the students about clean environment.

- a. Biodiversity.
- b. E-Waste Management
- c. Acid Rain
- d. Ozone Depletion

Energy Conservation:

The class rooms have been constructed in such a manner that allows the sunlight. Use of CLF lights is encouraged in the campus to save electricity. Electrical appliances and equipment are switched off when not in use to conserve energy. 2 Solar 1 sets of panels installed.

Efforts for Carbon Neutrality:

- a. Dead leaves, organic wastes and other waste products are not put into fire. Organic wastes are buried in pits or used as fertilizers.
- b. Institution has strictly banned the use of cigarettes and tobacco products within its campus.
- c. Organic fertilizers are used for plants and trees.
- d. Separate arrangements for the parking of vehicles of staff as well as students have been made. To make the campus pollution free, vehicles are not allowed to ply on the college campus.

Plantations:

We are proud and privileged to have a lush green campus. To add to this greenery, NSS units and YRC and IQAC regularly organize tree plantation camps. NSS volunteers are entrusted with the responsibility to nurture and take care of these plants.

Hazardous Waste Management:

- a. Use of polythene bags is completely banned in the campus.
- b. Strict Vigil is maintained in the science labs while students deal with chemicals during practical classes.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength:

- The institution has completed 49 years of its existence, it has a rich heritage.
- Regular Havans are held in the college.
- Well qualified and dedicated faculty.
- Good rapport between teachers and students
- Inter -College competitions and extra co-curricular activities are regular feature.
- Championship of youth festival consecutively for six times.
- Active participation in NCC, NSS and other activities.
- Organizing blood donation camps.
- Disciplined Students
- Stake holder's good faith in institution.
- Green Campus.

Weaknesses:

- Deficiency of research culture among faculty.
- Less participation in activities related to Research and Consultancy.
- Low level of skill among students as they are from rural background.
- Ban on recruitment by the State Govt. Due to this, regular appointment cannot be made on aided posts.
- Limited recruitment drive in college campus due to rural background.
- Rate of attrition is more among teachers.
- Aspiration among learners to secure a job is comparatively low as many parents give priority for marriage.

Opportunities:

- Need for introduction of new courses.
- Need for improved infrastructure.
- Computer orientation classes for the outgoing students .
- Need for better campus opportunities for students.
- Career counselling for students.

Challenges:

- Developing skills among the students.
- The increasing number of professional institutions in the adjoining area Poses a big challenge to the student strength.
- Learners belong to first generation category but the challenges they have to face are global by nature.
- Shift in medium of instruction from Punjabi to English is posing threat to majority of the learners as they hail from rural background.
- As an industry needs are more dynamic, curriculum needs updating. But the college, , has a minimum say in curriculum construction.

8. Plans of institution for next year**Academic**

- To organize various sponsored National & International seminars and workshops To apply for **inspire** programme
- To apply for **inspire** programme
- To submit proposal for **B.VOC** in 5 subjects.
- To introduce M.Sc. Math.
- To introduce integrated BA-B.Ed Course
- Add new number of books, Journals to library according to requirement of various departments

Infrastructure

- Extension of Women Hostel.
- Modernization of CCTV cameras.
- Renovation in the stadium.
- Carpeting of the auditorium.
- Recoating of roofs of the building & auditorium.

Extension Activities

- Introduction of job oriented and skill development courses which will enable the students to become entrepreneurs and job providers.
- Faculty development programmes through pedagogical training seminars workshop and research oriented activities.
- To develop the overall personality of the students through workshop on soft skills, personality development programmes etc.
- Strengthening the Career and Development Cell of the College.
- To improve the quality of education in a way so as to raise the standard of education
- More number of students to participate YRC/RRC.
- More number of NSS & NCC students to participate in social activities
- To improve the technical skills of technical and other staff in their respective functional areas.

Social Commitments

- Enhanced interaction with the industry.
- To cater to the needs of marginalized and economically weaker section of society.
- To make the college campus 100% environment friendly.

Name _____

Name _____

 Signature of the Coordinator, IQAC
 Chairperson, IQAC

 Signature of the

Annexure-I**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 5- 177/2012 (HRP)

The Under Secretary (FD-III)
University Grants Commission
New Delhi-110002

26 JUL 2012

Sub:- UGC support for the Major Research Project in Humanities and Social Sciences to University/College Teachers – Project entitled, “Folk Songs of Majha region: Their Documentation, Socio-cultural, and Folk Psychological Significance”

Sir,

I am to refer to your letter forwarding the application of **Dr. Kulwinder Kaur Chheena** of your institution for financial assistance under the above scheme and to convey the Commission's approval & sanction on an account grant of **Rs. 5,52,800/- (Rupees: Five lakhs fifty two thousand and eight hundred only)** to the Principal, **Shanti Devi Arya Mahila College, DINA NAGAR DIST.:Gurdaspur- 143 531, Punjab** in r/o Major Research Project of **Dr. Kulwinder Kaur Chheena**, Department of **Punjabi** for the period of 2 years w.e.f. 1.7.2012 as detailed below:-

S.No.	ITEMS	Amount Approved	Grant Released as 1st instalment	Category
A.	Non - Recurring			
1.	Books & Journals	1,50,000/-	2,30,000/-	General
2.	Equipment (Laptop & Camera)	80,000/-		
B.	Recurring			
1.	Honorarium to Retd. Teacher @ Rs. 12,000/- p.m.	-----	3,22,800/-	
2.	Project Fellow @ Rs.14,000/- p.m. (for one year)	1,68,000/-		
3.	Contingency	1,30,000/-		
4.	Hiring Services	90,000/-		
5.	Travel/Field Work	1,80,000/-		
6.	Overhead Charges 10% of approved recurring Grant (Except Travel & Field Work)	38,800/-		
	Total (A + B)	Rs. 8,36,800/-	Rs.5,52,800/-	

The acceptance Certificate in prescribed format (Annexure-1 available on the UGC web-site) may be sent to the undersigned within one month from the issue of the award letter failing which the project may be treated as cancelled.

If the terms & conditions are acceptable, as per guideline which are available on UGC web-site www.ugc.ac.in the Demand Draft/ Cheque being sent may be retained. Otherwise the same may be returned in original to the UGC by Registered Post in variably with in 15 days from the receipt of the Demand Draft/Cheque in favour of Secretary, UGC, New Delhi.

Principal Investigators should ensure that the statement of expenditure & utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission in time.

The first instalment of the grant shall comprise of 100% of the Non -Recurring including Overhead Charges, and 50% of the total Recurring grant.

[Handwritten signature]

[Handwritten notes and signatures]
MS. Jindal to Kaur
ans. to Kaur
Copy to Kaur
Kaur
Kaur

Website-www.ugc.ac.in



UNIVERSITY GRANTS COMMISSION
35-FEROZE SHAH ROAD
NEW DELHI-110 001
Ph.011-23381261(O)
011-23381724 (O)

F.No.8-3 (291)/2011 (MRP/NRCB)

March, 2012

The Under Secretary (FD-III)
University Grants Commissions
Bahadur Shah Zafar Marg.
New Delhi - 110 002.

30 MAR 2012

Sub: Financial Assistance to Teachers working in the College for undertaking Minor Research Project in Science, Humanities, Social Sciences and Languages. MRP of Mrs. Sangeeta Puri, Assistant Professor, Department of Home Science, Titled "An Ergonomics approach to assess physiological costs while working on computer and its remedies" - Release of First Installment.

Sir/Madam,

On the basis of the recommendations of the expert Committee which assessed the application of Mrs. Sangeeta Puri, Assistant Professor, Department of Home Science, Shanti Devi Arya Mahila College, Dina Nagar, Dist. Gurdaspur, Punjab-143 531 for financial assistance under the above scheme, I am directed to say that the University Grants Commission has approved a grant of Rs.1,04,200/- (Rupees One Lakh Four Thousand Two Hundred only) for him/her for undertaking the above Research Project for items listed below:-

Item	Amount approved (Rs.)	Amount sanctioned (Rs.)
Non-Recurring	20,000/-	20,000/-
1. Books & Journals		
2. Equipment	54,200/-	54,200/-
Recurring	20,000/-	10,000/-
3. Field work & Travel		
4. Chemicals and Glassware		
5. Contingency (including Special needs)	10,000/-	5,000/-
Any other items		
Total :-	1,04,200/-	89,200/-

The Tenure of the project is for 18 Months from the date of implementation of the Project.

The College will abide by the terms & conditions laid down by the University Grants Commission for utilization of the grants.

The College is also requested that, if the above said P.I has already awarded MRP earlier and not settled, the same may be settled in the first instance and the award of this fresh MRP may be treated as cancelled and refund the amount.

Further, I am directed to convey the sanction of the University Grant Commission to the payment of an "on account" grant of Rs. 89,200/- (Rupees Eighty Nine Thousand Two Hundred Only) to Shanti Devi Arya Mahila College, Dina Nagar, Dist. Gurdaspur, Punjab-143 531, towards Minor Research Project of Mrs. Sangeeta Puri, Assistant Professor.

1. The sanctioned amount is debitable to the major Head 4(ii)(a)Code-31 Minor Research Project (Humanities & Science) the Sanction is valid for payment during the financial year 2011-2012.
2. The amount of the Grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-aid bill and shall disbursed to and credited to the Principal, Shanti Devi Arya Mahila College, Dina Nagar, Dist. Gurdaspur, Punjab-143 531, through Cheque/Demand Draft/Mail transfer.
3. The Grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed Performa submitted by the University/College/Institution.

Handwritten signatures and initials:
 1. Principal, Shanti Devi Arya Mahila College, Dina Nagar
 2. Under Secretary, University Grants Commission
 3. Assistant Professor, Mrs. Sangeeta Puri

23236351, 23232701, 23237721, 23234116
23236733, 23232317, 23236735, 23239437



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 5- 543/2012 (HRP)

The Under Secretary (FD-III)
University Grants Commission
New Delhi-110002

16 AUG 2012

Sub:- UGC support for the Major Research Project in Humanities and Socials Sciences to University/College Teachers – Project entitled, **"Patriarchal Universe of Advertising- Portrayal and Representation of Women"**

Sir,

I am to refer to your letter forwarding the application of **Dr. Maneeta Kahlon** of your institution for financial assistance under the above scheme and to convey the Commission's approval & sanction on an account grant of **Rs. 6,10,000/- (Rupees: Six lakhs and ten thousand only)** to the Principal, **Shanti Devi Arya Mahila College, DINA NAGAR DIST.:Gurdaspur- 143 531, Punjab** in r/o Major Research Project of **Dr. Maneeta Kahlon, Department of English** for the period of 2 years w.e.f. 1.7.2012 as detailed below:-

S.No.	ITEMS	Amount Approved	Grant Released as 1st instalment	Category
A.	Non - Recurring			General
1.	Books & Journals	2,00,000/-	✓ 3,00,000/-	
2.	Equipment ()	1,00,000/-		
B.	Recurring			
1.	Honorarium to Retd. Teacher @ Rs. 12,000/- p.m.	-----		
2.	Project Fellow @ Rs.14,000/- p.m. ()	-----		
3.	Contingency	2,00,000/-		
4.	Hiring Services	1,50,000/-		
5.	Travel/Field Work	2,00,000/-		
6.	Overhead Charges 10% of approved recurring Grant (Except Travel & Field Work)	35,000/-		
	Total (A + B)	Rs. 8,85,000/-	Rs.6,10,000/-	

The acceptance Certificate in prescribed format (Annexure-I available on the UGC web-site) may be sent to the undersigned within one month from the issue of the award letter failing which the project may be treated as cancelled.

If the terms & conditions are acceptable, as per guideline which are available on UGC web-site www.ugc.ac.in the Demand Draft/ Cheque being sent may be retained. Otherwise the same may be returned in original to the UGC by Registered Post in variably with in 15 days from the receipt of the Demand Draft/Cheque in favour of Secretary, UGC, New Delhi.

Principal Investigators should ensure that the statement of expenditure & utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission in time.

The first instalment of the grant shall comprise of 100% of the Non -Recurring including Over Head Charges, and 50% of the total Recurring grant.

INTRNAL QUALITY ASSURANCE CELL ANNUAL PLAN 2014-15**S.D.A.M COLLEGE, DINANAGAR**

Month	SL. No	Activity	Tentative Schedule	Collaborating sections /Persons
July	1	Appointment of new teachers	First Week	Principal
`	2	Introduction of new Committees and Cells	First Week	Principal
	3	1 st quarterly IQAC meeting	Second Week	IQAC
	4	Inaugural Hawan	Second week	College
	5	Sadbhavana Diwas	20th July	College
	6	Orientation programme for NSS	Last week	NSS
	7	Orientation of newcomers	Last week	IQAC
Aug	8	Tutorial CR'S	First Week	IQAC
	9	Mentor mentee programme	First Weak	Resp.Committee
	10	Independence Day Celebration	Aug 15	IQAC
	11	Meeting with students Academic council	Third Week	IQAC
	12	Meeting with different Committees & Cells	Third week	IQAC
	13	Audit for learning resources	Last Week	IQAC
	14	Teej celebration	Last Week	Youth welfare department
Sept	15	Teacher's day Celebrations	Sept 5 th	Commerce & Computer deptt.
	16	ICT for newcomers	First Week	IQAC
	17	Hindi Diwas	14th Sept.	Hindi Deptt. IQAC
	18	Ozone Day	16th Sept.	Science department/IQAC
	19	Academic audit	From Sept	Acad. Audit Committee
	20	Health Check-up Camp	Last Week	YRC
	21	Talent Hunt	Second Week	Youth welfare

				department/NSS
	22	Practice of Youth festival	Start from Last Week	Youth welfare department
Oct	23	2 nd quarterly IQAC	First Week	IQAC
	24	Meeting of IQAC with faculty	Second Week	IQAC
	25	Meeting of IQAC with non-teaching/students	Third Week	IQAC
	26	Preparation of Publication of College magazine/News Letter	From this month	All sections of the In-Charge of Magazine/IQAC
	27	House test	First Week	Academic council
	28	Youth festival	Second Week	Youth welfare department
	29	PTM	Third Week	PTM Committee
	30	Celebration of Sardar Valleh Bhai Patel	31st Oct	College
Nov	31	Personality development programme"	First Week	IQAC
	32	Havan at close of Ist sem	5 th Nov	IQAC
	33	GNDU University Exam	20 th Nov	College
	34	FDP- Training on how to use computers	Third Week	College
Dec	35	Practical Exams/Evaluation	Complete Dec	College
	36	December Holiday	Last Week	College
Jan	37	Start of sem II,IV,VI	Second week of Jan	IQAC
	38	3 rd quarterly IQAC meet	First Week	IQAC
	39	Workshop on "Importance of ICT in Our day-to-day life.	Second Week	IQAC
	40	Lohri Celebration	13 th Jan	IQAC
	41	Self-appraisal from faculty	Last Week	IQAC
	42	Meeting of IQAC with non-teaching Staff / Students	Last Week	IQAC
Feb	43	Sports Day	First Week	IQAC
	44	Lucky draw	First week	College
	45	Seminars/Extension Lectures	Last Week	IQAC

	46	National science day celebration	28 Feb	Science Deptt. IQAC
March	47	Women's Day Celebration	8th March	College
	48	March end house test	Third Week	IQAC
	49	Convocation/Annual day	Third Week	IQAC
	50	Guest Lectures	Second Week	IQAC
	51	4 th quarterly IQAC meet	Second Week	IQAC
April	52	PTM	Second Week	PTM Committee
	53	Collection of data for Publication of prospectus	April	IQAC & Prospectus com.
	54	Collection of feedback forms	First week	IQAC College
	55	Preparation of AQAR	20 April	IQAC
	56	Ambedkar day jayanti	14th April	College
	57	Meeting of IQAC with faculty	Last Week	IQAC
May	58	University Exams	Second May	IQAC
	59	Visiting Schools for conversing	Second Week	IQAC
	60	Updating of College Website	May	IQAC
	61	Summer Vacation/Practical Exams/Evaluation	Last week	College
June	62	International Yoga day celebration	June 21th	IQAC & Yoga teacher
	63	Havan at close of last sem	Last Week	College
	64	Adm Process starts	Last week	College

Annexure II

ANALYSIS OF FEEDBACK FROM STUDENTS FOR THE YEAR 2014-15

- Majority of the students are satisfied with teaching method and communication of the teacher.
- Students are satisfied with the content taught by their teachers.
- Students are satisfied with the class discipline.
- Students are being motivated by some of the teachers.
- Students are happy with the classroom tests conducted by the teacher.
- Majority of the students are not feeling the burden to do assignments and project work given by teachers.
- They are satisfied with the notes of material provided by the teacher.
- Some of students are expecting to use more teaching aid to be used by the teacher in the class
- Some students are not happy with the project works, they request to give more project works.
- Students are satisfied with the facilities like drinking water, ladies waiting hall, toilets, play ground, library etc.
- Some of the students requested for more systems in the library for web surfing in the Network Resources Centre.
- Some students requested to enhance the library facilities like books, internet facilities.
- According to demand photocopier, scanner and printer should be there in library.
- 80 % of grievances problems of students are solved.

ANALYSIS OF FEEDBACK FROM PARENTS FOR THE YEAR 2014-15

- The college enjoys enviable reputation among the local population.
- Parents are happy to put their wards in our college because of Excellent discipline.
- Parents give full regards to the teachers for their teaching skills.
- Parents however suggested for better campus placement.
- Educated parents suggest to update the website regularly.
- Parents of hostlers are pretty satisfied with the hostel arrangements & security.

ANALYSIS OF FEEDBACK FROM FACULTY FOR THE YEAR 2014-15

- Through Majority of the permanent staff are members of different committee and boards of GNDU, Amritsar. They do not have free hand in designing the curriculum.
- Faculty development programmes are helpful in updating their teaching skills.
- Discipline, Extra facilities, scholarships to shining students, the major sources of attraction for meritorious students.
- The faculty is constantly updating their knowledge by attending refresher courses and general orientation courses.
- On an average class work is being done as per schedule but flexibility is there for some uncertain events.
- Faculty has expressed their desire to give more duty leaves to attend seminar and workshops at nearby colleges.

Annexure-II**Shanti Devi Arya Mahila College, Dinanagar****STUDENTS' FEEDBACK**

This questionnaire is intended to collect information relating to your satisfaction towards facilities and services provided for creating conducive atmosphere for teaching and learning. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

- | | | |
|-------------------------------|---|-----------------------|
| 1. Course Code | : | Course Title : |
| 2. Class | : | Department : |
| 3. Semester/Year/Professional | : | |

Directions:

For each item please indicate your level of satisfaction with the following statement by choosing
☐ a score between 1 and 5.

(1- Strongly disagree, 2- disagree, 3- not sure, 4- agree, 5- strongly agree)

Statement	1	2	3	4	5
1. The prescribed books/reading materials are available in the library/seminar.					
2. Reading room and common room are available in the faculty/college building.					
3. Available reading space in library/seminar is satisfactory.					
4. The library/seminar staff are cooperative and helpful.					
5. Photocopying facility in the library/Department is available and satisfactory.					
6. Internet facilities are available in the department.					
7. Online educational resources are available and accessible.					
8. The office staff in the department are helpful.					
9. Results and attendance records are displayed on time					
10. Toilets/washrooms are hygienic and properly maintained.					
11. Clean drinking water is available in the department and on the campus.					
12. Grievances/problems are redressed/solved well in time.					
13. The functioning of the placement cell(s) in the university/department is satisfactory.					
14. Equipment in the lab(s) are in working condition.					
15. The campus is green and eco friendly.					
16. The buildings/classrooms are accessible to differently abled persons.					

SHANTI DEVI ARYA MAHILA COLLEGE, DINANAGAR

17. The classrooms are clean and well maintained.					
18. The campus has adequate power supply.					



Shanti Devi Arya Mahila College, Dinanagar



FEEDBACK FROM FACULTY

Name of the Faculty :

Designation :

Department:

Date of Joining :

Note: Your valuable opinions and suggestions are solicited for further improvement of the University system. Against each statement a five point scale is given. The five points are Strongly Agree (SA), Agree (A), Neutral (N), Disagree (D) and Strongly Disagree (SD). Your responses will be kept confidential and used only for the stated purpose.

I. CURRICULUM DESIGN AND DEVELOPMENT

Particulars	SA	A	N	D	SD
1. College Academic Council is taking care to ensure the currency and relevance the programme offering					
2. Employability is given weight age in curriculum design and development					
3. I am given enough freedom to contribute my ideas on curriculum design and development					
4. The system followed by the University for the design and development of curriculum is effective					
5. The curriculum has been updated from time to time					
6. Representation from business and industry is helpful in designing and improving the courses.					

Suggestions for improvement in curriculum design and development:

II. TEACHING, LEARNING, EVALUATION & RESEARCH

Particulars	SA	A	N	D	SD
1. The admission process adopted by the College is effective.					
2. The College is able to attract meritorious students.					
3. Student centered learning resources are available in the University.					
The faculty are updating t 4. heir knowledge and skills.					
5. The class work is taking place as per schedule.					



Shanti Devi Arya Mahila College, Dinanagar



Feedback from Parents

Name: Mr/Ms/Mrs. -----Age (years): ----- Sex (M/F): ----

Education: -----

Occupation: -----

--

Student Name: -----

Dept.: -----

-

Make a tick mark in the appropriate cell:

Sr. No.	Particulars	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Getting admission in the College for my ward is a matter of pride for me.					
2.	The admission process in the College is fair and accurate.					
3.	My ward is improving knowledge base through interaction with professors of the College.					
4.	The discipline in the College is good.					
5.	The atmosphere in the College is conducive for learning.					
6.	There is a positive change in the behavior of my ward after joining the College.					
7.	The College information is accessible to all.					
8.	College Website is very informative					

	and regularly updated.					
9.	The curriculum of the course is well taught
10.	The campus placements of the college are strong.					
11.	Examination results are conveyed through post.
12.	The College bus service are good and timely.					
13.	Hostel facilities are good and available when needed.					
14.	The changes introduced in the college in recent years are progressive.

Suggestions for further improvement:



Shanti Devi Arya Mahila College, Dinanagar

Student Feedback Form for the Academic Year -----

Name :

Course :

Department :

Years/Semester : (-----) I / II / III / IV

1. Please give a rating of your course on the following

9	8	7	6	5	4	3	2	1
Extremely Good	Very Good	Good	Moderately Good	Moderate	Somehow Tolerable	Poor	Very Poor	Extremely Poor

Sl.#	Particulars	Rating
1	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives)	
2	Applicability/relevance to real life situations	
3	Depth of the course content	
4	Extent of coverage of course	
5	Extent of effort required by students	
6	Relevance/learning value of project/ report	

The syllabus was

1) challenging	2) adequate	3) inadequate	4) dull	5) irrelevant	()
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3. Your background for benefiting from the course was

1) highly relevant	2) relevant	3) partly relevant	4) mostly irrelevant	5) completely irrelevant	()
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4. How much of the syllabus was taught in class?

1). 90 to	2). 75 to 90%	3) 50 to 75%	4) 40 to 50%	5) less than	()
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100%				40%	
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5. What is your opinion about the library holdings for the course?

1) excellent	2) adequate	3) inadequate	4) poor	5) very poor	()
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6. Were you able to get the prescribed readings?

1) very good	2) good	3) average	4) poor	5) very poor	()
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7. The internal evaluation system as it exists is

1) very good	2) good	3) average	4) poor	5) very poor	()
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8. In your opinion, how much of the total weightage of a course should the internal assessment account for?

1) 100%	2) 75%	3) 50%	4) 25%	5) below 25%	()
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9. Is the internal assessment system conducive to (tick in the relevant cell)

	Highly	Appreciably	Moderately	Poorly	Not at all
Understanding the course					
Early discovery of difficulties					
Interaction with the teacher					
regular work					
continuous self assessment					

10. The internal assessment system operated (give percentage)

1) fairly in how many courses ()	2) unfairly in how many courses ()
-----------------------------------	-------------------------------------

11. When you meet students who have taken a similar programme at other College do you feel that your programme is ?

1) superior	2) equal	3) inferior	()
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12. How do you rate the student-teacher relationship in the College as a whole?

1) very good	2) good	3) satisfactory	4) unsatisfactory	5) very poor	()
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13. How do you rate the student-teacher relationship in your department?

1) very good	2) good	3) satisfactory	4) unsatisfactory	5) very poor	()
--------------	---------	-----------------	-------------------	--------------	-----

14. How do you find the College's administrative offices?

1) very helpful	2) helpful	3) indifferent	4) unhelpful	5) cumbersome	()
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15. What is your rating on hostel facilities?

1) very good	2) good	3) average	4) poor	5) very poor	()
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16. How do you rate the health care facilities?

1) very good	2) good	3) average	4) poor	5) very poor	()
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17. Did you participate in any of the extracurricular activities of the Department /

College ?

1) very often	2) often	2) sometimes	2) rarely	2) never	()
---------------	----------	--------------	-----------	----------	-----

18. What was the attitude of teachers to extracurricular activities?

1) co-operative	2) indifferent	3) discouraging	()
-----------------	----------------	-----------------	-----

19. Has your time at the College been intellectually enriching?

1) yes	2) marginally	3) no	()
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20. After leaving the College how will you talk about it?

1) proudly	2) indifferently	3) disparagingly	()
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21. overall rating of the programme(tick in the relevant cell.)

Sl	Items	Very Good	Good	Avarage	Poor	Very Poor
1	Academic content					
2	Fairness of evaluation					
3	Interaction with faculty					
4	Interaction with administration					
5	Library facilities					
6	Computer facilities					
7	Hostel facilities					
8	Recreational facilities					
9	Extra-Curricular activities					
10	Sports facilities					

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STUDENTS' FEEDBACK**SHANTI DEVI ARYA MAHILA COLLEGE, DINANAGAR****FORM-II(A)**

This questionnaire is intended to collect information relating to your satisfaction towards the faculty, teaching, learning and evaluation. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

Name of the Teacher : Course Code :
 Class : Course Title :
 Semester/Year/Professional : Department :

Directions:

For each item please indicate your level of satisfaction with the following statement by choosing ☐ a score between 1 and 5.

(1 – strongly disagree, 2 - disagree, 3 – neither agree nor disagree, 4 – agree, 5 – strongly agree)

Teaching, Learning and Evaluation:	1	2	3	4	5
1. The teacher completes the entire syllabus in time.					
2. The teacher discusses topics and interact in the class					
3. The teacher communicates clearly and inspires me by his teaching.					
4. The teacher is punctual in the class.					

5. The teacher comes well prepared for the class.					
6. The teacher encourages participation and discussion in class.					
7. The teacher uses modern teaching aids, handouts, suitable references, power point presentation, web-resources, etc.					
8. The teacher's attitude towards the students is friendly & helpful.					
9. The teacher is available and accessible in the Department.					
10. The evaluation process is fair and unbiased.					
11. Regular and timely feedback is given on our performance.					
12. Periodical assessments are conducted as per schedule.					
13. I have learnt and understood the subject material/s in this course.					

Any other comments

Annexure-III**Merit Holders of Dec, 2014**

1	Savita Salaria	MSc(IT)-1st Sem	440/600	1st in GNDU
2	Mamta	MA(Hindi)-1st Sem	318/400	1st in GNDU
3	Seema	MA(Hindi)-3rd Sem	326/400	1st in GNDU
4	Vaishali	BSc(FD)-3rd Sem	461/500	1st in GNDU
5	Kirandeep Kaur	MA(Punjabi)-1st Sem	296/400	1st in GNDU
6	Neha Kumari	BA-1st Sem	321/400	2nd in GNDU
7	Muskaan Mahajan	BSc(C.S.)-3rd Sem	339/400	2nd in GNDU
8	Sonia	MA(Hindi)-3rd Sem	322/400	2nd in GNDU
9	Taruna	BSc(FD)-3rd Sem	456/500	3rd in GNDU
10	Manpreet Kaur	MA(Hindi)-3rd Sem	320/400	3rd in GNDU
11	Ritika Saini	MSc(FD)-3rd Sem	523/550	3rd in GNDU
12	Gursharan	MA(Hindi)-1st Sem	315/400	3rd in GNDU
13	Shaina Mahajan	PGDFD & GC- 1st Sem	330/350	3rd in GNDU
14	Navpreet Kaur	MA(Punjabi)-3rd Sem	290/400	4th in GNDU
15	Neha Sharma	B.Com(Prof.)-5th Sem	272/350	5th in GNDU
16	Harpreet Kaur	MA(Pol.Sc.)-3rd Sem	295/400	5th in GNDU
17	Arushi Mahajan	BSc(NM)-3rd Sem	333/400	5th in GNDU
18	Sapna Devi	MA(Hindi)-1st Sem	312/400	5th in GNDU
19	Sonam Sharma	MSc(C.S.)-1st Sem	415/600	5th in GNDU
20	Jyoti Bala	MA(Hindi)-3rd Sem	315/400	5th in GNDU
21	Kirandeep Kaur	BSc(FD)-3rd Sem	445/500	6th in GNDU
22	Pratibha	BSc(Med)-3rd Sem	305/400	6th in GNDU
23	Preeti	MA(Hindi)-1st Sem	310/400	6th in GNDU
24	Renu	MA(Hindi)-1st Sem	310/400	6th in GNDU
25	Ankur	MA(Hindi)-1st Sem	310/400	6th in GNDU
26	Amita	MSc(IT)-1st Sem	430/600	6th in GNDU

27	Simranpreet Kaur	MA(Hindi)-3rd Sem	313/400	6th in GNDU
28	Pooja Devi	MA(Hindi)-3rd Sem	313/400	6th in GNDU
29	Balreen Kaur	BSc(NM)-3rd Sem	330/400	7th in GNDU
30	Rekha	MA(Hindi)-1st Sem	307/400	7th in GNDU
31	Priyanka Sharma	MSc(FD)-3rd Sem	519/550	7th in GNDU
32	Preeti Saini	MSc(IT)-1st Sem	420/600	7th in GNDU
33	Hema Devi	Dip. in St. & Tail.	223/250	7th in GNDU
34	Harpreet Kaur	PGDFD & GC- 1st Sem	322/350	7th in GNDU
35	Kulwinder Kaur	BSc(FD)-3rd Sem	441/500	8th in GNDU
36	Nandita Khullar	BA-1st Sem	300/400	8th in GNDU
37	Amanjot	Dip. in St. & Tail.	222/500	8th in GNDU
38	Shafali Saini	PGDFD & GC- 1st Sem	321/500	8th in GNDU
39	Narinder Kaur	MA(Hindi)-1st Sem	305/400	8th in GNDU
40	Ekta	MSc(IT)-3rd Sem	412/600	8th in GNDU
41	Priyanka Sharma	Dip. in St. & Tail.	221/500	9th in GNDU
42	Omika	MA(Punjabi)-3rd Sem	278/400	9th in GNDU
43	Arti Mahajan	MSc(FD)-1st Sem	498/550	9th in GNDU
44	Renu Bala	BSc(FD)-5th Sem	448/500	10th in GNDU
45	Sushil Kumari	MA(Hindi)-3rd Sem	308/400	10th in GNDU
46	Rajwinder Kaur	MA(Hindi)-3rd Sem	308/400	10th in GNDU
47	Kamaldeep Kaur	BCA-3rd Sem	224/350	11th in GNDU
48	Harjeet Kaur	BSc(FD)-3rd Sem	434/500	11th in GNDU
49	Harpreet Kaur	BSc(FD)-3rd Sem	434/500	11th in GNDU
50	Richa Katal	BSc(FD)-3rd Sem	434/500	11th in GNDU
51	Kulwinder Kaur	MA(Pol.Sc.)-3rd Sem	282/400	11th in GNDU
52	Sharanjeet Kaur	MA(Hindi)-3rd Sem	307/400	11th in

				GNDU
53	Balwinder Kaur	MA(Hindi)-1st Sem	300/400	11th in GNDU
54	Kavita	MA(Hindi)-1st Sem	300/400	11th in GNDU
55	Abhinash Kumari	MSc(C.S.)-1st Sem	401/600	11th in GNDU
56	Pridhi Mahajan	B.Com(Prof.)-5th Sem	260/350	12th in GNDU
57	Tripti Devi	BSc(FD)-3rd Sem	432/500	12th in GNDU
58	Nidhi Thakur	B.Com(Prof.)-5th Sem	258/350	13th in GNDU
59	Rajbir Kaur	MSc(FD)-1st Sem	489/550	13th in GNDU
60	Kamaljot Kaur	MSc(FD)-1st Sem	488/550	14th in GNDU
61	Nitin Bharti	BCA-3rd Sem	220/350	15th in GNDU
62	Chhaya	BSc(FD)-5th Sem	448/500	15th in GNDU
63	Shaveta Thakur	BSc(FD)-5th Sem	448/500	15th in GNDU
64	Mandeep Kaur	MSc(FD)-1st Sem	486/550	15th in GNDU
65	Neelam Kumari	MA(Pol.Sc.)-3rd Sem	278/400	15th in GNDU
66	Meenakshi Mehra	BCA-3rd Sem	219/350	16th in GNDU

May, 2015

Sr.No.	Name	Class	Marks	Position
1	Vaishali	BSc(FD)-IVth Sem	939/1000	1st in GNDU
2	Ankush Sharma	BSc-VI Sem	2007/2400	1st in GNDU
3	Mamta Rani	MA(Hindi)-Sem II	629/800	1st in GNDU
4	Savita Salaria	MSc(IT)-Sem II	895/1200	1st in GNDU
5	Kirandeep Kaur	MA(Punjabi)-Sem II	578/800	1st in GNDU
6	Taruna	BSc(FD)-IVth Sem	934/1000	2nd in GNDU
7	Shaina Mahajan	PGDGC&FD-Sem II	660/700	2nd in GNDU
8	Neha Rani	BA-IIInd Sem	650/800	2nd in GNDU
9	Navjot Kaur	BSc(FD)-Sem II	361/450	3rd in GNDU
10	Richa Katal	BSc(FD)-IVth Sem	476/500	3rd in GNDU
11	Kirandeep Kaur	BSc(FD)-IVth Sem	469/500	4th in GNDU
12	Shifali	BSc-VI Sem	1959/2400	4th in GNDU
13	Ekta	MSc(IT)-IV Sem	1765/2400	5th in GNDU
14	Sonia Kumari	MA(Hindi)-IV Sem	1237/1600	5th in GNDU
15	Kamaljot Kaur	MSc(FD)-II Sem	510/550	5th in GNDU
16	Sanjana Badwal	BSc(BT)-VI Sem	2211/2760	5th in GNDU
17	Harjeet Kaur	BSc(FD)-IVth Sem	464/500	5th in GNDU
18	Kulwinder	BSc(FD)-IVth Sem	463/500	6th in GNDU
19	Harpreet Kaur	BSc(FD)-IVth Sem	463/500	6th in GNDU
20	Amarjot	Dip in St & Tail-Sem II	439/500	6th in GNDU
21	Gursharan Kaur	MA(Hindi)-Sem II	617/800	6th in GNDU
22	Shivani	MA(Hindi)-IV Sem	1217/1600	6th in GNDU
23	Priyanka Sharma	Dip in St & Tail-Sem II	438/500	7th in GNDU
24	Hema Devi	Dip in St & Tail-Sem II	438/500	7th in GNDU
25	Preeti Jamlaria	MA(Hindi)-Sem II	614/800	7th in GNDU
26	Shafali Saini	PGDGC&FD-Sem II	650/700	7th in GNDU
27	Nandita Khullar	BA-2nd Sem	615/800	7th in GNDU
28	Sonam Sharma	MSc(C.S.)-IIInd Sem	862/1200	7th in GNDU
29	Ritika Saini	MSc(FD)-IV Sem	2007/2200	7th in GNDU
30	Poonam	MA(Eco)-IVth Sem	1405/2000	8th in GNDU
31	Rma Devi	BSc(IT)-IV Sem	1695/2300	8th in GNDU
32	Diksha Ohri	BSc(FD)-Sem II	349/450	9th in GNDU
33	Renu Bala	BSc(FD)-VIth Sem	2535/3000	9th in GNDU
34	Manpreet Kaur	MA(Hindi)-IV Sem	1199/1600	9th in GNDU
35	Harpreet Kaur	MA(Pol.Sc.)-IV Sem	1198/1600	9th in GNDU
36	Rajbir Kaur	MSc(FD)-II Sem	503/550	9th in GNDU
37	Shamma	BSc(FD)-IVth Sem	456/500	10th in GNDU
38	Sarabjeet Kaur	Dip in St & Tail-Sem II	427/500	10th in GNDU

39	Shivani Harchand	MSc(FD)-II Sem	500/550	10th in GNDU
40	Vishali	MSc(FD)-II Sem	500/550	10th in GNDU
41	Aarti Mahajan	MSc(FD)-II Sem	499/500	11th in GNDU
42	Amarjit Kaur	Dip in St & Tail-Sem II	426/500	11th in GNDU
43	Harpreet Kaur	BSc(FD)-IVth Sem	451/500	12th in GNDU
44	Meenu Bala	Dip in St & Tail-Sem II	425/500	12th in GNDU
45	Manjeet Kaur	Dip in St & Tail-Sem II	425/500	12th in GNDU
46	Arushi Mahajan	BSc-IIInd Sem	636/800	12th in GNDU
47	Dony Mondal	BSc(FD)-VIth Sem	2497/3000	12th in GNDU
48	Turnika Thakur	MSc(FD)-II Sem	496/550	12th in GNDU
49	Komal	BSc(FD)-IVth Sem	450/500	13th in GNDU
50	Dipika	MA(Eco)-IVth Sem	1385/2000	13th in GNDU
51	Poonam Matharoo	MSc(FD)-II Sem	493/550	13th in GNDU
52	Neha	BSc(FD)-IVth Sem	445/500	15th in GNDU
53	Chhaya	BSc(FD)-VIth Sem	2463/3000	15th in GNDU
54	Nansi Thapa	MSc(FD)-II Sem	490/550	15th in GNDU
55	Priti Saini	MA(Eco)-IVth Sem	1366/2000	16th in GNDU
56	Balreen Kaur	BSc-Sem IV	654/800	17th in GNDU
57	Deeksha	BSc-IIInd Sem	629/800	18th in GNDU
58	Tania Mahajan	MSc(IT)-IV Sem	1680/2400	19th in GNDU
59	Aarushi Mahajan	BSc-IVth Sem	639/800	Merit in GNDU
60	Rajwant Kaur	BA-IVth Sem	611/800	Merit in GNDU
61	Tania Thakur	BA-IVth Sem	598/800	Merit in GNDU
62	Amandeep Kaur	BA-IVth Sem	595/800	Merit in GNDU
63	Priya Thakur	BA-IVth Sem	587/800	Merit in GNDU
64	Sanju Bala	BA-IVth Sem	577/800	Merit in GNDU
65	Bandana Thakur	BA-IVth Sem	576/800	Merit in GNDU
66	Jatinder Kaur	BA-IVth Sem	574/800	Merit in GNDU
67	Bandana Devi	BA-IVth Sem	571/800	Merit in GNDU
68	Deepshikha	BA-VI Sem	1730/2400	Merit in GNDU
69	Neha Aggarwal	BA-VI Sem	1712/2400	Merit in GNDU
70	Kiran Sharma	BA-IIInd Sem	555/800	Merit in GNDU
71	Seema	BA-IIInd Sem	553/800	Merit in GNDU
72	Jyoti Manhas	BA-IIInd Sem	552/800	Merit in GNDU
73	Kiran Bala	BA-IIInd Sem	543/800	Merit in GNDU
74	Priya	BSc-IIInd Sem	617/800	Merit in GNDU
75	Shallu Salaria	B.Com(P)-II Sem	262/350	Merit in GNDU
76	Neha Dutta	Dip. in Cosm.-Sem II	318/400	Distinction in GNDU
77	Sunita Rani	Dip. in Cosm.-Sem II	308/400	Distinction in GNDU

78	Palwinder Kaur	Dip. in Cosm.-Sem II	307/400	Distinction in GNDU
79	Priyanka Devi	Dip. in Cosm.-Sem II	302/400	Distinction in GNDU
80	Sudesh Kumari	Dip in St & Tail-Sem II	421/500	Distinction in GNDU
81	Manjit Bala	Dip in St & Tail-Sem II	415/500	Distinction in GNDU
82	Monika Devi	Dip in St & Tail-Sem II	409/500	Distinction in GNDU
83	Renu Saini	MSc(FD)-IV Sem	1985/2400	Distinction in GNDU
84	Priyanka Sharma	MSc(FD)-IV Sem	1967/2400	Distinction in GNDU
85	Astha Mahajan	MSc(FD)-IV Sem	1960/2200	Distinction in GNDU
86	Randhirpal Kaur	MSc(FD)-IV Sem	1934/2200	Distinction in GNDU
87	Rajwant Kaur	MSc(FD)-IV Sem	1924/2200	Distinction in GNDU
88	Mandeep Kaur	MSc(FD)-IV Sem	1920/2200	Distinction in GNDU
89	Suman Vig	MSc(FD)-IV Sem	1920/2200	Distinction in GNDU
90	Sunita Devi	MSc(FD)-IV Sem	1919/2200	Distinction in GNDU
91	Priyanka Saini	MSc(FD)-IV Sem	1918/2200	Distinction in GNDU
92	Bindu	MSc(FD)-IV Sem	1890/2200	Distinction in GNDU
93	Daljeet	MSc(FD)-IV Sem	1882/2200	Distinction in GNDU
94	Kiran Bala	MSc(FD)-IV Sem	1860/2200	Distinction in GNDU
95	Deepika	MSc(FD)-IV Sem	1840/2200	Distinction in GNDU

Annexure-IV

BEST PRACTICE: 1

VALUE EDUCATION

1) Objective of the practice:

To uphold the core values with truth and righteousness

2) Needs addressed and the context:

Values are the base to lead a meaningful life. They are the guideposts to act with clear vision, prudence and determination. Values, though result – oriented, have an appreciable purpose.

Value education sessions are arranged with the following contexts:

- Upholding traditional beliefs and values.
- How to safeguard values in the modern life?
- Imbibing national and patriotic spirits.
- Diversified cultures, cultural values, and unity in diversity.
- Culture of present day learners.
- Socialisation and social values
- Social evils
- Impact of socialisation on social evils
- Role of family in the social unit
- Joint families Vs Nuclear families.
- Religious faith and religious values
- Religion – A boon or bane?
- Human values and interpersonal relationship.
- What ails inter- personal relationship?
- Status of women in India.
- Role of education in raising the status of women.
- Health and hygiene
- How to improve health and hygiene?
- Right eating habits
- Cohesive attitude among youngsters.
- Role of reading and writing in value upgradation.
- Gender discrimination and generation gap.

The practice:

The student's strength of the college is divided into groups of 20-30 each and each group has a staff advisor. Every week, Value Education sessions are organised on Saturdays for an hour. Cultural erraticism and its influence on the younger generation assist the Principal to identify the value to be discussed in a session. A brief outline about the chosen value to be deliberated in the forthcoming session is prepared and circulated among all staff members

in advance to make the session as an oriented dialogue. As the staff advisor never indulges in monologue and ever encourages the student to speak in the language in which she is comfortable, students come out openly and make these sessions an outlet to release their inner feelings freely and understand that disciplined way of life is not something enforced on them but it is inherent.

Value erosion in modern life Nationalism and Patriotism:

Views of Youngsters Behaviour modification amongst youngsters How youngsters become prey to social evils? Socialisation is a life long journey How to inculcate joint family impact in nuclear families? Religious harmony cohesive approach in the daily routine Regulations: Are they imposed or inherited? Human values Tips for good health and hygiene Optimum size of a family Relationship between parents and children Successful women managers Life sketches of eminent personalities and some of the value oriented topics discussed in length in the recent past.

Mentoring is yet another channel for value education. Here a brief note about mentoring mechanism that assists one to understand the inseparable relationship between values and mentors attitude. The mentor is the second layer in the counselling process (the first layer being the class-in-charge who has comprehensive information about her wards) under whom a batch of 25 students is allotted. Most of the personal problems and the academic impediments yet to be resolved are taken care of by the mentor. As the mentor is maintaining a close rapport with the wards, even the unrepresented problems of learners could also be identified by mentors to resolve.

4) Evidence of success:

- ☐ Learners enjoy value education sessions as they have an outlet to pour their feelings and to interact with matured minds.
- ☐ Employers prefer those who are graduated from Shanti Devi Arya Mahila College for their discipline in performing their duties. Alumni in their meets proudly pronounce the impact of value education sessions in moulding them.
- ☐ Parents convey their happiness, at the meets of Parent-Teachers Association about the transformation in their childrens attitude towards sharing family responsibilities, confidence building, supportive and friendly approach towards their neighbours and relatives, firmness concerning the timing of marriage, and obedience towards elders. The institution is of the firm opinion that this transformation is possible only through value education sessions.

- Teachers are happy as counseling takes place in these sessions as they are interactive and practical. By simply listening to the views of students, even the incorrigible are tamed. Many junior teachers, who were deprived of these opportunities in their colleges, enjoy these sessions as they learn values and their significance in life. In the academic system, those who had served in S.D.A.M are preferred by other educational institutions for their attachment towards values of the chosen profession.

5) Resources:

Problems encountered by the students
Exposure made by the eminent personalities visiting the college,
Experience based learning by the teachers,
Media especially print(library resources), internet, website, audio and visual media.
Handout prepared by the teachers,

6) The Institution:

Name : Shanti Devi Arya Mahila College,

Opp.Bus Stand, Dinanagar

Gurdaspur, Punjab

Telephone : 01875-220344,01875-220258

E-mail : Sdamcollege_dnn@yahoo.com

Website : Shantidevicollege.org

Best Practice No. 2

1. Decentralization of Administration

2. Goal:

Administration has been completely decentralized in the College by the creation of following offices/Posts.

- Academic Bursar
- Administrative Bursar
- Accounts Bursar
- Prof-in-Charge UGC
- IQAC coordinator.
- Prof-in-Charge Construction and maintenance
- Prof-in-Charge of Electricity, Drinking water etc.
- Prof-in-Charge Inventory
- Prof-in-Charge of cultural activities.
- Prof-in-Charge of sports activities.
- Discipline Committee Coordinator
- Academic and Administrative Audit Coordinator
- Prof-in-Charge Recognition & Affiliation
- Public information officer etc. in order to achieve the following objectives:

(i) To make Principal free from routine paper work and provide her ample time and energy to concentrate on formulating policies and strategies for the development of the institution

(ii) To provide a platform of office bearers described above to hold the consultations while formulating policies and strategies for the development of the institution or any emergent issue

(iii) To provide opportunity to the faculty members to gain administrative experience and contribute their expertise in the working of the College.

3. The Context:

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

Above 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, regarding timely release of grants and UGC, NAAC and other related research funding 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

7. The Practice:

The functional aspect of this practice, includes the following action programmes:

The Academic Bursar.

- ☐ Communication of university syllabus of each programme to the teaching departments & College Library
- ☐ Preparation of schedule of work for each programme.
- ☐ To organize orientation programme for new faculty members regarding policies of the institution.
- ☐ To organize mentoring programme for the students of first year of all programmes
- ☐ To prepare question papers for internal examinations.
- ☐ To address the queries of the students regarding any university work/attestation of documents/fee concession.

The Administrative Bursar

- ☐ Maintenance of discipline in the campus.
- ☐ Leave sanction of the employees.
- ☐ Attestation of testimonials of the students.
- ☐ Correspondence in service matters, promotional benefits, pension and rehabilitation.

The Accounts Bursar

- ☐ Preparation of annual budget of the college and monitoring the outflow of funds.
- ☐ Financial transactions
- ☐ Maintenance of cash book.
- ☐ Audit.

The Prof-in-Charge UGC & IQAC coordinator help the Principal regarding timely release of grants and UGC, utilisation thereof.

The Prof-in-Charge Construction and maintenance is responsible for construction /maintenance/ upkeep of infrastructure of the college

The Prof.-in-Charge Electricity & drinking water is responsible for providing uninterrupted power supply and safe drinking water in the college.

The Prof-in-Charge Inventory keeps and maintains the central store and related disbursement.

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

The Prof-in-Charge of sports activities of the College organizes talent search programmes to explore sports and games potential of the students and conducts various sports related activities of the

college. She also prepares the students for participation in sports activities at university / state / national level.

The Discipline Committee Coordinator maintains discipline inside the College campus.

8. Evidence of Success:

This practice has helped the college as follows:

- ☐ It has helped the faculty members to develop leadership quality.
- ☐ 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 students in the redressal of their grievances.
- ☐ It has helped in maintenance of discipline in the College.
- ☐ It has helped the Principal to devote her time to more constructive works.
- ☐ It has provided forum of office bearers to the Principal to hold consultations on policy matters/any emergent issue.

9. 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:

In the absence of adequate members of staff, teachers feel hard pressed with over work. This may hamper teaching in future. Grant-in-id policy of the Govt. also hurts the sentiment of teachers and employees. A Sense of reluctance among staff members is observed. The institution takes steps to solve these problems through the appointment of temporary teachers and financial incentives to the teachers and staff members. It is expected that Govt. will fill-up the vacancies in the current academic session.

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

Office bearers are not paid any allowance. Hence they not interested up to their satisfaction.

Annexure-V (i)


राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
Quality Profile

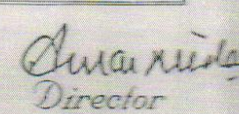
Name of the Institution : Shanti Devi Arya Mahila College
Place : Dinanagar, Dist. Gurdaspur, Punjab


Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages (Cr_i GPA)	$W_i \times Cr_i$ GPA
I. Curricular Aspects	050	2.80	140
II. Teaching-Learning and Evaluation	450	2.93	1319
III. Research, Consultancy and Extension	100	2.95	295
IV. Infrastructure and Learning Resources	100	3.30	330
V. Student Support and Progression	100	3.60	360
VI. Governance and Leadership	150	3.00	450
VII. Innovative Practices	050	2.60	130
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA}) = 3024$

Institutional Score = $\frac{\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA})}{\sum_{i=1}^7 W_i} = \frac{3024}{1000} = \boxed{3.02}$

Grade = A Descriptor = VERY GOOD

Date: July 08, 2013


 Director



* This certification is valid for a period of five years with effect from July 08, 2013.
 * An Institutional CGPA on four point scale in the range of 3.00 - 4.00 denotes A grade.
 (Very Good), 2.50 - 3.00 denotes B grade (Good), 2.00 - 2.50 denotes C grade (Satisfactory).
 * Scores rounded off to the nearest integer.

Principal
 Shanti Devi Arya Mahila College
 Dinanagar (GSP)

SHANTI DEVI ARYA MAHILA COLLEGE, DINANAGAR

Annexure-v (ii)

