



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ARYA COLLEGE,LUDHIANA

**CIVIL LINES, RISHI DAYANAND MARG, LUDHIANA, PUNJAB
141001**

www.aryacollegeludhiana.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Arya College, Ludhiana, is a premier institution affiliated to Panjab University, Chandigarh. Though the college falls under 95% grant-in-aid scheme of Punjab government, it is run by Arya Vidya Pratinidhi Sabha, Punjab (Regd.), Jalandhar. It owes its inception to a few dedicated members of Arya Samaj who came together and pooled their wisdom to undertake the venture of opening a college. They set out with a missionary zeal to raise funds and their relentless efforts fructified in 1946, when Arya College came into existence. With a view to catering to the ever growing needs of education of girls of the region, a separate Girls Section was started in 1970 to enable them to pursue their studies in a protected campus.

From a purely Arts College when established in 1946, it has steadily grown into a multi-faculty Post-graduate institution of higher learning over the years. The college took its first step towards its growth with the introduction of Science stream offering B.Sc(Non- Medical) in 1960 and B.Sc(Medical) in 1971. PG courses in History and Political Science were introduced in 1971 followed by the introduction of B.Com in 1977. In 1998-99, B.C.A and B.B.A were started. In 2001-02, PGDCA was added along with M.Com. M.A Punjabi was introduced in 2005-06, B.Com(Hons) in 2008-09 and PG Diploma in Marketing Management in 2018 .

Many Add-On vocational & short-term value added courses in Human Rights and Value Education, Fashion Designing and Tailoring, Disaster Management, Event Management, and Advertisement & Sales Management have been started to make education relevant to the needs of the society.

The college has the distinction of producing illustrious alumni who have served the country in multifarious fields. They include **Administrators** like Sh.R.P.Ojha, IAS(Former Chief Secretary Punjab) and Sh.B.L.Chhiber, IRS(Former Chief Commissioner Income Tax); **Artists** like Sh.Pankaj Kapoor(Karam Chand of TV Screen) and Sh.Arun Bakshi; **Sportsmen** like Sh. Yashpal Sharma (Cricket) and Sh.Sukhbir Singh Grewal(Hockey); **Publicmen** like Sh.Sat Paul Mittal M.P.and Sh.Balkar Singh Sandhu(Mayor,Ludhiana);**Businessmen** like Sh.Sunil Bharti Mittal and Sh. Sudhir Munjal.

The college has been graced by visits of dignitaries like Dr.S.Radha Krishnan(the then Vice President of India) and Sh. Jagjiwan Ram(Former Defence Minister).

Vision

To emerge as a frontline institution in academic excellence empowering the students with intellectual and emotional strength to meet upcoming global challenges.

Mission

To create intellectually sharp and highly skilled professionals who can balance the practicalities of modern thought with the warmth of traditional values as enunciated in Arya Samaj by Swami Dayanand Saraswati. Emphasis is laid on the complete harmonious development of personality where awareness of one's rights is matched with consciousness of one's responsibilities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Dedicated Principal, committed Management and experienced and diligent faculty.
- Emphasis on empowerment and enlightenment of students through gender equality and value based education aimed at fostering informed global minds.
- Competitive and learner friendly academic environment.
- The college fosters a spirit of belongingness, camaraderie and warmth with very congenial relationship between the faculty and students.
- Holistic development of students.
- Emphasis on community and social work along with classroom activities.
- Student support system and mentoring process.
- Environment initiatives like Waste Management System have been installed.
- Energy saving initiatives like promoting the use of LEDs.
- Involvement of students in eco-friendly activities like planting trees and maintaining vertical gardens in the campus.
- State of the Art facilities for sports like a huge cricket ground, lawn tennis courts and gymnasium.
- An auditorium with the seating capacity of 450 students.
- A host of student support services and welfare schemes for both staff members and students.
- Liberal fee concessions, scholarships and facility of making payment in installments to enable the poor and marginalized sections of the society to enter the mainstream of social system.

Institutional Weakness

- Financial constraints due to reduction in grants by Government.
- Lesser autonomy in curriculum designing.
- Dwindling interest in Pure Sciences.

Institutional Opportunity

- Centrally located college campus.
- Flourishing Commerce Department caters to the needs of business community thriving in this industrial City.
- Special morning classes for B.Com degree course for students preparing for CA exams.
- Separate campus for girl students.
- Introducing new value oriented and skill development courses
- Special in-house Sports Training Facilities to students aspiring for a career in sports.

Institutional Challenge

- Rising cost of education.

- Mushrooming of private universities in the city.
- Reduction and irregularity in grants issued by the Government.
- 100% paperless office.
- Keeping pace with fast changing technology.
- Mass exodus of students to foreign countries.
- Providing a three layered systematic learning process of pulling the students from their weak socio-economic mindset, acclimatizing them to their new learner friendly environment and making them perform to optimum level.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution is affiliated to Panjab University Chandigarh and the curriculum prescribed by it is strictly adhered to. The college adopts strategic plans for effective implementation of the curriculum. For executing academic activities, planning is done before commencement of each academic session. Efforts are made by the faculty members in designing and developing curriculum at various levels like Board of Studies and Academic Council.

The Institution has taken initiative to start add-on courses like Human Rights and Value Education, Event Management, Journalism and Advertising and Sales Management for all round development of students. Value added courses like Disaster Management, Fashion Designing and Tailoring have been initiated to impart life skills to the students. To improve teaching practices, teachers are encouraged to contribute their articles, research papers in national and international journals and to attend orientation and refresher courses.

The college is sensitive to cross cutting social issues and makes every effort to sensitize the students by periodically organizing seminars/ extension lectures on Gender Equality, Environment and Sustainability, Human Values and Professional Ethics. There are specific committees and clubs that make a collective effort to raise the level of awareness amongst the students.

Field trips and Industrial visits are arranged to add an experiential quotient to the understanding of the students. Case-studies, group discussions, surveys and excursions provide hands-on experience.

Structured feedback on curriculum is sought from different stakeholders and new strategies and programmes are devised to address the issues.

Teaching-learning and Evaluation

The college admits students in compliance with norms and Reservation Policy of Panjab University and State government. The Equal Opportunity Cell strives to provide an appropriate learning environment for students with special needs.

The college conducts remedial teaching and special attention is paid to slow learners. For intellectual stimulation, advanced learners are given projects and assignments. Experiential learning like field visits, group projects, working models, , participative learning techniques like group discussion, exhibitions, etc. and problem solving methodologies like case studies are adopted to ensure optimum learning outcomes. Interactive teaching is ensured through the usage of PowerPoint and multimedia presentations.

Career Counseling Cell and Mentor-Mentee groups deal with academic and stress related issues.

The students are evaluated and assessed on the basis of their performance in house examination, attendance, projects and presentations to ensure transparency. An Examination Board has been set up to provide an effective and transparent mechanism to deal with examination related grievances. The institution adheres to the academic calendar for the conduct of CIE.

Learning outcomes academic and co-curricular fields through all programmes offered in the college are stated in college prospectus and on website.

Our students have also earned top university positions. Some of our alumni are pursuing higher education and others are engaged in government and private sectors.

Research, Innovations and Extension

Arya College recognises the importance of research in academic pursuit. To inculcate an interest in the students and the faculty for the same, efforts are constantly made. From time to time the college organises UGC, ICSSR sponsored national seminars and workshops. Around 59 research articles, papers and approximately 30 published and edited books have been contributed by our faculty members in various disciplines during last 5 years. The college has the policy of rewarding the recipients of national and international awards with the letter of appreciation.

The college has been successfully running two study centres under the scheme of EPOCH making social thinkers of India.

1. Shaheed Bhagat Singh Study Centre
2. Centre for Gandhian Studies

The college has a specified code of ethics in order to check malpractices and plagiarism in research and to ensure good quality publications.

Our college has been oriented towards socially responsible activities like community outreach programmes. The college NSS unit, NCC unit, Eco Club, Literary Club, Equal opportunity Cell etc, provide a unique platform for the all round development of the students. Extension activities like street plays, rallies, visits to old age homes are conducted to create an awareness about various issues of Swachhta and gender equity.

In order to provide assistance and support to the students linkages (MOU) with various corporate houses have been established. Field visits and industrial trips are organised to bridge the gap between theoretical and practical application of knowledge.

Infrastructure and Learning Resources

The college has constantly been evolving and upgrading its infrastructure. A sizable part of its budget is allocated to improve and maintain its physical and academic facilities. With a campus extending over two buildings -- the Main Section and the Girls Section, the college boasts of having **48** spacious classrooms (out of which 16 are ICT enabled) **2** ICT enabled Seminar Halls , **6** Computer Labs, **one Smart Classroom** , **10** Science Laboratories (out of which 2 are ICT enabled) , **2** ICT enabled Home Science labs and **14** departmental offices including NCC,NSS and two UGC sponsored Chairs.

Its fully air-conditioned, well stocked and partially digitalized library has spacious reading rooms, one separate corner for visually challenged students and an extension centre in the Girls Section.

The college offers State of the Art sports facilities like **1** huge Cricket Ground, **2** large playgrounds, **5** Lawn Tennis courts, **2** Gymnasiums and **2** Yoga & Meditation Centres.

To encourage self- expression among students , the college has an Auditorium with a seating capacity of **450** people, and **one** Open Stage.

To meet the growing demands of technically skilled professionals in the modern competitive world, the college ensures that its students and faculty are facilitated with computers and Laptops with Internet facility at a high speed leased line connection of **50 Mbps**. CCTV cameras and projectors are also being used effectively in the campus.

To obtain optimal utility, the infrastructure is maintained through AMCs, proper record keeping and the services of exclusive staff for the purpose.

Student Support and Progression

The college is committed to excel by extending academic, financial, professional and psychological assistance to every student. Liberal concessions, Government and Non- Government scholarships are provided to needy and meritorious students.

The college provides guidance for competitive exams, career counseling, remedial coaching, and personal counseling for enhancement of capabilities of students. The institution has a placement cell to assist the outgoing students in seeking employment. The college has a Career Counseling Cell to guide students

regarding career avenues. A Strong Student Grievance Redressal Committee and Anti-Ragging Committee have been established to redress student's grievances.

The institution makes strategies and policies to enhance students' participation in creative, cultural and sports activities. It is worth mentioning that our students have won a number of prizes in sports at district, state, national and international level bringing fame to the alma mater. Jaspreet Kaur won bronze medal in Commonwealth games for the session 2017-2018. In co-curricular activities, our college has won many prizes in youth festivals and inter-college competitions every year. (Overall trophy in P.U. Zonal Youth and Heritage Festival for the session 2014-16 and runner up trophy for the session 2016-19).

Student representatives are included as editors in college magazine, members in Student Council and in various clubs and societies to give them opportunity to have a say in college matters.

The college has its own Alumni Association. Our alumni are working as administrators, public men, doctors, professors, artists and sports persons.

Governance, Leadership and Management

The institution has well defined vision and mission and concrete and dedicated efforts are made for quality and value based education. The governing body works in collaboration with Principal to regulate and maintain an amicable and scholastic environment. The Principal along with Deans, HOD's and administrative staff steers the college towards fulfilment of its objectives. The college promotes a culture of participative and decentralised management. A large number of committees have been constituted which are competent and empowered enough to formulate and execute plans and evaluate the outcome. The Governing body also includes two elected representatives from teaching staff. For strategic development and deployment of its policies, the college makes prospective plans both -long and short term. These plans are executed through various committees like Purchase Committee, Construction Committee, and Examination Board. E-Governance has been implemented in various areas of operation. Welfare Schemes are available for teaching and non-teaching staff as per the Punjab University norms which include medical and duty leave, PF loan, Staff Quarters and uniform for class IV employees. Proper appraisal system is followed for all permanent teaching and non-teaching staff. For financial management and resource mobilisation the college depends upon the grant from DPI (Pb), UGC, NGO's, local bodies and individuals. It conducts external and internal Audit regularly and prepares an Annual budget estimate. In compliance with NAAC regulations, IQAC has been functioning in the college as a quality sustenance measure and it holds regular meetings for effective planning and implementation of institutional policies.

Institutional Values and Best Practices

The college regularly organizes gender equity programs to generate an inclusive culture. Safety and Security is ensured through an extensive network of CCTV cameras and security guards. Provision of Common room and exclusive amenities creates comfort zone for girls. Student Counseling System encompassing Mentor Mentee groups, Tutorials and Career Counseling Cell is in place. The college is an environmentally responsible habitat with vermicomposting unit and LEDs. The construction of rain harvesting unit and installation of solar lights is in process. Budgetary allocation for green initiatives and green practices are religiously followed. The college facilitates the differently abled by providing ramps, rails, wheel chairs, sticks, audio books and software. Locational advantages and disadvantages are addressed by interface with industry, visits to local universities,

delivering lecture series in neighboring schools and inculcating traffic culture among students. Engagement with local community is undertaken through rallies, walkathons, radio talks, donation drives, blood donation camps, visit to old age homes, deaf and dumb school. National festivals, birth and death anniversaries of great leaders are observed. Excursions and celebrations to promote social cohesion are planned periodically. Programmes focusing on universal values, fundamental rights and duties are incorporated in activity calendar. The college ensures transparency in functioning, displays core values and adheres to code of conduct and professional ethics. Women Empowerment through holistic education and provision of morning batch of B.Com for students aspiring for C.A. are best practices of the institution. The distinctiveness of college lies in promoting integrated personality development of students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARYA COLLEGE,LUDHIANA
Address	Civil Lines, Rishi Dayanand Marg, Ludhiana, Punjab
City	LUDHIANA
State	Punjab
Pin	141001
Website	www.aryacollegeludhiana.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Savita Uppal	0161-2446660	9815100430	0161-2443365	iqacaryaldh@gmail.com
IQAC / CIQA coordinator	Suksham Ahluwalia	0161-2440766	7009974648	0161-5069738	suksham2901@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1946

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Chandigarh	Panjab University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	19-10-2010	View Document
12B of UGC	19-10-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Civil Lines, Rishi Dayanand Marg, Ludhiana, Punjab	Urban	11.6	46943.53

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Department Of Arts	36	senior secondary	English,Hindi,Punjabi	820	820
UG	BA,Department Of Arts	36	senior secondary	English,Hindi,Punjabi	9	9
UG	BSc,Department Of Science	36	senior secondary	English,Hindi,Punjabi	20	0
UG	BSc,Department Of Science	36	senior secondary	English,Hindi,Punjabi	23	23
UG	BSc,Department Of Science	36	senior secondary	English,Hindi,Punjabi	116	116
UG	BCom,Pg Department Of Commerce And Business Management	36	senior secondary	English,Hindi,Punjabi	220	220
UG	BBA,Pg Department Of Commerce And Business Management	36	senior secondary	English,Hindi,Punjabi	120	108

UG	BCom,Pg Department Of Commerce And Business Management	36	senior secondary	English,Hind i,Punjabi	840	818
UG	BCA,Depart ment Of Computer Science	36	senior secondary	English,Hind i	240	210
PG	MCom,Pg Department Of Commerce And Business Management	24	Graduation	English,Hind i,Punjabi	83	83
PG	MA,Pg Department Of History	24	Graduation	English,Hind i,Punjabi	21	21
PG	MA,Pg Department Of Political Science	24	Graduation	English,Hind i,Punjabi	17	17
PG	MA,Pg Department Of Punjabi	24	Graduation	Punjabi	9	9
PG Diploma recognised by statutory authority including university	PGDBM,Pg Department Of Commerce And Business Management	12	Graduation	English,Hind i,Punjabi	40	20
PG Diploma recognised by statutory authority including university	PGDCA,Dep artment Of Computer Science	12	Graduation	English,Hind i	40	11

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				82			
Recruited	0	0	0	0	5	9	0	14	9	10	0	19
Yet to Recruit	0				0				63			
Sanctioned by the Management/Society or Other Authorized Bodies	0				2				6			
Recruited	0	0	0	0	2	0	0	2	6	0	0	6
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				65
Recruited	12	1	0	13
Yet to Recruit				52
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	9	2	0	11
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	4	0	0	4
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	3	0	5	5	0	16
M.Phil.	0	0	0	3	5	0	2	6	0	16
PG	0	0	0	2	1	0	2	5	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	6	36	0	42

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1454	12	0	1	1467
	Female	620	8	0	0	628
	Others	0	0	0	0	0
PG	Male	42	0	0	0	42
	Female	88	0	0	0	88
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	18	1	0	0	19
	Female	12	0	0	0	12
	Others	0	0	0	0	0
Diploma	Male	27	0	0	0	27
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	36	0	0	0	36
	Female	18	0	0	0	18
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	193	225	275	240
	Female	105	102	115	81
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	187	159	140	116
	Female	59	47	46	34
	Others	0	0	0	0
General	Male	1284	1462	1665	1549
	Female	641	601	668	723
	Others	0	0	0	0
Others	Male	9	15	6	1
	Female	10	4	0	0
	Others	0	0	0	0
Total		2488	2616	2915	2744

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 235	File Description	Document
	Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	12	12	12	12

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2488	2616	2915	2744	2676

File Description	Document			
	Institutional Data in Prescribed Format	View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
273	228	271	237	272

File Description	Document			
	Institutional data in prescribed format	View Document		

2.3**Number of outgoing / final year students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
780	811	919	772	672
File Description			Document	
Institutional Data in Prescribed Format			View Document	

3 Teachers**3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
93	92	88	89	96
File Description			Document	
Institutional Data in Prescribed Format			View Document	

3.2**Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
96	96	96	96	96
File Description			Document	
Institutional data in prescribed format			View Document	

4 Institution**4.1****Total number of classrooms and seminar halls****Response: 68****4.2****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
300.01623	288.83722	334.43	226.16	283.06

4.3**Number of computers****Response: 134**

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The College is affiliated to Panjab University, Chandigarh and follows the curriculum prescribed by the university. It has been acknowledged as a premiere institute of learning as it promotes academic excellence.

The college prepares **Academic Schedule** for each session in accordance with the **Calendar** provided by the university. An active plan for timely implementation is formulated by the institution to ensure effective delivery of the curriculum.

To monitor academic performance an **Academic Affairs Advisory Committee** consisting of the heads of various departments is formed. Chaired by the Principal this committee prepares policies and various strategies are worked out to successfully implement the curriculum.

The **Prospectus** mentions the Semester specific courses and also the evaluation procedure.

Class wise Time Table is drafted and finalized well ahead of the commencement of the semester. The papers/options are allotted after careful consideration of the qualifications, subject specializations, experience and performance of the teachers.

Faculty is encouraged to prepare an active **plan for their classroom teaching** of each semester even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course.

Continuous evaluation is maintained throughout the year by conducting tests after completion of syllabus. The minimum number of working days as stipulated by the university is adhered to every year.

Continuous assessment and academic progress of students through **Internal Tests** is followed.

All the **laboratories** are replenished every year as per the requirement of the curriculum.

Classroom teaching is supplemented with **seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits** in a well planned manner.

Along with the traditional chalk and talk method, use of **ICT based learning** has been incorporated in all departments for communication with students to make the teaching learning process more learner-centric. YouTube assisted learning; experiential learning, participative learning & Problem- Solving methods are also used for effective curriculum delivery.

The College organises **interdisciplinary competitions, events and exhibitions.**

Record of the **regular attendance, award lists and progress of the students** is maintained and preserved by the respective teachers. Proper attendance is ensured by giving warning to the defaulters and by sending timely **SMS and Letters to the parents.**

To make the delivery of curriculum effective, the faculty regularly updates its knowledge with the support of the college. Faculty members are encouraged to attend **Orientation/Refresher courses, workshops and present papers in seminars** conducted by the affiliating and other Universities.

Structured feedback on curriculum is received from different stakeholders and is gainfully deliberated upon by **Internal Quality Assurance Cell.** New strategies and programmes are devised to address the issues flagged by stakeholders.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 5.46

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 0.85</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 2</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 61.54</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 8</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 1.63

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
67	14	16	15	102

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The College is affiliated to Panjab University, Chandigarh and adheres to the curriculum prepared by the expert body consisting of teachers from various institutions. The members ensure that the issues of gender, environment sustainability, human values, and professional ethics also get equal representation in the curriculum. Most of the programmes do have these issues addressed in their syllabi.

The B.A Humanities curriculum for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc.,

Similarly, the Science streams deal with issues of environment, global warming, afforestation, flora and fauna and sustainability etc.

The Commerce and Management programmes include topics on the business ethics, professional etiquette and moral values, ethics in business, fair pricing and competition and moral business practices etc.

The institution regularly tries to **integrate these cross-cutting social issues to the curriculum by periodically organizing seminars/ workshops having bearing on Gender Equality, Environment and Sustainability, Human Values and Professional Ethics.**

The **college also recognizes** the importance of **value based education**. Human Values are, admittedly, most precious of all values. Communal Harmony, Dignity of Labour and concern for the Otherwise Abled are the Human Values that the institution tries to inculcate in the minds of the receivers. Awareness of human rights is created at under graduate level through an **Add on course titled “Human Rights and Value Education”**.

There are **specific committees and associations like Eco Club, Equal Opportunity Cell, Women Empowerment Cell** that make a collective effort to sensitize the students on areas of concern like Gender equality, Human rights, Environmental issues, etc. **The general atmosphere of our college, with equal opportunity to boys and girls in many courses, provides an enabling environment for**

gender equality. Gender equality is promoted through lectures on women rights, female foeticide and gender based violations. Self-defense courses for girls, skits promoting gender sensitivity and other such related activities are also organised.

To inculcate human values into the students the College has adopted various practices like Havan Yajya, donation drives and visits to old-age Homes etc at regular intervals.

A full paper on Environment, Road Safety, Education and Violence against Women and Children is part of the curriculum for all under graduate students and it is mandatory for them to clear it.

The Department of Botany promotes green practices through workshops and plantation drives.

The NSS unit of the college strives to establish a bond with the community at large through awareness rallies on current social issues.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 5.75

1.3.3.1 Number of students undertaking field projects or internships

Response: 143

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****Response:** C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

NVAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.72

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	21	22	21	17

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 94.52

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
470	462	496	485	484

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
533	483	508	507	507

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
273	228	271	237	272

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The college has a **comprehensive admission process** catering to the needs of students belonging to various categories. **Students are counseled** at the time of admission and are guided by assessing their needs.

The college strictly follows the **Reservation Policy of the government of India/state government**. **Scholarships, financial aid, book bank facility and other incentives** are offered to **needy and deserving students**. The college offers fee concessions and scholarships to outstanding **sportspersons**.

At the commencement of each academic session, the Principal introduces the students to the **rich, glorious heritage of the college, campus culture, core values** and student support system.

The students are familiarized with the **syllabi, course plan, academic calendar, examination system and internal assessment criteria**.

Special facilities are provided to **physically challenged students** like separate class rooms on the ground floor, ramps, wheel chairs, walking sticks, separate corner for visually impaired students in the college

library having audio books, special software, braille slates and ear phones.

Equal Opportunity Cell of the college monitors the academic progress of the students with special needs, providing an appropriate learning environment.

To give an equal platform to rural students, the teachers teach through vernacular language along with the usage of English.

Considering the requirements of B.Com students, pursuing CA, Department of Commerce offers **early morning batches** from 7 to 11 a.m.

Recognizing the need of the hour and requirement of skill development, **different courses have been introduced**. The Girls section of the college has recently introduced a self financed course in **Fashion Designing & Tailoring**.

The Department of Commerce offers Courses in **Event Management and Marketing Management**.

Periodic oral and written tests for slow learners are conducted to enable them to perform better in examinations. **Each learning point is repeated** more than normally described in class. **Peer learning is encouraged** where the students teach the slow learners in vacant periods. **Real life examples** are used while teaching for explanation. **Extensive use of audio visual aids is made** for better comprehension. **Extra lectures, Remedial teaching, Tutorials and Question Banks** are arranged. **Career Counseling and Guidance Cell** provides guidance to these students.

Similarly for advanced learners, many measures have been taken like **intellectual stimulation** through **advanced projects and assignments, an access to research journals and research methodology** and **special lectures to inspire the students to crack competitive exams**.

The students excelling in various fields of creativity are encouraged to **represent the college at different levels**. Also appointment of **student editors is done** for college magazine, **The Aryan**. Special honour is also awarded to the meritorious students through **Roll of Honor, College Color and merit certificates**.

2.2.2 Student - Full time teacher ratio**Response:** 2488:93

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.24**2.2.3.1 Number of differently abled students on rolls****Response:** 6

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

To make the process of teaching and learning more effective, various student centric methods are used. Average teacher pupil ratio is kept suitably low to ensure quality teaching. Here one can notice a complete transformation of teaching learning process from traditionally teacher centered to student centric. Experiential learning, participative learning, and problem solving methodologies are used to ensure effective learning outcome.

Experiential Learning:

Excursions, field visits/ surveys and industrial visits are organized from time to time to expose students and faculty to advanced levels of knowledge and skill requirements of the industry.

The students of PGDCA also undergo **compulsory industry training** to get first hand experience of working environment in industry.

Group projects and case studies are also assigned to the students which encourage peer learning and team spirit.

The science students are entrusted with the assignment of preparing **science projects and working models** under the guidance of the concerned teachers.

The students of Department of Computer Science are given assignments to **prepare website and software** on their own as a part of their practical curriculum.

For **improvement in practical skills** of students, the college has been offering courses like **Marketing Management, Event Management, Advertisement and Sales Management, and Human Rights**.

Participative Learning:

The college organizes different group activities as **group discussions, exhibitions, inter college competitions, quiz contests, brain storming sessions, seminars, workshops, fine arts competitions, paper presentations, debate, declamation contests, poster making competitions, etc.**

Extension lectures re organized by different departments which provide the faculty as well as students an opportunity to **interact with eminent resource persons** from other parts of the state.

Documentaries and short movies are also screened for the students at departmental level to ensure effective learning outcome.

Problem Solving Methodologies:

The Department of Commerce assigns **case studies** to the students and organizes **group discussions at regular intervals** which are duly followed by question answer rounds at the end as a part of problem solving methodology.

Special attention is paid to slow and advanced learners as per their requirement.

Career Counseling and Guidance Cell of the college and various talks of **eminent speakers** prepare students to meet the challenges of life boldly.

File Description	Document
Any additional information	View Document

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

Response: 95.7

2.3.2.1 Number of teachers using ICT

Response: 89

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 103.67

2.3.3.1 Number of mentors

Response: 24

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Promotion of Creative Thinking:

The college has always been active in the promotion of original and creative thinking among the students and to ensure the same, various strategies are adopted.

Project based learning and training is imparted in various departments **to instill research acumen and creative /critical thinking** among the students.

The creative base is inspired by **various inter-college and intra college activities**. **Different clubs and societies** organize plenty of academic and extra -curricular activities in various fields like **drama, debates & declamation; photography, creative writing, and poster making Competitions**.

Students are encouraged to publish articles, poems, short stories in the **college magazine**.

Interactive Teaching:

To ensure interactive teaching, the faculty makes use of **PowerPoint and multimedia presentations** for the better retention and understanding of the content.

Career Counseling cell, Mentor- Mentee groups/ Tutorial groups have been formed to deal with academic and stress related issues.

E -Learning

Different departments are equipped with computers with Internet facility to access the latest research and other advancements in their respective subjects. Besides, the college has **six computer laboratories** which are open to use by the faculty as well as students

The college library also provides the computers with internet facility and **access to e-journals and e-books** for the students.

The students of PGDCA are also taught the application of **accounting software (TALLY)** for learning computerized accounting.

The students have formed their **whatsapp groups to promote effective peer learning**. The students use the same to upload and exchange their work, assignments, educational videos and information and thus collaborative online thinking is promoted.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95.42

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 20.61

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	14

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.18

2.4.3.1 Total experience of full-time teachers

Response: 761

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 3.28

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 5.21

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	5	4	4

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Evaluation:

Evaluation is an innate part of teaching learning process. The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by Panjab University, Chandigarh.

On the commencement of each new academic session, the **students are intimated about the evaluation system** to be followed.

Updation of different university notifications about the examination is provided to the teachers as well as students.

Continuous information regarding evaluation on the basis of house examinations/ monthly tests, snap tests, attendance, projects, presentation, departmental lectures and model making is provided to students.

Regular class tests are evaluated and shown to the students so that they can work on their weaknesses. In case of Mid Semester Tests, **the answer sheets are evaluated by the teachers and results are prepared within stipulated time period.**

The **evaluated answer sheets are given to the students in classes** for on the spot discussion of their performance.

The teachers discuss the paper in detail with the students and give them tips to attempt the paper in a more effective manner. If required,

Remedial testing is also practiced by the teachers.

IT integration for **record maintenance is also available.**

Attendance Requirements:

Every student is required **to attend a minimum of 75% lectures** delivered to that class in each paper as well as 75% of the laboratory work, seminars etc.

A deficiency in **attendance is condoned by the Principal for special reasons** as per the relevant ordinances on the subject.

Parent Teacher Meetings:

Parent teacher meetings are arranged to familiarize the parents of the students about the performance of their wards. It is done with the view that the parents can ensure better learning outcomes with the co-operation of teachers.

Feedback regarding teaching process is also taken from the parents and their suggestions are incorporated.

Meetings with Heads of Departments :

The Principal also holds **special meetings with the Heads of all the Departments** on their respective results

Accountability of teachers is ensured.

Points regarding the areas of concern in performance are discussed and ideas to overcome them are recommended

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college ensures that there is **fairness and transparency in the calculation of internal assessment** of the students as they are intimated with the assessment criteria on the commencement of new academic session and at regular intervals in the classroom also.

Continuous internal assessment for different courses is marked under the **criterion established by Panjab University, Chandigarh.**

The assessment is calculated on the basis of **house tests, practical examination, viva-voce, attendance, classroom response, assignments, participation in extra-curricular activities,** etc.

The **students and parents are duly informed** about their attendance and examination awards through **SMS, letters and telephone calls.**

All these endeavors are made by the college to keep a record of the potential of the students.

A **special provision of enlisting absentee record** of the students every semester has enabled a ready reference of the attendance criteria for the internal assessment.

The office of Controller of Examinations of the college maintains a **record of the internal assessment of the students.**

The assessment record of the students is shared during Mentor periods and their queries for the same are duly satisfied and answered.

A case Study of Internal Assessment is linked.

File Description	Document
Any additional information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

efficient

Response:

There is proper provision for the redressal of grievances of the students', their queries and problems concerned with the examination both at university and college level.

Provisions at University Level:

A **Grievance Redressal Cell** has been set up by the University for redressal of grievances with reference to examination for the Panjab University and its affiliated colleges.

The students have the **facility of revaluation of their answer sheets** if they are dissatisfied with their score.

The students can also **apply through RTI** and demand a photocopy of their answer sheet.

Any grievance regarding the style of question paper or non-adherence to prescribed syllabus is dealt with at college level through **formal representation to the Examination Branch of Panjab University, Chandigarh.**

Provisions at College Level:

Discrepancy or grievance at House Examination level is **addressed by concerned teachers.**

The subject teachers also show the answer sheets of the house examinations to the students and discuss the marks obtained according to student performance.

College has **Examination Board consisting of members from all faculties** which ensures the smooth conduct of the examinations held from time to time. In case of any discrepancy, the students are properly entertained, positively guided by the Board Members and their queries are answered justly. They make every possible effort to help and resolve such grievances.

The office of the Controller Examinations is easily accessible to the students for resolution of any exam related grievance

The students **can appeal to Chief Coordinator of examination (Principal)**, if not satisfied at the level of Examination Board.

A **suggestion box** has also been set up in the college in which the students can put their suggestion in writing. Efforts are also made to redress their grievances.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE**Response:**

The college **strictly follows the academic calendar of Panjab University, Chandigarh.** Examination Board of the college decides on dates during which the internal assessment is to be given to students and dates by which the marks need to be submitted to the office.

A tentative calendar for the Semester tests is given in the college prospectus. The schedule of dates of semester examination, internal assignments, practical examination and viva-voce is adhered to as mentioned in the academic calendar of the university.

For the practical papers, **CIE is conducted in almost all practical classes.**

Dates for submission of assignments are displayed on the notice boards by the Academic Advisory Committee.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers various programmes in **Arts, Science, Commerce, Business Management, Computer Applications and Information Technology.**

The syllabus depicting the learning objectives is readily available for the students and teachers **in their respective departments, college library and on the website of Panjab University, Chandigarh.**

At the beginning of the session as well as each unit of the syllabus, the faculty articulates the **learning objectives and programme specific outcomes** to the students.

Program specific outcomes of all the departments are highlighted through counseling sessions which provide **information on career options** open to students after the completion of the program.

The college prospectus also **highlights the achievements of students in academic field, co-curricular activities and sports.**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

To take a note of the progress of the students and identify their specific learning needs, the college conducts two written examinations in every semester and ensures that the stated objectives of the curriculum are achieved during the session.

Class Tests/ Presentations:

Class tests and class presentations are arranged so that weaker areas of the students are identified and special measures are taken to improve their performance.

Teachers plan their unitized syllabi in each semester.

Students are **assigned various topics for presentations, seminars and model making** whereby they are assessed.

Proper Maintenance of Records and Evaluation of Outcomes:

Outcome of the efforts made by the institution is properly recorded by the college office.

Staff meetings at department level are regularly held to review the progress of the students and to ensure the timely completion of the syllabus so that a clear way is paved towards optimum learning outcomes. The conclusions reached in departmental meetings are **conveyed to Academic Affairs Advisory Committee** for their inputs and further action.

Special Parent Teacher Meetings are arranged to discuss the growth of the students

As a result of **continuous evaluation and monitoring of the learning outcome of various courses** and programs run by the institute through enthusiastic faculty members, **the institution has earned a distinct position in the city.**

Every year, our students from the **Departments of Music, Home Science and Languages** bring laurels to the institute by winning **trophies in Zonal and Inter-zonal Youth Festivals.** The **Department of Physical Education** has produced **various sports persons at national and international level.**

The college takes **pride in its meritorious students** who have been achieving top university positions for the last 5 years (**Merit List attached**). A lot of students of our college have won gold and silver medals in the field of sports at inter-college and interuniversity competitions and even at national and international level (**List of winners attached**).

Alumni of the College:

The college has the distinction of producing an illustrious alumni who have been serving the country in multifarious fields like **Administration, Sports, Politics, Education, Business, Medical field etc.**

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 98.17

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 752

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 766

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.51



Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 9

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	3	6

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 2.15

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Institution has taken several initiatives **to organise, create, capture and disseminate knowledge and to ensure its availability** for future users. In our college two mechanisms of knowledge transfer are adopted i.e.:-

Personalisation and Codification.

- **Personalisation** refers to one to one transfer of knowledge between two entities in person. This is done through **seminars, workshops, interactions, open forum discussions** conducted by various departments from time to time. Various departments of the College have organised UGC\ISSR sponsored seminars to add to the knowledge of the students.
- The second way of disseminating information is codification i.e. the act of converting knowledge into artifacts like documents, images and videos .This is done by **preparing PPTs and Research projects**, by the faculty and students which are shown to the knowledge receivers.
- The Department of Commerce motivates the students to plan **start-ups and develop entrepreneurial skills by organising various seminars and extension lectures and workshops**. Students are also encouraged every year to **visit industries** and to establish rapport with industrialists at various levels. In the process they collect and analyse data and submit it as Project report.
- The most recent and popular method of incubation of ideas for the students is the critical analysis of **case studies**. The different cases in the text books and the reference books are identified and the students are given a specific time to study, solve and present the case study in the class room
- Various departments generate co-curricular stimuli by means of workshops and seminars. **Resource persons are invited to conduct these and spark off the creativity of students** to sharpen their innovativeness.
- The library is a storehouse of Books and eBooks and students are often encouraged to access the books from the library and acquire knowledge.

- **Separate labs** are set up for the students in Science, and Computer Departments.
- Students from B.C.A and P.G.D.CA are encouraged to choose an area of interest of their own preference and do a **Mini Project**. A Research and Development Centre has been set up in the college for this purpose
- Students who are interested in creative writing are encouraged by the language teachers to **write for college magazine**.

Certificate courses which deal with latest socio economic trends have been introduced. Some of these courses are **Event Management, Advertisement and Sales Management, Journalism Management, Automation-Testing and Selenium web driver, Fashion Designing and Tailoring in Girls section** are offered to the students to imbibe them with the latest in their field of expertise.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 6

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international

recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.2

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	1	5	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.68

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	11	14	22	5

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college believes in the holistic development of the students and in sensitizing them to the prevalent **social issues**. For this purpose the college has functional units of NCC and NSS. Besides these the following societies/ clubs have also been formed

1. Eco Club
2. Youth Club
3. Gardening Club
4. Music Club
5. Science Club
6. Photography Club
7. Social Science Club
8. Yoga and Meditation Club
9. Literary Society
10. Library Society
11. Equal Opportunity Cell
12. Women Empowerment Cell

Students are encouraged to participate in various community development programs to develop their all-round personality.

- **Self-discipline, loyalty, respect and patriotism** are nurtured among the NCC students.

- All the significant dates such as **Environment day, Yoga Day, Teachers Day, Hindi Divas, etc** are celebrated to familiarize students with the value of our culture and traditions. .

-

- The college promotes social consciousness through plays- an activity which brings to light the acting skills in our students. In past few years the 'college' in association with **NGO 'Har Haath Kalam' organised street plays** from time to time in order to sensitise students about differentiation in Bhiksha and Shiksha. A Play on **Beti Bachao** was also organised in collaboration with **Malwa Sabhyacharak Manch** to bring about a transformational shift in the way our society look at girl child.

In our bid to encourage more and more students to be responsible citizens, we organize Rallies on special issues, thereby sensitizing not only our own students but also the immediate community/neighbourhood. In the past five year rallies on **Aids Awareness**", "**Cancer Walkathon**", **Rally on "Say No to Drugs"**, **Rally on "Save Planet"**, **Rally on "Clean city Green city"** had been organized.

- The college is also working on the **project of a disease free Clean and Green Campus**. The students are involved in cleaning the campus under Swachhta Abhiyan and are made aware of the menace of vector borne diseases like dengue and chikunguniya.

- In order to sensitize the students about Human Rights, a **Symposium on Human Rights Education was organised by P.G. Department of Political Science. Hon'ble Mr. Justice Iqbal Ahmed Ansari, Rtd.**

Chief Justice, (Chairman, Punjab State HR Commission) inaugurated the symposium and delivered the **Presidential Address** to the students about their rights and duties.

In order to ensure Holistic development of the students various **documentaries** have been showcased from time to time by respective departments.

The Bhagat Singh Study Centre sensitizes the students of the college and various other schools and colleges periodically regarding **various social issues and problems in the light of shaheed – e – Azam Bhagat Singh** thoughts.

The students of human rights have been taken to old age home in order to sensitise them with the problem of **homeless elderly people**.

Blood donation camps are organized in collaboration with Red Cross, Danik Jagran, DMC, Lions Club etc to promote a feeling of **humane brotherhood** among students and faculty.

All these endeavors ensure that our students emerge as good human beings with feelings of **compassion and nationalism** as the hallmark of their personalities.

File Description	Document
Any additional information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 46

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	12	4	2	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 38.31

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2319	1388	314	450	485

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other

Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college aims to achieve the primary objective of providing the students an education complete with personality development and professional training. To facilitate the same, a policy making mechanism that ensures transparency and efficient distribution of funds is in place. For conducting effective delivery of its curriculum the college has **48 spacious classrooms (37 in the Main Section and 11 in the Girls Section), 16 ICT enabled classrooms including one fully equipped Smart Classroom, 2 ICT enabled Seminar Halls, 6 ICT enabled Computer Labs, 2 ICT enabled Home Science Labs, 10 Science Laboratories out of which two are ICT enabled, provision for 4 portable projectors and 14 Departmental Offices.** There are well-marked and self-contained spaces for NSS and NCC. The college has established two UGC sponsored Chairs--- Shaheed Bhagat Singh Centre and Centre for Gandhian Studies under the scheme of Epoch Making Social Thinkers.

The college has a **Zoological Museum** in which specimens of different groups of fauna like birds, fishes, and reptiles etc. are on display. The Science Department also maintains a **Botanical Garden** having different types of ornamental, medicinal and class-work material shrubs, herbs and trees.

Two **Music Rooms** equipped with various musical instruments are available in each section for curricular and co-curricular purposes. The **Girls Common Room** in each section offers recreation and relaxation to students as a few indoor games can be played here.

The **College Cafeteria** caters to students with a variety of snacks, hot and cold beverages at reasonable rates .This offers a meeting hub for students where discussions are held freely.

File Description	Document
Any additional information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college has a glorious record in sports activity. **Olympians like S.Sukhbir Singh Grewal and S. Hardeep Singh Grewal (Hockey),International Champion Sh.Parvesh Kumar(Weight Lifting) and**

renowned cricketer Sh.Yash Pal Sharma---all are alumni of this college. Recent additions to this list are **Ms. Jaspreet Kaur** who left a stamp of our college in the global arena by winning four medals in the **7th Commonwealth Power Lifting Championship** held at **Potchefstroom, South Africa in 2017** and **Mr. Shivam Thapar** who participated in **Indian Junior Players League Cricket Tournament held at Dubai International Stadium in 2017.**

Known for having carved a special niche in the field of Sports, the college offers State of the Art facilities to aspiring sports persons. It boasts of having **one Cricket Ground** with three pitches (**2 cemented +1 turf**). This ground also has an **athletic track for 200 meters** and **2 Lawn Tennis courts.**

In addition to this, there is another ground in the front of the campus. This ground is suitable for athletic events like races, shot-put, discuss throw, javelin throw etc. and for games like Baseball. In recent years the annual athletic meet has often been organized in this ground.

There is a well maintained playground in the Girls Section too. This ground boasts of **3 Lawn Tennis Courts** in clay.

The college also has two tables for **Table Tennis** and **1 Badminton Court** for indoor gaming experience.

There is **one Volley Ball** court in the Main Section of the college.

Both the sections of the college offer the facility of **Gymnasiums** which have latest fitness equipment and are open for students as well as faculty members. There is a **Yoga and Meditation Centre** in each section to provide mental fitness, peace and serenity to students as well as faculty members in times of stress and anxiety.

Facilities for Co-Curricular Activities

Special attention is paid to co-curricular activities in order to develop the talent of students and to inculcate in them a sense of responsibility, discipline and capacity for initiative, organization and leadership. Under the aegis of the Department of CCA, students are prepared for theatrical items, music, dance and drama and literary items like creative writing, debate, elocution, etc. For this purpose, the **music rooms, home science labs** and the **two seminar halls** are extensively used.

To enable development of the capability of self- expression, the college has an **Auditorium with a balcony and a green room.** It has a seating capacity of **450** people.

There is an **Open Stage** in Girls Section of the college where all the functions are held.

File Description	Document
Any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class,

LMS, etc

Response: 23.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 6.72

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
11.00	15.00	6.00	8.00	55.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college library was established in a moderate block in 1946 with a humble collection of books. However, the present block has been extended, modernized and updated over the years. In 1970, an extension centre of this library was established in the Girls Section of the college. In 2015-16, air-conditioners were installed in it. While in 2018, it was converted into a double-storeyed complex with reading spaces and fully functional computer terminals.

At present the library is partially digitalized with a digital catalogue of books under the module of **Arya College Library Management System Version 1.0** .The complete automation to achieve integrated library Management System was initiated in **2018** and is still in process.

A separate corner with special software, **Braille** keyboard and listening devices has been reserved for **visually challenged students**. Several CDs/audio-books have also been purchased for them. A small section has been reserved for girl students.

The functioning of the library has also undergone a great change over the years. From just a quiet sanctuary for book-lovers, it has grown into a place which engages the interest of students and invites them to throng it.

It has a pro-active Library Committee which takes the following initiatives to make the library students/user friendly:

- It organizes Book Reading and Book Review sessions.
- It celebrates the contributions of various leaders and thinkers on their respective birth anniversaries. This helps in arousing the curiosity of the students and fills them with a desire to know more through books.
- The library staff keeps the faculty and the students updated regarding the latest acquisitions.
- The new titles are displayed on the display boards at the entrance of the library.
- The library staff is student and teacher friendly and helps them to make the best use of the resources.

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library has a total number of 144 rare books which include books published well before independence of India. These books cover a wide gamut of disciplines – from literature to sciences, from history to philosophy. We also have the **Draft of Fifth Five Year Plan(1974-79)** , **the Oxford Advanced Atlas of 1936** , **Swami Vivekananda’s ‘ Karma Yoga’ and ‘Raja-Yoga’** published in 1944, **‘Persian English Dictionary’** published in 1930 , **Community—A Sociological Study** published in 1928 and **‘Gautama’s Nyayasutras’** written by Ganganath Jha in 1939 amongst our collection. Besides these , we have a fairly large collection of Reference books, Encyclopaedias and Dictionaries , etc.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.85

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.55	0.22	3.19	3.41	0.90

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.08

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 131	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

To meet the growing demands of technically skilled professionals in the modern competitive world, the college ensures that its students and faculty are facilitated with latest computers and software. From a set of three small labs in one corner of the campus, the computer centre came into its own in 2010-2011 with the sponsorship of **Sh. Sunil Bharti Mittal CEO & Founding Chairman of Bharti Enterprise Airtel Group, an Alumnus** of this college. **164** Computers and **5** Laptops with internet facility and Licensed Software like Linux, Windows, Visual Basic, Java, and Oracle etc. are provided in laboratories, teaching departments and administrative office. Scanners, Printers, Projectors, Photostat Machines, **3** UPS and 40+ CCTVS are also being used effectively in both the sections. Internet facility is made available in the entire campus at a high speed leased line connection of **50 MBPS** and **6 MBPS** in the Girls Section.

In 2018-19, the college took a giant leap in upgrading IT infrastructure as it set up a **Research and Development Centre** in one of the labs in IT department. The centre promotes research on Bioinformatics for which the Apple MAC computers were enabled with **R Language**. An open source to enable geographical information system named **Library: open layer has been downloaded**. A licensed software named **Visual Studio** has been installed to facilitate research on Multi-media data base.

In 2018-19, a **firewall** from SHOPHOS (Service provider) was installed to secure data and to enable research on **Ethical Hacking and Web Security**. Another open-source software named **HADOOP** has been installed for **Data Mining and Big Data**.

Old computers have been written off and replaced with new ones from time to time. Upgradation in ICT services, Lease Line connectivity and hardware improvement has been taken care of. In 2015-16, the simple Lenovo Dual core PCs were upgraded with the addition of Lenovo Think CenterLEDs18.5. In 2018, the lease line connectivity was also upgraded to **50 MBPS**.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 557:30

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 16.91

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
64.62	42.60	66.46	35.16	36.33

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic

and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Proper care is given to the maintenance of equipment and infrastructure, so that optimal utility can be obtained.

Measures taken at Departmental Level

Library: All new books and journals are entered into library accession registers. Damaged /lost books are removed as per procedure mentioned in Panjab University Calendar. Annual stock taking of the library resources is duly carried out and the reports are submitted to the Principal. The Librarian is ably assisted by her support staff of a **Restorer, a Cleaner and a Library Clerk** in the efficient and smooth running of the library.

Science Laboratories: The maintenance of these laboratories falls under the supervision of **lab attendants** for routine management. The outdated equipment and chemicals are disposed of as per the rules of the district administration or of Panjab University, Chandigarh. Stock registers are methodically maintained and checked by the teachers incharge and are verified by the Principal.

Sports: An efficient **ground staff** is attached with the Department of Physical Education for the proper maintenance and marking of tracks and grounds. Proper stock registers of sports equipment procured and in use are maintained. Every year the facilities are upgraded and new equipment is added.

Computer Laboratories: The College has six fully air-conditioned computer labs with WI-FI facilities. The college has engaged the services of a **System Administrator** for the upkeep of its infrastructure. A strong Firewall has been installed to protect the computer systems from data theft.

Home Science Laboratories: For the upkeep of these labs a **lab attendant** is available. The necessary equipment is procured and updated from time to time. Proper stock registers are maintained.

Measures taken at Institutional Level

Several committees & clubs have been constituted for the proper upkeep and maintenance of various physical and academic facilities.

Construction & Purchase Committee: To ensure proportionality, transparency, accountability and fairness in procurement of necessary articles for college use, a purchase committee has been set up. A designated group of staff members in this committee independently review and evaluate the purchasing documentation like quotations and recommend the most appropriate supplier on basis of price and quality.

College Cleanliness & Sanitation Committee: Regular cleaning schedule in college is a must ensuring that college is well maintained and is conducive to productivity. So a cleanliness committee has been formed to inspect various parts of the college campus from time to time and to take necessary measures for ensuring hygiene and cleanliness.

Gardening Club:Gardening Club of the college ensures the maintenance & proliferation of green cover in the college. Regular plantation is conducted and gardeners are instructed regarding proper upkeep of lawns

Measures taken at Administrative Level

The college has engaged the services of **two full time electricians** to supervise the upkeep and maintenance of all inverters, generators, sound systems, electrical fittings and appliances.

A full-time **Estate Officer** has also been appointed to oversee all repair and maintenance work.

The college has also entered into several **annual maintenance contracts** with various service providers for smooth functioning of all electronic gadgets.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 3.07

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
27	60	46	134	147

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 12.24

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
476	363	184	264	328

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 36.47

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2130	1266	365	880	100

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.18

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.34

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	0	13	0

File Description	Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 27.95

5.2.2.1 Number of outgoing students progressing to higher education

Response: 218

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 19.19

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	5	6	1	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
68	26	12	18	20

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 7

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five

years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A student council is a representative structure through which students are involved in the affairs of the college. They work in partnership with college management, staff and fellow students for the betterment of the college. The members of the student council are nominated on the basis of their performance in academics as well as in co-curricular activities. The college has a very dynamic student council in both sections. A Student Council under the name of '**Council of Meritorious Student**' has been established in the main college. It consists of eighteen students under the patronage of the Principal and four senior members of different faculties.

The **Girls Section** also has a Student Council consisting of 36 members including President, Vice President, Discipline Incharge and Activity Incharge. It is functioning under the guidance of three senior teachers.

It has set its own objectives which are given below:

- To work for the betterment of college as well as society.
- To enhance communication between students, management and parents.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To solve student's issues.
- To represent the views of the students on matters of general concern before the authorities.

Major activities of Student Council:

To maintain discipline in the institution for proper academic atmosphere.

- To help in organizing functions like Talent hunt, Prize distribution, Plant Donation Drive, Teacher's Day, Fresher's Party, Farewell Party etc.
- During the session 2018-19, the council took an initiative to collect donations for a social cause and visited Swami Vivekanand Vridh Ashram to distribute the clothes and other grocery items collected during the campaign.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 5.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	7	6	5

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The contribution of alumni towards their alma mater is undoubtedly very significant. Arya College has strong liaison with their old students and association in the form of alumni. The college has an Alumni Association working under the guidance of alumni committee. It aims at making our alumni participate in the institutional activities and contribute to the growth and development of the college

- These alumni are our brand ambassadors in the market to spread good name of the institution.
- Alumni committee ensures that alumni are regularly contacted to watch out their progress in their personal and professional life.

- Alumni association maintains healthy and informal relations with alumni to seek their help, support and cooperation.
- The inputs of the old students given during alumni meet are always welcomed for further improvement in academics.
- Many of our alumni have been contributing handsomely but silently through non financial means. Whether it is the requirement of furniture or electrical goods or building material, our alumni are always ready to help.

The college has the distinction of producing illustrious alumni who have served the country in multifarious fields. These students have been employed in both private and public sector. They also got admission in prestigious institutions in India and abroad for higher education. They includes administrators like Sh. R. P. Ojha, IAS (Former Chief Secretary Govt. of Punjab), Sh. B. L. Chhiber, IRS (Former Chief Commissioner Income Tax), Sh.Arun Kumar, IRS (Director Income Tax), Sh. Raj Kumar, Ex-Joint Director Ministry of Finance: Artists like: Sh.Pankaj Kapoor (Karam Chand of TV Screen), Sh. ArunBakshi (Film & TV) Sportsmen like Sh. Yashpal Sharma (Cricket), Sh.Sukhbir Singh Grewal, Sh. Gurdishpal Singh & Sh.Jagdeep Singh (Hockey), Sh.ParveshChander (Weight Lifting) Sh. Satbir Singh(Cycling) Sh. Rajesh Dhir and Naresh Gupta (Badminton) and Sh.Sanjay Kumar (Judo). Publicmen like Sh. Sat Paul Mittal, Former M. P. Sh. Birpal Singh, Sh. Jagdev Singh Tajpuri (Former Minister, Punjab), Sh. Amrik Singh Aliwal (Former M.P.), Sh. Sharanjit Singh Dhillon Former MP, Sh. Balkar Singh Sandhu (Mayor, Ludhiana), Sh. Bharat BhushanAshu (MLA, Ludhiana), Educationist like Dr. Gian Singh Mann, Sh. S. K. Sayal, Prof. N. K. Arya; Businessmen like Sh. Muni Lal Jain, Sh. D. K. Oswal, Sh. SatishThapar, Sh. Sunil Bharti Mittal, Sh. SudhirMunjal& Sh. D. P. Mittal, Prahlad Arora (Lawyer), Jaspreet Singh (Officer in RRB).

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The institution has a well-defined **vision and mission** to make concrete and dedicated efforts for quality and **value-based education**. For the fulfilment of the mission, the leadership strives to maintain **an open and interactive environment**. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formation. A two-way communication between the staff and the authorities is an important feature of our institution. The governance of the college is reflective of the effective leadership as it addresses the needs of students and society it seeks to serve by:

- (a). Providing courses in all major disciplines.
- (b.) Developing attributes as per the need of the discipline.
- (c.) Developing overall personality of the students to be good citizens.
- (d.) Inculcating human values and having regard for heritage and culture.

The college has well qualified faculty members and competent administrative staff who work under the constant guidance of the Principal and the patronage of the managing committee to provide effective leadership and management at various levels.

The involvement of leadership is achieved through a well-defined organizational structure consistent with the educational wing of Arya Pratinidhi Sabha, Punjab (Regd.)

The Principal, Deans, Heads of Departments and Administrative staff steer the college through appropriate planning and efficient review mechanism for achieving broad based goals. The leadership ensures the compliance of academic & administrative processes and procedures along with continual improvement through regular monitoring. It adheres to the Academic calendar of Panjab University, Chandigarh to accomplish its objectives.

The college administration relies heavily upon its Internal Quality Assurance Cell comprising senior faculty members, members of the management, representatives of the alumni and social outfits. Some of the major areas which the cell deals with are:

- The IQAC collects feedback from students and other stakeholders and this feedback is considered

for future action of the institution.

- At the commencement of each academic session the Internal Quality Assurance Cell comes out with different proposals for the effective delivery of curriculum as well as for the general improvement in efforts to impart social skills and awareness regarding environmental issues.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Arya College Managing Committee is quite sensitive to latest management concepts like **decentralization, teamwork, decision making, participative management** etc. That is why it has adopted the policy of decentralization and the same is ensured through participatory management of the institution. The Principal with the support of Deans, Heads of Departments, Conveners of various committees initiates the decision making process which creates an organizational climate of participatory democracy. The faculty plays a significant role in the planning and effective implementation of the college administrative process. Responsibilities are delegated to them based on their competence, commitment and aptitude to meet the institutional objectives. It facilitates them

- **To balance workload and provide development opportunities to staff.**
- **To create positive and motivating environment.**
- **To inculcate team spirit.**
- **To take initiatives.**
- **To make learning a more interesting and rewarding experience.**

At the institutional level, various committees are formed which take decisions

regarding their respective fields. They hold meetings at regular intervals and take into account the opinion of all members. The resolutions are passed with the consent of majority of members.

Through committees such as **IQAC, Academic Affairs Advisory Committee, Time table Committee, Anti-Ragging Committee, Examination Board, Discipline Committee, Purchase Committee, Construction Committee, College Campus Beautification Committee, Press Committee** etc, the college encourages a culture of participative management.

Within the departments, clubs and societies, teachers and students work in a cooperative spirit, helping and motivating each other and encouraging every individual to grow.

The governing body also includes **two staff representatives** to look into the overall policy and governance

of the institution. There is also an **active unit of teachers' union**.

CASE STUDY - PURCHASE COMMITTEE

Here is one case study of Purchase Committee of the institution which shows that the institution is following the policy of decentralization and participative management. Though it is the Principal of the college who has the last say in the decisions of the committee, a senior associate professor is appointed as the convener of the committee. The committee is constituted of a few full time teachers, the office superintendent and one member from the office staff.

Transparent working Procedure

Firstly, the demands and requisites are received by the office. Then the Principal marks those demands and requisites to the committee. The convener of the committee notifies the time and date of the meeting to all the members to discuss and decide about the demands received. On a fixed date and time a meeting is called. After thorough discussions Quotations are called, In the presence of Principal, Members and the bidders, the quotations are opened and three lowest quotations are selected and a comparative statement is prepared. Full transparency is taken care of in all the procedures undertaken. All members sign the comparative statement and then the order is placed to the lowest bidder. After the order is duly completed a cheque is issued to the supplier. The committee holds its meetings as and when required. The minutes of the meetings are maintained regularly.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

A strategic plan ensures that the set target is achieved through accountability process comprising of review, evolution, reporting and re-planning. This is done by preparing long and short term plans.

Strategy: Introduction of Online Admission Process and Digitization of Student Record.

To meet the challenges of this era of rapid transition with the aid of information technology and online facilities, our college formulated a well defined strategy to offer complete digitization right from the admission process to the final record of students' progression throughout their stay in the college.

Procedure and Outcome of Implementation:

- Our first humble step in this direction was to get the students' data filled in separate proforma. This information was then fed into a computer.
- As we upgraded our website, we started displaying on it the merit list of our coveted courses like M.Com, B.Com and BBA (all courses with limited seats).
- We have started offering the facility of online admission to all the programmes. A special effort is made to guide even those students who are not adept at working on the computer. Our IT Department is ready to assist them.
- Once the students are admitted we keep them updated with various notices regarding mid-semester tests and their lecture requirement through SMS facility.
- The marks of the Practical Examination and Internal Assessment are sent online to the university.
- The University results are also recorded digitally.
- We also have a digital record of the progression of our students to higher education and their final placements/ absorption in jobs/professions.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College functions under the supervision of Arya College Managing Committee a unit of **Arya Pratinidhi Sabha, Punjab (Registered)**. The Principal is the administrator of the college and he/she works in collaboration with the governing body to regulate and maintain a congenial academic environment. The Principal along with members of the teaching and non teaching staff implements the decisions and policies of the management. Deans, Heads of Departments, Faculty members and the librarian report to the Principal and carry out the functions of the college. The College has a well-defined organizational structure in the administrative staff also. Hierarchy of staff, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism are defined as per the rules of the Panjab University.

In addition, a number of clubs and committees comprising a large number of students & faculty members are active in various departments to enable effective learning of students. The college has a democratic set-up, where each unit is given full freedom to innovate and plan its perspective of development, yet it

operates through a structured organization for discipline and smooth functioning. Role and responsibility of various bodies are well defined to ensure accountability.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

For the efficient and smooth working of the college the following committees have been constituted

- Academic Affairs Advisory Committee
- Time Table committee
- Anti-Ragging Committee
- Fee Concession Committee
- Examination Board

CASE STUDY – EXAMINATION BOARD

The institution has an Examination Board to conduct examination and preparation of results. The Board comprises of a few members of the staff led by controller of the examination. This board regulates everything concerning the examination process.

Process followed by Examination Board:

The main function of the Board is to conduct Mid-term or Mid-Semester Exams in the months of September/October and March/April. The Board holds a meeting in the presence of the Principal for setting out the Schedule of exams. The Date Sheet is displayed at least 7 days prior to the examinations. Quotations are called for printing of Question Papers and Answer Sheets. On fixed date and time, the quotations are opened in the presence of all members of the Board, Principal and all bidders. And the contract is given to the lowest bidder. Printing of Answer Sheets for the whole Academic year is done in odd semester. The Examination Board conducts several meetings for the smooth conduct of examinations, fixation of examination duties of teaching and non-teaching staff, marking of answer books and declaration of results. The Board meets again a week after the end of exams and declaration of results for conducting special test for those students who have not cleared the condition of 25% aggregate in examinations. A detention policy is also framed by the board. However, the Board detains students in even semester only.

The Board directs the various Heads of the Departments to formulate Internal and External assessment for the semester exams. A specified time is given for filling the online assessment of the students. This assessment is also communicated to the students as per the guidelines of the university. The Duties for the practical Exams are also assigned by the board. For the smooth conduct of the semester exams, the board assigns duties to the Teaching and Non-Teaching staff. It ensures smooth and fair conduct of end-semester examination.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Realizing that a satisfied employee is an asset for the institution and can make college a productive place, the management has put several incentives in place for teaching and non-teaching staff besides the salary package. Some of the initiatives towards the welfare of the staff and faculty are:

- College has developed a healthy practice of providing salary to both teaching and non-teaching staff on the 1st of every month without delay since its inception.
- Maternity Leave
- Medical Leave
- Loan against PF
- Insurance, ESI
- Gratuity
- Special Fee Concession
- CPF
- Leave Encashment
- Leave to teaching and non teaching staff as per the guidelines of Panjab University and DPI.
- Provision for Duty leave for attending meetings, seminars, workshops and conferences for professional development purposes.
- in the current session ,another healthy practice of providing financial support for attending Faculty Development Programmes has also been adopted.

Many facilities are also available within the college campus like:

- Clinic
- Power back-up
- Cafeteria
- Bank facility
- Residential Quarters for Class IV Employees
- Uniform for Class IV Employees
- Permission to Non-Teaching employees to use College ground for Marriages of their wards.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4.09

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	1	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.03

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	7	3	5

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance appraisal system of teaching staff follows the guidelines of Panjab University, Chandigarh. For this purpose the college has adopted a three pronged system including:

1. **Feedback Forms**
2. **Self Assessment Forms**
3. **API Scores**

Feed Back Forms: For ensuring quality performance by the staff, the institution has initiated a system of taking feedback from students. For this, the students are asked to give subject wise feedback online. Thus it is ensured that students can give their feedback without any pressure. Their feedback is evaluated and necessary measures are recommended.

- **SELF ASSESMENT FORMS:** Teaching is an art which requires constant energy, practice and progress. Self-assessment forms issued by the DPI, Punjab Government, cater to this requirement by encouraging staff to evaluate their own performance. Every member of the teaching staff has to fill this form annually. It allows educators to identify their own academic strengths and weaknesses. It also helps the institution to achieve greater goals of teaching learning. The Principal writes a report on the basis of this self assessment and the same is sent to the higher authorities.

API: API Score is also one of the systems for performance enhancement and self-appraisal. It encourages the teachers to focus on their own professional development apart from their usual teaching work. The Institution has a practice of calculating API scores for implementation of pay bands and also in appointment of regular and contractual staff.

Additional Features of Performance Appraisal System

- The performance appraisal system includes the report prepared by concerned head of the

department on the basis of achievements, discipline, quality etc regarding the particular teacher. This report is discussed in the meetings at departmental level.

- The Principal holds regular meetings for result analysis with each department in each semester. The report on results of individual teachers is forwarded to the management.
- There is also an efficient in-built mechanism to check the work efficiency of non-teaching staff. The record of their performance is maintained in their personal files. The non-teaching staff is headed by an Office Superintendent. He supervises the office staff and reports the progress to the Principal regularly.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts regular internal and external financial audits as per the requirements of Panjab University. The management has appointed an **approved Chartered Accountant** to audit the yearly accounts of the college and to prepare the annual income and expenditure statements along with the balance sheet of the college which is duly signed by him. The government grants are also audited by **Audit Department of State Government** and by **Accountant General of Punjab**.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 23.05

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
7.57040	5.9780	2.66800	3.62900	3.20400

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college follows a well defined strategy for mobilization of funds and optimal utilization of resources as directed by UGC. The college Accounts Department prepares an **annual budget** estimate in consultation with Arya College Managing Committee, Principal and the Departments.

The **major sources of funding** are as follows:

- Fee collected from the students.
- 95% deficit Grants (Salary Only) received from Punjab Govt. Our college is Grant-In-Aid Institution
- Various grants received from UGC
- Contribution by Public Leaders from the Development Financial Help Fund.
- Income from parts of campus given on lease like Indian Overseas Bank, College Canteen and College Ground.
- Interest from saving of the institution.
- Donations from industry and NGO for setting up of endowments for scholarships and lectures.
- Donation from faculty members (former and present), alumni and well wishers

The financial resources are effectively and efficiently used in the institution. The budget is prepared for optimum utilization of resources and the **major areas of allocation** are

- Salary and amenities to teaching and non teaching staff
- Infrastructure Augmentation
- Academic support facilities
- Building and campus maintenance
- Electricity and generator expenses
- Insurance and AMC
- Gratuity and leave encashment
- Green initiative expenses
- Youth festival and other function expenses
- Miscellaneous expenses.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Two Practices institutionalized as a result of IQAC initiatives

1. Equal Opportunity Cell

As per the direction of Panjab University, Chandigarh, the IQAC took the initiative to constitute an “Equal Opportunity Cell” in the college on 9th Feb, 2019

The main function of this cell is to give emphasis on enabling the deprived groups to join the mainstream. It is the duty of the cell to

- Oversee the effective implementation of policies and programmes for the physically challenged and differently abled.
- It provides guidance and counseling to them with respect to academic, financial, social and other matters.
- The cell monitors the effective implementation of Right to Persons with Disability Act, 2018

Guidelines

- To ensure equity and equal opportunity to community at large in the college and bring about social inclusion.
- To recognize the diversity among the students, teaching and non-teaching staff and at the same time to eliminate the perception of discrimination.
- To look into the grievances of the differently abled and suggest amicable solutions to their problems.
- To disseminate the information related to schemes for their welfare.
- To sensitize the college on the problems of Divyang.
- To organize workshops/ seminars for personality development programmes.

• Initiatives taken: Installation/Availability of:

- Divyang Counter in the library
- Ramps
- Railings
- Braille Software Facility
- Slates
- Headphones and Speakers
- Curriculum CD's
- Chess Board
- Wheel Chairs
- Special Sheets
- Folding Sticks
- Scribes for examinations

- Rest Room
- **2. Eco Club** was established as another initiative by IQAC on 26th September, 2018 with an objective to encourage students to participate and to enhance their awareness regarding the urgent need to address environmental issues.
- It is a means by which students can organize themselves to learn and take action to improve their immediate environment. It provides the values of environmental consciousness and to develop environmental ethics among the students.

Motto of Eco Club

We, at Eco Club, work towards an eco-friendly environment in and around college and thereby contributing towards saving our planet.

Objectives of Eco Club

- To educate the students about their environment.
- To create a clean and green consciousness among students through various innovative methods.
- To mobilize students towards scientific enquiry into environmental problems.
- To involve them in efforts to preserve environment.
- To motivate students how to imbibe habits and lifestyle for minimum waste generation.
-
- **Activities of Eco Club**
- Action based activities like tree plantation and cleanliness drives.
- Installation of Vertical Garden in both the sections
- Organizing rallies, marches with a view to spread environmental awareness.
- Organizing debates, lectures on environmental issues.
- Sensitizing the students to minimize the use of plastic bags.
- Promoting ethos of conservation of water.
- Putting Display Boards and Eco Wall.
- Vermi Composting

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. For improving attendance and results of the students various initiatives are taken on the advice of IQAC.

Two major initiatives taken in this direction are:

- Introduction of Students' Feedback Process.
- Organizing Parents-Teachers Meeting

1. Students Feedback Process

The college has adopted a feedback system that takes suggestions from stakeholders of each program. This eventually helps to fine-tune teaching-learning process and curriculum. Student feedback is taken for every course in each semester to provide objective information to the faculty for self-appraisal, self-improvement & development. The College cannot change the curriculum as it is designed by the University, but can make efforts and improvements to successfully impart it. With this purpose in mind the suggestions given in feedback by students from various departments were studied and IQAC has made an action plan to be implemented in the coming session.

- Course Plans for the next semester would be prepared for more effective teaching and to ensure the timely completion of syllabus. Regular meetings with the Faculty would be done and any delay in completion in syllabus would be supplemented with extra classes.
- To create more interest in the subjects IT friendly teaching through new smart class has been introduced in Commerce Department.
- To enhance the interest of students, plans have been made to assign more project work in courses to make students employable in the market. Students would be encouraged to attend internships and would be taken for industrial/field visits to make them aware about the prevailing standards in various domains.
- Different departments have been advised to conduct workshops, certified programs, guest lectures by experts to fill the gaps in curriculum.
- It is proposed to hold an orientation programme for the teachers in the beginning of the session to improve the teaching standards.

2. Parent-Teacher Meeting

The next major decision regarding the improvement was felt to be the need to engage constructively the most influential stake holder in the teaching learning process i.e. the parents of the students. For the first time regular Parent Teacher meets were organized in both the sections of the college after the mid-semester tests in every semester. The positive results of this measure could be felt immediately, Some of these are:

- Since the notice informing the students that the parent teacher meeting would be held is put up before the Mid Semester Test, there is a marked increase in the seriousness of the students sitting for the test.
- The measure has put a stop to rampant absenteeism in the tests.

- Parents also take a more active interest in the performance of their wards.
- Since parents are asked to give their remarks in the feedback register, action is taken on their suggestions.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Since the formation of IQAC, the following quality enhancement initiatives have been undertaken:

- As an outcome of students' **Feedback** regarding infrastructure, **Mapping** of college facilities has been initiated and washrooms have been renovated. The provision for ramps for access to building is in progress. The institution provides concession to meritorious students at the time of admission.
- Formation of **Equal Opportunity Cell** has been initiated.
- The publication of newsletter '**THE ARYAN TABLOID**' has been started.
- **Academic & Activity calendar** is prepared before the commencement of new academic session to ensure effective implementation of the curriculum.
- Sufficient **flexibility in payment of fees** is given to students.
- Institution provides concession to the meritorious students at the time of admission (Early it was given to exsisting students only)
- The institution has started taking Feedback from students through **Feedback Forms and Tutorial lectures**. The findings and feedback are discussed by IQAC and necessary action is initiated.
- Special attention is paid to the **cleanliness** of the college specially washrooms.
- **Fee Concession** on merit cum need basis is also provided to the students.
- **Accidental Insurance** facility is also available to students.
- **Scholarship** for achievement in sports.
- Both **Winter and Summer Uniform** is provided to class IV employees
- Students' request for dedicated time slot to pursue **Add on Course** was acknowledged and a zero period was allotted for the same.
- **Tutorial Meetings** are held for interaction with the students.
- **Financial Aid** is also provided to Class IV employees at the time of need.
- **CCTV surveillance system** has been installed improving overall security of the college.
- **SMS service** has been initiated for delivering urgent information to the students.
- The institution also tries to encourage and **absorb undergraduate students into post graduate courses** run in the campus to promote higher education.
- The **Placement Cell** has been empowered to bring the students into contact with companies for placement.
- Capsule course on '**Disaster Management**' has been completed successfully.
- Value added course '**Automation Testing with Selenium web driver**' was conducted.
- **Alumni Association** has been registered.
- **Library automation** is in process.
- Use of laptops, projectors to make the process of teaching learning more **learner-centric**. YouTube assisted learning is also being practiced.
- **Awareness Programmes** on Environmental Issues are regularly organized in the campus.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 41

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	10	4	4	3

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

) Safety and Security

Safe and secure environment is an ineluctable precondition for quality education. Keeping this in mind, the college has transformed the campus into an oasis of safety. Every corner of the premises mirrors egalitarian commitment and gender sensitive features.

- The **security guards** are deployed at proper places and their prime responsibility is to maintain continuous surveillance for arresting mischievous activities. **Identity check** at entry points prevents the intrusion of outsiders in the college which nullifies the possibility of any detrimental acts by unscrupulous elements.
- **CCTV cameras** installed at vulnerable places enable the authorities to track every event that unfolds in the campus. Strategic placement of string of cameras infers an air of danger and act as a deterrent to any untoward behaviour.
- Recognizing the power of vigilance as a key to protection, a **Discipline Committee** consisting of responsible faculty members has been constituted. They regularly monitor the frequently visited

places like canteen and library to ensure the safety of girls. Prying eyes of staff on duty averts undesirable events.

- To eliminate the scourge of ragging, the students at entry level are made to sign an undertaking regarding non-involvement in ragging. Anti-Ragging posters have also been displayed to convey the unacceptability of this evil. An **Anti-Ragging Committee** with representation of both male and female members exists to help the students in distress owing to this menace.
- **Internal Complaint Committee** has also been established to foster an environment in which unlawful discrimination and harassment are not tolerated.
- **Prevention oriented model** has been adopted to instruct the students during tutorials and assembly to behave in a non-violent and inclusive manner with their peers.
- The college shows **zero tolerance in cases involving eve-teasing or indecency** towards female staff or girls.
- To avoid chaotic situations, separate two-wheeler parking zone for girls has been earmarked. Similarly, a separate staircase for safe access, independent reading room in library, washroom with women cleaners, separate water coolers and reserved canteen area are some **exclusive amenities** given to girls.
- **Helpline numbers** have been displayed on the website which can be used by the girls to report the incidence of ragging, eve teasing or sexual harassment
- The girls are given training in **Self Defence** by arranging Karate classes for them.
- **Awareness talks** are organized to acquaint the students with gender based violations and remedies available for redressal.
- Timely **medical assistance** is also available as full time doctor has been recruited and a dispensary has been set up in the campus.
- The college explicitly and exhaustively follows all **safety norms**. Fire extinguishers have been installed and students working in the laboratories are briefed about the precautions to be taken to prevent the occurrence of deleterious incidents
- During excursions, N.C.C, N.S.S. camps and sports events, a **lady lecturer inevitably accompanies the girl students**. Even during examination, female invigilators are deputed on duty in case the students appearing are girls.

b) Counseling

The college acknowledges the fact that counseling services help the students to reach their highest academic and personal potential. So a well-structured and a broad based student counseling system has been put in place to create a supportive environment for the young minds.

- **Mentor Mentee Groups** have been formed wherein a small number of students are placed under one faculty member who develops a meaningful relationship with them. The singular purpose of these groups is to help the students sail through difficulties and enrich themselves throughout their career paths. Mentors help to boost morale, monitor students twice a week and record their progress. They provide a confidential atmosphere where students can explore any topic or situation and discuss any concern that they have. Motivational sessions are conducted to encourage the students to participate in activities as per their comfort and interest. Similarly in the main college, student centric highly interactive **Tutorial groups** function as effective tools of Counseling
- **Career Counseling Cell** has been constituted to organize academic promotion and information sessions for prospective professionals. This cell has helped students to make informed decisions regarding their career journey.
- **Parent Teacher Meets** are convened in every semester. It is a unique interactive system involving

teachers, parents and students wherein issues like anxiety, stress and a slew of academic worries are resolved through collaborative efforts.

- Doctors are invited to provide **health related counseling** to girls.

c) Common Room

Common room is one of the basic features of student support services offered by our institution. A spacious and well-furnished common room has been established to facilitate the female students. The room has been designed to enable the girls to socialize, discuss and interact in an informal space. It also serves the dual purpose of relaxation and recreation.

- The shared lounge has a seating capacity of 100 students with **sufficient carpet area**.
- The room is airy, ventilated, well-lit, neat and clean. The college strives to provide a **friendly ambience** to the users.
- It is equipped with **basic facilities** like drinking water, wash basin, elegant furniture, first-aid box and notice board.
- Arrangements have been made for visual entertainment.
- **Newspapers and magazines** are available on demand for leisure reading
- **Indoor games** like table tennis, chess and carom are also available to refresh the tired minds.
- Common room is not only a physical space; it also enables the students to unleash their creative streak. It has a **wall magazine** where students can express their thoughts in various forms like drawing, painting, poetry etc.
- The room is strewn with **motivational quotes** and highlights the success stories of women in plethora of fields which serves the motive of inspiring students to excel.
- **Canteen services** can be availed in common room.
- An **attendant** is attached to the common room to cater to the needs of the students.

In a nutshell, the girl's common room is warm and welcoming. A perfect blend of fun and respite, it is always bustling with a whole spectrum of student activities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.68

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1051

7.1.3.2 Total annual power requirement (in KWH)

Response: 153992

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 15.83

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 11400

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 72000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

• **Solid Waste Management**

The college has embraced Solid Waste Management measures to convert solid waste into valuable resource.

- The first step in this direction is **Segregation of waste** at source collected from the grounds, rooms and canteen. **Green and Blue bins** have been placed at several places in the campus to segregate wet and dry waste. The awareness regarding the same has been created through **signboards** installed at appropriate places.
- The dustbins are emptied in movable carrier which carries the waste to the **garbage dump** provided in the college.
- The college has a **contract with A 2 Z Company** which collects the dry waste from designated place.

- Three **vermicomposting bags** have been installed in the backyard in which biodegradable waste is used for composting. Good quality environment friendly manure is formed from the compost which is used in the lawns.

• Liquid Waste Management

Water is a very precious resource, so the college lays emphasis on reducing the wastage of water.

- **Push type taps** have been installed to prevent unnecessary wastage of water.
- **Signboards** for conserving water for a better tomorrow have been placed near the water taps to sensitize the students towards the need of water conservation.
- **Plumbing maintenance** of taps is done on regular basis to arrest wastage of water.
- RO reject and condensate from AC's is **collected in buckets** and used for watering plants and mopping.
- The hazardous liquids like oil from generators or chemical waste from laboratories is collected and **disposed to authorized recyclers.**
- The non hazardous chemical waste in laboratories is **drained after reasonable dilution.**
- **Sprinklers** are used to water the lawn which reduces the consumption of water for irrigation.

• E- Waste Management

- **E- Waste room** has been maintained near IT block which functions exclusively as collection centre for discarded computers, accessories, compact fluorescent lights, printer cartridges and condemned batteries.
- This e-waste is scrapped on systematic basis to **authorized recyclers.**
- The used batteries are replaced by new ones under **buyback policy** offered by the company from which they are purchased.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- Arya College is located in Ludhiana which is a main industrial town of Punjab. With the increase in population and industries, the water demand here has shown manifold increase. As a result a remarkable decline in water level has been noticed. So the college started thinking of conservation of water, rooftop rain water harvesting and recharge of ground water. M/S Ludhiana Beverages Pvt. Ltd., a franchisee of Coca Cola came forward to collaborate with college for this green initiative.

The roof of all buildings of college are fitted with down pipes which open in pucca area and the water then goes to lawns and is consumed as soil moisture. But at the time of heavy shower the run off generated goes waste out of college gates. To arrest this

wastage of water, it was proposed that a rain harvesting unit be constructed near gate no 5 of the college. The work order for the same has been given to Sahil Enterprises. As per the plan submitted by the constructing company the rain water harvesting pit will have internal dimensions of 20' x 10' x 10'. It will have four main components in form of underground concrete tanks. The system will have two settlement chambers, tank with filter bed and a Recharge well. Rain water from the rooftop will be transported through conduits or drainage pipes into the first settlement tank for primary treatment. This settlement tank also called as sedimentation chamber or clarifier will provide some degree of purification to water as the particles like silt & clay settle at the bottom of this tank. This ordinary storage container will have provisions of inflow, outflow and overflow. Water from this tank will be transported into the second settlement tank for further purification by sedimentation. These settlement tanks will act as buffers in the system. The third tank will be used for secondary treatment i.e. filtration of water. It shall have a filter bed with three layers of gravel to arrest the impurities. The clear water from this tank will pass into the recharge well which is a storage tank with bore hole. The bore hole will be provided with a perforated casing pipe to allow seepage of water through sides. This rain water harvesting unit will utilize the rain water for recharging ground water.

- Besides the rain water harvesting unit being constructed in the college premises, extensive green area in the campus of main college and girls section consisting of several lawns allows percolation of water into soil thereby facilitating recharge of underground water reserves.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Our college is an ecologically responsible institution and is actively pursuing green practices to march ahead on environment friendly highway

- The college finds pride in maintaining **pristine state of nature in campus**. The premises has lush green lawns and a rich biodiversity of flora which is taken care of by a dedicated team of gardeners and members of Gardening Club headed by a Botanist. Any new construction at the expense of existing trees is avoided
- Plants provided by Forest Department on 'Haryalli App' are booked to increase the green cover of the college. **Plantation drives** are a regular feature and students are motivated not only to plant a sapling but also adopt one plant and nurture it.
- Impetus is given to plants like *Mangifera indica* (Mango), *Syzgium armini*(Jamun), *Delonix regia*

(Gulmohar). *Azadirachta indica*(Neem) and *Saraca asoca*(Ashoka) to **improve the quality of indoor air.**

- **Botanical garden** houses many herbs with medicinal values and air purifying plants.
- **Vertical garden** has been set up to ensure reuse of plastic and enhance the greenery of the premises.
- **Bird houses** have been installed for attracting birds which act as natural biological control agents
- **Vehicles are not allowed to enter the main building** area of campus to lessen air pollution.
- The staff and students are encouraged to use pedestrian mode or public transport to reduce the carbon footprint and become more environmentally astute. The students are provided necessary documents to facilitate the concessions offered by State Transport Division immediately after admission.
- A sincere endeavor is being made to keep the **campus plastic free** by banning the use of plastic bags and plastic based disposable utensils in the canteen.
- **Smoking is strictly prohibited** inside the campus and is regarded as a punishable offence as per code of conduct of college.
- Instead of relying on artificial lighting, we **use natural light** whenever possible. The building is provided with ample windows which let the natural light filter into the classrooms and offices.
- The college is in the process of **replacing traditional lights with LEDs.**
- We are firmly entrenched in digital era. So we are **trying to ditch the use of paper** by opting for **online procedures.** Important information conveyed to the staff through WhatsApp group 'Aryanz' and emails reduces dependence on paper notices.
- Staff members are advised to **reduce taking printouts** and use both sides of paper
- **Eco club**, Cleanliness Committee and N.S.S unit are proactive in organizing awareness programs and rallies regarding environment sustainability.
- It is **mandatory for the students to the study Environment Science** and pass the exams during one year of graduation.
- **Signboards and Eco-Wall** loudly convey the message of environment protection and help in engraving green practices in the minds of students.
- We **present saplings instead of bouquets** to the guests visiting our college

We hope for a greener tomorrow with all these initiatives taken by the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.46

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-

wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.61463	1.29904	.56405	1.20822	.74776

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 46

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	6	4	3	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	5	1	1	1

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 36

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	8	6	3	2

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates national festivals to commemorate the great historical events of the country and connect the young generation to the rich national heritage

- On the occasion of the 70th **Independence Day**, a fortnight was devoted to ‘Azadi 70- Yaad Karo Kurbanī’, consisting of a string of events. The college was surrounded by an aura of nationalism and the atmosphere reverberated with tunes based on patriotic themes. Initiating the ceremony with flag hoisting and concluding it with national anthem invoked respect for national symbols among students.
- **Republic Day** was celebrated in the library as a mark of respect for the constitution. On this day, our endeavor was to disseminate knowledge of Indian Constitution through Quiz, Poster making and Documentary. The venue was decked up with tricolor drapes, flags and balloons to give a patriotic feel. **Rang De Basanti** program also echoed similar sentiments.
- **Gandhi Jayanti** was also celebrated in the library to remind the young minds about Babu’s ideology and motivate them to absorb his basic tenets of truth and non-violence in their lives.
- Momentous occasions like birthdays of iconic characters such as Mahatma Gandhi, Jawaharlal Nehru, Dr. Sarvepalli Radhakrishnan, Shaheed Bhagat Singh, Swami Dayanand Saraswati, Guru Nanak Dev and Dr. APJ Abdul Kalam were also celebrated with unparalleled enthusiasm.
- On the **birthday of Mahatma Gandhi**, pearls of wisdom delivered by him were displayed on the walls of the library, books based on his life were exhibited, a documentary was screened and speeches were delivered.
- The birthday of Jawaharlal Nehru was celebrated as **Children’s Day** in both colleges. Students were encouraged to read the inspiring literature of this great personality and gauge his voluminous achievements through a documentary. Fun events were organized by the teachers to make the students feel special on this day.
- The birthday of Dr. Sarvepalli Radhakrishnan was celebrated as **Teacher’s Day** wherein the students greeted their teachers and arranged a treat and cultural programme for them as a token of gratitude.
- On the auspicious **Jayanti Parv** of Swami Dayanand Saraswati, the institution organized an array of events like Havan Yajna, Bhajan recital, Preparation of projects, Declamation contest and Panel Discussion on the multi-dimensional thought of the founder of Arya Samaj.
- The college has set up the **Shaheed Bhagat Singh Centre** which organized befitting functions within and outside the college frontiers on his birthday to propagate his ideology. Similarly Gandhian Study Center also organized appropriate activities to celebrate the birth and death

anniversary of Mahatma Gandhi.

- The birthday of Guru Nanak Dev was celebrated as **Gurpurab** which included Shabad Gayan and an address to the students regarding the teachings of the great spiritual leader.
- The birthday of Dr. APJ Abdul Kalam was marked by the celebration of **National Students Day**. On this occasion, an open platform was offered to the students to debate on issues of concern.
- The college also pays obeisance to martyrs on death anniversary of Mahatma Gandhi and Shaheed Bhagat Singh in recognition of their sacrifices.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Academic transparency is a defining characteristic of our college. We believe that sharing information not only helps students in making informed choices but promotes better management of college as well.

- College **prospectus** and website serves as information resource and disseminates clear and comprehensive information in general public regarding admission schedule, rules and eligibility criteria for seeking entry into various courses, reservation policy and academic calendar
- In courses like M.Com., B.Com., BBA and BCA **admission for limited number of seats is purely on merit**. The merit list is displayed on website and notice board and is regularly updated to convey timely information to students regarding vacant seats.
- **Time table** and schedule for mid-semester tests is also displayed on notice boards and website.
- Students and parents are **regularly informed regarding their academic performance and attendance** through letters, SMS and PTMs.
- Students **are informed regarding assessment** given to them in final exams.
- **Marked answer sheets** of mid semester tests and evaluated class tests are distributed to the students so that they may analyze their weaknesses and all grievances regarding marking are redressed immediately.
- Academic transparency is further strengthened by **following clear cut policies prescribed by UGC** regarding rules of services and conduct of faculty, teaching workload and increments. The **recruitment** of all faculty members is done through open advertisement in newspaper.

It is a sincere endeavor of college to uphold **financial permeability** in all transactions and make information as accessible as possible.

- **Institution level Budget** is prepared at beginning of every academic session.
- The college has engaged a **CA** to monitor all financial documents reducing the chance of discrepancies.
- General accounting principles are adopted to maintain books. Every year rigorous **audit**

- practices** are conducted by internal and external team of auditors to maintain financial discipline.
- Audited income and expenditure statements and **ledgers of scholarships** given to students are maintained.
 - Maximum payments are made through **cheques** and salaries of employees are routed through banks.
 - A clear picture of **fee structure** and **receipt** of dues paid is given to students and parents at time of admission.
 - All financial documents are completed with **integrity** and timely and accurate information is given to University or DPI, when required.

To ensure **administrative transparency** genuine and shared governance is practiced.

- The management avoids making unilateral changes without consulting the faculty. Two **elected representatives of staff** are inducted in management and are actively involved in decision making.
- The participation of faculty in decision making is further ensured by constituting various **committees** like IQAC, Admission Committee, ICC, Anti-Ragging Committee, Construction Committee, Purchase Committee, Academic Affairs Committee and Examination Board. Regular meeting of these committees are held and minutes are maintained.
- **Suggestions** and **feedback** is invited from different stakeholders.

In **auxiliary functions**, complete transparency is ensured by entrusting planning and execution of different activities to office bearers like Dean CCA, Sports President, Librarian and NSS In-charge. Proper entries of articles purchased by them are made in stock and accession register.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Title of the Practice

PROVISION OF EARLY MORNING BATCH OF B.COM FOR STUDENTS ASPIRING FOR CA/CS

2. Objectives of the Practice

- To enable the students to **simultaneously acquire conventional and professional degree** so that they are better equipped to face the competitive world.
- **Time management of classes** as per requirement of students.
- **Widen the career options** for students.
- To **accommodate meritorious students**

• 3. The Context

Commerce has been a preferred stream among the students in Ludhiana over a period of time. The commerce graduates can find a place in corporate world, administrative services and teaching but combined with a professional degree like CA/CS they can reach unforeseen heights. So it has become trendy that many students choose to pursue two degrees i.e. B.Com & CA/CS simultaneously. This expands their career opportunities, strengthens their credibility, and makes them more employable. But for pursuing CA, the students are required to do an articleship and clear various groups of IPCC. Due to these demanding requirements, the students are unable to attend the regular batch of B.Com. Considering

their compulsions, the college decided to facilitate such students by conducting early morning classes of B.Com for them.

4. The Practice

Our institution has been a pioneer in the district in running morning batch of B.Com for CA/CS aspirants. We have been receiving overwhelming response from students during admissions. The admission in this batch is granted only to those candidates who produce a proof they have enrolled for CPT/CA Foundation Course. The admitted students have to attend regular classes which start at 7:00 AM. The time table is structured in such a way that it enables the students to maintain a balance between two degrees. This unique practice is highly beneficial for the students as it enables them to add a professional degree in their profile along with basic degree which means jumping into workforce earlier and getting a headstart in their career.

The college has been running morning batch of B.Com successfully till date.

- During the last five sessions, 60 students in 2014, 53 students in 2015, 28 in 2016, 49 in 2017, 36 in 2018 cleared various groups of CA/CS along with B.Com.
- In the session 2018-19, 81 students enrolled in morning batch of B.Com simultaneously cleared CA Foundation Course.
- Three of our students Shivangi Singla, Chirag Jain and Manas cornered 7th, 18th and 44th All India Ranks respectively in CA Foundation Course.
- 85 students of B.Com final are presently pursuing articleship under CA.

5. Evidence Of Success

- The number of applicants for early morning batch has swelled up over the years **improving the cut off** of the college.
- The college is able to attract meritorious students by virtue of this batch which **enhances its academic profile**. These students not only clear various groups of C.A but also excel in graduation. Some of our students of morning batch Kritika Gupta, Neha Jindal and Sanjali Dhir cornered university positions in B.Com bringing laurels to the college.
- B.Com. and CA complement each other and this combination has enabled the students to excel. The college has built up an **elite alumni of 63 Chartered Accountants over the past five years**.
- The provision of graduation extended by the college to CA aspirants by adjustment of timings **saved the students who failed to clear CA from psychological depression**. These students had a graduation degree in their hands which enabled them to join post-graduation and charter a career in teaching, corporate world and administrative services.

6. Problems Encountered and Resources Required

Minor problems are encountered while running early morning classes due to **callous attitude** of students. They have to be pulled

- up regularly to ensure their attendance as sometimes they start giving more priority to C.A. than B.Com.
- Earning two degrees simultaneously equates to more work. Juggling between college classes and CA is a demanding task. So the students find it **burdensome** to fulfill the requirements of lectures, appearing in MSTs and class tests along with the study of CA.
- The students of this batch are **unable to participate in activities conducted during regular class hours**.
- Sometimes there are **clashes of dates of exam** of B.Com and C.A groups which is a source of tension for students. In such cases the students have to face unnecessary hassles in requesting the University to change the dates of exams.

1. Title of the Practice

WOMEN EMPOWERMENT THROUGH HOLISTIC EDUCATION

2. Objectives of the Practice

- To build a **safe and inclusive environment** for girls.

- To develop a culture where **girls can acknowledge the real world problems and learn to overcome them.**
- To **boost their self-esteem & confidence.**
- To develop in them essential traits like **compassion for humanity & love for nature.**
- Encourage them to **excel in Academics, Sports & Co curricular activities.**
- To develop **value oriented leadership** in female students and **enhance their personality.**
- To create **conducive counseling environment** for females.
- Increase the likelihood of girls for obtaining better paid jobs through **vocational training.**

3. The Context

Women have been a marginalized class in educational sector. In spite of efforts to reduce gender gap in education, there continue to be significant barriers to girl education. Still colleges are out of reach of many Indian women and it becomes imperative that those who manage to cross the social hurdles and reach the institution of higher learning must be empowered enough to realize their true essence. This has been an ideal of Arya Samaj and a dream of Maharishi Dayanand Saraswati, the great protagonist of Women's emancipation. In line with this vision our college management took upon itself the mammoth task of empowering women through multi sectoral education.

A separate wing for girl students was set up by relentless efforts of few Arya Samaji's in 1970. Besides this coeducation was introduced in majority of classes in main college and a sincere endeavour was made to generate a gender neutral atmosphere.

4. The Practice

The college caters to the growing needs of education of girl students of the region and enables them to pursue their studies independently in a protected campus and learner friendly environment. In keeping with its professed objective of Women Empowerment, the college encourages the girls to spread their wings in all dimensions of healthy college life. We transform women talent through cutting edge education amalgamated with spiritual rejuvenation. Holistic methodologies are adopted to empower them physically, mentally and shape them into the healthy young citizens with character and culture.

- Projects, Seminars, **Discussions** and Extension Lectures provide a forum for them to think.
- Organization of **multifarious competitions** like Rangoli, Mehendi, Best Out of Waste, Nutrition Contest etches out their awe inspiring creativity.
- Regular **Health Awareness Lectures** by leading doctors, Workshops on **Self Defense, Personality Development Courses, Rallies, Debates, Letter Writing & Poster Making** on gender issues are regularly conducted to equip the girls fully to face the real world.
- We try to provide professional **skills to girls through value added courses** like Computers, Fashion designing, Event Management and Marketing Management to compete in global market.
- To **inculcate entrepreneurial attitude** among young girls, they are encouraged to plan start-ups so that they become job givers instead of job seekers.
- **Career guidance** is also provided to facilitate economic security and financial independence of women.

- Ample opportunities are thrown open to girls to **participate in Inter College Competitions and Youth Festival**.
- **Placards, Slogans, Quotes** in favour of respect for woman are installed in key areas of college.
- An altruistic attitude is energized in them through **Value Education**.
- They are motivated to join **NSS & NCC** to engrave in them the sentiment of service towards society & nation.
- The college is equipped to enable the students to develop their **athletic skill** in indoor & outdoor games.
- **Scholarships and Fee Concessions** are given to deserving and needy girls.
- Ace performers in Sports, CCA and Academics Excelsior are felicitated with **Awards & Prizes**.
- **Coaching assistance and Remedial classes** are organized to stretch the weak students at par with others.

We help the girls to find their own footing, write their own story and fight their own battles after they move out from this institution. All our meaningful efforts have proved to be a game changer enabling us to accomplish the goal of women empowerment successfully.

5. Evidence of Success

- **Stupendous results in academics** in all classes speak volumes of our success in sharpening the intellect of girls.
- We have been able to grab **considerable number of prizes in co-curricular activities** in Inter College Competitions and Youth Festivals.
- Our girls **excelled in sports arena** & romped home several medals in Inter College, Intervarsity and International sports competitions.
- We have been able to **churn out illustrious alumni of empowered women**. Our students remain worthy of degrees conferred upon them and have become our brand ambassadors in various fields.

6. Problems Encountered and Resources Required

- The first barrier in the way of efforts of college to foster women empowerment is ingrained in cultural norms. The **girls feel the pressure as they have to swim against the system** and socially constructed gender biases to enter the college.
- A majority of girls in Humanities are from humble family background. They have **low level of self-confidence and insufficient family support**.
- Most of the girls **discontinue their education after graduation** and embrace matrimony. Parents still perceive marriage as priority over education. This dwindles the number of girl students in Post-Graduation.
- The college **needs to introduce more vocational courses** to equip the girls with skills to become financially independent.

- The number of girls joining Science and Computers streams is very less as they **cannot afford these courses**.
- The college needs **more funding from governmental and non-governmental sources** to provide financial support in form of scholarships and concessions.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The word 'Arya' itself means 'Shresth' and our products are a lucid reflection of this feature. With sincere intent we chisel our human resource into epitomes of virtues and perfection. The distinctiveness of the institution lies in promoting **integrated personality development** of students to enable them to face global challenges. In line with this objective, our college tries to harmonize the **five dimensions- physical, intellectual, ethical, social and cultural faculties** of students entering its portals. The students are groomed in such a way that they not only excel in academics but also earn accolades in allied fields of Sports, Co Curricular activities and Community Service.

- For bolstering **intellectual growth**, the college has recruited well **qualified teaching faculty which** leaves no stone unturned to churn out intellectually sharp graduates and post-graduates. The passionate faculty members are the assets of our institution. They are encouraged to **upgrade their qualification**, attend Workshops, Seminars, Refresher and Orientation courses to gain clarity regarding latest developments in their subject.
- The institution offers **academic programs in all four major streams** namely Arts, Commerce, Science and Computer Science. **ICT enabled teaching** is imparted to keep pace with digital age. **Audio Visual aids** are applied to accelerate the learning process.
- To enable the students to delve deeper in the ocean of wisdom, **Extension Lectures, National Seminars, Workshops, Symposium, Panel Discussions and Open Forum Discussions** are organized by various departments. Great minds are invited to transfer information which enriches the reservoir of knowledge of students.
- **Interface with eminent scholars** are arranged to broaden the outlook and acquaint the students with latest streams of thought in their subject.
- The departments also **screen movies and documentaries** to engage the students in an interesting portrayal of their subject.
- The students are regularly given **assignments and projects** to hone their aptitude for

research. **Student Research Centre** is also in making as many of our students have already prepared research projects on latest topics of IT.

- They are made to showcase their academic worth through **Power Point Presentations and Student Seminars**.
- **Book Review Sessions** and **brainstorming Quiz** Contests are conducted to test their knowledge and appraisal capacity.
- In addition to academic pursuits within college campus, **Educational trips and Industrial visits** are also used as tools for optimizing concept development and promoting experiential learning among students.
- **Access to a well-stocked library** with internet facility, e-learning sources, journals, periodicals has enabled them to achieve extensive academic growth. The library is equipped with software and audiobooks for visually impaired students to enable them to pursue academics despite odds.
- **Remedial classes** for slow learners is another step to pull up the students lagging in their studies.
- Relentless efforts of the college in the direction of realization of its vision have fructified in **upsurge of its academic achievements**. Our results in the past five years have been fairly good and some of our meritorious **students clinched university positions. Merit Scholarships, Fee Concessions, Roll of Honour and College Colour are conferred upon the excelsiors** in recognition of their consistent hard work. Prize Distribution Ceremonies and Convocations are organized to felicitate the academic achievers and confer degrees on culmination of courses.

Sports profile of our college speaks volumes of the achievements of our sport stars.

- To nurture their sporting prowess, the students are given **Fee Concessions, Scholarships, Funds for Diet and Sports Kit**.
- The college also provides **in house coaching and training facilities** to budding athletes and players to hone their skill.
- **Annual athletic meet** is a regular feature which provides equal opportunities to boys and girls to exhibit their sporting prowess in various track and field events.
- Our students have been participating in plethora of **sports events beyond the frontiers of college**.
- A state of art **Gymnasium** is available for ensuring the fitness of boys and girls.
- **Yoga classes and self defense** training is also undertaken.
- The **cultural component** of the students personality is sharpened by exposing them to various co-curricular activities.
- The students are afforded **ample opportunities** to soar higher in this arena through various Club and Society activities, Talent Hunt Show, Fresher's Party, Farewell Parties, Youth Festival and Inter College competitions.
- The college has been stamping its class in **Youth Festival** consistently and it was twice awarded **Overall First Trophy** in Inter Zonal Youth Festival and has been **First Runners Up** for last two years. The students have been grabbing prizes in inter college competitions as well.
- Students excelling in Co Curricular activities are also awarded **College Colour and Roll of Honour** in recognition of their talent.

- The students are also motivated not to remain self-centered and are urged to take up **social roles** through NSS and Outreach programmes.
- **Donation drives, Participation in Walkathons organized for a cause, Awareness Rallies, Candle Marches, Blood Donation Camp, Swachhta Abhiyan, Plantation Drives** enable the students to be socially responsible.
- They are taken to **Old Age homes and Deaf and Dumb schools** to develop sensitivity towards senior citizens and disabled.
- We try to stimulate ethical conduct in students by ingraining values like compassion, love for tradition and culture, togetherness, cooperation, honesty, nationalism and secular outlook through various activities and lectures.
- The college corridors exhibit **motivational sayings** inspiring the students to adopt ethical lifestyle.
- A Value based **Course related to Human Values and Professional Ethics** is offered to the students.
- In nutshell, the college is making undaunted efforts to equip the students with exceptional traits which make Aryans stand above the rest. The ambassadors of our college shine in the fields they choose after leaving the college. Such positive progression enables the institution to work harder year after year and carve a special place on the map of the city.
- **Havan Yajnas, Bhajan recitals, Morning Assembly, Display of Thought of the Day, Recital of Gayatri Mantra and Yoga camps** are the means of arousing spiritual feeling among the young minds and creating a pious ambience in the college.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The college has been constantly upgrading itself to meet the emerging trends in the academic field. Whether it was the rising interest in the Pure Sciences, or it was the need to start PG programmes in Arts; whether it was the upcoming challenge of the world of Commerce and Management or the society's recent preoccupation with Information Technology--- the college has risen to meet the demands of all. To inculcate in its students an interest in research and national heritage, two UGC sponsored Chairs have been set up.

The college is very proud of its illustrious Alumni and has always been able to engage with them constructively. The college owes its Computer Centre to the handsome contribution of its alumnus **Sh. Sunil Bharti Mittal, CEO, Bharti Enterprises (Airtel)**.

The present **Mayor of Ludhiana**, **Sh. Balkar Singh** is also a former student of the college and so have been some of the best professionals, doctors and chartered accountants of the region. And we are confident of shaping many more such promising careers.

The performance of our students in the cultural field has always been spectacular. We have earned the unique feat of having won the Overall Trophy for P.U. Zonal Youth Festival for two consecutive years. Our students have been star winners in various reality shows-- **Akhtar Brothers** (Rising Stars Fame) and **Kumar Sharma** (Kathak Dancer and choreographer) are all set to enter the Show Business in which we were already represented by **Sh. Pankaj Kapoor**.

The teaching faculty is also not to be left behind. Many of them have been elected to important posts in the Senate and Syndicate at Panjab University, Chandigarh. The present Director, Sports, P.U. and Dr. Satish Sharma, former Director, DAV Colleges, have been esteemed members of our faculty. Many of them have also been appointed as Principals in other colleges.

The college, thus, has had a very rewarding sojourn as it has left a tangible impact--- be it on the decision making process at the academic level or on the world of Sports, Arts and Cultural level.

Concluding Remarks :

The college has evolved continuously in a span of over 70 years and has established itself as a landmark in Ludhiana. When it was started, it offered the residents of the city the sole alternative to the existing government college for boys. But it has now emerged as the First Choice for meritorious students especially those who wish to pursue the Commerce Stream.

It is the First Choice for students wishing to pursue Music, Art and Theatre as a career. Our consistently outstanding performance at the Youth Festival is a proof of our competence in tapping and honing of the hidden talent of our students.

It is the First Choice for students who wish to excel in the field of Sports --- the long list of successful sports persons including cricketers like Yash Pal Sharma, Gagandeep and Shivam; taekwondo champions at state and national levels; weight lifters like Jaspreet, winner at Commonwealth Games (2017)--- is a witness to a

glorious tradition of sports in the college.

It has also been the First Choice for the teaching and non-teaching fraternity as this grant-in-aid privately run college is the only institution in the city to fully uphold and follow all the norms and conditions of working as per DPI and UGC rules. Despite financial constraints, the management has always ensured that the employees get their salary on the 1st of every month--- a measure that provides a very satisfying experience to all.

The college stands tall with its vast infrastructure spreading over more than 8 acres and a separate campus for Girls Section. The recent additions in its ICT facilities and green initiatives have only increased its attraction.

Its central location in the city, its liberal environment, its congenial atmosphere, its capable and committed faculty led by the Principal and its farsighted management--- all have helped the college to carve a special niche in the academic scheme of things in the city.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	4	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	4	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	0	0	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	0	0	0	0																	
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>4</td> <td>5</td> <td>5</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	8	4	5	5	7	2018-19	2017-18	2016-17	2015-16	2014-15	3	1	1	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	4	5	5	7																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	1	1	0	0																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 17</p> <p>Answer after DVV Verification: 2</p> <p>Remark : As per the clarification given by HEI in metric id 1.1.2, Given courses not to be part of curriculum and now provided same documents as a new courses introduced . DVV consider 2 PG program here.</p>																				

1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>14</td> <td>16</td> <td>15</td> <td>102</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>14</td> <td>16</td> <td>15</td> <td>102</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	67	14	16	15	102	2018-19	2017-18	2016-17	2015-16	2014-15	67	14	16	15	102
2018-19	2017-18	2016-17	2015-16	2014-15																	
67	14	16	15	102																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
67	14	16	15	102																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 4</p> <p>Answer after DVV Verification: 3</p> <p>Remark : HEI input edited according to provided documents. DVV not consider Fashion designing and tailoring here. Because it is consider in VET program.</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 149</p> <p>Answer after DVV Verification: 143</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1650 1046 1785"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>563</td> <td>553</td> <td>582</td> <td>472</td> <td>461</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1863 1046 1998"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>273</td> <td>228</td> <td>271</td> <td>237</td> <td>272</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	563	553	582	472	461	2018-19	2017-18	2016-17	2015-16	2014-15	273	228	271	237	272
2018-19	2017-18	2016-17	2015-16	2014-15																	
563	553	582	472	461																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
273	228	271	237	272																	

2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 92 Answer after DVV Verification: 24</p> <p>Remark : HEI input edited according to provided documents in metric id 2.3.2, DVV consider Only full-time teachers to be considered as mentors. DVV not consider Contact basis and Adhoc faculty as a mentors.</p>																				
2.4.2	<p>Average percentage of full time teachers with Ph.D. during the last five years</p> <p>2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 707 1046 842"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>21</td> <td>22</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 920 1046 1055"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>14</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	20	20	21	22	14	2018-19	2017-18	2016-17	2015-16	2014-15	20	20	20	20	14
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	20	21	22	14																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	20	20	20	14																	
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 1335 1046 1469"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1547 1046 1682"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	1	1	1	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	1	1	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	0	1	1	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	0	1	1	0																	
3.1.1	<p>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs) Answer before DVV Verification:</p> <table border="1" data-bbox="306 2036 1046 2085"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	3	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	3	6

3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 3 Answer after DVV Verification: 2</p> <p>Remark : HEI input edited according to provided documents.</p>																				
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1279 1046 1413"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>17</td> <td>20</td> <td>36</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1491 1046 1626"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>5</td> <td>1</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents. DVV consider only Journals notified on UGC website</p>	2018-19	2017-18	2016-17	2015-16	2014-15	27	17	20	36	2	2018-19	2017-18	2016-17	2015-16	2014-15	7	5	1	5	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
27	17	20	36	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
7	5	1	5	0																	
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 2022 1046 2085"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

1	0	3	1	2
---	---	---	---	---

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
82	79	81	79	75

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 32

Answer after DVV Verification: 16

Remark : HEI input edited according to provided documents. DVV not consider here Lab, consider only classroom and seminar hall.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.55	0.22	3.19	3.41	0.90

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.55	0.22	3.19	3.41	0.90

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
62	83	31	38	46

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	0	13	0

Remark : HEI input edited according to provided documents. HEI provided placement report not to be certified by concerned authority.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/ State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
57	17	6	4	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11	5	6	1	1

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
68	26	12	18	20

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
68	26	12	18	20

Remark : HEI input edited according to provided documents.

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
44	78	44	52	50

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	1	0

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
26	22	24	25	25

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

4	4	7	6	5
---	---	---	---	---

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association / Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

Remark : HEI input edited according to provided documents.

6.3.3 Average number of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	1	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	1	2

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
24	15	24	13	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	7	3	5

Remark : HEI input edited according to provided documents. DVV consider only Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	7	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	0	0	0

Remark : HEI input edited according to provided documents. DVV consider only quality initiatives during last five years.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
28	6	4	3	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
28	6	4	3	5

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	6	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11	5	1	1	1

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
41	18	14	14	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
17	8	6	3	2

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1094</td> <td>1151</td> <td>1283</td> <td>1207</td> <td>1177</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>273</td> <td>228</td> <td>271</td> <td>237</td> <td>272</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1094	1151	1283	1207	1177	2018-19	2017-18	2016-17	2015-16	2014-15	273	228	271	237	272
2018-19	2017-18	2016-17	2015-16	2014-15																	
1094	1151	1283	1207	1177																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
273	228	271	237	272																	
2.2	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>300.01623</td> <td>288.83722</td> <td>304.43680</td> <td>196.16423</td> <td>266.29223</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2018-19	2017-18	2016-17	2015-16	2014-15	300.01623	288.83722	304.43680	196.16423	266.29223										
2018-19	2017-18	2016-17	2015-16	2014-15																	
300.01623	288.83722	304.43680	196.16423	266.29223																	

2018-19	2017-18	2016-17	2015-16	2014-15
300.01623	288.83722	334.43	226.16	283.06

NAAC