ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

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All accredited institutions shall submit the AQAR to the NAAC by the end of every academic year with emphasis on the following key result areas:

Year of Report: 2007-08

PART-A
The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

1. Efforts to improve quality of education through more emphasis on practical learning.

2. Orientation of new students about code of conduct of the college, regularity in attendance, internal assessment etc.

3. Strengthening of the placement cell.

4. To introduce courses based on market needs.

5. To make the students 100% computer- literate and create internet awareness.

6. To provide a sound platform to the staff for research activities.

7. Computerization of administrative routine.

8. To improve the teaching methodology by using the aids like OHP, LCD projectors and Internet.

9. To have an interaction with industry and assignment of project works to students.

10. To provide a suitable platform to students to showcase their talent by encouraging them to participate in co-curricular activities.

11. To provide community services through NSS camps, Blood-donation camps etc.
12. To make students globally competent by conducting group discussions, Workshops, Seminars & guest lectures.

The outcome achieved by the end of the year was in keeping with the action plan and the same is being reflected through the details mentioned in part B.
Part B

1 Activities reflecting goals and objectives of the institution.

- Value-based education for social upliftment.
- ICT-enabled teaching learning process.
- State of the art infrastructure.
- Visits of eminent artists endowed with national and international repute.
- Exhibitions, Seminars, workshops of the highest order.
- Sound platform provided to students to participate in curricular & co-curricular activities.
- Cultural exchange programmes at international level.
- Active involvement and participation in community services.
- Publication of two national level journals to promote research.

2 New academic programmes initiated (UG and PG)

- Add-on course in ‘GLOBAL TRADE MANAGEMENT’.
- Add-on course in ‘BASIC COOKING & CATERING’.

3 Innovations in Curricular design and transactions:

(a) The curriculum is reviewed by the faculty members and alterations are suggested according to the needs of current scenario with a view to make the courses market friendly and prepare the students for the competitions ahead. Academic peers from other institutions are also consulted. The proposals are presented by H.O.Ds through the Principal to the University.
Some staff members are members of Board of Studies and other Academic Bodies of the University. So they can also participate in the meetings and give their suggestions for required modifications in curriculum. Some of the major changes introduced are:

- Topic of ‘New Trends in Art’ was introduced in BFA.
- In B.Sc Economics, new topics related to current scenario were introduced in Micro Economics, Macro Economics and Indian Economy.
- In Political Science, constitutions of UK & USA replaced the Constitution of Switzerland & China.
- In History, new chapters relating to freedom fighters were added.

4. **Inter-disciplinary Programmes started:**

   As the institution offers a variety of courses ranging from traditional to modern, from Fine Arts to computers and from Music to Multimedia, there is a huge scope for interdisciplinary courses. Some of the initiatives taken in this direction were:

   1. **Department of English**: Communication skills and English speaking classes were conducted for improvement in the language skills of the students.
   2. **Department of Arts**: Hobby classes of Dance, Music, Cooking etc. were offered during summer vacations. The students learnt many type of skills in Music/ Sculpture/Dance free of cost in their free lectures.
   3. **Sculpture Department**: A Terracota workshop was organized which is open to all interested students.
   4. **Department of Economics**: Organized group discussions on current issues like budget, WTO etc. for all the students.

5. **Examination Reforms implemented**

   - Monthly class tests were conducted to evaluate the students.
- House exams were conducted twice on the university exam pattern to prepare the students for final exams.
- Re-tests were conducted for the weak students.
- Mock Vivas were conducted to train the students for final Viva Voce

6. Candidate qualified: NET/SLET/GATE etc

<table>
<thead>
<tr>
<th>Test</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET</td>
<td>1</td>
</tr>
<tr>
<td>SLET</td>
<td>-</td>
</tr>
<tr>
<td>CAT</td>
<td>79</td>
</tr>
<tr>
<td>TOEFL/IELTS</td>
<td>07</td>
</tr>
<tr>
<td>GRE</td>
<td>-</td>
</tr>
<tr>
<td>G-MAT</td>
<td>-</td>
</tr>
<tr>
<td>CIVIL SERVICES</td>
<td>-</td>
</tr>
<tr>
<td>DEFENCE ENTRANCE</td>
<td>4</td>
</tr>
<tr>
<td>OTHER SERVICES</td>
<td>4</td>
</tr>
<tr>
<td>MCA</td>
<td>8</td>
</tr>
</tbody>
</table>
7. **Initiative towards faculty development programme**

The faculty is actively involved in research. The teachers publish their research papers, participate in seminars, workshops and showcase their talent through exhibitions and give performances. They attend orientation & refresher courses from time to time. The details are:-

<table>
<thead>
<tr>
<th>Availed/ Attended by Faculty Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refreshers Courses</td>
</tr>
<tr>
<td>Orientation</td>
</tr>
<tr>
<td>FDP organized by College</td>
</tr>
<tr>
<td>Workshop/ Seminar/ Symposium</td>
</tr>
<tr>
<td>Exhibitions</td>
</tr>
<tr>
<td>Educational Trips</td>
</tr>
<tr>
<td>Industrial Visits</td>
</tr>
</tbody>
</table>

8. **Total number of national seminars/workshop/exhibitions organized by college:**  4

9. **Research Projects**

(a) **Newly Implemented**

Mr. Abinash Dass has started Ph.D on *Changing perspectives of advertising design and its impact on visual culture & Art*.

(b) **Completed**

Mrs. Santosh Vyas completed her Ph.D on the topic. *The presentation of musical myth of shrimad Bhagwat Puran through gayan and Kathak nritya*.

10. **Patents generated, if any?**

    Nil

11. **New collaborative research programmers?**
12. Research grant received from various agencies?

Nil

13. Details of research scholars.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the teacher</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guiding Ph. D or Pursuing Ph. D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Dr. Sucharita Sharma</td>
<td>Principal</td>
</tr>
<tr>
<td>2.</td>
<td>Dr. Amita Mishra</td>
<td>Music Vocal</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Manu</td>
<td>Music Vocal</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Geeta Dutt</td>
<td>Music Instrumental</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. Anita Oberoi</td>
<td>Music Instrumental</td>
</tr>
<tr>
<td>6.</td>
<td>Dr. Santosh Vyas</td>
<td>Dance</td>
</tr>
<tr>
<td>7.</td>
<td>Dr. Anjana Kumari</td>
<td>Hindi</td>
</tr>
<tr>
<td>8.</td>
<td>Dr. Sushma Shair</td>
<td>Punjabi</td>
</tr>
<tr>
<td>9.</td>
<td>Dr. Manu Arora</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>10.</td>
<td>Dr. Ruchi Trehan</td>
<td>Commerce</td>
</tr>
<tr>
<td>11.</td>
<td>Ms. Ranjana</td>
<td>Dance</td>
</tr>
<tr>
<td>12.</td>
<td>Mr. Manoj Kumar</td>
<td>Applied Arts</td>
</tr>
<tr>
<td>13.</td>
<td>Ms. Monika Mogla</td>
<td>Commerce</td>
</tr>
<tr>
<td>14.</td>
<td>Mr. Gagan Gambhir</td>
<td>Design</td>
</tr>
<tr>
<td>15.</td>
<td>Ms. Rakhi Mehta</td>
<td>Design</td>
</tr>
<tr>
<td>Pursuing M. Phil./Completed M. Phil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Ms. Manisha Sharma</td>
<td>Commerce</td>
</tr>
</tbody>
</table>
17. Ms. Payal Arora
   Commerce

18. Ms. Aarti Verma
   Commerce

19. Ms. Neeru Mahajan
   Commerce

20. Ms. Garima Arora
   Commerce

21. Ms. Hashima
   Commerce

22. Ms. Priyanka Bawa
   Commerce

14. Citation index of faculty members and impact factor.
   Nil

15. Honors/Awards to the faculty.
   - Ms. Rimpi Parmar received Young Achieves Award for her contribution to the field
     of Fine Arts.
   - Mr. Gagan Gambir was given cash award of Rs. 10,000 for his painting by Indian
     Academy of Fine Arts, Amritsar.
   - Dr. Neeraj got the membership of Indian Association of Physiotherapists.

16. Internal Resources generated
   Revenue generated was :

<table>
<thead>
<tr>
<th>Service</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD</td>
<td>Rs 30,910</td>
</tr>
<tr>
<td>Hobby/Coaching Classes</td>
<td>Rs 1,16,000</td>
</tr>
</tbody>
</table>

17. Details of department getting SAP, COSIST(ASSIST)/DST. FIST, etc
   Assistance/recognition:
   Nil

18. Community services :
   (a) An NSS camp under the guidance of Ms. Rimpy Parmar was conducted at village
   Jhugian Gulam, Kapurthala.
(b) A Workshop on **muscle pain syndrome** was conducted by Department of Physiotherapy for students of other institutions.

(c) A Blood donation camp was conducted by youth club under the guidance of Ms. Rekha.

(d) CEVA Drama Repertory Co., Chandigarh presented a stage play entitled “Khuli Hawa ki talaash mein”, a project funded by Ministry of Environment & Forest, Govt. of India to bring the message that it is time to check the environmental & economical degradation being caused by use of plastics and polythens.

(e) Students of SWA visited Old Age Home and Orphanage.

19. Teachers and officers newly recruited

(a) Teachers - 9

(b) Officers - NIL

20. Teaching - Non teaching staff ratio.

19:10

21. Improvements in library services

Library is equipped with Computers, Internet facility, Reprography facility etc. Some other changes have also been made to give Library a new look. These changes are:

(a) New racks for keeping books and display boards have been placed.

(b) Process of binding old volumes of Journal & Magazines has been started.

22. New books/journals subscribed and their cost.

1. 344 books were purchased at the cost of Rs. 1,96,287

2. 5 new Journals/Magazines were added.
3. Total 75 journals were subscribed and the expenditure incurred was Rs.1,49,429

23. **Courses in which student assessment of teachers is introduced and action is taken on student feedback.**

Feedback forms are used for teacher assessment in all the classes and on the basis of feedback the Head/Principal takes the required action.

24. **Unit Cost of education:** Rs.29083

25. **Computerization of administration and the process of admissions and examination results, issue of certificates:**

Most of the administrative work (like salary records, account keeping, time table, placements, student records, annual examination results) has been computerized. All the departments, labs, accounts section, library, administrative offices are connected through networking. Data is shared and used through this networking system.

26. **Increase in infrastructural facilities:**

1. A Hi-tech sound system was installed in the auditorium.
2. A Cash-counting machine was purchased in the Accounts department.
3. Wooden stage-flooring was done in the Auditorium.
4. Digital broadcasting system was made fully operative.
5. Renovation of Art Gallery.
6. New furniture and White boards were purchased in keeping with increasing strength.
7. One ultra sound unit was purchased for OPD run by Physiotherapy Department.
8. General Office and Art Gallery was made fully AC.
9. Construction of new Block “N” block near Auditorium was started.

27. **Technology upgradation:**
• 22 New computers and 4 printers were purchased.

• Software for electronic voting system was introduced

Other softwares introduced during the year were:

(a) Autodesk Maya 8.5
(b) Adobe audition 2.0
(c) Deep Paint
(d) Z Brush 3.0

28. Computer and Internet access

Computer and Internet facilities were made accessible to all the students and staff. They can be availed by them anytime during the college hours. Computer department from time to time organized computer and internet awareness classes for students. The college students are 100% computer literate.

29. Financial aid to Students:

Financial aid in the form of scholarships is provided to students for outstanding achievements in University exams and Youth Festival etc.

College examination toppers are also given financial incentive for their brilliant performance.

The mode of providing incentive is in cash and in kind e.g. books are given as prize to the students. The detail of scholarships and awards is given below:

<table>
<thead>
<tr>
<th>Title</th>
<th>No. of awardees</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Seth Stya Paul Award</td>
<td>1</td>
<td>5000</td>
</tr>
<tr>
<td>2. University position holders</td>
<td>29</td>
<td>83,400</td>
</tr>
<tr>
<td>3. College Examination Topper</td>
<td>175</td>
<td>31,843</td>
</tr>
<tr>
<td>4. Winner of Youth Festivals</td>
<td>47</td>
<td>67,000</td>
</tr>
<tr>
<td>5. Felicitation of Alumni</td>
<td>15</td>
<td>25,000</td>
</tr>
</tbody>
</table>
30. Support from Alumni Association and its Activities:

Alumni Association was formed in 2002. Interaction with Alumni through regular meets and functions is a regular feature. In the current year Rs. 73,200 was received as support from Alumni Association.

31. Support from the Parents-Teacher Associations and its Activities:

Parent-teacher association has been formed from the current year. Regular Parent-Teacher meets were arranged to make the parents aware about the performance of their wards.

1. Parents of weak students were informed about their wards so that necessary improvements in performance can be made in co-operation with each other.

2. Parents of outstanding and outperforming students were invited at annual function or other functions like Lavanya (the Fashion Show) so that they could appreciate the talent of their children.

32. Health Services:

1. Health care center to provide medicine and care to sick students.

2. First aid facility in case of emergencies.

3. OPD facility available in the Dept of Physiotherapy

4. Health care programmes to ensure overall development of students.

5. Yoga classes were conducted.

6. Health care centre houses machines like treadmills, joggers, gym balls, twisters, ergometre etc. which help in maintenance of fitness of staff and students.

33 Performances in Sports Activities:

(A) The Students of the college participated in various Inter-college competitions and brought laurels to the college. The teams participated in:

1. Cricket(Men)
2 Volley ball (Women)
3 Table Tennis (Men)
4 Basket Ball (men)
5 Malkhams (Men)

(B) Students also won 7 gold medals in the following items:

i. 50mt. freestyle
ii. 100mt Freestyle
iii. 200mt freestyle
iv. 400mt freestyle
v. 50mt Backstroke
vi. 100mt Backstroke
vii. 100mt Backstoke
viii. 200mt background

(C) Bronze medal was won in 50mt butterfly

34 Incentives to outstanding sportsperson

- Annual sports meet organized.

- Best sports persons in every category given medals, trophies and cash prizes in Annual Function.

35 Student achievements and awards

(1) Sharandeep Kaur was adjudged first runner up- Ms. Punjaban contest (2007-08)

(2) Kapil Sharma was declared winner of Laughter Challenge III on Star One.

(3) Sugandha Mishra was among the top 10 contestants of Laughter Challenge IV
(4) The quiz team of the college bagged first prize and Championship Trophy in Finance Quiz Competition held at ICFAI Institute, Jalandhar.

(5) The students of Fine Arts pocketed one first prize and two second prizes in on-the-spot painting competition organized by GNDU, Amritsar.

(6) Two students won first prize and Champions Trophy in Poetry Recitation competition organized by Rotary Club, Jalandhar.

(7) Priya kanda of B. Com-I bagged the first prize and cash prize of Rs. 2000/- in Inter-College Debate competition.

(8) Quiz team won cash prize of Rs. 10,000 in Tri-state Quiz Competition organized by The Hindustan Times.

(9) Sangeeta of MA-II (Dance) bagged the first prize and was awarded the cash prize of Rs. 1500 and Gagandeep Kaur got consolation prize and cash prize of Rs. 500 in Declamation contest during ‘Mela Gadri Babean Da’.

36 **Activities of the guidance & counseling cell.**

Guidance & Counselling cell guides the students at all stages right from admission in the Institution till the completion of the course. The services provided include:

- Counselling at the time of admission
- Counselling of weak students
- Counselling for personal problems
- Career counselling

37 **Placement services provided to students**

A Placement cell is working under the guidance of an able placement officer. Group discussion, career counselling, Mock interview, proficiency in English Speaking etc. are provided to the students. The following were the achievements during this year.
o 24 students were selected in IBM

o Students of Design Dept were placed in NIFD, Trident Towel, Pringle, Vaishali Design studio Noida, Shantanu and Nikhil, New Delh etc.

o Students from Dept of Multimedia got selected in Maya Entertainment Ltd. And S & B Film Media, Gurgaon.

o Other companies in which the students were placed are WIPRO Infotech, WIPRO BPO, PCS, Reliance Life Insurance, HDFC Bank, IBM Daksh, Birla Sun Life Insurance, Columbia House, USA, IBM, Sheetal Fibres, Ludhiana, Infosys etc.

38. Development programmes for non teaching staff:

• Language Proficiency classes were conducted by the English department.

• Computer and internet awareness programmes were organized by computer department.

• Orientation of the latest new software introduced was made by experts.

39. Best Practices of the Institution

• Personality development programs for students
• ICT enabled curriculum
• Counselling services
• Regular upgradation of infrastructure facilities
• Participation in community service
• Encouragement to participate in co-curricular activities

40. Linkages developed with National/International, Academic/research bodies

o The college publishes 2 National level Journals which invite research papers from various papers from various scholars throughout the country.

o Distinguished scholars from the fields of Commerce, Economics & Computers from reputed universities and B-School are part of editorial Board of both the
Journals and many renowned persons from the field contribute their articles in the refereed Journals of the College.

41. Any other relevant Information:

- During the current year Hon’ble Sir Anerood Jagnauth, President of Mauritius visited the Institution and highly appreciated the potential of the Institution ranking it among the top most institutions of the globe.

- Kathak Utsav, a four day mega event was organized in the college in collaboration with Kathak Kendra, New Delhi from Dec. 1-4, 2007. World renowned artists namely Uma Sharma, Anuj Mishra, Nalini Kamalini, Ravi Shankar and Mata Prasad Mishra gave sterling performances.

- 100% Academic results with top positions in the University. The positions attained during the year were

<table>
<thead>
<tr>
<th>Position in University</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>27</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>18</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>4</td>
</tr>
</tbody>
</table>

- Nine times consecutive winner of Youth Festival at Inter-Zonal Level. The achievements in Youth Festival during the current year were.

<table>
<thead>
<tr>
<th>Participation and victory in Youth Festival</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Youth Festival</td>
<td>16</td>
</tr>
<tr>
<td>Zonal/Inter-Zonal Youth Festival</td>
<td>31</td>
</tr>
</tbody>
</table>


PART -C

Details of the Plans of the Institution for the next year:

1. Updation and upgradation of college website.

2. To conduct more faculty development programmes for teaching and non teaching staff.

3. To encourage the staff to take MRP’s.

4. To provide more community services and make the students compassionate towards user privileged sections.

5. To subscribe to more Journals and books in order to enrich the library.

6. To deploy Wi-Fi in the college.

7. To upgrade technology by developing and purchasing software.

8. To enhance Alumni interaction.

9. To provide in house placements.

10. To strengthen PTA.

11. To conduct more workshops.

12. To promote the refereed Journal of Commerce ‘Envision’ internationally.

13. To provide more infrastructure


15. To have re-accreditation by NAAC.


17. Prepare Self-Study Report for NAAC.

Coordinator, IQAC       Chairperson, IQAC
Ms. Sunit Kaur       Dr. Sucharita Sharma
Head, Dept. of English       Principal