

Version 5 dated 12-01-2018(23/5/2018)

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(for Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072**, India

Published by:

The Director

National Assessment and Accreditation Council (NAAC)
P. O. Box. No. 1075, Nagarbhavi,
Bengaluru - 560 072, India

Co-ordinated and Prepared by:
Dr. Ganesh A. Hegde, Deputy Adviser, NAAC
Dr. Vinita Sahoo, Assistant Adviser, NAAC

Copyright © NAAC December 2017

All rights reserved. No part of this publication may be reproduced or utilised in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without the prior written permission of the publisher.

Printed at:

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. Composition of the IQAC 6
7. The role of coordinator 7
8. Operational Features of the IQAC 7
9. Revised Accreditation Framework 8
10. Mandatory Submission of AQAR by IQAC 8
11. The Annual Quality Assurance Report (AQAR) 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Innovations and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Institutional Values and Best Practices 27
20. Abbreviations 29

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: HINDU KANYA MAHAVIDYALAYA

- Name of the Head of the institution : MRS. SUMAN NANDA
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 01874275164
- Mobile no.: 8360668766
- Registered e-mail: COLLEGEHKMV@GMAIL.COM
- Alternate e-mail : COLLEGEHKMV@GMAIL.COM
- Address :G.T. ROAD
- City/Town :DHARIWAL
- State/UT : PUNJAB
- Pin Code :143519

2. Institutional status:

- Affiliated / Constituent: AFFILIATED

- Type of Institution: Co-education/Men/Women WOMEN
- Location : Rural/Semi-urban/Urban: RURAL
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
- (please specify) Grants-in aid/ UGC 2f and 12 (B)/ Self financing
- Name of the Affiliating University: GNDU AMRITSAR
- Name of the IQAC Co-ordinator : MRS. DEEPIKA MAHAJAN
- Phone no. : 7837502614

Alternate phone no. 9888276014

Mobile: 7837502614, 9888276014

-
- IQAC e-mail address: IQAC11HKMV@GMAIL.COM
- Alternate Email address: IQAC11HKMV@GMAIL.COM

3. Website address: WWW.HKMV.IN

Web-link of the AQAR: (Previous Academic Year): <https://hkmv.in/AQAR2017-18.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No..YES..., if yes, whether it is uploaded in the Institutional website: YES

Weblink: https://www.hkmv.in/files/academic_18-19.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	2.53	2017	from:2017 to: 2022
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 19/9/2015

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<ul style="list-style-type: none"> Orientation program for Fresher of degree courses. 	13th July 2018	Principal, staff members and students
<ul style="list-style-type: none"> Regular meetings of IQAC to improve quality. 	22Jan 2018, 18 Aug 2018	23 Members of IQAC
<ul style="list-style-type: none"> Evaluating teaching learning process through feedback from students. 	7-8 Nov 2018	Feedback forms filled by all students.
<ul style="list-style-type: none"> Realization of social responsibilities by organizing Anti- drug, Pollution free environment rallies. 	28 SEP 2018	Students from various departments participated in rally.
<ul style="list-style-type: none"> Industrial visits made by students to promote Industry-Academia culture. 	9 Oct 2018	Students of commerce department participated.
<ul style="list-style-type: none"> Guest Lecture on Big Data 	27 Sep 2018	Participation by students of computer department
<ul style="list-style-type: none"> Anti Drug Rally 	3 oct 2018	Students and staff participated
<ul style="list-style-type: none"> Library staff be trained for smooth working of library 	29 Oct 2018	All Library members participated.
<ul style="list-style-type: none"> Anti Pollution rally 	31 Oct 3018	Students and staff participated
<ul style="list-style-type: none"> SUBMISSION OF AQAR 2017-18 	22 Nov 2018	The report was submitted by the IQAC
<ul style="list-style-type: none"> Book Donation camp 	26 Nov 2018	Management and students participated.
<ul style="list-style-type: none"> Quiz Competition 	12 feb 2019	Students and staff participated

***Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)***

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

https://www.hkmv.in/files/new_doc_2019-01-31_11_37_04_4.pdf

10. No. of IQAC meetings held during the year:2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No YES

https://www.hkmv.in/files/new_doc_2019-01-31_11_37_04_1.pdf

https://www.hkmv.in/files/new_doc_2019-01-31_11_37_04_2.pdf

https://www.hkmv.in/files/new_doc_2019-01-31_11_37_04_3.pdf

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No NO

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* IQAC works effectively for the qualitative work of various departments.

*Feedback from students, alumni and teachers is taken from time to time for the overall improvement of the institution.

* IQAC focus on the extension activities which involve the students and staff from time to time.

*IQAC looks forward to improve the infrastructure of the institution.

*IQAC involves the societies to promote Industry visits among students.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Orientation Program	New students interacted with the Principal and Faculty.
Personality Development Program	Lecture on Personality development conducted by Dr. JK Chauhan.
Environment Awareness Activity.	Tree plantation programmes organised to promote green environment.
Seminar And Guest Lectures	Seminars and Guest Lectures conducted by various departments.
Vocational Classes on Computer Application	Basic computer knowledge is given to students to prepare them for jobs.
Feedback from Students	Feedback from students taken at regular intervals to evaluate teacher learning process.
Preventing Environmental Degradation	Tree Plantation. Awareness regarding Lesser use of paper and plastic given to students.
Realization of Social Responsibilites	Blood Donation Camp organized Books and Clothes Donation Camps organized. Remedial classes for weaker students.
Anti Drug Abuse	Anti Drug Abuse Camps organized to bring

	awareness among students.
Industrial Visits	Industrial Visits were organized for the students pursuing Professional Degree.

14. Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body:

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: YES

Date:12/9/2017

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2018

Date of Submission:

31/4/2018

17. Does the Institution have Management Information System?

Yes No No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

We adopt the curriculum overview provided by the Guru Nanak Dev University, Amritsar. At the beginning of each semester, the affiliating University provides an academic calendar, based on which the institution's own calendar of events is prepared which shows the tentative dates of all the co-curricular activities, lecture, total working days, total teaching days and extension lectures/seminars/workshops to be conducted during that session and made available to the faculty. Based on the class-wise time-table as well as the college calendar, the faculty members construct their individual Course plans for the syllabus they teach. Orientation programme is organized by the Institute for freshers. Regular classes are followed by tutorial classes by every department. . The Curriculum Review & Reform Committee of the college receives feedbacks in written formats from the students and from Alumni, is discussed in the meetings and the suggestions are communicated to the university. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum.

Communication of Vision; Mission and Objectives to stakeholders: Our Vision / Mission well communicated to all stakeholders.

The College Vision, Mission, Objectives are communicated through the following.

- In College Web site
- In College Magazines
- Display boards
- Admission Brochure

HOD's Meeting: HOD's Meetings are held once in 30 days. Head of the Department discuss their action plans to arrive an optimal and effective way.

Academic Calendar: Academic Calendar is prepared as per the Guru Nanak Dev University, Amritsar academic schedule and the requirements at the department level as per the action plans formed.

Lesson Plan: A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight how the lecture class will be handled throughout the semester.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at

the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Functional English Functional Punjabi Computer Application(Vocational)	Yes Yes yes			Yes Yes Yes	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	266		NIL		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NIL		NIL		NIL	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NIL			NIL		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
Yes	NO	NO	NO	NO	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Feedback is a vital tool for the holistic development of an institute. Its incorporation provides a clear view of the activities being performed in the colleges. In order to build a culture of transparency and trust, we provide Feedback performs to students and to their parents. In the performance we enquire them about their likes and dislikes regarding the college services. Moreover, college has also provided the facility of suggestion box where students can put their complaints and ideas anonymously. In deed it proves effective in promoting the management to channelize their efforts into the right direction. Furthermore, feedback is also sought from the teachers and employers. Exclusive meetings are arranged to have one to one discussion. This helps them to come out as a strong performer and to give positive contributions for the upliftment of the college. Alumni's are also consulted to identify the weak areas. College management pays utmost attention to feedback as they believe that it is directly proportional to productivity.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available		Number of applications received		Students Enrolled
BCA	60		11		11
BA	300		58		58
BSC	120		5		5
BCOM	75		9		9
MA	60		11		11

MSC		30		8		8	
2.2 Catering to Student Diversity							
2.2.1. Student - Full time teacher ratio (current year data)							
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses		
2018-2019	227	39	23	4	8		
2.3 Teaching - Learning Process							
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)							
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used		
12	12	Yes	2	4	yes		
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)							
<p>Mentoring of students is a most interesting as well as challenging task. The difficulty increases manifold when students and teachers share a very uncomfortable bond. In HKMV such difficulties are tackled with great caution. College encourages teachers to increase their contact hours and to indulge in friendly and open discussion with students. We feel that such encouragement is necessary to develop confidence among students so that they can bring up their problems without any hesitation. Regular attendance is taken to have a check on the daily participation of a student. Weekly tests are conducted to check the subject understanding of the students. Moreover, special meetings are arranged to have interaction with their parents. Remedial classes are also offered to help the students in their studies. On the whole, the college works on student centric agenda.</p>							
Number of students enrolled in the institution			Number of fulltime teachers		Mentor: Mentee Ratio		
266			27		9		

2.4 Teacher Profile and Quality					
2.4.1 Number of full time teachers appointed during the year					
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D	
11	11	0	4	4	
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)					
Year of award	Name of full time teachers receiving awards from state level,	Designation	Name of the award, fellowship, received		

	<i>national level, international level</i>		<i>from Government or recognized bodies</i>
NIL	NIL	NIL	NIL

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Program me Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1Sem	20-11-2018	11-03-2019
BA	BA	3Sem	20-11-2018	6-04-2019
BA	BA	5Sem	20-11-2018	4-04-2019
BCA	BCA	1Sem	20-11-2018	20-04-2019
BCA	BCA	3Sem	20-11-2018	16-04-2019
BCA	BCA	5Sem	20-11-2018	14-04-2019
BSC	BSC(ECO)	3Sem	20-11-2018	3-04-2019
BSC	BSC(ECO)	5Sem	20-11-2018	5-04-2019
BCOM	BCOM	1Sem	20-11-2018	12-04-2019
BCOM	BCOM	3Sem	20-11-2018	11-04-2019
BCOM	BCOM	5Sem	20-11-2018	8-04-2019
Bsc NM	Bsc NM	1Sem	20-11-2018	10-04-2019
Bsc NM	Bsc NM	3Sem	20-11-2018	15-04-2019
Bsc NM	Bsc NM	5Sem	20-11-2018	14-04-2019
MA	MA(PUNJ)	1Sem	20-11-2018	30-03-2019
MA	MA(PUNJ)	3Sem	20-11-2018	28-03-2019
MSC	MCS	1Sem	20-11-2018	5-03-2019
MSC	MCS	3Sem	20-11-2018	7-03-2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts two house tests per course per semester and performance based improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. CIE marks are shown to students along with their answer scripts by the teacher concerned enabling them to have access to the evaluated answer scripts before the marks are forwarded to the examination section. It also promotes the student to participate in mini project demonstration, model exhibition, programming skill competitions, mega projects, technical paper presentation, workshop, and seminar. CIE Components also includes MCQs, Quiz competition, home assignments, Lab Exercises and Practical. The college encourages and guides students to participate in national level competitions organized by other Colleges and Universities. Students are encouraged to get involved in industry sponsored projects as a part of their curriculum in final year.

By giving home assignment, tutorials, problems and taking follow up, help the student to explore various learning resources like the Internet and libraries etc. which will enable to develop self-study, analytical and reasoning capabilities.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of each semester, the affiliating University provides an academic calendar, based on which the institution's own calendar of events is prepared which shows the tentative dates of all the co-curricular activities, lecture, total working days, total teaching days and extension lectures/seminars/workshops to be conducted during that session and made available to the faculty. Academic Calendar & Time Table is prepared for effective implementation of the curriculum. The Time Table Committee of Hindu Kanya Mahavidyalaya prepare an academic calendar & Time-Table is designed to accommodate the syllabi pertaining to a particular discipline. The institution monitors the students; academic progress through intermittent tests, home assignments, project works, and continuous interaction with the students along with the subject teachers.

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 in website of the institution (to provide the weblink)

Results Awaited.

2.6.2 Pass percentage of students

Programme Code	Program me name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BA	BA	52	52	100%
BA	BA	38	31	81%
BA	BA	49	31	63%
BCOM	BCom	10	10	100%
BCOM	BCom	9	9	100%
BCOM	BCom	3	3	100%
BSC(ECO)	Bsc Eco	5	5	100%
BSC(ECO)	Bsc Eco	5	5	100%
Bsc NM	Bsc NM	2	2	100%
Bsc NM	Bsc NM	4	4	100%
Bsc NM	Bsc NM	5	5	100%
BCA	BCA	14	12	100%
BCA	BCA	8	8	100%
BCA	BCA	5	5	85%
MCS	MSc CS	10	10	100%
MCS	MSc CS	8	8	100%
MA(PUNJ)	MA(Punj)	10	10	100%
MA(PUNJ)	MA(Punj)	10	10	100%

2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) https://www.hkmv.in/files/student_feedback_on_curricular_activity.pdf				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project		Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL			
Minor Projects	NIL			
Interdisciplinary Projects	NIL			
Industry sponsored Projects	NIL			
Projects sponsored by the University/ College	NIL			
Students Research Projects (other than compulsory by the College)	NIL			
International Projects	NIL			
Any other(Specify)	NIL			
Total	NIL			
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
	NIL		NIL	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
NIL	NIL		NIL	
Name of the Start-up	Nature of Start-up		Date of commencement	
NIL	NIL		NIL	

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
NIL		NIL		NIL		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department			No. of Ph. Ds Awarded			
NIL			NIL			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	English	1		4.0		
	Punjabi	1		-		
	Hindi	1		-		
International	NIL	NIL		NIL		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
English			1Chapter			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level		Local level
Attended Seminars/ Workshops		1		2		
Presented papers		1		1		
Resource Persons						
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the	Organising unit/ agency/		Number of teachers co-		Number of students	

Activities	collaborating agency	ordinated such activities	participated in such activities
Bhasha Vigyan	Dept. of Punjabi	3	20
Hindi Diwas	Dept. of Hindi	2	20
7 Day NSS camp	NSS Program officer	4	100
Yuva diwas	NSS and Red Cross	5	150
National Voter Day	NSS	4	225
AIDS Day	Red Cross	3	100
Swachh Abhiyan	NSS	6	255

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
SBSI	Swachh Bharat Intership Scheme	Swachh Bharat	2	36
AIDS Day	Red Cross	AIDS day	3	100
Gender Equity	Women Cell	Beti Bachao Beti Padaao	5	200

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Project Work	Project Work for BCA and MSc	IT- HUTS MR. AMIT KASHYAP	From 11JANUARY TO 23 APRIL 2019	24

	(Computer science)	PH NO. 8427317291		
--	--------------------	-------------------	--	--

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporates, research centres, think tanks, NGOs, etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5,00,000	1,00,000

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.25 acres	-		
Class rooms	15	-		
Laboratories	5	-		
Seminar Halls	1	-		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
BiblioSoft	Partially	_	2017-2018

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,094	11,81,071	510	1,20,026	11,604	1301097
Reference Books	275		45		320	
e-Books	1,14,000	5000			1,14,000	5000
Journals	134	56,012			134	56,012
e-Journals	8000	5000			8000	5000

Digital Database						
CD & Video						
Others (specify)						

4.3 IT Infrastructure								
4.3.1 Technology Upgradation (overall)								
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	98	2	4	2		3		6
Added	-	-	-	-		-		-
Total	98	2	4	2		3		6
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)								
...10... MBPS								
4.3.3 Facility for e-content								
Name of the e-content development facility				Provide the link of the videos and media centre and recording facility				
NIL				NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc								
Name of the teacher	Name of the module		Platform on which module is developed		Date of launching e - content			
NIL	NIL		NIL		NIL			

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1,00,000	-	50,000	-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>The academic support facilities like library, the sports and the other platforms supporting overall development of the students like NSS or Competitive examination cell etc. is open not only to the college students but also to all the stakeholder in the surrounding with prior Permission of the authority.</p> <p>Accession to library is permitted at the cost of the deposits as caution money. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping library clean is done frequently by library staff.</p>			

The sport department of the college is meritorious and some credit defiantly goes to the adequate infrastructure of this department consisting of the Indoor Hall and the 400 meter running track which can be used by student staff and the local community out of which the outsiders are made to spend some fees for using the wooden court of indoor stadium at the cost of some maintenance of that facility is done with the help of the staff and electricity expenses are compensated. The running track and the outdoor facilities are free to use for all the stakeholders.

The college has lush green garden maintained by the gardener appointed by the institution. Electrical and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student welfare	266	26,600
Financial support from other sources			
a) National	National Scholarship Scheme	28	(Pending from Govt.)
b) International	NIL	NIL	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	23 July 2018	266	Mentors
Remedial Coaching	17 Aug 2018	150	Faculty
Yoga	21 June 2018	60	NSS
Personal Counselling	17 Sept 2018	200	Women Cell

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Career Counselling	NIL	40	NIL	3

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances	Average number of days for grievance
---------------------------	-------------------	--------------------------------------

	redressed	redressal
32	28	22

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
			Zest geek	24	3

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	180	B.A,B.SC, B.COM	Commerce, Hindi, English	S.D College, GSP, Govt. college, GSP.	M.A, M.SC-IT

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	1	61005117
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Athletics	College Level	30
Soft Ball	College level	15
Base Ball	Inter College Level	16
Fulkari	Youth Festival	1
Rangoli	Youth Festival	4

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)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NIL	NIL	NIL	NIL	NIL	NIL	NIL
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>The class representative of each class is the representative of student council. These are selected by teachers in charge of every class on the meet of the students. The students also help in organizing the events of the college like Talent Hunt, welcome &, farewell functions of the various faculties. IQAC, Student Welfare Office, Committee for Anti-sexual Harassment, Anti-ragging Committee, Cultural Committee and Canteen Committee, etc. have student representatives on them. To serving the humanity which is natural for women are guided in useful ways by the institution by engaging students in community service. There are student representatives in IQAC. The students, during meetings give their opinions regarding quality improvement in teaching learning, infrastructural facilities, etc. Student feedback is obtained regularly both on academic performances of teachers and on institutional performance particularly. For example the student feedback on infrastructural or maintenance issues has been collected through formal student feedback system as well as through Grievance Redressal Cell and any complaints there in have been promptly dealt with. In order to address grievances/complaints from students, there is a Grievance Redressal Cell, Anti-ragging Committee, Committee for anti-sexual harassment, Women's Cell, mentoring system, Counseling Centre, Canteen Committee and Student Association.</p>						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
<p>Yes, the institution has a Alumni Association.</p> <p>Alumni Association involve the old students in the development activities of the institution University. The association, under the leadership of its office bearers, meets regularly and is actively involved in institutional and academic development. They are involved in community service along with our students. They have instituted merit prizes for toppers of final year degree students of all streams. The accomplished Alumni visit the institution to give guest lectures, conduct workshops, give cultural programmes, etc. They are also active on social network sites like Face Book The Alumni Association also undertake community services like visits to orphanages, free teaching, charity, etc. The Alumni Association is also involved in community work. There are student and alumni representatives in IQAC. The alumni representatives give their perspectives on issues like promotion of research culture, industry-academia interactions, consultancy opportunities, etc</p>						
5.3.2 No. of registered enrolled Alumni:						
70						
5.3.3 Alumni contribution during the year (in Rupees) :						
28,000						
5.3.4 Meetings/activities organized by Alumni Association :						
Two.						
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT						
6.1 Institutional Vision and Leadership						
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)						
Though the top management supervises the design of plans and						

policies, the actual governance of the institutional affairs is brought about by a decentralized system which gives autonomy to departments/units at operational levels. All executive decisions are taken in the meetings of College Council consisting of all HODs and the Principal in the presence of the Director. Such decisions are also taken in IQAC meetings. Starting new courses, construction of academic calendar, implementation of rules and regulations of regulatory bodies like UGC, DPI, GNDU, etc are discussed and decided in the College Council. At the departmental level, the HOD holds meetings with the faculty to decide issues like syllabus delivery, assessments, organizing guest lectures, educational tours, etc. This style of participative management is also maintained in some committees by taking students as members. For example, students sit on meetings of committees like Canteen Committee, IQAC, etc and take part in decision making. Participative strategies are deployed to make learning more interesting through class room quiz, group discussion, group presentation, peer teaching and peer learning methods. The students sit on meetings of committees like Canteen Committee, IQAC, etc and take part in decision making.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

NO

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

The curriculum of the college is intended by Guru Nanak Dev University, Amritsar. At the beginning of each semester, the affiliating University provides an academic calendar, based on which the institution's own calendar of events is prepared which shows the tentative dates of all the co-curricular activities, lecture, total working days, total teaching days and extension lectures/seminars/workshops to be conducted during that session and made available to the faculty. Based on the class-wise time-table as well as the college calendar, the faculty members construct their individual Course plans for the syllabus they teach. Orientation programme is organized by the Institute for freshers. Regular classes are followed by tutorial classes by every department. . The Curriculum Review & Reform Committee of the college receives feedbacks in written formats from the students and from Alumni, is discussed in the meetings and the suggestions are communicated to the university.

❖ Teaching and Learning

To rejuvenate the teaching – learning process with ICT and value embedded education in the context of modernization and social change. Recruiting faculty with high academic credentials, providing assistance to faculty through orientation/faculty development programmes, increasing ICT based teaching facilities, continuing the successful mentoring system and make learning a student centric activity. The lecture method is the primary mode of teaching which is followed by discussion method and feedback. The teaching methodology and other class room activities are modified accordingly to cater the identified problems and needs of student teachers.

❖ Examination and Evaluation

The each & every department of Hindu Kanya Mahavidyalaya store data regarding the academic performance of students via marks scored in assignments, tests and university examinations. Students at the risk of drop out are identified and reasons are sought by faculty. Analysis of academic performance of students is also done through mentors who are assigned to groups of students.

Special classes, remedial classes, tests, assignments, books and question banks from the departmental libraries are provided to prepare the students for examinations. Special arrangements are made during their examination in order to help the student to write examination comfortably in the ground floor. Special consideration is offered while allotting the class room for these students. As per the norms of the university, they are given an extra time of 30 minutes to complete the University examination. All necessary help is extended to the differently abled students.

❖ **Research and Development**

The faculty members are also encouraged to pursue research leading to M. Phil and Ph.D. The institution organizes training programs for faculty on the use of the computer, internet and audio-visual aids. Regular invited lectures by eminent professors from advanced research institutions and reputed industries provide ample learning opportunities on topics further enrich the curriculum. Students are encouraged to apply for and execute research projects, summer internships, etc. Student research projects guided by teachers, workshops and group discussions, educational tours, field work, industrial visits practical classes for science subjects and project works.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Fully Automated Library along with reprography, printing and internet facility is provided for the support of faculty and students. Reference books are made available in the library to equip the students to face competitive exams. Library provides access to reference books and journals, digital library, e-resources like INFLIBNET, question banks, Book bank and reprographic facilities. Introduction of ICT oriented syllabus in commerce, mathematics and in other subjects promote students to be innovative and creative in their approach. Internet facility with speed upto 10Mbps and wifi enabled campus. Guest lecture on ICT are organised.

❖ **Human Resource Management**

Retaining skilled faculty through welfare measures, retraining administrative staff through skill development programmes, encouraging merited students through incentives and having transparency in administration. The grievance redressal cell caters to the issues regarding human rights violation. Anti Ragging committee, Grievance Redressal cell and women cell strive to create an awareness among students regarding human rights. Guest lectures on human rights issues are conducted. For eg Women Rights. Seats are reserved for SC/ST/OBC candidates according to the norms and regulation laid down by the government of Punjab and GNDU, Amritsar.

❖ **Industry Interaction / Collaboration**

On the basis of interaction between Hindu Kanya Mahavidyalaya with industry through placement cell, the curriculum is gauged for any shortcomings which may hinder employability of students, attempts are made to enrich the curriculum through seminars, workshop etc for the students. Participative strategies are deployed to make learning more interesting through class room quiz, group discussion, group presentation, peer teaching and peer learning methods.

❖ **Admission of Students**

6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development**

❖ **Administration**

Data is made available regarding teachers, student enrolment, programmes, examination results, education finance, infrastructure. Indicators of educational development such as Institution Density,

Gross Enrolment Ratio, Pupil-teacher ratio, Gender Parity Index, Per Student Expenditure will also be calculated from the data collected through AISHE.					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2018	Computer Basics	Computer Basics	6Nov,2018- 7Nov,2018	30	10
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
nil		nil		nil	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
4		0	0		0
6.3.5 Welfare schemes for					
Teaching				EPF	
Non teaching				EPF	
Students				MONETARY AWARDS	
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					

<p>Internal Audit: Accounts of the college are regularly audited. There is an internal as well as external mechanism for the audit of the accounts of the institution. Management committee appoints the internal auditors to audit the accounts. They audit the financial accounts annually.</p> <p>External Audit: There are different agencies to perform the external audit. The pre-audit cell of the DPI colleges Punjab, Chandigarh. Deputy Controller (Finance and accounts), Internal inspection organisation(Finance) Gurdaspur. AG, Punjab, Chandigarh government(Audit has been done) There were no major Audit objections in the report.</p>				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NIL		NIL		NIL
6.4.2 Total corpus fund generated		8,50,000		
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	DPI	YES	CA
Administrative				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> • Parent Teacher meeting is held at regular intervals . • Suggestions are taken to improve college level. • Suggestions are implemented from time to time. 				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> • The Support Staff is provided computer basic training. • Medical facility is also available to them like any other regular employee. • The Support Staff is provided with financial assistance by the college in case of any emergency. 				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> • DEPARTMENTAL ACTIVITIES PERFORMED TIME TO TIME. • ALUMNI MEET ORGANIZED. • CONVOCATION ORGANIZED. 				

6.5.5				
a. Submission of Data for AISHE portal : (Yes /No)YES				
b. Participation in NIRF : (Yes /No)NO				
c. ISO Certification : (Yes /No)NO				
d. NBA or any other quality audit : (Yes /No)NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2018	<ul style="list-style-type: none"> Environment Awareness activity performed in the college to reduce use of plastic. 	10 Oct 2018	1 Day	80
2018	<ul style="list-style-type: none"> Books and cloth Donation camp organized to help needy students of nearby school. 	25 sep 2018	1 Day	15

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Beti bachao Beti Padaao	17 OCT 2018 TO 17 OCT 2018	150	NIL

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

- Tree Plantation program conducted.
- Rally on pollution free environment.
- Poster making competition done on Anti Drug and pollution free environment.
- Energy conservation done by using LED lights and CFL.
- Use of renewable energy done by installing solar panels.
- Hazardous waste management done by disposing the e- waste such as computer, printers properly.

- Water harvesting is done by using roof top water after raining.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms	YES	1
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	1	1	1 Oct 2018 1day	Swachta	Cleanliness in surroundings	15

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
HKMV, Dhariwal Code of Conduct	16 July 2018	<ul style="list-style-type: none"> Students are required to submit themselves to the rules and regulations in force made by G.N.D. Amritsar and the college. To help Disciplinary norms, normally students are not permitted to leave the college during free period. If they have some urgent work they should get their application signed by the parents/guardians before getting sanctioned from the teacher. In the library and campus disturbance to others is not allowed. Students are to be dressed up properly. On Monday ,Wednesday and Saturday students are required to come to the college in college uniform. On special functions students should

		<p>come in uniform..</p> <ul style="list-style-type: none"> • Students may wear only decent dress during the rest of the week. • Suits or trousers with decent tops are allowed. Half pants skirts, sleeveless and short tops are not allowed. • USE OF MOBILE PHONE IS NOT ALLOWED IN COLLEGE CAMPUS. • Strict action would be taken against a student found guilty of using mobile the campus
--	--	--

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
<ul style="list-style-type: none"> • Books and cloth Donation camp organized to help needy students of nearby school. 	<p>25 september 2018</p>	<p>15</p>

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation, Composting, decomposition, Water management, Home Visits

- Tree Plantation program conducted.
- Hazardous waste management done by disposing the e- waste such as computer, printers properly.
- Energy conservation done by using LED lights and CFL.
- Poster making competition done on Anti Drug and pollution free environment.
- Rally on pollution free environment.

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

BEST PRACTICE I

Academic Excellence by Adapting New Teaching Methods

https://www.hkmv.in/files/best_practice_1.pdf

BEST PRACTICE II

- Remedial Classes for weaker students

https://www.hkmv.in/files/best_practice_2.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

<https://www.hkmv.in/files/vision.pdf>

VISION

To become the centre of academic excellence in the area of education by providing quality education programmes at par with the national and international standards to the rural women inculcating in them our culture, heritage and values along with complete education.

MISSION

- Serving the humanity.
- Continue the legacy of women's empowerment
- To prepare the socialized human capable of responding to the global demands and meeting the challenges of life.
- To ensure the contribution of all stakeholders in all sustainable development of the society.
- Be the torch bearers of our cultural heritage and ethos.
- To rejuvenate by teaching learning process with ICT and value embedded education in the context of modernization and social change.
- To address the ever emerging issues and problems of the society and individual and to discover the remedial measures.

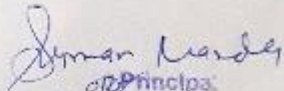
Being a college exclusively catering to women, it is relentlessly striving for women empowerment since 1963. The vision, mission and objectives of the institution reflect the commitment to the cause of women's empowerment. Sensitizing public about women empowerment International Women's Day, celebrated on 8th March every year. Being a women college, Hindu Kanya Mahavidyalaya has transcended the mere need for women empowerment, and gone beyond this issue to commit itself to building a skilled, career-oriented community of women, by training them in employability skills and entrepreneurial skills. Towards, this end the college is conducting a number of enrichment courses, skill development workshops/training programmes and Campus Placement processes. Women empowerment through higher education and eventual financial independence is generally emphasized by various activities like guest lectures, seminars, workshops, intercollegiate events, etc. so that students understand the importance of course completion. The Women Empowerment Cell counsels girl students' in their academics, socio Psychological and health issues.

8. Future Plans of action for next academic year (500 words)

- Increase facilities for games, sports, cultural activities.
- Make the library more resourceful with more number of books.
- Getting resources from funding agencies like UGC, RUSA, State government etc.
- Filling-up of vacant posts for better teaching-learning deliveries.
- Make IQAC of the college more resonant.
- Open more add-on courses focusing on skill development.
- Open more PG programmes in some popular subjects.
- Organisation of institution level conference.
- Organisation of state level conference.
- Coaching facilities for competitive exams.
- Scope of expansion of the building.
- Scope of adequate industry-academia interface.
- To conduct various sponsored seminar.
- Introduction of job oriented and skill development courses which will enable the students to become entrepreneurs and job providers.
- Strengthening the Career and Development Cell of the College.
- To improve the technical skills of technical and other staff in their respective functional areas.
- To improve the quality of education in a way so as to raise the standard of education.
- NAAC sponsored seminar.
- More no. of extension activities in college forum.
- More no. of extension activities in Red Ribbon & other forum.
- More no. of extension activities in NSS forum.
- Activation of Career Counselling Cell.
- More no. Students' participation in sports and games.
- More no. of social activities by students.
- Strengthening of staff and student welfare funding.
- Eco-friendly measures.
- Implement the existing awareness programmes on environmental issues.

**COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
2018-19**

- | | |
|---|--|
| 1. Chairperson : | Mrs. Suman Nanda (Principal) |
| 2. Members from the Management : | Mr. Kewal Krishan Sharma(President) |
| 3. Co-ordinator : | Mrs. Deepika Mahajan |
| 4. Teachers : | Mrs. Gulshan Sharma(HOD English) |
| | Mrs. Nidhi Thakur (HOD Computer Science) |
| | Dr. Harjinder Kaur (HOD Punjabi) |
| | Dr. Pawan Kumar (HOD Hindi) |
| | Dr. Manjitt HOD History) |
| | Dr. Seema Saini (HOD Economics) |
| | Mrs. Nidhi Kohli(HOD Fashion Designing) |
| | Dr. Rajwinder Kaur (Dept. Punjabi) |
| | Mr. Deep Kumar (Dept. CS) |
| | Ms. Jyoti Joshi (Dept. Mathematics) |
| | Ms. Alisha Mahajan (Dept. Commerce) |
| | Ms. Suman (Librarian) |
| 5. Nominees from Students : | Ms. Ranjit Kaur |
| | Ms. Ramandeep Kaur |
| | Ms. Harpreet |
| 6. Nominees from Alumni : | Ms. Latisha Mahajan |
| | Mrs. Shailali Vij |
| 7. Nominees from Employers/
Industrialist/Stakeholders : | Mr. Vineet Modgil (Secretary) |
| | Mr. Tarsem Mahajan(Industrialist) |
| 8. Administrative Officer : | Mrs. Sukhpal |


Principal
Hindu Kanya Mahavidyalaya
Dhariwal (Gurdaspur)

Scanned by CamScanner

Name Mrs. Deepika Mahajan
Dept of Computer Science

Deepika Mahajan
Signature of the Coordinator, IQAC

Name Mrs. Suman Nanda

Suman Nanda
Prin
Mandu Kanya Mahavidyalaya,
Dharawal (Gurdaspur),

Signature of the Chairperson, IQAC

Name

Name

Abbreviations:

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in