

Mehr Chand Mahajan
DAV College for Women
Sector 36-A, Chandigarh – 160036 (U.T.)

Annual Quality Assurance Report
2011-12

Submitted to
National Assessment and Accreditation Council
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

With a view to achieve the vision of MCM as a 'Total Quality Zone', the college has been following specific mechanisms for quality design and control:

- The IQAC has been constituted in the session 2015-17 (See Annexure I for constitution of IQAC).
- However, even before that, quality was being maintained through continuous assessment, monitoring and upgradation, in consultations with various academic and non-academic committees and Heads of Departments.
- The concerned faculty/Dean/ Head of the department is given an overall framework. Thereafter, the concerned faculty/committee works out the detailed quality parameters on its own.
- The college follows a set of innovative and healthy practices, which involve the faculty as well as the students.

AQAR for the year : 2011-12

1. Details of the Institution

1.1 Name of the Institution : MEHR CHAND MAHAJAN DAV
COLLEGE FOR WOMEN

1.2 Address Line 1 : Sector 36-A

Address Line 2

City/Town : Chandigarh

State : Chandigarh (U.T.)

Pin Code : 160036

Institution e-mail address : principal_mcmdavcollege@yahoo.com

Contact Nos. : 0172-2603355, 0172-2624921

Name of the Head of the Institution : Dr. (Mrs.) Puneet Bedi
Tel. No. with STD Code : 0172-2603355
Mobile No. : 9815758400
Name of the IQAC Co-ordinator: : Dr. Renu Bedi
Mobile No. : 9814007819
IQAC e-mail address : principal_mcmdavcollege@yahoo.com

1.3 NAAC Track ID : PBCOGN12690

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address : www.mcmdavcw-chd.edu

Web-link of the AQAR: : www.mcmdavcw-chd.edu/iqac.htm

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2006	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : 1st November, 2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR (i) – January, 2016
- ii. AQAR (ii) – January, 2016
- iii. AQAR(iii) – January, 2016
- iv. AQAR(iv) – January, 2016

1.9 Institutional Status

University	N/A	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Type of Institution :	Co-education <input type="checkbox"/>	Men <input type="checkbox"/>	Women <input checked="" type="checkbox"/>		
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>		
	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>			
Financial Status	Grant-in-aid <input type="checkbox"/>	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>			
	Totally Self-financing <input type="checkbox"/>				

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Undergraduate:	BCA
Postgraduate:	MA (English, Sociology).
Diploma Courses:	PGDMC, PGDCA,

1.11 Name of the Affiliating University (*for the Colleges*) : Panjab University
Chandigarh (U.T.)

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

UGC-Innovative programme*

** The Department of Food Science has received a UGC Grant of Rs. 60 lakhs under Innovative Programme (2007-12)*

2. IQAC Composition and Activities : Please refer ANNEXURE - I

Since the IQAC had not been constituted, the AQAR had not been prepared in the stipulated format.

However, an Annual Report of the activities and achievements of the college in the session is furnished to the Managing Committee, New Delhi on an annual basis, for perusal.

Criterion – I Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (Aided)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	-	2	-
UG	4	-	3	-
PG Diploma	2	-	2	-
Add Ons	4	-		
• Advanced Diploma	3	-	3	3
• Diploma	3	-	3	3
• Certificate	4	-	4	3
Others	-	-	-	-
Total	18	-	17	9

Interdisciplinary	02	-	-	-
Innovative	1	-	1	-

1.2 (i) Flexibility of the Curriculum : Core and Elective options, Vocational and Add-On Courses

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (MA English & MA Sociology)
Annual	19 (BA I, II,III, B.SC I,II,III,B.COM I,II,III, B.SC MFT I, II & III, BCA I,II, III,MA English II, MA Sociology II,PGDCA, PGDMC)

1.3 Feedback from stakeholders*
(On all aspects)

Alumni

Parents

Employers

Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

Syllabus is revised periodically according to the guidelines of the Panjab University, with inputs on curriculum revision and suggestions which are directed through the representatives of Board of Studies from our college, to the university. Faculty members also participate in workshops regarding syllabi revisions and improvements.

1.5 Any new Department/Centre introduced during the year. If yes, give details.
No

Criterion – II Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
87	42	45	-	

2.2 No. of permanent faculty with Ph.D. : 33

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty : 52

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State Level	Total
Attended	22	63	-	85
Presented papers	28	40	-	68
Resource Persons	-	-	03	03

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

1. Use of audio-visual aids to provide multi sensory learning experience to the students
2. Group discussion, case studies, & role plays are applied in the classroom to enhance conceptual clarity.
3. Assignment of research based topics for classroom presentation of students.

2.7 Total No. of actual teaching days during this academic year : 180

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

The college follows the examination policy as set by Panjab University.

2.9 No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 10

2.10 Average percentage of attendance of students :
75 % approx (as per Panjab University rules)

2.11 Course/Programme wise distribution of pass percentage:
Refer ANNEXURE II

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

- The Heads of various Departments organize an open house session to receive feedback of students on the quality of teaching-learning and also seek suggestions for the improvement.
- To bridge the gap between industry and education, field visits are organized and students are provided with a forum for interaction with industry.
- Lectures by experts' /seminars/ workshops and panel discussions on contemporary themes are organized.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	05
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
<i>Others (Faculty Development Programmes within the college)</i>	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	47	01	-	35
Technical Staff	13	01	-	03

Criterion – III Research, Consultancy and Extension

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

- The faculty members actively carry out research related endeavours and the institute ensures and promotes smooth progress and implementation of research ideas.
- The specialized research topics are given to the students by their respective departments. The departments have included an array of activities to develop scientific temper among the students.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Total
Peer Review Journals	08	13	21
Non-Peer Review Journals	-	04	04
e-Journals	04	01	05
Conference proceedings	02	07	09

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

i) With ISBN No.: 4

Chapters in Edited Books : 8

ii) Without ISBN No. : 1

3.8 No. of University Departments receiving funds from: Not Applicable

3.9 For colleges

Autonomy :

CPE :

Inspire :

CE :

DBT Star Scheme :

Any other (Specify) : 02 (UGC and Ministry of Food Processing Industries, New Delhi.)

3.10 Revenue generated through consultancy : None

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College	
Number	-	02 National Seminar	-	-	Panel Discussions	01
					Workshops	05
					Expert Lectures	03
					Seminars	04
					Total	13
Sponsoring agencies	-	UGC and Ministry of Food Processing Industries, New Delhi	-	-	-	

3.12 No. of faculty served as experts, chairpersons or resource persons : 03

3.13 No. of collaborations : None

3.14 No. of linkages created during this year : 03*

** Linkages created with companies where students participate in summer trainings and internships.*

3.15 Total budget for research for current year in lakhs :

From Funding Agency	From Management of University / College	Total

3.16 No. of patents received this year : None

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
01	-	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them : 1 Faculty and 3 Students

3.19 No. of Ph.D. awarded by faculty from the Institution : -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) : None

**3.21 No. of students Participated in NSS events:
University Level : 200 National Level : 2**

3.22 No. of students participated in NCC events: 8 at National Level and 91 at State Level

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC: 23 at National Level and 17 at State Level

**3.25 No. of extension activities organized
College Forum : 31 NCC : 06 NSS: 09 Any Other : 16**

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

By MCM Rotaract Club (RID 3080)

- Pre-Diwali visit to Old Age Home, Sector 15, Chandigarh.
- Stall to sell candles, bags, diyas and pouches made by children of 'Society for Rehabilitation of Mentally Challenged (SOREM)'. The proceeds went to the organization.
- Road Show on 'End Polio Now'.
- Teaching underprivileged children of Bapu Dham Colony, Chandigarh.

MCM NSS Club

- 301 units of blood donated at Annual Blood Donation Camp.
- 7-day camp on 'Constructing a Self-Sustaining Society'.
- Plantation Drive.
- Anger Management Workshop.
- Awareness drives on Eye Donation and Water Conservation.

- Awareness drive on ‘Young Youth for Safe Society’ in collaboration with Chandigarh Police.
- Door to door campaign by 500 student volunteers for senior citizen safety.

Other social outreach activities

- Adoption and education of marginalized children of Jagatpura village, Chandigarh.
- Educative movie and infotainment activities for underprivileged children.
- 600 volunteers from college went on a door to door safety campaign accompanied by members of Chandigarh Police to apprise the public of safety measures.
- Peace rally.
- Workshop on restricting mobile use, stress management, best out of waste, tree plantation and blood donation.

Traffic Awareness Programme

- Road Safety Week was organized in collaboration with Chandigarh Traffic Police.
- Scooter Rally for the promotion of the use of helmets.
- Bus rally to promote public safety.

MCM Environment Committee

- Prakriti Utsav was celebrated.
- Rally for conservation of nature.
- Live Potters’ wheel
- Provided platform to —Little Bees

MCM Medical Committee

- Free skin, blood and eye check-up camp.
- Free dental check-up camp.
- Skin care and dermatology lecture in collaboration with IVY Hospital, Mohali.
- Exhibition of dental care and hygiene products.
- Awareness on Breast Cancer.
- Lecture on Declining Sex Ratio.

Criterion – IV
Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	16 acres	-	-	16 acres
Class Rooms	45	6	Management and College	51
Laboratories	30	-	-	30
Seminar Halls	03	-	-	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year		1	UGC	01
Value of the equipment purchased during the year (Rs. In lakh)		2.94638	-	2.94638

*In the session 2011-12 a total of 6577203/- was spent on the construction of the new PG Block.

4.2 Computerization of Administration and Library

The office and library are computerized.

4.3 Library Services:

	Existing		Newly Added		Total	
	No.	Value (in Rs.)	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	33077	-	597	127892.71	33674	-
Reference Books	489	-	28	75003.59	517	-
Journals	13	8245	15	18,710	28	26,955
Others	78	37656	12	7768	66	45424

4.4 Technology Up gradation (overall)

Allocation of Computers:

	Total	Computer Labs	Internet (connections)	Browsing centers	Office	Departments	Library +Others
Existing	144	114	2	1	18	4	8
New	1	-	-	-	1	-	-
Total	145	114	2	1	19	4	8

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

- Training to the Administrative staff in the use of software of PU Examination Branch for sending student details and internal assessment online.
- Four Magic Studio screens were installed in the departments of Botany, Zoology and Psychology as well as the Conference room. Training was provided to the teachers for the use of Magic Studio.

4.6 Amount spent on maintenance in (in lakhs):

1. ICT	:	1.41
2. Campus Infrastructure and facilities	:	24.35
3. Equipment	:	
4. Others	:	
Total	:	25.76

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Principal, Deans, Convenors of Committees and the Academic/ Advisory Councils work throughout the year to enhance awareness about Student Support Services. Annual documents such as the College and Hostel Prospectus also become the medium for providing information about the vision and mission of the institution, support services/facilities available along with the facilitators, Courses Offered, Subject Combinations available, Rules and Regulations, Fee Structure, Admission Procedure, Examination System, Academic Calendar, Extension Activities, Guidelines for Scholarships, Stipends, Fee Concessions, Prizes and Cash Incentives etc to the students.

5.2 Efforts made by the institution for tracking the progression

The Alumni Association of the College-AMDA- maintains a record of the students who have passed out which is a graphic indication of their progression to further studies and employment.

Student Progression	2011-12
UG to PG	90.04%
PG to M.Phil.	Not available
PG to Ph.D.	2.5%
Employed- Other than Campus Recruitment	2%

**Data as per records available with Alumni association*

5.3 (a) Total Number of students* UG-2999 and PG -219

(b) No. of students outside the state 1000*

**The above mentioned number pertains to the approximate Hostellers who are definitely from outside the state. However, the college admits many students from neighbouring and distant states who stay with their relatives/ in Paying Guest and rented accommodation; the data for which is not available.*

(c) No. of international students : 3

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2802	65	24	28	-	2919	3119	51	17	31	-	3218

Dropout % : 2.31 % (approx)

Demand Ratio : Not Available

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

Subject Experts and eminent academicians are invited by the college regularly to equip students for competitive examinations through lectures, seminars, workshops and interactive sessions.

No. of students beneficiaries : Students of various concerned streams.

5.5 No. of students qualified in these examinations: Data Not Available

5.6 Details of student counselling and career guidance

The students are counselled on academic, career related and emotional issues both within the class and outside informally by the faculty. The Placement Cell of the college organizes lectures and workshops for Career Guidance, Personality Development and Stress Management.

No. of students benefited : 344*

* Number pertains to career guidance only

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
45	1100	400	-

5.8 Details of gender sensitization programmes

The NSS Unit conducted gender sensitization camps and awareness rallies in the college and nearby rural areas. Issues like Female Foeticide, women empowerment and AIDS were discussed during these camps.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events
State/ University level : 13 National level : 7 International level : 1
No. of students participated in cultural events
State/ University level : 112 National level : - International level : 2

5.9.2 No. of medals /awards won by students in Sports, Games and other events*
Sports:
State/ University level : 26 National level: 4 International level
Cultural:
State/ University level : 30 National level: - International level -
**Includes team and individual prizes*

5.10 Scholarships and Financial Support

	No of students	Amount
Financial support from institution	19	81,400/-
Financial support from government	15	25,835/-
Financial support from other sources	30	1,13000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives: : 1 Exhibition at State Level

5.12 No. of social initiatives undertaken by the students : 11

5.13 Major grievances of students (if any) redressed:

The Grievance Redressal Committee resolved the problems of students pertaining to the upkeep of classrooms, interpersonal relations, subject change, and time table issues.

Criterion – VI Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To make MCM DAV College a ‘**Total Quality Zone**’ by imparting quality education at all levels to produce ‘Women of Potential’ who can face the challenges of globalization in the 21st century.

Mission: To create young minds with a quest for excellence and a sense of self-evaluative accountability, and chisel them into socially responsible, morally upright, innovative women leaders, administrators and policy makers who can contribute constructively to the task of nation - building.

6.2 Does the Institution has a management Information System

The college does not have a formal MIS. However the computers in the administrative branch of the office are interlinked through networking.

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

6.3.1 Curriculum Development

- Curriculum is planned by the ‘Board of Studies’ of each department at Panjab University. The college implements it in letter and spirit.
- Ten members of the faculty contributed in curriculum development as members of Board of Studies of in different departments of Panjab University.
- Four members contributed to the preparations of study material for University School of Open Learning (USOL).

6.3.2 Teaching and Learning

The college undertook various measures to enhance teaching and learning

- Magic studios were installed in departments of Botany, Zoology, Psychology and Conference room and teachers were given training to operate them and use them for capacity enhancement of student.
- Lectures for career guidance, personality development and stress management were organised for the students.

- The students were shown documentaries regarding academic and socially relevant issues.

6.3.3 Examination and Evaluation

- The college abides by the examination rules and guidelines specified by the Panjab University with regards to the conduct of annual / semester exams, results and re-evaluation.
- The college conducts two house examinations (in September and December) for continuous assessment of the teaching learning outcomes in terms of theory and practical.
- In addition, the project work assigned during the session is also evaluated.
- The syllabi for the examination, pattern of question papers and marking scheme is highlighted to the students to ensure that they prepare for examinations as per the parameters of evaluation.
- The answer sheets of the house examinations are shown to the students, and the marks are conveyed to the parents through post.

6.3.4 Research and Development

- The research committee guided and facilitated the participation of the faculty in research based activities.
- In order to develop an environment which fosters critical thinking and analytical skills, the students and staff are encouraged to participate in conferences, seminars and workshops; as well as publish their research in journals of repute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college works for continuous augmentation of its physical, technological and intellectual resources. To meet the demands of newer courses, the college has brought about the following changes in infrastructure for provision of adequate space for effective teaching and learning process:
 - Construction of PG Block with 6 spacious rooms.
 - New furniture for the newly constructed block was procured.

- Renovation of existing laboratories
- Magic studios were installed in Departments of Botany, Zoology, Psychology and Conference room.
- Nearly 600 new books were added to the library.

6.3.6 Human Resource Management

The faculty and other staff regularly attend orientation courses/ refresher courses and other training programmes. Five members of the faculty attended orientation courses and two members have attended refresher courses.

6.3.7 Faculty and Staff recruitment

- The Principal and the Faculty are recruited on the basis of merit where candidates are assessed through an interview held at the head office of the DAV Colleges Managing Committee at New Delhi.
- A panel of experts comprising members from Panjab University, Chandigarh administration and DAV Management conduct the interviews to appoint the suitable candidates on a permanent basis.

6.3.8 Industry Interaction / Collaboration

- Industrial visits were organised to provide field exposure to the students:
 - UGC funded Industrial visit to the 'Little Bees Food Products, Doraha'.
 - 3 day visit to Arya Neuro-psychiatry centre, Manimajra.
 - Visit to Archibuild – A venture of PHD Chamber of Chandigarh.
 - Visit to '94.3 My FM' Radio Station.
- The college organised a mega job fest where companies from different industries participated.

6.3.9 Admission of Students

- The college follows the guidelines prescribed by Panjab University for admissions to different courses.
- The guidelines specify the minimum eligibility criteria, norms regarding admission of compartment cases and reservations in different categories.

- In courses where the number of seats is limited, application forms are received in advance for all the classes and admission is strictly done as per merit.
- The seats for reserved categories like SC/ ST and other categories were filled as per the rules of Panjab University and Chandigarh Administration.
- The feedback received from the stakeholders is utilized to continually remove the procedural glitches, if any.

6.4 Welfare schemes for:

Teaching	04
Non teaching	07
Students	04

6.5 Total corpus fund generated :

6.6 Whether annual financial audit has been done : Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes : No

For PG Programmes : No

**The annual examination, evaluations and the declaration of results falls within the purview of the Panjab University.*

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? : Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? : Not Applicable

6.11 Activities and support from the Alumni Association :

- Under the aegis of the Association of MCMDAV Alumni (AMDA), the distinguished Alumni were invited to the various functions of the college. They interacted with students, shared their knowledge and experiences and motivated them to excel in life.
- Some of the distinguished alumni who visited the campus and were honoured this year include: Ms Deepti Uppal (IAS), Ms Shaveta Dhankar (IPS), Ms. Khushboo Goel (IAS), Ms. Smriti Goel (IRS) and Lt. Suman Godara(Indian Army), Ms.Sharandeep Brar (IAS).

6.12 Activities and support from the Parent – Teacher Association

- There is no parent –teacher association. However, the parents are free to interact with the faculty to discuss and provide feedback on various issues like performance of their wards, quality of teaching, hostel, and infrastructure. In addition, valuable suggestions from the parents are discussed in the relevant committees and departments.
- The parents were informed about the performance of their wards in internal examination held by the college.
- The parents of meritorious students were invited to attend annual Convocation and Annual Prize Distribution function.

6.13 Development programmes for support staff

- The support staff is mentored by their respective seniors to gain competence in their areas of operation.
- ICT trainings are conducted from time to time.

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

- The Science Association of the college organised “Prakirti Utsav” to spread the message of environment preservation. The event was sponsored by PSCST and Punjab Biodiversity Board.
- A National Seminar on ‘Bridging the Gaps between Science, Nature and Society’ was organised to debate and deliberate on the relationship between science and nature fuelled by excessive dependence on science and technology.
- Environment committee of the college organised a workshop on Diwali to educate the students about harmful effects of burning crackers and emphasize the message of “Green Diwali”

Criterion – VII Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Havan and yajnas to mark the beginning of the session.
- Diet and weight management nutrition week was observed.
- Launch of the MCM photography club.

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

Action Taken Report

S.No	POA (Plan of Action)	Action Taken
1	Encouraging Safe and environmental friendly celebration of Diwali	<ul style="list-style-type: none"> • A workshop on the occasion of Diwali to educate the students about harmful effects of burning crackers • Posters were displayed to spread awareness about safe Diwali • The Department of Cosmetology highlighted the prevention and treatment of burn injuries caused by crackers. • A Potter was invited to hold Workshop on making diyas to motivate students to come back to their roots and replace use of Chinese lights or electric lamps with earthenware lamps to conserve electricity.
2	Environment Awareness	<ul style="list-style-type: none"> • Cultivation of medicinal plants and herbs • A rally was organized to sensitize the students about conservation of nature • Prakriti Utsav was organised sponsored by PSCST and Punjab Biodiversity Board • Documentaries on environment were showcased • Dance performances on theme of nature for promoting peaceful co-existence with nature • Various Contests on Wild life Photography, Essay Writing, Environment Quiz and

		Antakshari, Poem writing and Bindi Artifacts on Endangered Species. • Games based on green psychology, health-food, organic food and environment were also organized.
3	Earn and Learn	• Indian multinational company 'Little Bees' offered opportunity to our students of commerce department to earn and learn.
4	Encouraging traditional values and traditions of India	• Students actively participated in organising On hawan ceremony, Dr. DevVrat enlightened the students on naturopathy.

7.3 Give two Best Practices of the institution

1. Sharing and caring through Blood Donation Camp

Objective of the practice

- To enable students to learn the importance of human life
- To encourages more students to donate blood voluntarily and regularly.

Context

- Awareness regarding the need for regular donation because of the short shelf-life of blood components is relevant
- Blood donation as a means of developing social responsibility needs to be inculcated

The Practice

- NSS unit of college organizes Blood Donation Camp annually

Evidence of success

- 301 units of blood donated this year to PGI during blood donation drive

Problems Encountered:

- Though Girl students are enthusiastic about this activity, few of them do not have sufficient Haemoglobin (12) which is mandatory to donate Blood

2. Fostering creativity and skills through various Fests and stalls

Objective of the practice

- It aims to encourage students to channelize their creative energy by harmonizing tradition with vocational pursuits

Context

- Indian art is vanishing
- Cottage industries and handicrafts can be a viable trade option for young entrepreneurs

The Practice

- A Potter was invited to hold Workshop on making diyas to motivate students to come back to their roots and replace use of Chinese lights or electric lamps with earthenware lamps to conserve electricity.
- Various stalls are put up on important festivals like Diwali, Holi, Teej etc. for items like hand-made cards, torangs, candles, envelopes, Decorated Pots and diyas etc.

Evidence of success

- Student Enthusiasm for displaying their artefacts
- Overwhelming participation in these events
- Various MCM students have become entrepreneurs of handmade traditional items, like Jutti Choo and Zenith handicrafts

Problems Encountered:

- Handicrafts take time and that reduces the time spent on academic pursuits

7.4 Contribution to environmental awareness / protection

- The Science Association of the college organised “Prakrirti Utsav” to spread the message of environment preservation. The event was sponsored by PSCST and Punjab Biodiversity Board.
- A National Seminar on ‘Bridging the Gaps between Science, Nature and Society’ was organised to debate and deliberate on the relationship between science and nature fuelled by excessive dependence on science and technology.
- NSS , Environment Committee and Rotaract club conducted various extension activities including plantation drive, awareness rallies etc.
- Photography, poster making and PPT contests on the theme of Landscape, Flora-fauna and Life in Motion

- Exhibited and sold the vermi-compost prepared in the college campus's vermi-composting unit from the fallen leaves through a sale counter

7.5 Whether environmental audit was conducted? : No

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

Strengths:

- The college provides a quality teaching/learning environment which caters to the best takers in the tri-city – no dearth of aspirants for admission.
- Caters to the academic ambitions of the stakeholders at the undergraduate level through a variety of streams (humanities, commerce and science) and Add-on Courses
- Sufficient opportunities for co-curricular and extra- curricular activities.
- Publication of a multi-disciplinary annual research journal (with ISBN Number), *New Horizon*

Weakness:

- The industry-academia relationship and interface needs to be strengthened
- Inadequate representation of faculty at the University level

Opportunities:

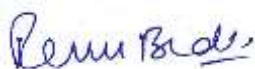
- PG and Job-oriented Courses can be introduced in various streams and departments.

Threats:

- Lack of seed money for research
- Faculty crunch in some departments

8. Plans of institution for next year

- Setting an aquatic ecosystem pond.
- Energy saving by installing Solar heating systems.
- Producing organic manure out of solid waste of hostel mess and canteen.
- Awareness about E-waste



Name Dr. Renu Bedi

Signature of the Coordinator, IQAC



Name Dr. Nisha Bhargava

Signature of the Chairperson, IQAC

IQAC – 2015-2017

Member of Managing Committee	:	Sh. H.R Gandhar
Chairperson	:	Principal - Dr. Nisha Bhargava
Coordinator	:	Dr. Renu Bedi
Members of NAAC Core Committee:		Dr. Vibha Sharma Mrs. Bindu Sharma Mrs. Vandana Syal Mrs. Sukhpreet Bhatia Mrs. Raman Ghuman Mrs. Baljeet Kaur Tiwana Dr. Neha Pandeya Dr. Manjit Sidhu
Senior Administrative Officers	:	Registrar – Mrs. Rama Kashyap Bursar - Mrs. Madhvi Bajaj Dean (Exam) – Dr. Neela Pawar Dean(Cultural Affairs) – Mrs. Sukhpreet Bhatia
Staff Representative (Governing Body)	:	Dr. Simmi R Singh
Teaching Faculty	:	Mrs. Madhu Marwaha Dr. Savita Thapar Mrs. Suman Mahajan Dr. Gurvinder Kaur Dr. Geeta Mehra
Co-ordinator Hostel Committee	:	Mrs. Kamini Tayal
Librarian	:	Mrs. Shashi Prabha Bansal
Local Society (M.C Councillor)	:	Mrs. Asha Kumari Jaswal

President (Students Union)	:	Ms. Antpreet Kaur
Alumni	:	Ms. Anu Dhingra Ms. Suditi Jindal
Industrialists/Stakeholders	:	1. Mr. Sat Pal Gupta (Swarna Industries Ltd., Ph-II, Ind. Area, Panchkula (Hry).) 2. Mr. N.S. Brar (PAGRO Frozen Foods Ltd., Sirhind (Punjab)) 3. Dr. Anil Angrish (Director, Ludhiana Stock Exchange) 4. Mr. Narender Verma (Senior Executive, CII)

Annexure II

CLASS	No. of students appeared	Ist Div.	II Div.	III Div.	College %	PU %
BCA I	69	42	5	0	86.86%	43.81%
BCA II	78	51	7	0	88.40%	83.72%
BCA III	73	68	0	0	100%	89.69%
B.Com I	221	160	39	3	97%	63.63%
B.Com II	213	134	42	4	95.65%	69.31%
B.ComIII	226	187	32	0	99.63%	91.71%
B.ComIII(Hons)	131	107	11	0	93.17%	88.63%
B.SC I (V)	52	25	9	0	88%	55.59%
B.SC I (F/Sc)	8	1	3	1	88%	55.59%
B.Sc (M)	30	11	7	3		55.59%
B.Sc (NM)	150	55	42	16		55.59%
B.SC.I MFT	33	23	6		93.34	87.88
B.SC II (V)	42	25	5	9	92%	82.37%
B.SC II F/Sc	13	7	4	2	98.9	83.37%
B.Sc-II (M)	14	2	5	3		82.37%
B.Sc-II(NM)	109	46	17	26		82.37%
B,SC,II MFT	29	14	13		100%	100%
B.Sc III MFT	20	8	9	0	100%	89%
B.Sc III (V)	43	19	15	1	100%	83.89%
B.Sc II(G.S)	5	1	4	0	100%	
B.SCIII (M)_	16	14	2	1	100%	83.89%
BSCIII(NM)	50	32	15		100%	83.89%
B.Sc III FS	5	1	4		100%	83.89%
B.A.I	533	333	125	35	96.43%	55.59%
B.A.II	519	265	169	24	96.72%	67.30%
B.A.III	448	242	171	29	98.37%	58.82%
MA.I ENGLISH	39	1	11	16	89.29	44.23%
MA.II ENGLISH	27	7	14	6	100	83.60%
PGDCA	28	20	0	0	82.1.	61.38%
MA.I SOC	55				85.5	62.72%
MA II SOC	41	23	11	2	95.5	88.73%
PGDMC	29	7	13	6	93.3	79.65%