

# **D.A.V COLLEGE**

**KARNAL**

**Annual Quality Assurance Report**

**(AQAR)**

of the

**Internal Quality Assurance Cell**

**(IQAC)**

for the academic year

**2017 - 2018**

# **INSTRUCTIONS:**

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, all the evidence are to be sent to NAAC to audit and to create an output profile of the institution in relation to NAAC core values on higher education. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

However, incremental growth profile of the institution for every year will be consolidated and the accreditation / reaccreditation process SSR/RAR will be prepared based on the survey response pattern by the concerned institution.

# Annual Quality Assurance Report (AQAR)

2017 - 2018

## 1. Kindly provide the details of the institution

Name of Institution : D.A.V. COLLEGE, KARNAL  
Year of Establishment of the Institution : 1974  
Address Line 1 : OPP. MAHILA AASHRAM  
Address Line 2 : KARNAL  
City/Town : KARNAL  
State : HARYANA  
Postal Code : 132001  
Email Address : dav\_college@rediffmail.com

## 2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation : 2016  
Current Grade : B  
CGPA : 2.22

**3. Institutional Status** : Private Aided

## 4. Contact Person Details

Name of Head of Institution : Dr. Ram Pal Saini  
Contact Phone : 0184-2272473, 2254484  
Email : rpsainisd@gmail.com  
Website URL : www.davcollegekarnal.org  
Name of IQAC Coordinator : Dr. Seema Sharma  
Email : seemasahoreshamrma@gmail.com  
Name of Co Coordinator : Dr. Ritu Kalia

# SECTION- I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

## 5. Number of academic programmes existing ( Enter a number; 0 for Nil)

Undergraduate (BA/B.Sc./B.Com/BBA/BMC/BCA etc.)	:	10
Post Graduate (MA/M.Sc./M.Com etc.)	:	6
Research Programmes (M.Phil/P.hD)	:	0
Certificate Programmes	:	1
		(Level 1 Computer Education )
Professional Programmes	:	0
(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)		
Other value added programmes	:	2
		(B.Com.TPP & CA)
Any other programme offered (Specify)	:	1
		P.G.D.C.A.

## 6. Details on Programme Development ( Enter a number; 0 for Nil)

New programmes added during the year	:	0
New programmes designed	:	0
Programmes under revision	:	0

Inter departmental collaborative Programmes	:	0
Inter institutional collaborative Programmes	:	0
Number of review committee Recommendations implemented (Total)	:	0
Number of NAAC peer team Recommendations implemented	:	8
Number of UGC/any other expert committee recommendations implemented	:	0
Number of review committee recommendation under implementation	:	0
Number of NAAC peer team recommendations under implementation	:	1
Number of UGC/ any other expert committee recommendations under implementation	:	3

**7. Faculty Details ( Enter a number; 0 for Nil)**

Total faculty strength required as per norms for all programmes	:	66
Total faculty on rolls	:	66
Faculty added during the year	:	4
Faculty positions vacant	:	7
Faculty left during the year	:	0
Total number of visiting faculty	:	10
Total number of guest Faculty	:	55

## 8. Qualification of Faculty

PhD and Above	:	13
M.Phil.	:	22
Masters	:	66
Any other (Specify)	:	0

## 9. Faculty qualification improvement

Ph.D awarded to existing faculty	:	2
M.Phil awarded to existing faculty	:	0
Any other degree awarded to existing faculty	:	0

## 10. Administrative Staff Details ( Enter a number; 0 for Nil)

Administrative staff (total sanctioned)	:	9
Administrative staff (Actual strength)	:	25
Added during the year of reporting	:	2
Left during the year	:	0
Number of posts vacant	:	0

## 11. Technical Support Staff Details ( Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	:	0
Technical Support Staff (Actual strength)	:	5
Added during the year	:	0
Left during the year	:	0
Number of posts vacant	:	0

## SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

### 12. Establishment details

Year of establishment	DD	MM	YYYY
Of IQAC	05	03	2009

### 13. Composition of IQAC ( Enter a number; 0 for nil)

Number of IQAC members	:	17
Number of Alumni in IQAC	:	2
Number of Students in IQAC	:	3
Number of Faculty in IQAC	:	7
Number of Administrative Staff in IQAC	:	1
Number of Technical Staff in IQAC	:	1
Number of Management Representatives	:	1
Number of External experts in IQAC	:	1
Number of any other stakeholder and community representatives	:	1

#### **14. IQAC Meetings**

Number of IQAC meetings held during the year : 4

**15. Whether Calendar of activities of IQAC : Yes**

**formulated for the accademic year**

#### **16. IQAC Plans for Development ( Enter a number; 0 for Nil)**

Number of academic programmes proposed : 4

Number of value added programmes proposed : 1

Number of skill oriented programmes proposed : 2

Number of faculty competency and development programmes proposed : 1

Number of other staff development programmes proposed : 3

No. of student mentoring programmes proposed : 3

Number of cocurricular activities proposed : 10

Number of inter departmental Cooperative schemes proposed : 1

Number of community extension Programmes proposed : 7

Any other programmes proposed (Specify) : 0

#### **17. IQAC Plans for development & Implementation (Enter a number; 0 for Nil)**



Number of academic programmes implemented	:	0
Number of value added programmes implemented	:	0
Number of Skill Oriented programmes implemented	:	1
Number of faculty competency and development programmes implemented	:	1
Number of other Staff Development Programmes implemented	:	3
Number of student mentoring Programmes implemented	:	3
Number of Co Curricular activities implemented	:	10
Number of Inter Departmental Cooperative Programs implemented	:	0
Number of Community Extension Programmes implemented	:	7
Any other Programmes suggested that are implemented (Specify)	:	0

**18. IQAC Seminars and Conferences ( Enter a number; 0 for nil)**

Number of seminars/ conferences/ Workshops organized by IQAC within the institution	:	0
Number of participants from the institution	:	0

Number of participants from Outside : 0

Number of external experts Invited : 0

Number of external conferences/  
seminars/ workshops on institutional  
quality attended : 2

Number of events conducted with IQACs  
of other institutions as collaborative programmes : 0

**19. Did IQAC receive any funding from UGC during the year ?** : **No**

**20. If the response to Q.No. 18 is Yes, please provide the amount received from UGC -(Input 0 if NA/NIL) Any other source including internal financial support from the management (Specify amount)**

Amount Received from UGC : 0

Amount Received from any other source  
including the college management : 0

**21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)**

Special emphasis was given on ICT

Counmnication Skills of the staff as well as Students

## SECTION III

In this section the Events, Activities, and Outputs in the field of research and academic areas are being surveyed.

### 22. Academic Programmes

Number of new academic programmes developed or designed by faculty	:	0
Number of faculty members involved in Curriculum restructuring/revision/syllabus development	:	2
Number of programmes in which evaluation process Reformation taken up and implemented	:	0
Number of active teaching days during the current academic year	:	185
Average percentage of attendance of students	:	65%
Percentage of classes engaged by guest faculty and temporary teachers	:	75%
Number of self financed programmes offered	:	U.G.-10 P.G.-6
Number of aided programmes offered	:	1
Number of programmes discontinued during the year	:	0

### 23. Whether any systematic student feedback mechanism is in place ?

Yes.

### 24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	:	100%
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**25. Is feedback for improvement provided to the faculty?**

**Yes.** The strategic inputs are communicated to the faculty members.

**26. Faculty Research, Projects, and Publication details for the year**

Number of major research projects undertaken during the year : 0

Number of minor research projects undertaken during the year : 0

Number of major ongoing Projects : 0

Number of minor ongoing Projects : 0

Number of major projects Completed : 0

Number of minor projects completed : 0

Number of major project proposals submitted for external funding : 0

Number of minor project proposals submitted for external funding : 0

Number of research publications in Peer reviewed journals : 14

Number of research publications in International peer reviewed journals : 12

Number of research publications in National peer reviewed journals : 02

Number of research papers accepted for publication in international peer reviewed journals : 0

Number of research papers accepted for publication in national peer reviewed journals	:	0
Average of impact factor of publications reported	:	
Number of books published	:	03
Number of edited books published	:	0
Number of books (single authored) published	:	03
Number of books (co-authored) published	:	0
Numbers of national conferences attended by faculty	:	22
Number of international conferences attended	:	06
Number of national conferences attended	:	19
Number of papers presented in conferences	:	10
Number of papers presented in international conferences	:	05
Number of papers presented in national conferences	:	12
Number of conferences organized by the institution	:	0
Number of faculty acted as experts resource persons	:	1
Number of faculty acted as experts resource persons International	:	0
Number of faculty acted as	:	0

experts resource persons national

Number of collaborations with international institutions	:	0
Number of collaborations with national institutions	:	0
Number of linkages created during the year	:	0
Total budget for research for current year as a percentage of total institution budget	:	0
Amount of external research funding received in the year	:	0
Number of patents received in the year	:	0
Number of patents applied for in the year	:	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	:	0
Number of PhDs awarded during the year	:	2
Percentage of faculty members invited as external experts/resource persons/ reviewers/referees or any other significant research activities	:	02

## SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

### 27. Student Details and Support Mechanisms

The total intake of students for various Courses (Sanctioned)	:	4085
Actual enrollment during the year	:	1946
Student dropout percentage during the year	:	25%
Success percentage in the final Examination across the courses	:	60%
Number of academic distinctions in the Final Examination and percentage	:	01
Number of students who got admitted to Institutions of National importance	:	55
Number of students admitted to institutions abroad	:	0
Number of students qualified in UGC NET/ SET	:	5
Number of students qualified GATE/ CAT/ other Examination (Specify)	:	0

### 28. Does student support mechanism exist for coaching for competitive examinations?

Yes

**29. Student Participation, if response is yes to Qn. 27**

Number of students Participated : 50

**30. Does student counselling and guidance service exist ?**

Yes

**31. Student participation, if answer to Qn. 29 is yes**

Number of students Participated : 450

**32. Career Guidance**

Number of career guidance programmes organized : 7

Percentage of students participated in career guidance programmes : 40%

**33. Is there provision for campus placement?** : Yes

**34. If yes to Qn. 32**

Number of students participated in campus selection programmes : 400

Number of students selected for placement during the year : 25

**35. Does gender sensitization program exist ?** : Yes

**36. If Answer is Yes to Qn 34**

Number of programmes organized : 4

**37. Student activities**

Number of students participated : 40



in external cultural events

Number of prizes won by students  
in external cultural events : 0

Number of cultural events conducted  
by the institute for the students : 5

Number of students participated in  
International sports and games events : 0

Number of students participated in  
National level sports and games events : 1

Number of students participated  
in state level sports and games events : 1

Number of students participated in  
university level sports and games events : 5

Number of prizes won by students in  
International sports and games events : 0

Number of prizes won by students in  
national level sports and games events : 0

Number of prizes won by students in  
state level sports and games events : 1

Number of prizes won by students in  
university level sports and games events : 3

Number of sports and games events  
conducted by the institute for the students : 6

### **38. Composition of students**

Percentage of Scheduled Caste : 4%

Percentage of Scheduled Tribe : 0%

Percentage of other Tribe  
backward communities : 14.7%

Percentage of women students	:	18.01%
Percentage of physically challenged	:	0.04%
Percentage of rural students	:	60%
Percentage of urban students	:	40%

### **39. Scholarships and Financial Support**

Number of students availing financial support from the institution	:	37
Amount disbursed as financial support from the institution	:	42500
Number of students awarded scholarship from the institution	:	37
Number of students received Notable National/International achievements/recognition	:	0

### **40. Student initiatives**

Number of community upliftment programmes initiated by students	:	15
Number of literary programmes initiated by students	:	3
Number of social action initiatives based on science / environment initiated by students	:	5
Number of student research Initiatives	:	180 approx.

## SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created ? : YES

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ? : YES

43. Whether benchmarking is created for institutional quality management efforts ? : YES

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Sports achievements
- Starting new UG/PG Courses as per need of the society
- Fully Computerized Library with Bio-metric System for library users
- Office Automation, Fees Accounts & office records
- Students discipline in the campus
- Efforts for green campus and water conservation
- Financial & Administrative transparency
- Faculty Development Programmes
- Community involvement and Development programmes
- Academic achievements of the students with distinction
- Computer Networking
- Development of Website of College

45. Is a Management Information System (MIS) in place ? : YES

**46. If answer to question 44 is Yes, please provide details of MIS applied to**

1. Administrative procedures including finance
2. Student admission
3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(Enter the respective details corresponding to the serial numbers)

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(Enter the respective details corresponding to the serial numbers)

MIS is said to be effective in Organisation when 'right' information is provided to 'right' person at the 'right' time and at the 'right' cost. The College administration has put lot of efforts in this regard. The explanation to the above mentioned aspects is as follows :

1. Administrative procedures including finance : This is one of the best practice of the institution. For the purchase of various items of revenue and capital nature, a pre-determined and pre-decided procedure is followed. Various committees constituted for different purchases are required to open the quotations invited from three or more reputed suppliers of a particular items. The Committee recommends purchase of that item from a particular supplier considering number of parameters like price, quality, quantity, life durability, after sale service, guarantee and warranty about that items. Similarly for construction purposes, the building committee constituted, complete all procedure. Services of reputed experts like C.A., architect is taken from time to time.

2. Student Admission : For publicity of commencement of admission process the print and electronic media and college website on internet are used at the National and local levels. The advertisement appears in number of news papers in English and Hindi. The local electronic media covering a radius of 20 kms is also put to use for announcement of admission process well in time. The transparency in the admission process is ensured by implementing various norms of State Govt., University and other regulatory bodies related to fees for registration process etc. The class wise admission committees constituted with the instructions regarding minimum eligibility conditions, weightages for different activities, reservation of different types on the basis of community, geographical area, physically challenged persons etc. Merit lists is prepared and displayed on the notice board. As per schedule mentioned in the prospectus of the college (which is published every year) These merit lists for every course are displayed on the notice board showing the maximum and minimum percentage of the selected students under various categories. The cut-off percentages for various courses, keep on changing from year to year depending upon the quantitative and qualitative results of lower class.
3. Students record : College administration maintains the records of the students in a systematic manner and as per the statutory requirement of the regulatory bodies. The complete record for all aspects related to students is maintained by different employees dealing with different aspect. It may be related to admission, fees, attendance participation in various activities such as academic, cultural, sports, NCC, NSS and other co-curricular activities and information related to university such as registration, examination form, result, certificates and degrees, scholarship, awards etc.
4. Evaluation and examination procedures: The examinations work and processes are completely decided by the university as ours is an affiliated college. The internal assessment recently introduced by the University for UG and PG courses is sincerely implemented by the college staff and

administration. The pre decided criteria covering attendance of a student in the class, test, assignments, student's behaviour and personality, responsiveness in the class rooms etc. are taken into consideration while awarding internal assessment.

5. Research administration : with rapidly changing scenario of education the teachers need to be updated every time with latest research results in the different subjects and areas. The research activities are very useful for the growth of a teacher, development of an institute and society. One minor project had been completed by a faculty member. Taking the cue from the NAAC peer team which visited the college in 2016 to step up its efforts to obtain funds from various agencies like UGC for organising conference, seminars, workshops to engage the faculty members and students in research oriented activities .The initiative taken by the college has resulted into remarkable achievements in the field of research. Many papers and articles have been published in various reputed national and Inter-National journals by the faculty. The college provides seed money, travel expenses and registration fees for attending outstation seminars/workshops. The college has provided infrastructure and various other facilities for performing various research activities.
6. Others: The MIS in the college is successful in dealing with the various agencies and regulatory bodies such as universities, UGC, Government of Haryana, NGO and academic bodies demanding information from the college for different purposes. The information needed is furnished to the concern authority well in time to make the MIS relevant and effective.

#### 47. Existence of learning resource management

E-database in library	:	YES
ICT and smart class room	:	YES
e-learning sources (eBooks, eJournals)	:	YES

Production of teaching modules : YES

Interactive learning facilities : YES

48. Internal resource mobilization: Kindly provide the amount contributed

Research : 0

Consultancy and training : 0

Student contribution : They provide books to Library.

Alumni contribution/teachers : They provide book sets to Library, Financial assistance to poor students and render help in the placement of the students

Well wishers : Refined teachers, give scholarship to students

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for

infrastructure development 205047/-

Amount spent for student welfare 2178008/-

Amount spent for staff welfare 40,100/-

50. Is delegation of authority practiced : YES

51. Does grievance redressal cell exist ?

Faculty : YES

Students : YES

Staff : YES

52. Grievances received from faculty and resolved

(Enter a number; 0 for nil)

Number of grievances received : 5

Number of grievances resolved : 5

53. Number of grievances received from students and resolved

(Enter a number; 0 for Nil)

Number of grievances received : 25

Number of grievances resolved : 25

54. Number of grievances received from other staff members and resolved

(Enter a number; 0 for Nil)

Number of grievances received : 5

Number of grievances resolved : 5

55. Has the institution conducted any SWOT analysis during the year : Yes

56. The SWOT analysis was done by internal or by external agency : INTERNAL

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

A) Every department undertaken the SWOT analysis but at the college level strength as follows:

- The college has successfully running different UG/PG programs for the benefits of the society.

- Highly qualified & dedicated Faculty

- Latest infrastructural Facilities

- Upto date ICT Facilities

- 8 Computer Labs with internet facility



- Highly qualified and dedicated faculty
  - 13 Ph.D.
  - 18 M.Phil
- Fully computerized library with biometric system for library users

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Most of the students from Rural Background
- Falling enrollment for Social Sciences

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Communication Skills and Personality
- Developing Professional Courses

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Communication Skills
- To chanalising the energy of students in positive direction.

61. Identify any significant progress made by the institution towards acheiving the goals and objectives during the year (list below in bullet format)

❖ Sports

- Secured I<sup>st</sup> position in volley ball Tournament Karnal zone at D.A.V (P.G) College, Karnal.
- Secured IV<sup>th</sup> position in volley ball In Zonal Level.
- Secured I<sup>st</sup> Position in football tournament in Inter College Football Tournament held at Govt. College, Karnal.
- Secured III<sup>rd</sup> position in inter zonal football tournament held at G.N.M.College ,Hisar.
- Two student got selected in inter University Football Competition at K.U.K.

- One girl student got selected in Inter University KayaKing Team.
  - One Girl student got selected in volleyball competition.
  - One student secured 2<sup>nd</sup> position at inter Zonal Taekavand Tournament held at S.A. Jain College, Ambala.
  - College Student Secured 2<sup>nd</sup> Position in Inter College Basketball tournament held at Govt. College, Kalka
  - One student of our college represented Haryana Senior National Kayaking team held at Bhopal.
- ❖ Symposium : Kamlesh Memorial Poetical Symposiums Contest is organized in the college. There were 22 colleges participated in this competition. Our student secured 3<sup>rd</sup> position in this competition.
- ❖ Science Exhibition=
- Inter-College Science Exhibition held at Dyal Singh College, Karnal. Students got First Prize and selected for State Level Science Exhibition.
  - State Level Science Exhibition held at Guru Nanak Girls College, Santpura, and Yamuna Nagar. Students got Second Prize.
  - Science Quiz (District Level) held at Govt. P.G. College, Karnal. Students got 2<sup>nd</sup> prize.
  - Inter - College Power Point Presentation competition at DAV Women college, Karnal. Students got 3rd prize.
  - Collage making competition in Physics held at K.V.A. D.A.V. College, Karnal. Students got 1st Prize in cloud computing.
  - Model Exhibition in Physics held at KVA D.A.V. College, Karnal. Students won consolation prize
  - Inter-College Power point Presentation competition at DAV Women college, Karnal. Students got 3rd prize.
- ❖ Mass communication -Film and Prize

- Documentary film “Hum Honge Kamyab” directed and produced by Dept. of Mass Communication Secured I<sup>st</sup> Position at National Media Festival organized at Jalandhar.
- Shot Film “Ramlu Ka Raj Mahal” produced and directed by Dept. of Mass Communication Secured I<sup>st</sup> Position in ‘Ratnavali’ organized by K.U.K. Our two students secured IInd & IIIrd position in caption writing and Photography.
- Secured I<sup>st</sup> position in Page layout designing at state level media festival at Panipat.
- Documentary film “Hum Bhi Insan Hai “ directed and produced by Mass Communication Dept. which took up the critical issue of beggary & the pitiable condition of beggars.

#### ❖ Red Cross

- Our volunteers represented the District at State Level Camp organized by Red Cross Society, Haridwar.
- Our volunteers represented the state of Haryana at National level Camp at Bhubaneswar and got various prizes.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

-NAAC has helped to become quality consumers by maintaining the process of accreditation and assessment

- It has led to the creations of work culture and work environment by involving the entire human resources related to the Institution.

-NAAC has also guided to hire transparency in all walks of life of an educational Institution of higher learning. It may be administrative, financial and other fields.

- After accreditation and visit of peer team of NAAC, Management and staff is motivated . More and more teachers are getting involved in research activities.

More and more teachers are using new teaching techniques. Students and teachers are using internet for their academic purposes.

**Conclusion:** The above exercise is intended to make a self analysis of quality development of institution during the year. The prospective plan and implementation for every year is to be documented and analyzed to set a cumulative index for the period of accreditation and reaccreditation. The best practices in various areas can be listed as a separate annexure -I. The data will be used to create a quality people based on the total score index arrived at and this would help to map the institution strength and areas of improvement.

#### CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure.

The data will be used to create a quality profile based the total score index arrived at that would map the strength and areas of improvement required.

You should send supporting evidence and other relevant information to the responses for this survey to NAAC.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank You for the participation.

Dr. Seema Sharma  
Co-ordinator, IQAC

Dr. Ram Pal Saini  
PRINCIPAL