

DOABA COLLEGE JALANDHAR

ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC

2016-17



SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE

2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2013 to June 30, 2014)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Doaba College

1.2 Address Line 1

Vidyalaya Marg

Address Line 2

Opp. Devi Talab Mandir

City/Town

Jalandhar

State

Punjab

Pin Code

144004

Institution e-mail address

Doabacollege@gmail.com

Contact Nos.

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Name of the Head of the Institution:

Dr Naresh Kumar Dhiman

Tel. No. with STD Code:

0181-2291837

Mobile:

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Name of the IQAC Co-ordinator:

Mr. Daljit Singh Bhatia

Mobile:

09217935323

IQAC e-mail address:

iqac@doabacollege.net

1.3 NAAC Track ID

PBCOGN11777

1.4 Website address:

www.doabacollege.net

Web-link of the AQAR:

[http://www.doabacollege.net/iqac_reports/ \(AQAR2016-17\)PBCOGN11777.doc](http://www.doabacollege.net/iqac_reports/(AQAR2016-17)PBCOGN11777.doc)

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A⁺		2004	2004-2009
2	2 nd Cycle	A	3.06	2014	2014-19
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

11.10.2004

1.7 AQAR for the year

2016-17

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

S. No.	Year	Submitted on
1	2004-05	28-01-2008
2	2005-06	28-01-2008
3	2006-07	18-02-2008
4	2007-08	13-04-2009
5	2008-09	06-07-2013
6	2009-10	06-07-2013
7	2010-11	06-07-2013
8	2011-12	19-02-2014
9	2012-13	19-02-2014
10	2013-14	25-09-2014
11	2014-15	27-05-2017
12	2015-16	27-05-2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Guru Nanak Dev University, Amritsar

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

Yes

DBT Star Scheme

Yes

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

UGC-COP Programmes

Yes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia/Panel Discussion organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Seminar on Organ Donation and Care for Kidneys
Seminar on How to Achieve Highest Score in NAAC Accreditation

2.14 Significant Activities and contributions made by IQAC

IQAC channelizes all efforts and measures of the institution towards promoting its holistic academic excellence. It develops and applies quality benchmarks for various academic and administrative activities of the institution. It also documents various programmes/activities leading to quality improvement and hence develops a quality culture in the institution.

The following are the significant activities and contributions made by IQAC during the year

- Members of faculty were motivated to make teaching more effective and to improve the results.
- It was ensured that all the grants received from UGC were utilized within the stipulated time and efforts were made for getting more grants for the development of college.
- Efforts were made to procure more grants from UGC for research/seminars and workshops in various departments.
- Members of faculty were encouraged to apply for minor and major research projects, in order to promote research aptitude among them.
- Efforts were made to increase the overall admission in the college.
- The members of faculty were motivated to present research papers in national/International seminars, conferences and workshops to promote research in the college.
- Various Departments were advised to organize Quizzes, Exhibitions, Workshops, Departmental Festivals, Educational Tours, Panel Discussions and Seminars.
- The efforts were made systematically to provide more community services and make the students compassionate towards under privileged sections of the society.
- The efforts were made to enrich the library by subscribing to more Journals and purchasing new books.

- The efforts were made to further upgrade technology by developing and purchasing latest software.
- The efforts were made to provide more opportunities in campus placements.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

The institution has the following plans for the year 2016-17

S. No.	Plan of Action	Achievements
1	To motivate the staff members to make use of ICT tools in teaching learning process	Efforts going on
2	To send the utilization of all the grants received from UGC and make efforts to receive the balance amount of grant.	Utilization Certificates Sent
3	To send the utilization of all the grants received from DBT and make efforts to receive the balance amount of grant.	Utilization Certificate sent
5	To make the strenuous efforts to receive maximum possible grants from the UGC under the XII plan.	Efforts going on
6	To make the strenuous efforts to receive the pending grants from DPI (C) Punjab.	Efforts going on
7	To utilize the CPE grant for the promotion of Teaching, Research and Extension in the College	Grant is being utilized
8	To motivate the faculty members to get Minor and Major Research Projects from the UGC and other reputed agencies.	Faculty members being motivated
9	To make efforts to increase the strength of students in the college.	Efforts going on and strength increased
10	To start BA B.Ed and B.Sc. BED classes from the session 2017-18 after getting approval from NTCE	Efforts going on
11	To get New Courses from GNDU and UGC as per the requirements	Efforts going on
12	To get better results and merit positions in Guru Nanak Dev University Exams by making improvements in academics.	Efforts going on
13	To Make the College Library Air Conditioned	Efforts going on
14	To construct water tank for increasing the availability of water	Efforts going on
15	To install Electric Transformer in the College	Efforts going on
16	To Construct Modern Canteen in the College	Efforts going on
17	To reconstruct the Swimming pool and make the provision for water filtration and other modern equipments	Efforts going on
18	To construct floor for Sports persons in the college hostels by getting assistance from the UGC	Efforts going on
19	Keeping in mind the transportation difficulties new buses will be purchased	Efforts going on

* The Academic Calendar of the year is attached as Annexure.

Annexure-I

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Academic Council

Provide the details of the action taken

The AQAR for the year 2016-17 was approved by the IQAC Members and it was decided to send/e-mail it to NAAC

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	9			
UG	16		1	
PG Diploma	1		1	1
Advanced Diploma	3			3
Diploma	5			5
Certificate	6			6
Others	-	1		1
Total	40	1	2	16
Interdisciplinary	15			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(Elective option / Open options)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26
Trimester	-
Annual	15

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback :

Online Manual Co-operating schools (for PEI)

An analysis of feedback is provided in the Annexure

Annexure - II

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

Syllabi is prepared & revised by the university in consultation with Member of Board of Studies

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Foundation Course in Human Rights, Assisted by UGC, in PG Department of Journalism & Mass Communications

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Principal	Others
40	6	32	1	1

2.2 No. of permanent faculty with Ph.D.

14

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
60	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	60
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	5	4
Presented papers	4	29	2
Resource Persons	1	1	1

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

Industrial visits, Students' Book Bank, Short Term Job Oriented Training Courses, Oriental & Occidental Learning, Student Centric Learning

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)

Bar Coding
Double Valuation
Photocopy

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

15	15	15
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

S. No	Title of the Programme	Division						College Pass %
		Total Number of Student Appeared	No. of Students whose results Declared	Distinct ion %	I Div %	II Div %	III Div %	
1.	B.SC IT SEM 2	19	12		2	4		50
2.	B.SC IT SEM 4	16	16	1	6	5		75
3.	B.SC IT SEM 6	22	18		13	5		100
4.	BCA SEM 2	31	31		3	4		22.58
5.	BCA SEM 4	26	24		5	9		75
6.	BCA SEM 6	30	23		5	15		86.95
7.	BA SEM 2	176	176	1	12	14		22.15
8.	BA SEM 4	84	82	1	8	24		59.75
9.	BA SEM 6	77	43		5	8		39.53
10.	BA(HSE) SEM 4	11	11		10			90.90
11.	BA(HSE) SEM 6	7	4	1	3	1		100
12.	BTHM SEM 2	28	28	4	5	5		60.71
13.	BTHM SEM 4	23	23	4	6	6		69.56
14.	BTHM SEM 6	20	15		6	6		100
15.	BJMC SEM 2	37	36	1	13	8		83.33
16.	BJMC SEM 4	31	30		12	15		96.66
17.	BJMC SEM 6	34	31		10	17		93.54
18.	PGDCA SEM 2	11	9		4			44.44
19.	BCOM (P) SEM 6	69	50		18	25		98
20.	MCOM SEM 2	40	40		28	11		97.5
21.	MCOM SEM 4	30	26		18	6		96.15
22.	BCOM(R) SEM 2	92	89		15	12		33.70
23.	BCOM (R) SEM 4	70	69		14	12		50.72
24.	BCOM (R) SEM 6	19	13		1	8		100
25.	BBA SEM 2	21	21		5	5		66.66
26.	BBA SEM 4	7	7		-	2		42.85
27.	BBA SEM 6	9	7		2	4		85.71
28.	B.VOC FMM SEM-2	3	3		2			66.66
29.	B. VOC FMM SEM-4	6	6		4	2		100
30.	B. VOC FMM SEM-6	-	-		-	-		-
31.	B.VOC MOP SEM-2	27	26		4	5		34.61
32.	B. VOC MOP SEM-4	13	13		8	1		69.23
33.	B. VOC MOP SEM-6	1	-		-	-		-
34.	BSC MED SEM 2	7	7		2	4		85.71
35.	BSC MED SEM 4	4	4		1	2		75
36.	BSC MED SEM 6	5	3		3			100
37.	BSC NM SEM 2	19	19		2	1		15.78
38.	BSC NM SEM 4	8	8		4	3		87.5
39.	BSC NM SEM 6	11	8	1	4	1		62.05
40.	BSC CS SEM 2	7	7		3	1		57.14
41.	BSC CS SEM 4	8	8		4	3		87.5
42.	BSC CS SEM 6	12	9		4	3		77.77
43.	BSC BT SEM 2	12	12		3	6		75
44.	BSC BT SEM 4	13	13		10	1		84.61
45.	BSC BT SEM 6	10	9		8	1		100
46.	B.SC (ECO) SEM-2	21	20		3			20

S. No	Title of the Programme	Division						College Pass %
		Total Number of Student Appeared	No. of Students whose results Declared	Distinct ion %	I Div %	II Div %	III Div %	
47.	B.SC (ECO) SEM-4	11	9		4	4		88.88
48.	MA ENG SEM 2	12	12			6		83.33
49.	MA ENG SEM 4	6	4		1	1		100
50.	MA POL.SCI SEM 2	5	5		3	1		80
51.	MA POL.SCI SEM 4	17	17		14	2		94.11
52.	MSC MATHS SEM 2	16	16		1	4		62.5
53.	MSC MATHS SEM 4	24	18		6	8		77.77
54.	MA PBI SEM 2	12	12		1	5		50
55.	MA PBI SEM 4	12	10		5	4		90
56.	MSC CS SEM 2	14	14		12			85.71
57.	MSC CS SEM 4	7	7		6	1		100
58.	MSC IT SEM 4	2	1			1		100
59.	MA ECO SEM 2	10	10		2	1		40
60.	MA ECO SEM 4	10	10		1	1		20
61.	MA JMC SEM 2	25	25	1	6	11		68
62.	MA JMC SEM 4	18	18		8	9		94.44

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

IQAC positively contributes to improve and enhance teaching learning process in the following ways.

- It proposes New Add-on-Courses viz Certificate/diploma/Advance Diploma, so that students of any stream may opt for it to enhance their future job prospects and develop their entrepreneurial skills.
- It proposes the overall improvement of the system of evaluation of the teachers by student feedback appraisal so that it leads to overall improvement in quality education.
- It proposes a formidable increase and upgradation of infrastructural facilities available in the campus, in consonance with the recommendation of *Committee for Development and Enhancement of Infrastructure*.
- It proposes the exclusive usage and introduction of innovative teaching ICT aids to improve the overall teaching learning process.
- It makes plans for the overall development of the college.
- It also motivates by giving exclusive proposals for promoting research activity in the college in the form of Seminars, Symposia, Workshops, Panel discussions, the UGC Minor and Major Research Projects, inline with the recommendations of the Committee for Planning and Utilization of the UGC Grants.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-

HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	5

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	3	12	-	5
Technical Staff	6	6	-	7

Criterion – III

3. Research, Consultancy and Extension

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

A special care is taken by the IQAC to encourage and motivate the students and the members of the faculty so that they involve themselves in research activities. The institute provides full support to any UGC sponsored Minor and Major Research Project and its Principal Investigator to complete the work during the specified time frame. The financial resources for UGC Minor and Major Research Projects and for holding seminars/conferences are released without any delay.

To create zeal and enthusiasm among students and teachers, the college has procured the latest equipments, updated the library facility and subscribed to the ISSN research journals and e-journals on the advice of the IQAC. The students and teachers have easy access to college infrastructure and other facilities. To facilitate research work by the faculty, there is a provision for special leave which is granted, if applied for. On the completion of M. Phil or Ph.D., the members of faculty are given incremental benefits regularly to encourage others to follow suit. On the initiative of IQAC the different faculties make it a point to give preference to research-oriented papers to be taught to inculcate research culture among students too. For instance, in MA (Economics) papers “Theory of Statistics” and “Econometrics” and in M.Sc. (Mathematics) a paper “Mathematical Statistics” is taught. In MA (English) “Classics in Translation”, in M.Com papers “Statistical Analysis for Business” and “Research Methodology” and in MA (Political Science) the paper “Methods in Social Science Research” are taught to give boost to research culture.

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	-	-	2	-
Outlay in Rs. Lakhs	-	-	4.50	-

3.4 Details on research publications

	International	National	Others
Peer & Non-Peer Review Journals	13	21	20
e-Journals	-	-	-
Conference proceedings	2	6	-

3.5 Details on Impact factor of publications:

Range Average

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 (Rs.)	Received (Rs.)
Major projects				
Minor Projects		UGC	4,50,000	3,92,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College (Seminars)				
Students research projects <i>(other than compulsory by the University)</i>				
B.Voc	3	UGC	1,85,00,000	36,36,159
CPE	5	UGC	1,50,00,000	1,02,00,000
Total			3,39,50,000	1,42,28,659

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Negligible as consultancy is generally provided free of cost

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	4	1	-	33
Sponsoring agencies	College	College	DBT	College (Media Fest)	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in Rs lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

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

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level

3.23 No. of Awards won in NSS:

	National level	14	International level	-
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	University level	-	State level	-
	National level	-	International level	-

3.24 No. of Awards won in NCC:

	University level	-	State level	16
	National level	6	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	11		
NCC	5	NSS	11	Any other	-

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

- Social Service (Distribution of Sweet Water) at Arya Samaj Samelen at Kartarpur on Aug. 19, 2016
- Vanamahautsava Celebration at College Campus on Aug. 02, 2016.
- Lecture on Vote Making and Election Process by Prof. Balbir and Prof. Suresh Mago on Sept. 21, 2016
- Lecture on Chakihara and other Birds by Prof. Sandeep Chahal on Sept. 21, 2016
- Lecture on Dengue and its Prevention by Prof. Sandeep Chahal on Sept. 21, 2016
- Lecture on Earthquake Disaster and its Management by Prof. Daljit Singh on Sept. 21, 2016
- Voter Day Celebration and Lecture on Voter Awareness by Prof. Suresh Mago on Jan. 19, 2017
- Lecture on AIDS : Causes and Prevention by Prof. Daljit Singh on Jan. 19, 2017
- Lecture on Drug Abuse by Prof. Balbir on Jan 19, 2017
- Blood Donation Camp in association with Civil Hospital, Jalandhar and Rotary Club, Jalandhar (North) at College Campus on 08.02.2017
- Lecture on Health Awareness by Dr. Harmeet Raiyat (MD) of Sacred Heart Hospital on 22.02.2017.

- Celebration of International Yoga Day by NCC Department
- Organization of Tree Plantation on College Campus by NCC Department
- Organization of Blood Donation Camp by NCC Department
- Launching of Female Foeticide Awareness Campaign by NCC Department
- Organization of Eye Donation Forms Campaign by NCC Department

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Acres)	21.23	-	-	21.23
Class rooms	65	-	-	65
Laboratories	25	-	-	25
Seminar Halls	4	-	-	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	42.29	UGC	42.29
Others				

4.2 Computerization of administration and library

Both library & administrative office are fully computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Books	64646	-	3666	854085	68288*	-
e-Books	135000	5750/- (as subscription fee)	2865000	5000/- (as subscription fee)	3000000	5750/- (as subscription fee)
e-journals	6000	5750/- (as subscription fee)		5000/- (as subscription fee)	6000	5750/- (as subscription fee)
Journals/ Magazine	55 subscribed 99 Free of cost		8 Subscribed	31480/- (Subscription and renewal fee)	63 subscribed 99 Free of cost	
Digital Database	-	-	-	-		
CD & Video	178	Free with Journal/Magazine	13	Free with Journal/Magazine	191	Free with Journal/Magazine
Others (specify)	-	-	-	-		

* 24 books were written off during the year.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	205 (Disposed off = 100 Nos)	08	122	01 (Internet Lab) 01 Library	PG Dept of Computer Science & IT	Yes	Yes	Boys' Hostel, Girls' Hostel
Added	40	-	40	-	-	-	-	-
Total	245	08	162	02	-	-	-	-

- Computer System with Internet & Printing facility provided to..
 1. NCC Office
 2. Department of English
 3. Department of Zoology

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

- Internet connectivity has been upgraded from 4 Mbps to 10 Mbps leased line (1:1).
- Two Smart Class Room have been developed.

4.6 Amount spent on maintenance in Rs. lakhs :

i) ICT	1.73
ii) Campus Infrastructure and facilities	31.1
iii) Equipments	1.28
iv) Others	2.9
Total :	37.01

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC regularly makes the students aware about the following support services/facilities available to them in the college.

- DCJ School of Competitive Examinations
- Medical Assistance to students
- Facilities for students with disabilities.
- Facilities and support for slow learners.
- Publication of student magazine.
- Extra Curricular and Co-curricular activities like Sports, Games, Quiz Competitions, Debate and Discussions, Cultural activities, NCC, NSS etc.
- Academic, Personal, Career, Psycho-social Counselling Services
- Student Welfare, Support and Grievance Redressal Cell
- Cell for Women Development and Prevention of Sexual Harassment
- Anti Ragging Committee.

5.2 Efforts made by the institution for tracking the progression

The institution tries its best to facilitate the progress of students to higher level of education and also their entry into the right kind of profession. For this purpose the following efforts are made:

- (a) The college provides coaching to the students for appearing in various competitive examinations through its DCJ School of Competitive Examinations.
- (b) The college has a Professional Development Career Counselling & Placement Cell. It invites a number of Companies for Campus placement. Many students get job before the completion of their studies.
- (c) The college has installed Information Bulletin Boards in various departments. Information regarding opportunities in higher education and employment is displayed on these Boards.
- (d) Extension lectures by experts in various fields are organized to let the students know the range of career opportunities. Similarly, lectures are organized to make the students aware about the various fields in higher education.
- (e) The teachers in the classrooms also talk about opportunities for higher education and employment in their specific fields.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1387	312	-	-

(b) No. of students outside the state

50

(c) No. of international students

-

Men		No	%		No	%	Women
		1043	61		656	39	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged*	Total	General	SC	ST	OBC	Physically Challenged	Total
1476	280	-	38	02	1796	1009	491	01	198	-	1699

* Physical Challenged students are also included in General/SC/OBC category.

Demand ratio 0.44 Dropout rate = 13.1%

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

In an attempt to provide affordable and quality coaching and guidance for various Central level -UPSC (Union Public Service Examinations) and State level-SSC (Staff Selection Commission) written exams and interviews of these competitive examinations Doaba College organized exclusive coaching classes under the banner of *DCJ School of Competitive Examinations* from July/August 2016 to March 2017. Prof Sukhvinder Singh-Coordinator and Prof Sandeep Chahal-Co-Coordinator who have the rich experience of such competitions provided the major contribution along with the guest faculty.

No. of students beneficiaries

5.5 No. of students qualified in these examinations*

NET	<input style="width: 30px;" type="text" value="-"/>	SET/SLET	<input style="width: 30px;" type="text" value="-"/>	GATE	<input style="width: 30px;" type="text" value="-"/>	CAT	<input style="width: 30px;" type="text" value="-"/>
IAS/IPS etc	<input style="width: 30px;" type="text" value="-"/>	State PSC	<input style="width: 30px;" type="text" value="1"/>	UPSC	<input style="width: 30px;" type="text" value="2"/>	Others	<input style="width: 30px;" type="text" value="9"/>

* Since most of these examinations are held after the students pass out from the college it is difficult to collect the exact data.

5.6 Details of student counselling and career guidance

The Professional Development, Career Counseling and Placement Cell of the College organized the following activities for the students.

- Seminar on Smart Work and Time Management
- Seminar on Positive Attitude
- Seminar on Stress Management
- Seminar of Career Awareness
- One Week Workshop on Mobile App Development
- Seminar on Innovation in Computer Science
- Seminar on Protocols for Web Technology

No. of students benefited

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	
1	70	16	-

5.8 Details of gender sensitization programmes

Doaba College Cell for Women Development and Prevention of Sexual Harassment comprises the following members:

1. Prof. Gurdish Saini
2. Prof. Garima Chodha
3. Dr. Namrata Nistandra
4. Dr. Simran Sidhu

All the members of the committee stay in contact with the students and keep an eye on the activities of the students while they are in the campus. Moreover, a proper attention is given during teaching to avoid the occurrence of any untoward incident. Fortunately, a very healthy atmosphere amongst boys and girls is observed in the class rooms; during any kind of competition may it be academic, cultural or sports.

However, there is always room for improvement. The cell puts in its efforts to solve the grievances of the students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	276	50,10,363/-
Financial support from government	Nil	Nil
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The college has a Student Welfare, Support and Grievance Redressal Cell. Students are free to meet the members of this cell any time to get their problems solved. Alternately, they can also put up their problems through their teachers-in-charge. For the convenience of the students, 'Suggestion-cum-Complaint Boxes' have been placed at various places in the college. Students can drop in their slips of grievances in these boxes. The grievances of students regarding fines, non-receipt of scholarships, late declaration of the results by the University, bus and train passes, restriction on the use of mobile phones, entry of outsiders in the college campus, teaching style of some teachers etc. are quickly redressed by the Principal.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Doaba College Jalandhar, a Multi-Faculty Co-educational Postgraduate Pioneer Institution of North India aims at imparting quality based education to the students. The vision of the college is to impart a fine fusion of oriental and occidental qualitative learning in traditional and professional courses.

Mission : The Arya Shiksha Mandal made a tryst with destiny 74 years ago for the spread of value based and quality education in North India. Since then, it has opened colleges and schools in Jalandhar with the mission to impart qualitative higher education in the region:

1. Educate all with emphasis on making education accessible to the underprivileged.
2. Teach, guide and motivate the mediocre and meritorious students by providing quality education.
3. Inculcate the spirit of co-operation and healthy competition amongst the students.
4. Channelize the energy of students towards creativity, team spirit and service with dedication, devotion and discipline.
5. Ensure physical, mental and moral growth of the students.
6. Assist in character building by promoting human and ethical values in the students.
7. Synthesize the traditional and modern education for all round development of the students.
8. Facilitate the encouragement and spread of women education.
9. To promote the study of classical Sanskrit, Hindi and Vedic literature.

The college has adapted and adjusted itself according to the call of the time by introducing timely courses, job oriented and professional streams, and introducing required improvements in infrastructure, attitude and functioning of the institution. The college aims at enhancing competence and employability rather than producing merely the degree holders. In recent times emphasis has been laid on the use of ICT for teaching & learning process. Moreover, research has been given paramount importance.

6.2 Does the Institution have a management Information System

Yes, the college has an integrated management information system. This system has various modules as follows:

1. Fee section, this module has automated the process of fee collection and account maintenance of the students of college.
2. General branch module is responsible for maintaining student data and generating reports requires by the office and university.
3. Examination system module automates the evaluation & examination procedure which involves datesheet, result preparation etc.
4. Account system module automates the accounts related task of the college.
5. Salary system module is responsible of salary related works.
6. Library section module has made easy the complete processing of library.

College had auto mixed software for fee section, accounts section & library.

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

6.3.1 Curriculum Development

The college has to adhere to the curricular framework developed by the university but it can evolve its own curriculum in case of diploma courses and add-on courses and get it approved from the UGC and GNDU.

An effective curriculum is always evolving and roping in the new and relevant stuff. The functioning of university academic bodies ensures the participation of college teachers as they are the ones who know the difficulties of translating the curriculum in practice. The heads of the departments invite feedback on the curriculum and make sure that it is communicated at the Board of Studies meetings. The following teachers from different departments are members of the Boards of Studies.

S. No.	Name	Department	Member of University Body
1	Prof. Neeraj Jain	English	Board of Studies and Moderation Committee, English (PG), GNDU, Amritsar
2	Prof. Ghanshyam Bhatt	Economics	Board of Studies in Economics (UG), Faculty of Economics & Business and Moderation Committee, GNDU, Amritsar
3	Prof. Avtar Singh	Economics	Board of Studies in Economics (UG), Faculty of Economics & Business and Moderation Committee, GNDU, Amritsar
4	Prof. Daljit Singh	Economics	Board of Studies in Economics (UG), Faculty of Economics & Business and Moderation Committee, GNDU, Amritsar
5	Dr. Rajan Sharma	Political Science	Board of Studies Arts & Social Sciences & Academic Council, GNDU, Amritsar
6	Dr. Sukhdev Singh	Punjabi	Faculty of Languages, GNDU, Amritsar
7	Prof. Rupinder Singh	English	Faculty of Languages, GNDU, Amritsar
8	Prof. Devinderjit Singh	Mathematics	Board of Studies in Mathematics, Board of Moderation, GNDU, Amritsar
9	Prof. Daljit Singh	Geography	Faculty of Arts & Social Sciences, GNDU, Amritsar
10	Dr. Naresh Malhotra	Commerce	Faculty of Economics & Business & Board of Moderation in Commerce, GNDU, Amritsar
11	Prof. Pardeep Bhandari	Computer Science & IT	Faculty of Engineering & Technology, GNDU & Computer Society of India
12	Dr. Rajiv Khosla	Biotechnology	Board of Studies, Faculty of Life Sciences (UG & PG), GNDU, Amritsar
13	Dr. Simran Sidhu	Journalism and Mass Communication	Board of Studies Journalism and Mass Communication, GNDU, Amritsar
14	Prof. Naveen Joshi	Computer Science & IT	Faculty of Engineering & Technology, GNDU & Computer Society of India
15	Prof. Som Nath Sharma	Hindi	Member faculty of Languages, GNDU Amritsar

The yardstick of measuring the relevance of curriculum is the response of the students. The faculty members make it a point to emphasize the portions of the syllabi where the students show signs of rapid learning and attempt to eliminate the muddled and obscure concepts. The feedback not only of the present students, but also of the old students is constantly kept in mind while seeking modifications. Moreover, the views of other stakeholders are collected through parent teacher meetings and alumni association.

6.3.2 Teaching and Learning

The teaching learning process is student centric and enhancement of quality in teaching and learning is the primary thrust area. The academic calendar is notified in advance and it helps the institution to adhere to academic delivery system as per schedule. The students are encouraged to consult

multiple sources of information and through spoken English classes, personality development workshops and add-on courses, the institution aims at enhancing their global employability.

The teachers are encouraged to consult multiple sources like Multimedia, Web, online journals through INFILIBNET and aim at excellence in teaching. The teachers through personal contact, class tests and assignments provide individual attention and monitor the progress of each student. Students are free to submit their queries and feedback to the office. A healthy teacher-taught relationship is maintained. The college has achieved great success in this area as a large number of teachers have taken research and academic development quite seriously. The members are encouraged to attend various academic programmes and courses, seminars and workshops. The college supplements the traditional teaching methods with modern ones like smart classes, use of ICT etc.

6.3.3 Examination and Evaluation

The examination committee of the college takes upon itself to implement the evaluation reforms initiated by the university in letter and spirit. The pre-semester examinations of the college are conducted in accordance with the university system, so that our students are well rehearsed and informed about the reforms initiated by the University. It is not the prerogative of any college to decide its own evaluation process. The process of final evaluation is decided and notified by the University and every college is expected to follow the same in toto.

The evaluation is done through written tests and exams. If some of the students do not perform well, they are guided by the faculty members to improve their results. A special test is also organized.

6.3.4 Research and Development

The institution motivates the staff for undertaking research, participation in conferences through **Research and Development Cell**. To accomplish it, the college purchases the latest equipment and makes efforts for the proper maintenance of the equipment. Consequently many members of faculty have completed their UGC Minor Research Projects & Major Research Project and some members of faculty have applied for UGC Minor Research Project in the current year. Many members of faculty have got their research papers published in ISSN Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A well-stocked library is a treasure to be mined. Gone are the days when students depended only on books and journals. In this age of information technology, the students have access to unlimited information. At the same time, they need to be guided so as not to lose themselves in the labyrinth of resources. They need to be computer savvy as the most recent information is available in the electronic format. A library committee ensures that students' needs are met and their fears taken care of, so that the library becomes a user-friendly space. The library Advisory Committee functions precisely on these lines. The Library has multiple accessibility as the articles can be searched according to subject, title, and year. It is fully automated. It provides manual as well as electronic reference service to its users. It provides photocopy facility to its users.

The Library notice board displays all activities for its users. The college has New Arrival Display Board Service where the newly released books are regularly displayed. The library provides both in-house as well as remote access to e-resources. The library staff helps the new students and guide them how to use the library resources in manual as well as electronic form. The library has motivated and capable staff members to carry out the various support activities. They help the users in locating the needed material, downloading it and getting the printouts. They also provide guidance in how to access material from home. As far as books are concerned, they guide the users about their location. The library has the provision of suggestion box. The users are encouraged to point out any deficiency in service or suggestions for improvement. The library committee has also framed a feedback form that is often filled up by holding random surveys. This feedback is analysed and its important points are implemented.

As the world has become a global village in the present age of Information and Technology, the college has made a sincere attempt to provide information through various information networks. We have paid special attention on Computer and internet facility in our college campus. Computer facility is provided to the students through computer laboratories and for faculty, computers are installed in all departments. Laboratories and Departments are equipped with latest computers.

The college campus extends to 21.23 acres. To make teaching-learning process systematic and organized, the classes are run in separate departments. The college has well-equipped classrooms, seminar halls, a centrally located fully computerized administrative block, and a three-storeyed open shelf library. A wide range of facilities is also available that range from sports ground, doctor's room, DBT botanical garden, green house, computer labs, common room for girls, auditorium, college café, and residential quarters for the support staff.

An infrastructure that is at par with the latest innovations instils confidence among students to take on the world. The infrastructure of the College has been upgraded from chalk and board method to ICT enabled technologies like OHP, PPT, Digital Touch Panels etc. A substantial part of the budget is earmarked for this purpose and the funds are augmented by financial assistance from UGC, Department of Biotechnology, alumni and certain dignitaries visiting the college including MPs and MLAs.

6.3.6 Human Resource Management

The college makes it certain that human resources are encouraged and their potential is properly utilized in the overall growth of the institute. Such members are honoured in the main college functions. The following are some of quality improvement strategies adopted for Human Resource Management.

- The Management follows strictly the laid down criteria of selection and ensures that meritorious staff is selected.
- The college has well defined strategy to encourage and reward quality teachers.
- The institution takes care of its human resources by regularly encouraging them to go in for faculty development programmes and research.

6.3.7 Faculty and Staff recruitment

The norms, as notified by the UGC/DPI/GNDU for the recruitment of the college teachers are strictly adhered to. Once the best possible candidates are recruited, staff members are paid the grade as notified by the UGC, to make their stay a pleasant and healthy experience. All the employees look for economic satisfaction and the college ensures the same by disbursing the salaries in time. The teachers on the contract basis or adhoc basis are also paid in commensuration with their qualification. The teaching staff is duly given facilities like, medical leave, casual leave and study leave, if they desire, to upgrade their qualification.

Various measures taken by the institution for attracting and retaining eminent faculty are as follows:

- Good work environment is created and extended to the staff by providing a family environment.
- Facilities for research and faculty improvement are provided to the staff.
- The college retains the teachers who have served the institution earlier and proved their excellence by providing contractual recruitment for 3 years.
- Provision of re-employment of retired staff.
- The candidates considered to be the best in his/her academic record, teaching experience elsewhere is given a chance to prove his/her merit.

6.3.8 Industry Interaction / Collaboration

The college constantly endeavours to establish better relations and interaction with the industry. Students of Commerce & Business Management, Biotechnology, Journalism and Mass Communication, Tourism and Hotel Management and Computer Science & I.T. Departments etc. are encouraged and

guided by the faculty to get training in reputed industrial houses. Experts from industries are invited to have interaction with our students.

6.3.9 Admission of Students

Doaba College, Jalandhar, a **Multi Faculty Co-educational Postgraduate Premier Institution of North India** is known for its pristine glory and historic past. The quality of service of the college speaks for itself and the pass out students bear testimony to it. They are the icons for the admission seekers. The admission seekers from the different strata of society are attracted towards this premier institution because of its long standing and reputation. The institution offers traditional courses like humanities, basic sciences and also modern and newer professional courses like Computer Science and IT, Bio-technology, Journalism and Mass Communication, Tourism and Hotel Management.

There are fee-concession policies and scholarships so as to help and attract outstanding and meritorious students from different regions. The details of such policies are made available through advertisement in print, electronic media, prospectus and college web-site.

Being affiliated to GNDU, the college strictly adheres to the admission guidelines notified by GNDU. The minimum eligibility condition required by the students for the various courses is intimated by GNDU and the college abides by the same.

6.4 Welfare schemes for teaching staff, non teaching staff and students

There are many welfare schemes for the benefit of teaching and non-teaching staff available in the college so as to promote the congenial atmosphere in the campus. The details of various welfare measures which act as job satisfiers and provide motivation to the staff are:

- Well equipped and well furnished AC staff room, separate department rooms for all UG & PG Departments.
- Peace zone to manage stress and restore mental balance, health centre with a qualified doctor available during working hours.
- Telephone facility, guest house facility, transportation facility for local and outstation assignments, canteen facility and food facility at the college during college functions.
- Contributory Provident Fund scheme as per rules.
- Medical leave, Maternity leave for women staff, casual leave for the teaching & Non teaching staff.
- Group Insurance and GPF loan facility
- ESI facility
- Bank and Post Office facility in the college campus.
- Freeship to the wards of the staff.

The institution has introduced a number of schemes for the welfare of the students. Some of these are:

(a) **Student Welfare Fund:** The students belonging to economically weaker sections of society are given scholarships out of this fund.

(b) **Book Bank Facility:** The students who cannot afford to purchase books from the market can get books from book bank for the full academic session.

(c) **Scholarships and Freeships:** The college provides a number of scholarships to the students who get positions in the academic, sports and cultural activities. Not only this, the college provides scholarships to SC and BC students with the help of state government. The college also has a tie-up with various Non-Government Organizations (NGOs) to fund the education of the poor and deserving students.

(d) **Bank Facility:** The college has a branch of Indian Overseas Bank on its campus. The students can open their account in this bank and can also get educational loans. This facility is of great help to the students who stay in the college hostel.

(e) **Post Office:** The college also has a post office on its campus. The students can get benefit of the various services offered by the post-office.

(f) **Health Facilities:** In order to look after the health of the students, the college has provision of a doctor in the campus. The college also has a tie-up with the local hospitals, so that in case of emergency, the students can be provided immediate medical help and care.

(e) **Financial Flexibility :** The students are given exclusive facility to pay fee in easy instalments in semesters

Similarly, the college provides the following welfare schemes for different categories of the students.

SC/ST/OBC Students :

As the objective of the institution is to educate all and make education accessible to the under-privileged sections of the society, special care is provided to the students of SC/ST/OBC communities. The reservation policy of Punjab and Central Government is properly highlighted, aired in college website, prospectus and displayed on the notice boards. All help is provided to such students in consonance with these policies of the Punjab and Central Government. In addition, the college also ropes in certain NGOs to help the students monetarily. They are also provided books from the college library, the book bank, the departmental libraries and from DBT Life Sciences Star College Scheme of Ministry of Science and Technology, Government of India. As per State Government/UGC/DPI/GNDU norms, the reservation policy is implemented for the marginalized strata of the society.

Women: Doaba College, Jalandhar is co-educational institution for all classes. The college encourages the girl students to seek admission in the college. The college has also special fee concession for real brother/sister seeking admission. The college provides concession to the single girl child in commensurate with the policy of central government. Moreover, equal opportunity is also provided to women candidates in the college.

On the persistent requirement of the girl students joining the college from other states such as Himachal Pradesh, Jammu & Kashmir, Haryana and Delhi as well as other regions of Punjab, Doaba college has a fully functional Girls Hostel, well equipped with modern amenities in the college premises. This Ultra Modern Hostel, built with the financial assistance of the UGC grant of Rs. One crore is a safe haven for boarders. The college gives exclusive career counselling to the parents of girl students on the significance and relevance of women education. Various special financial incentives in the form of girl scholarship schemes are given exclusively to them. There is proper security and protection for the students especially girls in the form of CCTV cameras surveillance.

Differently-abled: As per the UGC notifications, there is reservation policy for the students of the differently abled categories. The college follows the guidelines of the State Government/UGC/DPI(C)Pb/GNDU. For such students, the classes are held on the ground floor. Even vehicles of their care takers are allowed upto the very doors of their classes due to the facility of ramp.

Economically Weaker Sections: Exclusive freeship and other liberal concessions are given to the candidates of economically weaker sections of the society. Candidates belonging to this segment of society, even with minimum required percentage of the university, are admitted for admission, if the seats are available. The students belonging to this strata of society are also allowed to pay the fee in easy instalments.

Sports Persons: Sports persons are given admission in the course of their choice with liberal fee concession. Free diet, scholarship, sports kit, hostel accommodation and transport facility is provided to them. They are also provided with exclusive remedial classes so that they may fare better in exams due to their participation in sports activity.

6.5 Total corpus fund generated

17.91 Crore

6.6 Whether annual financial audit has been done Yes No

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

Yes, the academic audit is undertaken in the institution in different ways.

- The college reviews its academic achievements in terms of availability of programmes and academic performance by comparing the activities and the university results with other institutions in the district. Results are also compared with university average.
- Since the college is affiliated to Guru Nanak Dev University, Amritsar the University also has its own mechanism to undertake the academic audit of the institutions affiliated to it. The university team visits the institution and minutely observes the working and infrastructure of the institution in all its aspects. The team then comments on the performance and thereby suggests the important changes required. The college honestly adheres to the recommendations made by the teams.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GNDU	Yes	Principal & Management
Administrative	No	-	Yes	Principal & Management

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

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

To streamline the evaluation process, the university initiates different reforms as and when required. Some of the latest reforms are listed below:

- Introduction of Semester System in Undergraduate and Post-graduate classes.
- Introduction of OMR answer sheets.
- Exam-Superintendent and supervisors from other colleges to bring more transparency in examination system.
- Introduction of Viva-Voce and seminars in many courses to develop confidence.
- Requirement of preparing practical files in some of the courses.
- Table marking of the university examinations.

All the above mentioned reforms are adopted by the institution also.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university has made the provision for according the status of autonomy to an affiliated college. However, no concrete efforts in this direction have been undertaken by the college.

6.11 Activities and support from the Alumni Association

The college has Doaba College Alumni Association Jalandhar. It provides feedback regarding the functioning of the college. The alumni, even after leaving the portals of their alma mater contribute and continue with their valuable suggestions and inputs to promote the overall development of the institution. Doaba College Alumni Association (DCAAJ) is functional and its page in social networking site facebook and college website gives an ample opportunity for the alumni to feel an inseparable part of the

institution. Moreover, Alumni Association also offers suggestions for the development of the college. The college, on its part, invites its members on various functions of the college. It also honours its former students who have achieved special distinctions in their lives.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Meets (PTM) are organized from time to time to apprise parents about the performance of their wards in pre-semester exams and the concerned students are motivated, guided and inspired to improve their level in future. The grievances and complaints of the parents, if any, are heard by the college administration and relevant solutions are provided to it.

6.13 Development programmes for support staff

- Proper training is given to non teaching staff for the smooth conduct of examinations viz internal pre-semester examinations. Besides they are also motivated and inspired so as to make them aware of their responsibilities and examination duties
- Appreciation and Honour of the good work done by the staff members.
- Free accommodation to many members of non-teaching staff in the campus.
- Free transportation in case of domestic emergency.
- Computer training to the support staff for handling latest hardware and software.
- Permission for studies along with employment.

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

The college has taken the following initiatives towards making the campus eco friendly:

Energy conservation : The college is very conscious about conserving energy and optimizing the use of energy available through natural resources. The buildings on the campus have been constructed in a way as to provide enough natural light and to allow free cross ventilation for air. During day time, in all weather conditions, no lighting is required in class rooms. In the construction of newer blocks on the campus, the college is fast switching over to the use of alternative energy resources to minimize electricity consumption. Energy consumption in the hostel is closely monitored by turning off power when not required. We have power-saving features on all the computers in all the labs, departments and library.

Besides, Students and Staff are motivated that each electronic item should be unplugged when it is not in use because appliances still draw current, even when switched off. There are strict instructions to all the faculties and students to switch off the lights and fans whenever a class is over. Teachers in charge and Class Representatives see to it that these rules are duly followed.

Use of renewable energy : Renewable energy is a ready to be harnessed, and it is a clean alternative to fossil fuels. It exists perpetually and in abundant quantity in the environment. Renewable energy usually comes from sun light, wind, tides, waves, rain and Geothermal heat. Solar energy is the most easily available source of renewable energy. We have solar heaters in the hostels which cater to the students' need of hot water during the winters. Our science laboratories also make use of hot water from solar heaters.

Water Harvesting : The college is sensitive to the increasing scarcity of water with the constant increase in population and consumption. Several buildings in the college use the Rain Harvesting System so that we get a good amount of water whenever there is a downpour, which is not just of a better quality but free of cost as well. This adds to the supply of water through our bore wells and hence the campus never feels a scarcity of water supply on the campus or the hostels.

Carbon neutrality : The electric water heater systems have been replaced with solar water heating systems. Use of plastic polythene bags is strictly banned in the college campus and in the canteen. Paper cups and paper plates are used instead of plastic cups and plates for tea and snacks. Tube lights have been replaced with CFLs in the college campus. This compresses the carbon emissions that emit

from tube light chokes. Students are not allowed to park their cars inside the college campus. Parking facilities for scooters and bikes of the staff members as well as the students have been built near the college gate which is at a good distance from the classrooms and the administrative block. This protects the campus environment from any carbon emissions and noise from vehicles. The NSS volunteers make it a point to pick and clean every bit of plastic waste from the campus.

Plantation : The college campus is beautiful and airy. This is due to the various open spaces between blocks and well maintained lawns and parks. We have evergreen flowering and green plants and all the seasonal flowers and plants in the lawns on our campus. There are several old trees in the college and the college encourages the students for plantation programmes. The introduction of EVS as a compulsory subject for all the students has added to the environmental awareness of the students and develops an interest, awareness and responsibility towards our environment and its protection. The credo of 'Go Green' and keep clean is executed through plantation of trees. Fresh saplings are planted for the flora and fauna of the campus. The college has a DBT botanical garden, vermicompost pit, rose garden and a lush green nursery for sprouting blossoms and inflorescence.

Hazardous waste management : The college has well placed eco friendly mechanism for the requisite disposal of following kinds of in house wastes:-

Hostel Kitchen/Mess Waste : The Department of Botany has established a functional Vermicompost Unit at the campus under DBT Life Sciences Star College Scheme, sanctioned by the Department of Biotechnology, Ministry of Science and Technology, Govt. of India. This Vermicomposting Unit is managed and maintained by the Undergraduate students with the appropriate guidance of the faculty members. The substantial college hostel kitchen waste along with the decomposed organic matter at campus serve as a suitable raw material for Vermicomposting unit.

Lab Waste : The different types of contagious and non - contagious laboratory wastes including chemicals, glasswares, plasticwares, biological specimens etc. in the laboratories of Department of Biotechnology, Botany, Chemistry, Physics and Zoology are segregated and disposed off following standard waste disposal guidelines, with the collaboration of local hospitals/biowaste disposal units.

E- waste management : Due to frequent advancement in the technology, various electronic equipments tend to become obsolete and hence there is a need of E-waste management. The college has adopted a policy to reduce the volume of e-waste generation by adopting the following procedures:

- Computers in labs and offices are fitted with latest hardware options so that the use of CDs is minimum
- There is a buy back system which includes giving systems back to the company from where they are purchased
- The college donates old workable electronic equipments to other organizations.
- The college also encourages reuse of these equipments after slight modifications to the original functioning equipment.

Criterion – VII

7. 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.

The following are the major innovations introduced which have created a positive impact on the functioning of the college.

Decentralized administrative system based on feedback from stakeholders: The college has developed an effective system for smooth administration and proper check on the quality of teaching and learning. Authority is decentralized through various layers like various committees and the academic council, the Heads of the departments, teachers in charge of classes and class representatives. This helps the institution to involve both the students and the teachers in the continuous monitoring of students' learning. It provides the Principal and the faculty with feedback about their effectiveness as teachers, and gives the students a measure of their progress as learners. The time table is prepared students' centric keeping in view the optimum utilization of time management. The public address system is used effectively in the college campus to make significant announcements to the students and staff. Proper licensed and customized softwares have been procured and installed in all the laboratories and the administrative block for the smooth functioning and upkeep of record.

E-networking on the campus and upgrading of technology : The college is fully connected through Wi-fi and the Department of Computer Science and Information Technology is fully upgraded with all the latest innovations and inventions to facilitate most of the departments with latest use of Information technology. The departments also use ICT services so as to keep abreast of the latest techniques. The college uses bulk SMS pack to keep its students and staff well informed about requisite information as and when required. The administrative block of the college is fully computer automated and networked so as to maintain the record of the students and staff. The college library is also upgraded to benefit the students and provides INFLIBNET N-List facilities etc., for facilitating e-learning and easy browsing of books and journals available online. Each student is given a password to have complete access to this facility.

Students' Book Bank : Apart from the thousands of books available from the college library, to further help the poor students of the college who cannot afford to buy text books or reference books and course related books, the college has started a unique book bank to which teachers from various departments freely contribute books related to their subjects. These books are then issued to the needy students for the whole academic session. In addition to this, every department has its own departmental library which caters to the needs of the books of the students. A great number of students have been benefitted with this practice.

Incentives and aid to meritorious students : The college gives awards to meritorious students so as to felicitate them for their sincere hard work and perseverance. These students make our college proud and these awards are an encouragement to them and to all other students who work harder and bring laurels to the institution. In addition to this, awards are given to college toppers also. There are several scholarship schemes funded by the college and the management to encourage good students. Besides, the college provides free books and other concessions to such students. The toppers of the University examinations are also selected as class representatives. The outstanding and needy science students of the college are given exclusive standard course related books out of the DBT Life Science Star College Scheme, supported by Ministry of Science and Technology, Government of India.

Promotion of talent and all round abilities in students : Besides the academic growth of the students, the college provides them ample opportunities to explore other creative aspects of their personality. The college encourages its students to participate and perform in various youth festivals and competitions in various artistic and creative fields like music, dance, painting, public speaking, theatre

arts etc. Students who excel in these activities are honoured and given concessions in fees and other facilities. The college organized *Doaba Youth Festival* and *Media Fest Communis* where the talented students of the college and different colleges of Punjab got a chance to showcase their talent. *Talent Hunt* was organized to tap the latent talents of the young artists. These artists were nurtured and groomed in the different co-curricular activities. The students who bag first, second and third positions in GNDU Zonal Youth Festival were given cash prizes.

Training and Personality development: The college has a well defined training and personality development cell. *DCJ School of Competitive Examinations* organized classes to train students and make them aware about the present scenario of job opportunities in their respective field of specialization and the increasing expectations from the job aspirants. *DCJ School of Competitive Examinations* and *Professional Guidance Career Counselling and Placement Cell* together conducted programmes like personality development, communication skill workshops and small scale entrepreneurship training. The college made excellent efforts to give placement to the graduate and post graduate students. The college magazine *The Doab* was printed. A *Creative Writing Test* was held in the month of September to select the student editors for the different sections of the college magazine. Students are encouraged to contribute articles for the different sections of the college magazine. Student editors and the best contributors are awarded prizes in the college prize distribution function.

Short term job oriented training courses : The main objective behind these training modules is to inculcate skills and knowledge which students are not able to learn through curriculum. These modules enable them to face tough competitions of industries and other organizations. These modules create a positive impact on their personality. They become more confident and presentable before an interview board. The college has organized courses like computer education for non-computer background students.

Industrial visits and tours : The college organizes visits to various industries in the state and the surrounding regions as well as throughout the country on regular basis to provide an insight to the students on how companies work and also to provide them useful information related to the practical aspects of the course which cannot be visualized in lectures.

Study and work : The college also encourages its students to take up various part time jobs related to their courses. The students of the Department of Tourism and Hotel Management get the opportunity to work in the best hotels, restaurants and multi-national fast food joints in the city, while the students of the Department of Journalism and Mass Communication work part time in the offices of the leading newspapers and media houses of the region.

Employment of students : A unique, long sustained and effective innovative practice in the college has been its tradition of giving employment to its own students. The college gives priority in giving employment to its own sincere, hard working and distinguished students. Several staff members of the college, teaching as well as non teaching, have been the products of this very college. The result is a deep bond of affection and loyalty towards the institution which helps in its growth and development.

Encouragement to Research activities : Today research is very crucial in the development of science and technology in our country. The college encourages its teachers to be a part of the same through completion of M. Phil and PhD degrees in service, minor and major research projects and publication of research papers. The college has a research committee to monitor research activities of the institution. The college promotes research by giving study leave to teachers. The college facilitates timely auditing and submission of utilization certificates to the funding authorities. The college encourages all the faculties to participate in seminars/workshops and conferences.

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

During the year the efforts were made to implement the plan of action decided upon at the beginning of the year and the Action Taken Report is as follows:

- ❖ Efforts were made to educate and train the teaching and non-teaching staff members for the use of computers and internet by organizing faculty development programmes.
- ❖ Staff members were motivated to make use of ICT tools in teaching learning process
- ❖ Utilization of all the grants received from UGC was sent and efforts were made to receive the balance amount of grant.
- ❖ Efforts were made to receive maximum possible grants from the UGC under the XII plan.
- ❖ Efforts were made to receive the pending grants from DPI (C) Punjab.
- ❖ Faculty members were motivated to get Minor and Major Research Projects from the UGC and other reputed agencies.
- ❖ Efforts were made to increase the strength of students in the college.
- ❖ Efforts have been made during the year for the following activities:
 - To start BA B.Ed and B.Sc. BEd classes from the session 2017-18 after getting approval from NCTE
 - To get better results and merit positions in Guru Nanak Dev University Exams by making improvements in academics.
 - Foundation Course in Human Rights Education was started by the Department of Journalism and Mass Communication with the assistance of UGC.
 - Activities were undertaken to utilize the UGC grant of Rs. 7 Lac for organizing coaching classes for entry into services for SC/BC and Minority Community students.
 - Activities were undertaken to utilize the UGC grant of Rs. 5 Lac for organizing coaching classes for NET/SET for SC/BC and Minority Community students.
 - Activities were undertaken to utilize the UGC grant of Rs. 7 Lac for organizing remedial coaching classes for SC/BC and Minority Community students.
 - Activities were undertaken to utilize the UGC grant of Rs. 0.75 Lac for Equal Opportunity Cell.

7.3 Give two Best Practices of the institution

Best Practice – I – **Development of Job Oriented Competitive Skills of students by the DCJ School of Competitive Examinations** (Annexure-III)

Best Practice – II **Regular Participation in GNDU Youth Festival and Organization of Inter-College Doaba Youth Festival** – (Annexure – IV)

7.4 Contribution to environmental awareness / protection

The paradigm of environment consciousness associates environmentalism to a general eco-centric worldview that emphasizes humanity's need to establish a balance with nature. The college fully understands its responsibility of environment consciousness and promotes greenery to create and maintain an eco-friendly environment. Community awareness is the key to community participation. Therefore, it becomes important to first find out the awareness-cum-consciousness level of people and then accordingly devise appropriate strategies for implementation of an environmental plan. Doaba College, Jalandhar presents a gracious look with its vast sprawling lush green, eco-friendly campus having extensive play grounds, rose garden and DBT botanical garden. These eco-friendly facilities are the centre of attraction for one and all. The eco friendly green environment of the college is also a home

for a sizeable population of birds like the Jungle Babbler (*Turdoides Striata*), Black Drongo (*Dicrurus Macrocerus*), Feral Pegions (*Columba livia*) and Rose ringed Parakeet.

7.5 Whether environmental audit was conducted? Yes

The institution endeavors it as the primary duty to keep the campus clean and green. For this matter Committee for Cleanliness of College Campus helps to monitor and maintain eco friendly sylvan campus and surroundings. It conducts Green Audit on regular basis and recommends various steps to make the campus eco green.

The college campus has been highly sensitive towards issues like climate change and environmental degeneration. There is a good deal of green cover in the college. The campus has several well maintained lawns surrounded and well shaded by trees. Environment awareness campaigns and programmes are conducted from time to time to keep the college campus eco-friendly.

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

SWOT ANALYSIS OF THE INSTITUTION

Strengths :

- Genesis of the institution is the transmission of value-based cum qualitative professional education to its students.
- The quest for excellence in all modules of education is the primary principle of the institution.
- The institution imparts latest standardized education to the students belonging to the economically disadvantaged sections of the society.
- Liberal fee concessions, scholarships and stipends to the meritorious and needy students. Free books are given from book bank to the needy as well as high achievers. 25% special fee concession to real brother/sister in all the semesters, and 25% fee concession for out of Punjab State students in the first semester .
- The institution has fine fusion of traditional and modern professional employment oriented courses.
- The institution has adopted student centric approach in teaching and learning.
- The oldest and the reputed Multi Faculty, Postgraduate Co-educational institution established by visionary founding fathers i.e Spartan freedom fighters, nationalists and philanthropists in 1941 and accredited with A+ grade by NAAC in 2004 and 'A' Grade by NAAC in September 2014.
- It has 76 years track record of making new strides and achieving new landmarks in the field of education in North India. The whole mechanism is totally credible and transparent.
- With the changing scenario and shifts in the priorities, the college has expanded structurally, dimensionally and academically magnificently to cope with the present needs and requirements of the students.
- The rapport between the students and the teachers is of affable affinity and is of personalized relationships.
- Effective functioning of the DCJ School of Competitive Examinations. It has trained many students for different UPSC and SSC job opportunities and many students have joined different lucrative professions.
- New labs have been established with sophisticated and newest gadgets and equipments to provide practical training to the students.
- English language lab is a boon for communicative skills of the students.
- State of the art Sh Yash Chopra Studio is unique with spectacular features in entire Northern Region.

- The college library has open shelf system and houses the latest as well as the rarest books and journals.
- Magnificent Virendra Auditorium, Multimedia Hall, Computer and IT Block, High-Tech Seminar Hall and Cosy Cafeteria are the priceless possessions of the college.
- Emphasis on co-curricular activities by annually organizing Doaba Youth Festival, Media Festival and Doaba Science Fiesta to bloom the latest talents of the students.
- Emphasis on faculty development by availing minor and major research projects from UGC.
- Vast campus sprawling over more than 21 acres, co-friendly environment, lush green lawns with fauna and flora, DBT Botanical Garden, Rose Garden, and Vermicompost pit provide freshness and alacrity to the students.
- The college has sufficient vacant land to construct new buildings for establishing new infrastructure on the campus.
- The Boys and Girls hostel provide ultra modern and timely requisite facilities to the boarders.
- **Indira Gandhi National Open University** (IGNOU) has established its *Study Centre* in the college which has carved a niche in the region and is known for its effective functioning.
- The college Alumni is of national and international esteem e.g Lord Swraj Paul, Chancellor of Wolver Hampton University, the United Kingdom, Late Sh. Yash Chopra, famous film producer and director of Bollywood film industry, Sh. Prem Kumar Dhumal, former Chief Minister, Himachal Pradesh, Sh. Manoranjan Kalia, former Cabinet Minister, Punjab and Dr. J.S. Gujral, Vice Chancellor, Baba Farid University for Health Sciences, Faridkot.
- The college has produced sports personalities of national & international repute viz Sh. Dalbir Singh (Strong Man of India), Sh. Lakhvir Singh (Renowned Body builder), Sh. Vikram Rathore and Harvinder Singh (renowned cricketers), Sh. Sushil Kohli (Asian Bronze Medalist in Water Polo), Sh. Shyam Kumar (Renowned Football Player) and Sh. Pardeep Kumar (Renowned Volleyball Player)
- The college has highly dedicated, devoted and committed teaching and non teaching staff.
- The college is secular, democratic, patriotic and nationalist cum internationalist in its spirit and temper.

Weaknesses :

- Earlier the institution was on the outskirts of the city, but with the expansion of the city. Now it is in the heart of the city. Naturally all roads leading to the institution have a great rush of traffic.
- Two railway crossings that remain frequently closed bar the free approach to the institution.
- There is not a smooth reach to the institution during rainy days.
- The government has not released 95% grants to all colleges from many months, as a result many future plans for the developmental works are in pipeline.
- With the increase in private engineering colleges, the trend in the students is towards engineering courses.
- With the establishment of Private Universities and Distance Mode of education by various universities the students prefer to join these institutions.
- In Punjab all Grant-in-Aid colleges are adversely affected by the Government's unconcerned attitude.

Opportunities:

- More vocational courses and short term courses like the Repair of the Electronic gadgets can be launched.
- For the students coming from the rural background, the study of Agriculture Organic Farming and diversity of crops can be of utmost importance.

- The city is a centre of Print & Electronic Media, Valves and Metal Works, Sports goods and Leather industries, hence new initiatives can be undertaken to impart learning in these areas for further market employability.
- Introduction of new courses like Masters in Tourism and Hotel Management, M.Sc Physics, M.Sc Chemistry, M.Sc Biotechnology, B.Lib, MBA and MCA can enhance the potentialities and scope of wider area of employability.
- More vehicular access to different places can further boost the strength of the college.
- Knowledge and learning of ICT can be augmented to the stakeholders of the rural background.
- Collaborations and tie-ups with other institutions, universities can help in the exchange of knowledge and information at national and overseas levels.
- In Doaba region, most of the young persons aspire to join foreign universities, this exodus can be harnessed by arranging awareness symposia and cogent counselling.

Threats:

- Lukewarm attitude of Punjab Government towards higher education causes financial crunch. However, the college meets these challenges by very prudential budgeting strategies.
- The University does not permit flexibility to begin other new courses with reputed universities of the nation.
- The university also does not allow liberally to start new courses like MBA, MCA, M.Sc Bio Technology and M.Sc Physics and many strict restrictions and conditions are imposed on the introduction of new courses.

The institution has the following plans for the year 2017-18

S. No.	Plan of Action
1	The college has been accorded with the status of CPE from UGC. A grant of Rs. 1.02 Crore has been received it shall be utilized for improvements in teaching, research and extension in the college as per our action plan mentioned in the proposal document.
2	To educate and train the teaching and non-teaching staff members for the use of computers and internet by organizing faculty development programmes.
3	To motivate the staff members to make use of ICT tools in teaching learning process
4	To send the utilization of all the grants received from UGC and make efforts to receive the balance amount of grant.
5	To send the utilization of all the grants received from DBT and make efforts to receive the balance amount of grant.
6	To make the strenuous efforts to receive maximum possible grants from the UGC under the XII plan.
7	To make the strenuous efforts to receive the pending grants from DPI (C) Punjab.
8	To motivate the faculty members to get Minor and Major Research Projects from the UGC and other reputed agencies.
9	To make efforts to increase the strength of students in the college.
10	To start BA B.Ed and B.Sc. BEd classes from the session 2017-18 after getting approval from NTCE
11	To get better results and merit positions in Guru Nanak Dev University Exams by making improvements in academics.
12	To Make the College Library Air Conditioned
13	To construct water tank for increasing the availability of water
14	To install Electric Transformer in the College
15	To Construct Modern Canteen in the College
16	To reconstruct the Swimming pool and make the provision for water filtration and other modern equipments
17	To construct floor for Sports persons in the college hostels by getting assistance from the UGC
18	Keeping in mind the transportation difficulties new buses will be purchased
19	To make efforts to increase the strength of students in the college.
20	To start classes of new courses in the Department of Tourism and Hotel Management and PG Department of Journalism & Mass Communication for which applications have been made to Guru Nanak Dev University, Amritsar.
21	To make Food Processing Lab of Department of Tourism & Hotel Management Operational and worthy of conducting practicals.

Name : Prof. Daljit Singh Bhatia

Name : Dr. Naresh Kumar Dhiman

Signature of the Coordinator IQAC

Signature of the Chairperson, IQAC

ANNEXURES

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Academic Calendar of the college for the year 2016-17

June 2016

- IQAC Meeting
- Plan preparation for the session 2016-17
- College admissions
- Celebration of Yoga Day by NCC Department

July 2016

- Inaugural meetings of the Principal with (a) Heads of departments constituting academic council (b) staff members.
- Holy Hawan Yajna and distribution of college time table.
- Holy Hawan Yajna for the resident students of college hostel.
- Orientation of the freshers.
- Seminar by Department of JMC
- Talent Hunt by Department of JMC

August 2016

- Welcome functions for freshers by various Departments and Associations
- Honoring the university merit holders
- Seminar by Department by Computer Science & IT
- Seminar by Placement Cell
- Van Mahotsav Celebration by NSS Department
- Extension Lecture by PG Dept. of Political Science
- Formation of Economic Association by PG Department of Economics
- Seminar by Geography Association
- Extension Lecture by PG Dept. of Commerce and Business Management
- Inauguration of Sports Coaching for the session 2016-17
- Seminar by Punjabi Sahitya Sabha
- Talent Hunt by Department of ECA
- One Day Workshop by Department of Biotechnology
- Talent Hunt by Department of Tourism and Hotel Management
- One Day Workshop and extension lecture by Department of JMC
- Celebration of World Photography Day by Department of Journalism and Mass Communication
- Inauguration of UGC Sponsored Coaching Classes by DCJ School of Competitive Examinations.
- Celebration of Independence Day by Students' Council
- Investiture Ceremony of Students' Council

September 2016

- Welcome functions for the students by different Depts, Societies and Associations
- IQAC Meeting
- Celebration of Hindi Week
- One Day Workshop by Department of Computer Science & IT
- Seminars by Department of Computer Science & IT
- Inter Class Competition for the Students of IT Department
- Extension Lecture by Department of NSS
- Inter Class Quiz Competition by PG Department of Commerce and Business Management
- Extension Lecture by PG Department of Commerce and Business Management
- One Day Workshop by Department of Physics
- Teachers Day Celebration by Student Council
- Seminars by Department of Journalism and Mass Communication
- Litmenia by PG Department of English

October 2016

- Inter Class Competition by Department of Computer Science and IT
- 5 Day Workshop by Department of Computer Science and IT
- Inter Class Competition by Geography Association
- International Symposium jointly by Science Department
- 3 Days Workshop on Creating Writing by Department of Journalism and Mass Communication
- 6 Days workshop on Sound Production by Department of Journalism and Mass Communication
- Guest Lecture by Department of Journalism and Mass Communication

November 2016

- Pre-Semester House examination
- University Examinations for semester classes
- Doaba Youth Festival by Department of ECA
- 5 Days Workshop on Art Direction by Department of Journalism and Mass Communication

December 2016

- 6 Days Workshop by Department of Computer Science and IT
- Celebration of Martyrdom Day by Swami Dayanad Studies Centre
- One Week Career Orientation Programe by DCJ School of Competitive Examinations
- 2 Days Workshop by DCJ School of Competitive Examinations

January 2017

- Annual Sports Meet
- Joint Placement Drive by Placement Cell
- Extension Lecture by Placement Cell
- Extension Lecture by NSS Department

- Seminar and Inter Class Quiz Competition by Geography Association
- 3 Days workshop for the students of final year by PG Department of Commerce and Business Management
- Guest Lecture by Journalism Department
- Education Trips by Various Departments and Associations

February 2017

- Basant Panchmi Celebration by Student Council – Tejasvi Doab
- Seminar by Department of Computer Science and IT
- Guest Lecture by PG Department of Political Science
- Essay Writing Competition by PG Department of Economics
- Science Festival jointly by Science Department
- Celebration of World Radio Day by Department of Journalism and Mass Communication
- Alumni Meet
- College Convocation

March 2017

- IQAC meeting
- Seminar by Department of Computer Science & IT
- 20 Days Computer Awareness Campaign by Department of Computer Science & IT
- Seminar by Placement Cell
- Guest Lecture and One Day Workshop by PG Department of Commerce and Business Management.
- Old Students Meet by PG Department of English
- Annual Prize Distribution Function
- Kavi Darwar by PG Department of Punjabi
- Seminar and Workshop Jointly by Science Department
- Extension Lecture Cum Workshop Jointly by Science Department
- National Seminar by Swami Dayanand Studies Centre
- Pannel Discussion by Department of Journalism and Mass Communication
- National Media Fest Communis-2017 by Department of Journalism and Mass Communication

April 2017

- Pre Semester House examinations
- Seminar by Computer Science and IT Department
- 2 Days Workshop for the students of 10+2 students by Computer Science and IT Department
- Extension Lecture by PG Department of Political Science
- Cultural Evening by Jointly by ECA and Sciences Department

May 2017

- Farewell function by various Departments and Associations
- University Examination for Semester Classes

Analysis of Feedback from Stakeholders:

Students, parents, staff, management and alumni are important stakeholders. Their perception on the quality of education is very valuable to the college. The stakeholders i.e. parents, students and alumni are involved through parent-teacher meets, students' council and alumni association from time to time. Communication with the student's council is initiated at the beginning of each session to motivate them to rope into the Doabian morality and ethos. The college has a formal mechanism to obtain manual feedback from stakeholders viz alumni, parents, students and employers. The feedback is taken on duly printed form cum questionnaire and is analyzed by the faculty of the respective departments and office bearers of Doaba College Alumni Association Jalandhar (DCAAJ) and suggestions for improvement are conveyed to the Principal.

A formidable number of wards of old students who take admission in the college is our litmus test of social, parental approval and trust of generations. The parents, alumni and students hail the cordial rapport between the teachers and taught in the campus which is evident sign of holistic education in the college. The stakeholders also commended the hi tech infrastructure which is furbished keeping with the pace of the changing times. The Principal and members on the faculty on various university bodies convey these suggestions related to curriculum to the authorities of the university through various capacities so that changes can be brought in the curriculum keeping the best interest of the students in mind. In each class, one student is nominated as class representative. He/she can communicate any problem or requirement to teachers in-charge/ to any teacher/ to HOD/ Principal anytime. Complaint/suggestion boxes in the departments and other places in the campus are put up to seek students' feedback. Students can meet the Principal daily during the appointed time. During convocation/Prize Distribution Function also we also received feedback from our passout students on performance for the betterment of the College. The e-mail ID of the President of the managing committee- the governing body is also printed in the monthly lab journal, The Communis, so that the students may interact with the management freely. Bulk SMS facilities are also used for the passing on of vital information to the students and staff of various events and proceedings held in the college. The alumni, even after leaving the portals of their alma mater contribute and continue with their valuable suggestions and inputs to promote the overall development of the institution. Doaba College Alumni Association (DCAAJ) is functional and its page in social networking site facebook and college website gives an ample opportunity for the alumni to feel an inseparable part of the institution. Parent Teacher Meets (PTM) are organized from time to time to apprise parents about the performance of their wards in pre-semester exams and the concerned students are motivated, guided and inspired to improve their level in future. The grievances and complaints of the parents, if any, are heard by the college administration and relevant solutions are provided to it. Parents can also meet the principal/HOD/Teacher concerned and interact with them regarding the progress of their wards. Their suggestions/complaints/opinions are given due consideration.

Best Practice - I

Title:

Development of Job Oriented Competitive Skills of students by the DCJ School of Competitive Examinations

Goal :

DCJ School of Competitive Examinations organizes every year exclusive coaching classes for written exams of various competitions and interviews from the month of June to January. These classes are held daily for 3.30 hrs from 2.30 pm to 6.00 pm so that maximum number of students of Doaba region may take benefit of these classes. Daily three modules of General Knowledge, English, Mental Ability and Mathematics of one hour each are organized. It also hones the interview skills of the students through through 40 minutes daily exclusive **Interview Techniques Programme** -by training students in effective power of speech, verbal intelligence ,Word Association Test (WAT), Thematic Apperception Test (TAT) , Situation Reaction Test (SRT), Psyche Test,

The world is in a state of flux. It is the prime duty of an institution to garner the students with all the potentialities so that they can sail through their lives with their heads held high in esteem. Strenuous efforts are being made to cope with the present day competitive world full of new global challenges. Realizing the urgent need of broad spectrum, holistic approach to education, students are nurtured in traditional and latest professional learning. Through the traditional courses, the students are groomed to keep their roots intact and preserve their culture, heritage and pristine core values and by latest professional courses the students are trained for public and globalised employability. In the modern dynamic environment competitive skills ,communication skills and personality development play a crucial role for getting employment in the jobs market. DCJ School of Competitive Examinations has been making consistent efforts since 2011 not only to enhance the knowledge base of the students but also to help undergraduate and postgraduate students shape their personalities. Learning for living and livelihood is the goal of the institution.

The Context:

The institution keeps the constant vigil on the changing national and global employment scenario and students are pruned and chiseled in such a manner that they themselves are law-abiding, well informed and well disciplined. There is very mellow and harmonious rapport between the teacher and taught. Such students become the finest human resources for the national development.

The students especially those coming from poor families of rural areas utterly lack in communication skills. This weakness makes them vulnerable, especially at the time of interviews. It is the endeavor of this practice to focus on those vulnerable flaws of the students.

The Practice:

In an attempt to provide affordable and quality coaching and guidance for various Centre and State level UPSC and SSC competitive exams, every year the **DCJ School of Competitive Examinations** organizes exclusive coaching programme cum classes . Every year students not only from the college but also from other colleges of Punjab enroll for these classes which stand testimony of the success of this noble endeavour. The faculty of the college teachers who have the experience of these competitive examinations teach the students on honorarium daily for three and a half hours after their regular teaching hours in college.

The results of this practices are wholesome and commendable. Subsequently students become ignited minds with their sharp acumen and bright brilliance. They are rich human resources for the progress, prosperity and national development. Only well awakened stakeholders can ameliorate the current ills of the society. Therefore, the college is constantly endeavoring to contribute for the upliftment and betterment of the country.

Evidence of success:

There is an evidence of success in **DCJ School of Competitive Examinations** .Till date since its inception in 2011, 27 students were able to clear various competitive exams which is quite evident from the following table.

S. No.	Name	Test Qualified	Year
1	Parul Sharma	Govt. Lectureship test PSTET	2016
2	Gagandeep Singh	Govt. Teacher, PSTET	2016
3	Deepak Kumar	Clerical Cadre UCO Bank	2016
4	Heena Chadha	Govt. Teacher PSTET	2016
5	Gaurav Dogra	Marketing Officer PNB	2017
6	Kanwalpreet Kaur	Provationally Officer, Canara Bank	2017
7	Rajwinder Kaur	Content Writer ETV Bharat	2017
8	Harivansh Sharma	Assistant Manager Bajaj Finserv	2017
9	Gaurav Dogra	IAS Preliminary	2017

Problems encountered and resources required:

DCJ School of Competitive Examinations is given all the infrastructure and facilities by the college as per the requirement so that there is no problem in organizing competitive classes after normal teaching hours of the college. To cope up with the post afternoon session and scorching summer season specially meant for competitive classes, the college administration

facilitates the faculty of *DCJ School of Competitive Examinations* with AC Multi-media hall fitted with latest LCD projectors and touch panels. The college also provides with existing bus facility to carry students from the rural areas especially girl students. Financial assistance to needy students in the form of freship, fee concessions, stipends and free books incur a lot of expenditure but the college manages to give these financial aids through its own resources and by the monetary help by some NGOs.

Best Practice - II

1. Title of the Practice: Regular Participation in GNDU Youth Festival and Organization of Inter-College Doaba Youth Festival

2. Goal:

The purpose of participation in GNDU Youth Festival is to provide a platform to the budding artists. Another purpose is to develop their holistic personality and inculcate in them the qualities like self-confidence and team spirit. Doaba Youth Festival aims to provide a platform to the colleges/institutions of the region to present their talent before the others. As the most talented students are sent by the colleges/institutions for participation in Doaba Youth Festival, they become role models for each other and also for the audience.

3. The Context:

We believe that classroom teaching leads to only one kind of development of students' personality i.e. intellectual personality. But other aspects of personality like physical, emotional, psychological are equally important. The above mentioned activities are arranged taking into consideration all these aspects. While deciding the themes/topics for various events, the current happenings at the national and international level are taken into consideration. We also take into consideration the social problems faced by the society like drug addiction, female foeticide, dowry, child labor, gender discrimination etc.

4. Evidence of Success:

Our students participated in 28 out of the 34 events organized by Guru Nanak Dev University, Amritsar. Out of these our students got position in 06 positions in Zonal Youth Festival and 01 Position in Inter Zonal Youth Festival. In Doaba Youth Festival, we organized competitions for 24 events belonging to five broad categories viz. Dance, Music, Theatre, Fine Arts and Literary. 25 colleges of the region participated in this Youth Festival.

5. Problems Encountered and Resources Required:

As the rehearsals for various events are held after the classes, sometimes it becomes difficult to persuade the participants and teachers in the college after the classes. As we prepare our students for about 31 different events, we find it difficult to find venues for these. We need more venues for this purpose.