The Annual Quality Assurance Report (AQAR) of the IQAC

Part –A

1. Details of the Institution

1.1 Name of the Institution

> R.R.M.K Arya Mahila Mahavidyalaya Pathankot

1.2 Address Line1

> Shahpur Chowk

Address Line 2

City/Town

> Pathankot

State

> Punjab

Pin Code

> 145001

Institution e-mail address

> Principal_rrmkaryacollege@rediffmail.com

Contact Nos.

> 0186-2220092, 0186-2235092

Name of the Head of the Institution:

> Dr. Gurmeet Kaur

Tel. No. with STD Code:

> 0186-2220092

Mobile:

> 9914377007

Name of the IQAC Co-ordinator:

> Dr. Sunita Dogra

Mobile:

9417247649

IQAC e-mail address:

sunitadogra17017@gmail.com

1.3 NAAC Track ID

PBCOGN13905

1.4 NAAC Executive Committee No. & Date:

EC/49/A & A/61

1.5 Website address:

www.rrmkaryacollege.org

Web-link of the AQAR:

http://www.rrmkaryacollege.org/rrmkarya/AllItemView.aspx?Type=Page&Id=40067

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1stCycle	B	2.38	2009	5 Years
2	2ndCycle	-	-	-	-
3	3rdCycle	-	-	-	-
4	4thCycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   2/11/2007

1.8 AQAR for the year

✓   2016-2017

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

i. AQAR 2009-2010	(12/08/2014)
ii. AQAR2010-2011	(12/08/2014)
iii. AQAR2011-2012	(12/08/2014)
iv. AQAR2012-2013	(12/08/2014)
v. AQAR 2013-14	(26/12/2018)
vi. AQAR 2014-15	(26/12/2018)
vii. AQAR 2015-16	(26/12/2018)
viii. AQAR 2016-17	(26/12/2018)

1.10   Institutional Status

University   State ☐   Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓   N o ☐

Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution   Yes ☐   No √

Type of Institution   Co-education ☐ Men ☐   Women ✓

Urban ✓   Rural ☐

Tribal ☐

Financial   Status Grant-in-aid √   UG2(f) ✓   UGC12B ✓

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

1.11   Type of Faculty/Programme

Arts ✓   Science ✓   Commerce Law √   PEI (Phy.Edu) ☐

TEI(Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   Comp. Sc., Fashion Designing, Cosmetology

1.12   Name of the Affiliating University *(for the Colleges)*   Guru Nanak Dev University Amritsar

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

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   NA

DST Star Scheme   NA   UGC-CE   NA

UGC-Special Assistance Programme   NA   DST-FIST   NA

UGC-Innovative PG programmes   NA   Any other(*Specify*)   NA

UGC-COP Programmes   NA

2 IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   3

2.4 No. of Management representatives   1

2.5 No. of Alumni   2

2.6 No. of any other stakeholder and community

representatives   1

2.7 No. of Employers/Industrialists   1

2.8 No. of other External Experts   -

2.9 Total No. of members   15

2.10   No. of IQAC meetings held   4(July , Oct, Dec, Feb)

2.11   No. of meetings with various stakeholders: No. 6   Faculty 2

Non-Teaching Staff   1   Students 2   Alumni 1   Others NIL

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)- [2]

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

          Total Nos. [-]   International [-]   National [-]   State [-]   Institution Level [2]

   (ii)   Themses   Drug Abuse, Women Empowerment

2.14   Significant Activities and contributions made by IQAC
       (i) Conducted Seminar on adult education at adopted village Pangoli.
       (ii) Conducted Swachh Bharat Abhiyan in the adopted village Bani Lodhi collaboration with NSS
            Department.
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 *

Plan of Action	Achievements
➤ Inauguration of New session	• Hawan Yajna at the beginning of the session to encourage teachings of vedic culture and to spread benefits of education to women
➤ Talent Finding	• Fresher students are encouraged to participate in talent hunt to enhance self-confidence. • Identify essential skills to be developed in all students, and minimize training costs by focusing on key development areas for youth festivals
➤ Annual Sport Day	• To make student disciplined ,competitive and award them with recognition • Encouragement of students and teachers toward fitness and health
➤ Enhancement of quality education	• Conducted seminars to make students aware about the moral values • Strict monitoring of completion of syllabus as per university syllabus • Evaluation of teaching learning process is done by Class tests, semester and university examination • Teachers are maintaining teachers diary to record their day to day activity which promote them to review their action plans • ICT enabled teaching

➤ Up gradation in existing infrastructure	• Grants were sanctioned from management for extension of college infrastructure
➤ To increase extension activities	1) Awareness rally was organized by eco club in august 2) Plantation of medicinal Plant 3) Seminar to say no to poly bags in march 4) Waste recycling bio pit in November

2.16 Whether the AQAR was placed in statutory body   Yes [√] [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

- Data for AQAR was collected from different sources such as academic departments, office, library, sports and other in-house committees.
- Members of IQAC worked together to analyze and rearrange the data.
- AQAR was written after a series of discussions by the committee members with authorities of the college
- AQAR was presented to Management Representatives.
- Suggestions received in statutory body and by all stakeholders were incorporated

Provide the details of the action taken

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	5	-	5	-
UG	7	1	7	-
PG Diploma	2	-	2	-
Advanced Diploma	-	-	-	-
Diploma	3	-	3	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	17	1	17	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ☐ Students ✓
   (On all aspects)

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

Annexure 1 Attached

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

> It is purely done by university and some members of the teaching staff, who are the part of board of studies, give suggestions in the university meetings.

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

> YES ,Bachelor in library science 1 One year Degree Program Affiliated by GNDU
>
> BA subject information technology specialization software development(Vocational)

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	5	7	-	-

2.2 No. of permanent faculty with Ph.D.

> 5

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
5		7						12	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	41

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	7	5	-
Resource Persons	-	-	-

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

> - Smart board Enabled classes
> - Problem solving through practical work
> - Audio Visual aids for improving quality of education

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

> 197

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

> Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

-	-	-

as member of Board of Study/Faculty/Curriculum Development workshop

2.10   Average percentage of attendance of students

75%

2.11   Course / Programme wise
distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division(yet to be verified)				
		Distinction %	I %	II %	III%	Pass %
BA	473	-	78	115	34	50
B.Sc(Eco)	65	-	16	10	3	45
BCA	106	-	47	22	1	66
B.Sc(FD)	77	-	72	7	-	100
B COM	152	-	73	22	3	65
PG Dip GD&FD	8	-	8	-	-	100
PGDCA	8	-	8	-	-	100
UG Dip S& T	16	-	16	-	-	100
UG Dip Cosmetology	9	-	6	3	-	100
MA Punjabi	39	-	24	11	2	100
MSc (Csc)	52	-	44	4	-	42
MA Pol.Sc	21	-	14	2	1	100
MSc(FD)	36	-	28	-	-	100
MCOM	45	-	21	16	-	100
BSc(CS)	60	-	30	7	2	65

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

- Interaction is done with the students and the teachers.

- Deficiencies spotted and measures for improvement suggested

- Compliances of deficiencies pointed out and checked during the session

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-

Faculty exchange programmed	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	15	-	-	02
Technical Staff	-	-	-	-

Criterion-III

3 Research, Consultancy and Extension

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

-Nil-

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	7	5	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h- index [-]   Nos. in SCOPUS [-]

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

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

3.7 No. of books published   i) With ISBN No. | 1 | 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 | --- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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 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	-
Commercialized	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

Nil

and students registered under them

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

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   8

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | 11 | Any other | - |

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

- Blood Donation Camp

- Quiz Contest on "Swami Vivekananda",

- Speech On Social Evils

- Awareness seminar on Complain Box

- Rally on Swachh Bharat Abhiyan

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	1.94	-	-	1.94
Class rooms	34	-	-	31
Laboratories	9	-	-	5
Seminar Halls	-	-	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	152		-	152
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4380	-	4380
Others	-	-	-	-

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18507	3154156.33	352	171718	18859	3325874.33
Reference Books	3368	174484	2	3800	3370	178284
e-Books	-	-	-	-	-	-
Journals	56	25865	-	46393	56	46393
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	279+11		-	-	279+11	
Others (specify)						

Annexure 9 attached

4.4 Technology up gradation(overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	112	4	1	1		6	1	Nil
Added	Nil	Nil	Nil	Nil		Nil	Nil	1(communication skill –lab
Total	112	4	1	1		6	1	1

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

- Internet service is enhanced using leased line
- Networking is provided so that Internet can be shared.
- Training is provided to staff in free Lecture.

4.6 Amount spent on maintenance in lakhs:

  i) ICT   380071

  ii) Campus Infrastructure and facilities   74535

  iii) Equipments   4112

  iv) Others   38138

Total :   496,856/-

Criterion -V

5 Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Organized workshop for weak students
- Discussion Regarding awareness of local evils
- Tutorial Classes organized to discuss problems of the students

5.2 Efforts made by the institution for tracking the progression

> Encouragement given to weak students by giving them financial aid , Book Bank Facility, making them participate in seminars , quiz, group discussion conducted on traffic rules, Women Empowerment, Vocational Guidance and Career Guidance. Legal literacy cell

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1046	212		87

(b) No. of students outside the state

NIL

(c) No. of international students

Nil

Men	No	%
	Nil	

Women	No	%
	1345	100

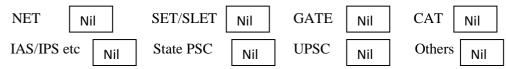| Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
639	512	-	359	1	1511	567	485	-	293	-	1345

Demand ratio 8:7.5   Dropout % 10

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

Nil

No. of students beneficiaries   :-Nil-

5.5 No. of students qualified in these examinations

NET   Nil   SET/SLET   Nil   GATE   Nil   CAT   Nil

IAS/IPS etc   Nil   State PSC   Nil   UPSC   Nil   Others   Nil

5.6 Details of student counseling and career guidance

-Nil-

No. of students benefitted | -Nil-

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Seminars and lectures organized on various problems of the girl students discussed in detail and solution sorted to tackle those problems.

5.9 Students Activities

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

State/University level | 62 | National level | 0 | International level | - |

No. of students participated in cultural events

State/University level | 29 | National level | | International level | |

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

Sports : State/University level | 3 | National level | | International level | |

Cultural: State/University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	260	713190
Financial support from government	SC 333 OBC 37 370	1) Directly sent by Government Online in concerned students' accounts 2) Fees not charged from SC Students reimbursement claim submitted but received as yet.
Financial support from other sources	19	24800
Number of students who	-	-

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 | 1 |

5.13 Major grievances of students (if any)redressed:-Nil-

Criterion -VI

6 Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To encourage the teaching of Vedic Culture and to spread the benefits of education to women as preached by Swami Dayanand Saraswati

- To impart value based, employment oriented education focused on Women Empowerment

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- Number of teachers have participated in the meetings held by GNDU as faculty members and have given the various suggestions regarding the curriculum in the meetings and as curriculum is designed by the GNDU.
- The Curriculum corresponding to add on courses are designed by concerned departments.

6.3.2 Teaching and Learning

Computers Labs, Projector, Internet access, black board teaching

6.3.3 Examination and Evaluation

Oral Test, Class Test, House Test, Re test, special tests for weak students

6.3.4 Research and Development

Library Facility provided to lecturers and research scholars to help them fruitfully in their research projects. Introduction of E-Journals and E- Books

6.3.5   Library, ICT and physical infrastructure /instrumentation

> 5 Computers, Fax Scanner and printer

6.3.6   Human Resource Management

> Students of Computer Science and Fashion Designing have been placed in various companies and they have been prepared for interview by the respective departments by organising seminars on career counselling and practical training.

6.3.7   Faculty and Staff recruitment

> For the recruitment of the staff open advertisements are given in the newspapers and selection is made on the basis of merit.

6.3.8   Industry Interaction /Collaboration

> Fashion Designing department (deep industries Ludhiana).
>
> Collaboration of commerce department with Tally.

6.3.9   Admission of Students

> Admission is made according to the University Norms.

6.4 Welfare schemes for

Teaching	EPF, Gratuity Scheme
Non teaching	EPF, Gratuity, Loan Facility
Students	Group Insurance ,Financial aids, Scolarship etc.

6.5 Total corpus fund generated

> ----

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	i)Periodical Inspection by GNDU Amritsar ii)Inspection by GNDU Amritsar before start of new course/subject	Nil	No
Administrative	Yes	i)Internal Audit organization (Revenue) Punjab) ii)Accountant General (Audit) Punjab	Yes	M/S V.B Aggarwal& Co.Chartered Accountants 31/32 Mohan Market Pathankot

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

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

N.A

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

Nil

6.11 Activities and support from the Alumni Association

Meetings and they highlight the achievements of the institution to the general public

6.12   Activities and support from the Parent – Teacher Association

- The college does not have an establish PTA association however there are activities organized by the college where in parents are encourage to attend.
- In the beginning of the academic year it is mandatory that parents of first year students attend Parent teacher meeting.

6.13   Development programmes for support staff

Nil

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

1) Awareness rally was organized by eco club in august
2) Plantation of medicinal Plant
3) Seminar to so no to poly bags in march
4) Waste recycling bio pit in November

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.

Seminars, quiz, debates, cultural programmes organized by various departments.

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

General development work has been done

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Scholarship to meritorious students.
- Scholarship to needy students by scanning them through one on one interview.
- Eco friendly activities through the year for green computing

7.4 Contribution to environmental awareness /protection

Tree Plantation Camp organized annually.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

Making of Driving License

8 Plans of institution for next year

General Development and maintenance of the Institution.

Name Dr.Sunita Dogra

Signature of the Coordinator ,IQAC

Name Dr. Gurmeet Kaur

Signature of the Chairperson, IQAC

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