ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

PCM S.D. COLLEGE FOR WOMEN, JALANDHAR

SESSION 2013-2014

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, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

PCM S.D. College for Women, Jalandhar

1.2 Address Line 1

Nehru Garden Road, Jalandhar

City/Town

Jalandhar

State

Punjab

Pin Code

144001

Institution e-mail address

pcmsdcollege@yahoo.com

Contact Nos.

0181-2241364, 0181-2455122

Name of the Head of the Institution:

Dr. Kiran Arora

Tel. No. with STD Code:

0181-2241364

Mobile:

09417268885

Name of the IQAC Co-ordinator: | Mrs. Usha Shahi

Mobile: | 98142-12384

IQAC e-mail address: | Iqac2013@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | PBCOGN12583

OR

1.4 **NAAC Executive Committee No. & Date:** | N.A.
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.pcmsdcollegeonline.com

Web-link of the AQAR: | http://pcmsdcollegeonline.com/wp-content/uploads/2015/01/AQAR13-14.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : | 20/03/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i.   AQAR 2008-09 submitted to NAAC on 06.09.2010

ii.   AQAR 2009-10 submitted to NAAC on 03.06.2011
iii. AQAR 2010-11 submitted to NAAC on 03.06.2012
iv. AQAR 2011-12 submitted to NAAC on 12.02.2013

(v)AQAR 2012-13 submitted to NAAC on 27.01.2015

1.9 Institutional Status

University   State [NA] Central [NA] Deemed [NA] Private [NA]

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 | N.A.

University with Potential for Excellence | N.A. | UGC-CPE | N.A.

DST Star Scheme | N.A. | UGC-CE | N.A.

UGC-Special Assistance Programme | N.A. | DST-FIST | N.A.

UGC-Innovative PG programmes | Yes | Any other (*Specify*) | N.A

UGC-COP Programmes | N.A

2. IQAC Composition and Activities

2.1 No. of Teachers | 09

2.2 No. of Administrative/Technical staff | 01

2.3 No. of students | 0

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 0

2. 6 No. of any other stakeholder and community representatives | 0

2.7 No. of Employers/ Industrialists | 0

2.8 No. of other External Experts | 01

2.9   Total No. of members

12

2.10   No. of IQAC meetings held   IQAC holds 2 meetings in a year

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

          Non-Teaching Staff Students   02   Alumni   01   Others   01

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

          If yes, mention the amount   N.A.

2.13 Seminars and Conferences (only quality related)

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

      Total Nos.   27   International   -   National   01   State   -   Institution Level   26

      (ii) Themes

- Revitalisation of Industrial Development in Punjab – An aspiration

- Relevance of teachings of Swami Vivekanand in the present era.

- Pre menstrual syndrome

- Stock Market Operations

- Techniques of painting with acrylic and metallic colours on different types of fabrics

- Virtual techniques on Computer Aided Designing.

- Pattern and Garment Designing system on computer

- Gurmat de Siddhant

2.14 Significant Activities and contributions made by IQAC

To monitor and address the issues of research, teaching, learning and evaluation, IQAC holds regular meetings with the faculty.

- The students and the faculty have participated in national level seminars, conferences and workshops and published research papers.
- The departments have conducted national level seminar and workshops and published research journals with ISBN and ISSN.
- Faculty members have submitted proposals for minor and major research projects.

.   The faculty members have pursued higher studies like M.Phil and Ph.D.

2.15 Plan of Action by IQAC/Outcome

Plan of Action

- Bringing new and innovative co-curricular and extra curricular activities to improve the overall personality of the students.
- Facilitating research activation and organising various faculty development programmes.
- Providing the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Monitoring promotion, implementation and continuous improvement of the curriculum of various classes.

Achievements

- Organised lectures, seminar and workshops on various cross cutting issues.
- Introduced advanced teaching aids to facilitate teaching learning process thereby enhancing students understanding and participating level.
- Worked towards enhancement of learners' knowledge and capacity.
- Introduced new job oriented courses.

* Academic Calendar is Attached as Annexure I .

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The AQAR for the year 2012-13 was discussed in Planning Forum and Advisory Committee and it was decided to 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	5	-	5	-

UG	15	-	7	-
PG Diploma	3	-	3	-
Advanced Diploma	2	-	2	2
Diploma	2	-	2	2
Certificate	11	1	11	12
Others	2	-	2	2
Total	40	1	32	18

Interdisciplinary	14	-	-	-
Innovative	-	-	-	-

Focussing on the pursuit of academic excellence,the institution has been moving from strength to strength.The institution strives to build a class of intellectually, morally and globally competent skilled human resource, well equipped to face the challenges of the dynamic environment.

The college offers many Certificate and Diploma courses along with other degree courses to fulfil its commitment to achieve the goals and objectives reflecting its vision and mission. The list of courses offered by the college in 2013-2014 is enclosed in *Annexure-II*

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

Semester   Number of all PG courses and 1st year and 2nd year all Graduate Courses   Number of all Undergraduate Courses

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

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

*Please provide an analysis of the feedback in the Annexure

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

> The syllabus of BA/B.Sc/B.Com.I and II has been revised and updated with the introduction of Semester System. Some minor changes have been incorporated in the syllabi of other courses also.

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

> Add on Course in Leather Processing Technology

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	18	21	-	-

2.2 No. of permanent faculty with Ph.D. | 11 |

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
								88	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	Visiting Faculty	Temporary Faculty
8	Nil	49

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	52	-
Presented papers	09	47	-
Resource Persons	-	02	-

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

- In order to make the teaching learning more effective, Innovative teaching methods are adopted by the faculty . ICT including computer, internet and audio visual aids for enrichment of knowledge and learning experience is used by the faculty. The faculty uses various software for delivering the curriculum effectively.
- The faculty makes optimal use of Smart Class Rooms which are equipped with digital Interactive Boards, Interactive panels, Visualizes, Projectors and mimeo pads. The faculty also uses Power Point Presentation transparencies while delivering lectures.
- Due weightage is given to the practical portion of the syllabi and students are engaged in practical sessions to compliment the academic system with practical skills.
- To give a comprehensive understanding of the topics hands on work experience is integrated into academic agenda in almost all practical subjects. Students are given

- assignments on case studies, small projects, preparing slides and transparencies and preparing project reports.
- Many competitions like E-Collage presentation, Extempore, Ad-mad shows etc. are organized for the students to enhance their knowledge on current and burning issues .
- Guest lectures by subject experts and eminent scholars are arranged and students are taken out for educational tours. Such initiatives prove effective for knowledge upgradation.
- Students are taken for visits to places of historical and cultural importance like Anandpur Sahib, Jalianwala Bagh, Viras-te-Khalsa, Rangla Punjab etc. to get a better overview of their rich culture and heritage And to supplement the classroom knowledge
- Students are involved in group discussions, inter- class Quiz competitions, Essay writing contests, Paper Presentation and mock vivas. It enriches their learning experience and they exploit their knowledge reservoir.

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

172

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

A well framed Internal System of teaching, higher learning and evaluation has been developed by the institution . After taking stock of its effectiveness in the previous years, constructive steps are being taken to modify the evaluation system.

Following reforms have been initiated recently in the evaluation system
- Two semester examinations of 3 hours duration in each subject along with the practical examination and Viva Voce are conducted in the month of October and April respectively.
- Academic standing of the students is monitored and assessed through these tests. Top, Average and below average students are categorized on the basis of their performance by their teachers.
- Top and meritorious students are given special attention, extra coaching and efforts are made to improve the performance of the students lagging behind. teachers keep full track of students. Special class tests and assignments help them improve their performance.
- Flexibility in examination schedule is provided to students participating in sports and extra curricular activities and some emergency cases.
- Parent teacher meeting is organized in cases where it is required ,so that parents can also give their input for improving the performance of their wards.
- The collective and strenuous efforts made by the Principal and members of the faculty enable the students to perform better in university examinations and to bring laurels for their institution.

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

Board of Studies	Faculties	Academic council	Advisory Youth Welfare committee	Board of Moderations
3	6	1	1	1

2.10   Average percentage of attendance of students   80%

 2.11 Course/Programme wise distribution of pass percentage :

Sr.No.	Class	College pass%	University pass %	Merits
1.	B.A. sem. I	100	-	-
2.	B.A. sem.II	100	-	7 in merits
3.	B.A. sem.III	100	-	-
4.	B.A. sem.IV	100	64.74	2 in merits
5.	B.A. Annual III	96.87	68.95	2nd in Uni. & 3 merits
6.	B.Sc.(Eco) sem I	100	-	-
7.	B.Sc.(Eco)sem II	100	-	-
8.	B.Sc.(Eco)sem III	100	-	-
9.	B.Sc.(Eco)sem IV	100	64.50	-
10.	B.Sc.(Eco.) Annual III	90.90	84.59	-
11.	B.Sc.(C.Sc.) sem I	100	-	-
12.	B.Sc.(C.Sc.) sem II	100	-	-
13.	B.Sc.(C.Sc.) sem III	100	-	
14.	B.Sc.(C.Sc.) sem IV	100	64.50	-
15.	B.Sc.(C,Sc.)Annual III	100	84.59	-
16.	B.Sc.(Non.Med) sem I	100	-	-

17.	B.Sc.(Non.Med) sem II	88.88	-	-
18.	B.Sc.(Non.Med) sem II	100	-	-
19.	B.Sc.(Non.Med) sem III	100	64.50	-
20.	B.S.c(N.M) Annual III	100	84.59	-
21.	B.Sc.(FD) sem I	100	-	2nd& 3rd in univ.
22.	B.Sc.(FD) sem II	100	59.45	1st in univ.
23.	B.Sc.(FD) sem III	100	91.18	2nd in Univ.
24.	B.Sc.(FD) sem IV	100	94.92	1st in univ.
25.	B.Sc.(F.D) Annual III	100	98.69	19 Dist.
26.	B.Com. sem I	100	59.18	-
27.	B.Com.sem II	100	60.58	-
28.	B.Com sem .III	100	65.24	1 in merit
29.	B.Com sem .IV	100	79.37	6thin GNDU & 1 in merit
30.	B.Com. Annual III	100	93.60	-
31.	B.Com(Prof.) I	100	69.77	8th& 9th in univ. , 1 in merit
32.	B.Com(Prof.)II	100	74.15	2 merits
33.	B.Com(Prof.)III	100	63.47	1st , 3rd in & 7th in univ. , 3 merits
34.	B.Com(Prof.)IV	100	87.78	1st,3rd& 6 in merits

35.	B.Com.(Prof.) Annual III	100	89.31	-
36.	B.B.A. sem I	100	38.07	-
37.	B.B.A. sem II	100	62.46	-
38.	B.B.A. sem III	100	66.31	-
39.	B.B.A. sem IV	100	79.09	-
40.	B.B.A. Annual III	100	96.59	-
41.	B.C.A. sem I	100	34.81	9th in univ.
42.	B.C.A. sem II	100	42.05	3rd in univ.& 1 merit
43.	B.C.A. sem III	100	49.82	3rd in unniv.
44.	B.C.A. sem IV	100	76.81	8th& 2 in merits
45.	B.C.A. Annual III	100	92.07	1 merit
46.	M.Com sem I	100	74	-
47.	M.Com sem II	100	91.94	-
48.	M.Com sem III	100	96.32	1st, 6th ,9th in univ.
49.	M.Com sem IV	100	86.94	1st ,3d ,5th ,8th& 28 Dist.
50.	M.Sc.(FD) sem I	100	-	-
51.	M.Sc.(FD)sem II	100	94.12	-
52.	M.Sc.(FD)sem III	100	-	2nd in Univ.
53.	M.Sc.(FD)sem IV	100	87.25	1st in Univ & 13 Dist.
54.	M.Sc.(C.Sc.)sem I	100	76.92	-
55.	M.Sc.(C.Sc. semII	100	87.85	-

56.	M.Sc.(C.Sc.)sem III	100	93.65.	-
57.	M.Sc.(C.Sc.) sem. IV	100	75.36	Passed with honours
58.	M.Sc. IT sem. I	100	72.29	-
59.	M.Sc. IT sem.II	100	80.12	-
60.	M.Sc. IT sem. III	100	87.92	-
61.	M.Sc. IT sem. IV	100	76.75	2nd & 3 passed With honours
62.	M.A.(Punjabi) sem. III	100	68.12	-
63.	M.A.(Punjabi) sem. IV	100	61.24	-
64.	PGDCA .sem .I	100	61.40	-
65.	PGDCA .sem .II	100	62.09	2 Dist.
66.	P.G.Dip.In Cosmetology sem-I	100	-	-
67.	P.G.Dip.In Cosmetology sem-II	100	93.81	1 Dist.
68.	P.G.Dip.in Garment Construction & FD sem-I	100	-	-
69.	P.G.Dip.in Garment Construction & FD sem-II	100	82.57	4 Dist.
70.	U.G. Dip in Stitching & Tailoring sem-I	100	-	-
71.	U.G. Dip in Stitching & Tailoring sem-II	100	-	3rd in univ.
72	BA III Sanskrit	100	-	1st, 4th & 5th in

	(hons.)			Univ.
73	BA III Pbi. (hons.)	100	-	2nd in Uni.

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

IQAC constantly works to improve teaching learning process by taking following initiatives.

- Monitoring promotion, implementation and continuous improvement of the curriculum of various classes.
- Providing the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Working towards enhancement of the learners' knowledge & capacity.
- Bringing new and innovative co- curricular and extracurricular activities to improve the overall personality of the students.
- Introducing new job oriented courses as per changing trends in education based on the feedback from students, industry and other stakeholders.
- Organizing lectures, seminars and workshops on various cross cutting issues.
- Modernizing and upgrading infrastructure and equipments and organizing training for the same.
- Introducing advanced teaching aids to facilitate the teaching learning process, thereby enhancing students' understanding and participation level.
- Improving the procedure of teacher's evaluation to elevate the institutional quality at academic level.
- Facilitating research activities and organising various Faculty Development Programmes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	46
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	3
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	7
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
	Sanctioned	Non Sanctioned			
Administrative Staff	14	14	4	-	13
Technical Staff	02	-	-	-	5

Criterion – III

3. Research, Consultancy and Extension

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

To monitor and address the issues of research, the Principal holds regular meetings with members of IQAC and various heads of the departments. The objective of such meetings is to inspire and guide the faculty for research and to update their knowledge regarding various fellowships and facilitate them in applying for the same.

Initiatives of IQAC to promote research climate in Institution.

- To encourage Faculty Members to apply for Minor and Major Research Projects.
- To motivate faculty members to pursue higher studies like M-Phil, Ph.D.
- To motivate the departments to conduct national level seminars, workshops, inter-departmental seminar on current and vibrant issues and publish research journals.
- To inspire faculty members and the students of Post Graduate classes to participate in Seminars, Conferences, and Workshops and to publish research work.
- To add more research Journals in the Library and to seek collaborations with industries and signing MOU with them so as to give good exposure to the students.
- Facilities made available to support students research projects.
- Internet Facility
- Issue of Reference Books
- INFLIBNET Facility
- Reprographic Facility
- CD Library
- Video Studio for Recording
- Smart class rooms with latest equipments

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	03	02	-	07
Outlay in Rs. Lakhs	4.30 lakh	Self Financed	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-	-
Non-Peer Review Journals	-	42	-
e-Journals	-	-	-
Conference proceedings	02	17	-

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	2011-13	UGC	1.40 lakh	1.15 lakh
	2012-14	UGC	1.90 lakh	1.40 lakh
	2012-14	UGC	1 lakh	0.65 lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College (2)	2010-11 onward	Patiala University	Self Financed	Self Financed
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   ☐ 21   Chapters in Edited Books   ☐ -

ii) Without ISBN No.   ☐ 10   ☐

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   [1,89,000]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1		-	26
Sponsoring agencies	-	UGC		-	College

3.12 No. of faculty served as experts, chairpersons or resource persons   [01]

3.13 No. of collaborations   International [   ]   National [11]   Any other [   ]

3.14 No. of linkages created during this year   [01]

3.15 Total budget for research for current year in lakhs :

From Funding agency   [-]

From Management of University/College   [01 lakh]

Total   [01Lakh]

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
	-	04	-	-	3	-

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:

District level 250   State level -

National level -   International level -

3.22 No. of students participated in NCC events:

District level 45   State level 16

National level 02   International level -

3.23 No. of Awards won in NSS:

District level 01   State level -

National level -   International level -

3.24 No. of Awards won in NCC:

District level 14   State level 8

National level -   International level -

3.25 No. of Extension activities organized

University forum -   College forum 12

NCC 01   NSS 07   Any other 4

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

NCC Activities Session (2013-14)

Date/Year	Level	Activity/Name of Camp	Venue	No of cadets who attended	Achievements

					camp
June 2013	District	Inter Group cadets firing competition	Kapurthala	2	U/o Payal Sharma won Gold Medal for Best Firer in team and won silver Medal in Snap Shooting and cash prize worth Rs.500
5 June2013 to 12 June 2013	National	All India Girls Trekking expedition camp	Puprolla	2	---
24 June2013 to 5 July 2013	District	Military Hospital Attachment Camp	Jalandhar cantt	8	
26 June to 5 July 2013	State	Basic Thal Sainik Camp	Kapurthala	9	U/o Payal Sharma received Gold Medal for being Best Commanding Officer. U/o Isha Puri-1st in Singing U/o Isha Puri- 2nd in cross country
5 July to 12 July 2013	State	Para basic selection Camp	Amritsar	2	
5 Sept to 16 Sept 2013	State	Advance leadership Camp	Malout	5	Shivani won 2 Gold Medals for Camp senior and participation in social

					service.Sheena won Gold Medal for Directorate Senior.Devika and Nancy won Gold Medals in Group Dance.
26 Nov 2013	College	Pledge Taking ceremony	College	40	Cadets took pledge against evil practices of dowry and female feticide
28 Dec to 6 Jan 2014	District	Annual training camp	Ropar	35	1st prize in Best Word of Command -cadet Manpreet kaur 1st prize in Best Turnout –Cadet, Gagandeep. 1st prize in Group Dance,1st prize in Solo Dance-cadet Shivani Sharma 2nd prize in Solo Song 2nd prize in Squad Drills

NSS Activities Session (2013-14)

Date	Activities
20 Aug'13	Celebrated 'Sadwana Diwas'
20 Sep'13	Celebrated Van Mahostav Day

1 Oct'13	Celebrated International Senior Citizen Day .Miss inderjeet Nandan, Famous writer and recipient of Sankiriti Award gave success mantra to students.
30'oct'13	Distribution of sweets ,Diyas for needy ones in collaboration with Danik Bhaskar Group
29th Oct'13	Motivational lecture by Professor Lakhbir singh ,President PEHAL (NGO)
1st Nov'13	Lecture on traffic rules by Sh.Mohinder Singh(ADC) Police department.
27th Dec'13	Distribution of warm clothes by NSS cadets for distribution among needy ones

Youth Red Cross Session (2013-14)

Date	Activities
20 Aug'13	Lecture on AIDS AWARENESS through audio visual aids in collaboration with Red Ribbon Express.
20 sept 2013	Organized a chart competition on the topic 'Saving our environment".
29 Oct'13	Organized blood donation camp.70 students donated blood in the camp.
30 oct 2013	Visited PRAYAS and Celebrated Diwali with Less fortunate ones.

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	6958sq mt., 17066sq mt (Brahmkund) Play Grounds	-	-	-
Class rooms	67			67
Laboratories	31	-	-	-
Seminar Halls and Auditorium	2		-	2
No. of important equipments purchased	-	-	-	-

(≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1151100	UGC & College	-
(Furniture, Fans & Projector)	-	455484	UGC & College	-
Computers	-	529887	UGC & College	-

4.2 Computerization of administration and library

Effective steps have been taken for computerization of the Library and administration. The process of the admissions, examination and sending students results to the university is already computerized. Admission record is kept on the computer along with the hard copy. A soft copy of the data is sent to the university. The General Office is also fully computerised and most of the administrative work is done with the help of computers. The library is also computerized. All the records of books, cataloguing and other data is stored in computers. The browsing centre in the library has three computers with internet facility. Both students and the faculty can have access to e-learning resources in the library.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36300		192	157398	36492	
Reference Books	140		20	23259	160	
e-Books			-	-		
Journals & Magazines	90		Subscription Renewal			
e-Journals						
Digital Database						
CD & Video						
Others (Newspapers)	23		Subscription Renewal			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	181-32(Issued to schools)= 149	10	*	1	1	5	-	-
Added	9	-	-	-	-	1	-	-
Total	158	10	*	-	1	6	-	-

* Internet facility in 8 labs, all administrative offices and library.

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

> The Department of Computer Science organises workshops for the staff, both teaching and non teaching to upgrade their soft skills and provides need based regular guidance to them. Also intenet access is available to all the teaching departments. There are dedicated browsing centres for students in the computer labs and library. The administrative office and accounts office are also fully computerized.

4.6 Amount spent on maintenance in lakhs :

i) ICT

529887

ii) Campus Infrastructure and facilities

1979800

iii) Equipments

1151100

iv) Others

162767

Total :

3823554

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Updated Information of College is made available for Student Support Services through various measures
- Prospectus includes detailed list of various courses/programmes of study offered, regulations and eligibility along with syllabi of these programmes and the fess structure. It also contains information about scholarships and fee concessions available to the students
- The college website www.pcmsdcollegeonline.com has all the relevant information/guidelines to provide necessary assistance to the students.
- Magazine 'GOVIND' provides information on the highlights of the session.
- Brochures for announcing new courses, hobby classes and short term courses are also circulated.
- Various notices are displayed on the notice boards.
- News Letter'SD SUNSHINE' disseminates information regarding infrastructural additions, positions in the university, achievements of Sports, NCC, Red Cross and Youth Welfare Department ..

5.2 Efforts made by the institution for tracking the progression

- Special Attention is given Slow Learners.

- The institute has the required infrastructure to promote skill development and competition classes
- The institution provides a healthy and friendly atmosphere for students with physical disabilities. Health care centre is housed in the indoor sports complex of the college
- Special incentives and attendance relaxation is given to students to promote the students in sports and extracurricular activities
- Placement cell keeps in touch with industry in undertaking projects, assignments and training.
- Exposure of students to various corporate and business houses to undergo practical training.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1066	184	-	24

(b) No. of students outside the state

4

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
1274	100

General	SC	ST	OBC	Physically Challenged	Total
1266	8	1	15		36

Last Year

General	SC	ST	OBC	Physically Challenged	Total
1060	5	98			1274

This Year

Demand ratio   1:1   Dropout 5.81%

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

The college had held coaching classes for student to facilitate their entry into services. The institution has linkages with NIIT (Jalandhar) and IBS (Institute of Banking Service) that help the students of all streams to compete in various examinations of 'B' and 'C' category of All India Central and State jobs.

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET | 3 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | - |

5.6 Details of student counselling and career guidance

Counseling services are made available to the students by the guidance and counseling cell of the college.

Students are given timely and valuable counseling for their academic, personal, career related and psycho-social issues.

- At the time of admission the students are guided to choose the stream of their choice. They are also guided to make choice of subjects during admission. The doubts and queries of the students are attended to very carefully and patiently. They are informed about the scope and nature of various subjects. The right kind of counseling given to them helps them shape their career.
- Department of Psychology also gives personal counseling, to the students and helps in finding a solution to their emotional and personal problems. They are also guided for handling examination stress.
- Students are also offered personal and psycho social couselling. In case the students have problems related to their academics, they can share it with their teachers who give them supportive guidance in resolving their issues. The student friendly and healthy atmosphere prevalent in the college encourages them to share their problems with their mentors.
- Incharges of Central Association also provide grievance redressal services to the students.
- Guidance is provided to students for entry to services like Banks, Railways, Income Tax, Insurance, B.Ed. College has signed an Memorandum of Understanding with IBS and NIIT. Placement cell conducted personality grooming and career counselling sessions in collaboration with MIE(Make India Employable), Career Launcher and Aspiring Minds.

    No. of students benefitted | 180 |

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
3	200	65 students got selected for online test and 2 students got selected	No Formal Mechanism is available to collect this data

5.8 Details of gender sensitization programmes

A number of such activities are conducted by various clubs and societies functioning in the college. For details refer to Annexure III

5.9 Students Activities

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

State/ University level | 10 | National level | 4 | International level | - |

No. of students participated in cultural events

State/ University level | 72 | National level | 1 | International level |

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

Sports : State/ University level | 9 | National level | 4 | International level |

Cultural: State/ University level | 25 | National level | 3 | International level |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	308	Rs 6,14,620/-
Financial support from government	84	***
Financial support from other sources	36	Rs 93,000/-
Number of students who received International/ National recognitions		

*** amount to be deposited in the individual accounts of the students by the Welfare Department.

5.11   Student organised / initiatives

Fairs   : State/ University level | 5 | National level | - | International level | -

Exhibition: State/ University level | 2 | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students | 20

5.13   Major grievances of students (if any) redressed: _____15_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Empowerment and Enlightenment of Women through quality and value-based education aimed at fostering informed global minds.

The institution envisions the pursuit of the academic advancement and excellence in the field of Higher Education. Embodying a macro vision on a micro base, the institute envisions to build a class of intellectually, morally and globally competent skilled human resource well-equipped to face the

challenges of the dynamic environment. The college motto 'Do Your Job Well' helps us to excel and transform our learning and knowledge into skills in the service of women empowerment and humanity.

OUR MISSION AND OBJECTIVES

- To foster the quest for excellence by quality and value-based education.
- To create competitive academic environment by continuous enrichment of teaching and learning, through the medium of research and technological advancements.
- To ensure holistic development of students personality by providing equal learning and growth opportunities.
- To inculcate moral, social and ethical value-system.
- To instill spiritual and secular spirit, by developing faith and respect for all religions.
- To create informed and global citizens endowed with love and respect for the society and the nation.
- To inculcate respect for humanity at large.
- To sensitize and educate young learners about concern for environment.

6.2 Does the Institution have a management Information System ?

The institution has a well developed and organised Management Information System with the top management in Jalandhar that directs the faculty to develop innovative insights and to incorporate them in the day to day functioning of the institution.

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

6.3.1   Curriculum Development

- Add On Course in Leather Processing Technology was initiated by Department of Chemistry.

6.3.2   Teaching and Learning

Various strategies are adopted and structured in order to achieve the desired learning outcomes.

- Internet, computers, reprographic facilities, INFLIBNET etc. are being made available for students.
- Teachers plan their unitized syllabi in each semester. Care is taken that syllabi are covered and revised thoroughly in each term.
- Properly maintained departmental libraries with optimum utilisation.
- Lecture method of teaching is supplemented with Guest Lectures, Seminars, Group discussions, Power Point Presentations, Quiz Competitions, Debates, Declamations etc.
- Resource Persons of repute give lectures to students to update their knowledge and help them comprehend various concepts.
- Various departments arrange Industrial visits, Educational tours to different places to educate students and to enhance their knowledge. Students are also given exposure to actual Work Places such as Banks , Government and Private offices and various institutions and establishments.
- Number of volumes in library has been increased and sufficient reading rooms are being provided.
- Students are encouraged to consult E- journals, Magazines and Competitive Magazines for extra reading.
- Induction Programmes are conducted at departmental level to cover issues like faculty and their specialisation, scholarships/freeships, career opportunities and placements.

- Learners are assessed through informal interaction at the end of each teaching session and douts of learners are cleared.
- Exhibitions and fairs are arranged to enable students to display their work and to explore innovative ideas.
- Internet and INFLIBNET connections in Library also provide opportunity for students and faculty to make use of materials and information available on different sites. It supplements the resources for their study materials.
- Internal assessment scheme, assignments, seminar, presentations, small project reports and mid-term exams are the assessment strategies structured to facilitate the achievement of intended learning and outcomes.
- Performance of the students in their respective subjects is ascertained on the basis of their marks, scored in Mid- Semester Examinations.

All these approaches help to create a supportive and a positive learning environment in the college.

6.3.3 Examination and Evaluation

- Announcement regarding examinations, methods of examinations and other general information is also given in Morning Assembly and in classes.
- Class tests and Mid semester exams are conducted. Date sheet is displayed on the Notice Board well in time.
- The results of internal examination are provided to students with 15 days of finishing of exams so they can do better in final semester.
- Students are given checked Answer sheets of mid semester examinations which helps them identify their weak points and they are guided to improve their performance.
- The question papers for internal exams are set up on basis of past year question papers (available in library) and emerging trends in the subject.
- Re-exam of participants of Youth Club and Sports with proper date sheet is conducted.
- Students who excel academically are awarded annually in Prize Distribution Function, before final exam to motivate them to work harder.

Evaluation Reforms initiated by the institution on its own

The college has developed a well framed Internal System of teaching, higher learning and evaluation. Constructive steps are being taken to modify the evaluation system after taking stock of its effectiveness in the previous years.

Following reforms have been initiated recently in the evaluation system

- Two semester examinations of 3 hours duration in each subject along with the practical examination and Viva Voce are conducted in the month of October and April respectively.
- Previously there used to be two sessions Viz, Morning and evening in each Terminal Examination, but since 2010-11, the examinations are being conducted in single session to avoid the wastage of time and resources.
- Academic standing of the student is monitored and assessed through this examination. Top, Average and below average students are categorized on the basis of their performance by their teachers.

- Special attention, extra coaching and guidance is given to the top and meritorious students and efforts are made to improve the performance of the students lagging behind.
- Weak students are identified and teachers keep full track of such students. This improves their overall performance in examination. Special class tests and assignments help them improve their performance.
- Flexibility in examination schedule is provided to students participating in sports and extra curricular activities and some emergency cases.
- Parents/Guardians are given intimation about the the performance of their wards. Parents teacher meeting is organized in cases where parents can also give their input for improving the performance of their wards.

6.3.4 Research and Development

To monitor and address the issues of research, the Principal holds regular meetings with members of IQAC and various heads of the departments. The objective of such meetings is to inspire and guide the faculty for research and to update their knowledge regarding various fellowships and facilitate them in applying for the same. One National Seminar was organised in the session 2013-14. Besides this, National Conferences are organized to provide a platform for healthy exchange of ideas. Luminaries from across the country are invited to share their views on issues of global significance. Industry academia interface is promoted through industrial visits, interactions with business experts and training programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT: The importance of ICT is recognised globally and our institution also lays great emphasis on it.So it has been included in the curriculum and administrative procedure.

- Computers with internet facility are made available to all major departments to facilitate the faculty to include ICT in its pedagogical tools. Access to learning is facilitated to the students through ICT, E-learning resources and downloaded study material. It is indeed very effective in enriching teaching learning process.

- The faculty makes use of ICT and audio visual aids in the classrooms. It helps the students understand the concepts in a better way.

- The institution has provided five smart class rooms with ultra modern techniques of teaching which makes teaching and learning more effective.

Library: The institution has a centralised library which caters to the needs of the students and staff. Library staff is student and teacher friendly and helps them to make the best use of the resources. It keeps the faculty and the students updated regarding its latest acquisitions. The library continues to provide the following services:

- Students are encouraged to make use of library card provided to them, which enables them to get the books issued from the library. Regular Readers in the library are awarded with Shields and Certificates at Annual Prize Distribution Function.

- Regular up gradation of software and other ICT facilities is also ensured.
- Students seeking admission in various courses on the basis of their achievements in academics, sports and extracurricular activities are given due weightage and are offered scholarships, freeship and financial aid.
- The library has a rich collection of books on various subjects such as languages, social sciences, commerce, computer science, life sciences, general knowledge and other relevant areas. The library has also subscribed to **95 journals and magazines** per month and **23 newspapers**. The range of subjects and books reflects our institution's ever-growing zest for newer areas of study and research.
- The College library has subscribed to the N-list scheme of INFLIBNET. Under this programme, members login for accessing the e-resources.
- Library provides Xerox facility to its readers. This enables them to get the required and non-issuable reading material Xeroxed at very nominal rates.
- The browsing centre in the library facilitates the students to access e-learning content and download study material by using search engines.
- A Book Bank has been functioning in the college, providing books to underprivileged students. The Book Bank is managed by a committee of teachers and library volunteers.
- Internet Connection in Library also provides opportunity for students and faculty to make use of materials and information available on different sites. It broadens the resources for their study materials.
- Old question papers of final exams in all the subjects are made available to the students .Both advanced learners and slow learners can use these papers for revising their course content and get an overview of the style of question paper.

Augmentation and renovation of physical infrastructure is undertaken on a regular basis. In the session 2013-14, the stage was renovated. Common room for students was also renovated and furnished. Upgradation of the laboratories was also initiated.

6.3.6 Human Resource Management

The top management, the Head of the institution and the Administrative office have developed mechanism to take care of human resources and to make them comfortable as well as to make them efficiently work to the fullest extent.

The college makes it certain that human resources are encouraged and their potential is properly utilized in the overall growth of the institution. The institution 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.

In the institution, the process of assessing adequate human power requirements, staff recruiting, monitoring and planning professional development programmes for personnel development and seeking appropriate feedback response is very good. The institution recruits faculty members and staff based on the guidelines provided by the university.

6.3.7 Faculty and Staff recruitment

Recruitment Process of Regular/Contractual Faculty

Regular teachers are appointed through duly constituted Selection Committee appointed as per DPI (C) Chandigarh /GNDU /U.G.C. norms.The selection process is as follows:

- The vacancy is advertised in the leading newspapers as per norms laid down by DPI(C) Chandigarh /GNDU /UGC. Candidates apply on prescribed forms available in the office.Merit list is prepared according to prescribed norms. Interview is conducted by the Selection Committee constituted strictly according to the guidelines issued by UGC, DPI(C) and the University. The selections are made on the basis of merit. The eligible and most competent candidates are selected. After giving them the appointment letters, the approval is sought from the University and DPI (C) Chandigarh.

- New teaching posts are created when new courses /subjects are introduced in the college. Two teaching posts have been created in Departments of Computer Science. Guru Nanak Dev University has granted permission to appoint these lecturers on Permanent Management paid basis.

6.3.8 Industry Interaction / Collaboration

- The placement cell along with the other departments is actively involved in developing ties with the industry at local, regional and national level.
- Seminars, workshops, conferences on various subjects are conducted in the college premises.
- Linkage is established with local industry and manufacturing units to provide students an insight into actual working of the organization and develop their entrepreneurial activities by I.T, Commerce and Fashion Designing Departments.
- College has also participated in various cultural programmes held at various places.

The institute has signed MOUs with the following industrial houses.

- CSS (Career Solution Services) HUB, Jalandhar
- Institute of Banking School, Jalandhar
- NIIT
- Leather Industry, Jalandhar
- Engineering and Export Promotion Council, Regional Office Jalandhar
- Chartered Accountants
- NITRA (Ludhiana)
- Sportking (Ludhiana)
- NEVA(Ludhiana)
- Duke (Ludhiana)
- Knitwear (Ludhiana)
- Samunder(Ludhiana)

6.3.9 Admission of Students

The college offers multiple Post Graduate, Under Graduate, UGC Granted Career Oriented Add on Courses (Under dual degree scheme) and Diploma courses in diverse streams to which a mix of students having excellent academic record as well as weak learners from disadvantaged sections of the society are admitted.

- Personal interaction with Admission/Screening Committee and finally with the Principal is a part of the admission process. Admission committee checks the admission form thoroughly and the screening committee further scrutinizes the form and checks the eligibility. Finally the student is admitted after having a final nod from the Principal.
- Admissions are made strictly according to the directives and conditions laid down by the University.
- The Counseling Committee guides the students in making right choice of the courses available. For this purpose, their interests and eligibility according to the conditions laid down in prospectus are given utmost consideration.
- College prospectus, containing the admission form and details of admission rules, is available at the Reception/Administrative Office and queries about admission process are met on the spot by the office and Counseling Committee.
- The eligibility conditions are thoroughly verified.

6.4 Welfare schemes for Teaching Staff, Non Teaching Staff and Students

Welfare Schemes for Teaching Staff

Welfare Schemes for the teaching staff include study leave, duty leave , maternity leave, faculty development programmes, library facility, internet facility and conducive environment. The payment of salary is made on the first day of every month. The payment of gratuity is made on the day of superannuation.

Welfare Schemes for Non Teaching Staff

Welfare Schemes for non teaching staff include group insurance, PF loan facility, ESI, Employee Deposit Link Insurance, Telephone Facility, Freeship to the wards of the staff, Residential quarters for class four employees and advanced facility in emergency cases from management.

Welfare Schemes for Students

The college since its inception has the practice of providing Liberal fee concessions based on both merit and socio-economic status of the students. There is a provision for concession in fee structure for economically weaker students and the facility of payment in instalments is also provided on merit cum need basis. Welfare schemes available to the students include Placement Services, health services, bank service, subsidized canteens, library book bank facility, grievance redressed cell, transport facility, enrolment in red cross, NCC, NSS,Safety Insurance Schemes and Educational Trips.

6.5 Total corpus fund generated   Rs. 284651427

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	GNDU	Yes	Faculty Members
Administrative	Yes	GNDU	Yes	S.D. Management Committee

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?

The UG and PG courses are following semester system by replacing annual system
Table Marking has been introduced for fair evaluation system
External invigilation system have been introduced both at superintendent and supervisor level

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

    N.A.

6.11 Activities and support from the Alumni Association?

The Alumni Association was formed on 25th February 2003. Since its inception, the association holds annual meets for interaction with the Alumni. Office- Bearers of the association which include President, Vice President, Secretary and Joint Secretary are elected. Healthy and Informal relations with Alumni have resulted in strengthening the network of old students. Both the institution and the Alumni are legitimately proud of its achievements and success. Some of the alumni contribute to community outreach programmes of the institution and offer financial aid for development programmes. The alumni association has expanded and strengthened itself with new enrolment. The Principal Dr. Kiran Arora, Patron of the association takes keen interest in the activities of the association and motivates and encourages the old students by addressing them at annual meet and it helps in maintaining the bond of love and trust.

6.12 Activities and support from the Parent-Teacher Association

- Parents are well informed about the performance and attendance of their ward
- Parent teacher meeting is organized in whatever cases it is necessary and suitable measures are adopted for improving the performance of students.

- Parents are cordially invited to the college functions. They are encouraged to associate themselves with the development and social activities of the college.
- Suggestions from parents for improvement are welcomed.
- Parents are allowed to meet teachers and Principal on any working day during the college time to make any enquiry about their ward.

6.13 Development Programmes for support staff

- Training to use Smart Class Rooms is provided to the staff members to motivate them for their wide usage in teaching process.

- Computer training is provided through short term courses to the staff. Also Internet access is available to all the teaching departments. The administrative office and accounts office are also fully computerized.

- Various workshops like on Dental Care, skin care, service rules, new softwares like SPSS, Tally etc. are organized for overall Personality Development of the staff and also improving their physical and mental health.

- Yoga and Meditation sessions are organized time to time regularly for removal of stress.

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

Keeping in mind the gravity of environmental crisis, the college plays its role in taking initiatives for environment protection, Restricting use of polythenes, tree plantation, sharing of vehichles, means of mass transportation for students, taking energy conservation measures, use of eco-friendly generators are some of the initiatives that make the campus eco- friendly and motivate the students to protect the environment. Go Green Club, NCC, NSS units, Red Cross units and other subject societies actively participate in these activities.

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.

Innovation is the prime factor behind growth and development. Innovation comes from a preparedness to deal with the uncertainty and challenges of the future. Keeping in mind the vision and missions of the college, it tries its best to introduce innovations in all spheres and at all levels. Realizing that innovation is an ongoing process the institution has embedded following innovative steps and strategies in its mechanism and resources.

(i)   Innovations in enriching curriculum/courses and pedagogical tools.

- **Ten Add on Courses** covering various vocational skills are being offered to the learners to hone their skills and enrich their knowledge. Add on course in leather technology is introduce this year.
- A foundation course in Human Rights is also offered to the students.
- **Hands on Experience** is provided to the learners in various fields.
- **Separate Reading room with e-resources** and internet connection is available for students.
- **Holding Personality Development classes** is another innovative step taken by institution. It helps in developing the personality of students so that they can face the challenges of the world as they step out.

(ii) Innovations for augmenting and enhancing infrastructure:

- **Five separate smart rooms** have been set up with all ICT tools which include projectors, vizualizers and mimeo pads to make the teaching more effective for the students.
- **Internet connectivity** to all major teaching departments has been provided to enable internet browsing by the faculty members and the students.
- Labs have been equipped with the latest configuration computers and projectors.
- A Server with latest technology has been installed. **Networking of the labs** has been done.
- Computer lab for Commerce Department and Fashion Designing Department have been equipped with latest configuration computers and internet facility.
- Newly constructed Placement and Counseling cell facilitates the companies for conducting campus selections.
- **CCTV cameras** have been installed for the security of the campus.
- An **SMS service** for the staff members for immediate dissemination of information regarding meetings/activities/ emergent situations is provided by Administrative office.
- **LCD units** have been installed on which the activates of the college are displayed.
- **Biometric attendance system** for the staff members to keep check on the punctuality.
- **Ro purifiers** have been installed with water coolers keeping in view of health of the students.
- **Separate laptops** have been provided to certain departments and offices for better functioning. There is provison of data cards for internet connectivity.
- A separate block for collegiate school with all the facilities of well equipped computer lab, science lab, smart class room and library has been built.

(iii) Innovations in Student Support Services

- **Book Bank**-Apart from a good number of books available in college library,the college has created a book bank in every department where students from previous classes and college itself contribute course related books and reference books which are then given to the poor and meritorious students of the college who cannot afford to buy text books. A great number of students have been benefited with this practice.
- **In House project development facility**:- A collaboration with NIIT has been done for facilitation of in-house project development for the students. This tie-up will provide proper practical and relevant knowledge, skills and competencies among students. Some other departments have also signed MOUS with industrial units.
- Students painted **a graffiti** on the outerwall of the Department of Fine Arts.
- Go Green Club, subject societies, NSS, NCC and Red Cross Society undertake projects to sensitize the young learners about **cross cutting issues**.

(iv) Innovations for Research and Extension

- **National seminars** are conducted and research journals are published to boost research activities.
- **Major/Minor Research projects are** undertaken by the faculty.The faculty members have contributed research papers in Research journal.
- One Research body **Vivekanand Study Centre** has been established to promote research.

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

The institution monitors and evaluates the quality of its enrichment programmes through the constitution of various committees like IQAC, Planning Forum, Advisory Committee, Grievance Redressal Committee, Library Advisory Committee and Examination Committee for the improvement in teaching learning methods, introduction of new courses, infrastructural augmentation and other fields.

During the year the efforts were made to implement the plan of action chalked out in the beginning of the session and action taken report is as follows:

- The process of renovation of the auditorium was completed well in time.
- 5 smart classrooms were added in different departments.
- Biometric attendance system was installed in the main block.
- CCTV surveillance was provided in the campus.
- Bulk SMS service was also initiated.
- Foundation course in Human Rights was introduced in this session.
- Members of the staff sent proposals for Major/Minor Research Projects and undertook research activities. They presented papers in seminars and their papers were published in Journals.
- The institution organised two National seminars and research journals were published.
- Various departments organised quiz competitions, workshops, guest lectures and other skill development activities on departmental level.
- Extension activities were conducted by NSS Units, NCC, Red Cross Unit, Go Green Club and other subject societies. The objective of these activities was to sensitize the young learners about cross cutting issues and other social issues. Community orientation programmes were also undertaken.
- New books and Journals were purchased for the library.
- The college website was updated and upgraded.
- Steps were taken to modify and strengthen the evaluation system.
- Efforts were also made to augment the IT infrastructure by adding more computers and improving the networking and internet connectivity.
- Placement Cell and Personality Development cell organised skill development programmes, personality development programmes and placement drives.
- Annual functions Havan Yajna, Felicitations, Talent Hunt, College Fete, Saraswati Pujan, Prize Distribution Function, Convocation and Valedictory Function were successfully organised.

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

Many Healthy Practices are adopted by the institution. These welfare schemes and healthy practices are in line with the five core values specified by NAAC. Among the best practices of the institution are

Inculcating a value based system and **Marching forward with ICT**. The details in the required format included in the *Annexure VI* **.**

7.4 Contribution to environmental awareness / protection

Environment has become the most important subject since the last three decades. Environmentalists are playing a great role in resolving urgent environmental issues such as ozone depletion, green house effect, global warming, air pollution and the like.   PCM S.D. College for Women has sincerely taken up these issues on the college campus.

Following measures have been taken to save Energy :

Energy Conservation
* Mass Transport is being facilitated to students to conserve fuel energy. Even the faculty members share the vehicles to save energy and avoid air pollution.
* Common Staff Room is provided to the faculty for the same purpose.
* Class Representatives take the responsibility of switching off lights and fans in the class rooms.
* The college has taken a big measure to save energy. All old window Acs have been replaced by Hi-Tech Energy Saving Split Acs.
* Location of the college is beneficial to save fuel energy. The college is situated in the thickly populated residential area and a number of students come on foot from the neighborhood localities.
* We plan to install Rain Water Harvesting System very shortly.

Efforts for Carbon Neutrality

a) The college has not left any stone unturned to make the campus eco-friendly.
b) The canteen contractor is strictly instructed to use only LPG Cylinder and not any coal or any other fuel which emits carbon.
c) The college has eco-friendly generators. They don't emit any carbon.
d) We do not put dry waste garbage on fire.

Plantation

The Go Green Club owns the responsibility of plantation in the college. The plantation drives are organized regularly to make the campus green. The volunteers with the help of the college N.S.S. Units and the Red Cross Unit celebrate Van Mahotsav Day by planting trees. The students plant ornamental and flowery plants to beautify the campus.

Hazardous Waste Management

* We segregate the garbage collected on daily basis into biodegradable waste and non-biodegradable waste. We collect them in separate bins and dispose them off in the corporation bins.
* Broken furniture is collected and repaired if possible otherwise it is disposed of properly in corporation bins.
* The waste from Home Science Department and Fashion Designing Department is collected and the students recycle it by using their innovative techniques. They make beautiful and decorative items out of the waste and put them on sale.

E-waste Management

The electronic waste is managed very well by the IT Department. The e-waste is identified and stored separately. The e-scrap which is piled due to upgradation of technology is sent to labs meant for junior classes of school. Sometimes old computers in working condition are donated to the needy students. The left over scrap which cannot be utilized is sold to the junk dealer.

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

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

Strengths

* Dynamic Principal, committed management, experienced and dedicated faculty
* High student retention
* Competitive, learner friendly academic environment

Weakness

* College Campus split in three separate buildings
* Lack of hostel facility
* Limited research activities

Opportunities

* Centrally located college campus
* Opening new job oriented courses

Threats/Challenges

* Mushrooming of private universities in the city.
* Rising cost of education

8. Plans of institution for next year

Expanding Horizons

The college plans to open the following innovative and job-oriented courses in the academic session 2014-15.

1. MBEIT (Masters in Business Economics and Information Technology)

* Infrastructural Development, upgradation and maintenance of existing laboratories strengthening infrastructural facilities in the college.
* Sending proposals to UGC for grants under various schemes.

Fostering Research

* The college will promote research by encouraging the staff members to apply for minor and major research projects and other research schemes of the UGC. Staff members will be encouraged to publish research work.

- The Departments will be encouraged to organize State, National and International level conferences, seminars and workshops.
- The staff members will be encouraged to attend conference and workshops to upgrade their knowledge.

Ensuring Student Development

- To increase the placement of students through the Placement Cell.
- To implement programmes in the areas of Effective Study Skills and Communication Skills.
- Intensive class room teaching including practical work.
- Periodic class tests & holding two terminal examinations.
- Counselling to both weak and advanced learners.
- Providing financial assistance through scholarships, stipends and fee concession
- Book Bank facility.
- Promoting sports activities & Extension activities
- Ensuring student contribution in safe and green environment
- Continuing the tradition of holding Morning Assembly, Havan Yajna at the beginning of the session and Saraswati Pujan before filling admission forms.
- Promote activities of various subject Societies/Association.
- Holding Annual functions namely Felicitations, Talent Hunt, Fete, Prize Distribution, Convocation and Valedictory function.
- Providing community-orientation to students to instill social responsibility through NCC, NSS & Red Cross units.

Name USHA SHAHI

Signature of the Coordinator, IQAC

Name

Signature of the Chairperson, IQAC

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Academic Calendar (2013-2014)

Semester I

1. University Admission Date   : Upto 3 July, 2013
2. Beginning of Session   : 08 July, 2013
3. Havan Yajna   : July, 2013
4. Installation of Central Association : August
5. Felicitation Function   : September , 2013
6. Talent Hunt   : August
7. Saraswati Pujan   : August
8. Seminars & Workshops   : August to November
9. Terminal Exams   : 21 Sept, 2013 to 3 Oct, 2013
10. Vacations (Autumn Break)   : 30 Sept, 2013 to 9 Oct, 2013
11. Youth Festival   : October, 2013
12. University Exams   : 26 Nov, 2013 to 19 Dec, 2013
13. Winter Break   : 23 Dec, 2013 to 05 Jan, 2013

Semester II

1. Beginning of Semester : 08 January, 2014
2. Seminars & Workshops   : January to March
3. Annual Fete   : January
4. Alumni Meet   : February
5. Terminal Exams   : 05 April, 2014 to 17 April, 2014
6. Prize Distribution   : March, 2014
7. Convocation   : March, 2014
8. Valedictory   : March, 2014
9. University Exams   : 14 May, 2014 to 05 June, 2014

COURSES OF STUDY- A QUICK GLANCE

Post Graduate Courses

- M.Sc. (Computer Science)
- M.Sc. (Information Technology)
- M.Sc. (Fashion Designing & Merchandising)
- M.Com
  M.A. Punjabi

Post Graduate Diploma Courses

- Post Graduate Diploma in Computer Applications (PGDCA)
- Post Graduate Diploma in Cosmetology
- Post Graduate Diploma in Garment Construction and Fashion Designing

Under Graduate Courses

Three year Degree Courses and accompanying Courses

(a) B.Sc. (Economics) Part I, II, III (b) B.Sc. (Computer Science) Part I, II, III
(c) B.Sc. (Non-Medical) Part I, II (d) B.Sc. (Fashion Designing) Part I, II, III
(e) BCA Part I, II, III (f) B.A Part I, II, III
(g) B.A Honours II, III, in English, Hindi, Punjabi, Sanskrit, Political Science.

Commerce Faculty

- BBA Part I, II, III
- B.Com Part I, II, III
- B.Com (Professional) Part I, II, III
- B.Com (Honours) Part II, III

UGC Granted Career Oriented Add on Courses Under Dual Degree Scheme

(a) Communication Skills in English (b) Fashion Designing
(c) Internet Applications (d) Cosmetology
(e) Office Management and Secretarial Practices (f) Computer Applications
(g) Interior Decoration (Data Care Mgt.)
(h) Computer Aided Accountancy (i) T.V. and Video Production
(j) Web Designing (k) Leather Processing Technology

One Year Professional Diploma Courses After +2

- Diploma in stitching and Tailoring
- Diploma in Computer Application (DCA)

ACTIVITIES FOR GENDER SENSITIZATION AND SENSITIZATION FOR CROSS CUTTING ISSUES

Session 2013-2014	
Activity	Organized by
Debate on 'Beti Bachoo'	Central Association
Poster making and slogan writing on Female Foeticide	Youth Club
Presented Patriotic Group Dance on Independence Day	Youth Club & Department of Dance
Presented 'Vande Matram'	Vivekanand Study Centre
Celebrated Sadhbhawna Divas	NSS Units
Celebrated International Senior Citizen Day	NCC
Lecture on Traffic Rules by ADC Police	NSS
Blood Donation Camp	NSS
Celebrated Diwali with Less Fortunate Ones	Red Cross & PRAYAS
Celebrated Youth Day and Participated in District Rally	Vivekanand Study Centre
Essay writing on Teachings of Vivekanand	Vivekanand Study Centre
Lecture on Relevance of Teachings of Vivekanand by Dr. Shashi Kant Uppal	Vivekanand Study Centre
Trip to Virasat-e-Khalsa	Department of Maths
Celebration of Hindi Divas on Save Girl Child	Department of Hindi
Poster Making Competition on Save Girl Child	Department of Fine Arts
Participation in World Wetland Day	PSCPT Chandigarh
Celebrating NCC Foundation Day, students took pledge to fight against social evils	NCC
Poster making competition on 'Save Water'	Department of English
Chart making competition on 'Save Environment'	Red Cross Society
Lecture on 'Importance of Green Colour in our Life'	Go Green Club

SPORTS UPDATE

Name of the Student	Event & Achievement	Place
Shaifali Dutta	Junior National Ball Badminton Championship 2013.	Chattisgarh
Manpreet Kaur	Junior National Ball Badminton Championship 2013.	Chattisgarh
Navjot Kaur	Junior National Ball Badminton Championship 2013.	Chattisgarh
Ramnenk	Junior National Ball Badminton Championship 2013.	Chattisgarh
Shaifali Dutta	Tug of War Intercollege Tournament	GNDU, Amritsar
Manpreet Kaur	Tug of War Intercollege Tournament	GNDU, Amritsar
Komalpreet Kaur	Tug of War Intercollege Tournament	GNDU, Amritsar
Shilpa Sharma	Tug of War Intercollege Tournament	GNDU, Amritsar
Preety	Tug of War Intercollege Tournament	GNDU, Amritsar
Dawinder	Tug of War Intercollege Tournament	GNDU, Amritsar
Priyanka Jain	Tug of War Intercollege Tournament	GNDU, Amritsar
Kanchan Sharma	Tug of War Intercollege Tournament	GNDU, Amritsar
Shaifali Dutta, Manpreet Kaur, Komalpreet Kaur, Shilpa Sharma, Preety, Dawinder, Priyanka Jain, Kanchan Sharma, Bharti, Radha	Table Tennis Intercollege Tournament	GNDU, Amritsar

ACTIVITIES AND ACHIEVEMENTS OF YOUTH CLUB

Zonal Youth Festival 2013-14	Poetical Recitation	I
	Group Bhajan	II
	Western Solo	III
	Classical Vocal	III
	Kawishri	III
	Classical Dance	III

Date	Level	Venue	Event	Achievement
Summer Vacation	University Level	Dalhousie	Hiking/ Trekking Camp	Best Disciplined Team. Pallavi-I prize Poetical Recitation, II-Prize Debate Competetion
25th July 2013	College Level	College Campus	Poster Making Slogan Writing Competition on "Stop Female Feticide"	Students made poster& gave good slogans
12th August 2013	College Level	College Campus	Celebration of International Youth Day	Prof.Lakhbir Singh President PAHAL delivered a lecture
15th August 2013	District Level	Guru Gobind Singh Stadium,Jalandhar	Patriotic Song Competition	Our students won trophy and certificates
6th September 2013	Inter College	Rotary Club, Jalandhar	Gazal Competition	Jyoti-II Prize
	National Level	Sur Sangam Kala Manch, New Delhi	Music Competition	Jyotica-I Prize
25th September 2013	Inter College	Rotary Club, Jalandhar	Folk Song Competition	College got Runner Up Trophy. Sonia- III Prize Kamaljeet- special Appreciation prize

28th September 2013	Inter College	Red Cross Bhawan, Jalandhar	Patriotic Song Competition	Students were given shields
29th September 2013	State Level	Guru Gobind Singh Satdium, Jalandhar	Celebration on 150th Centenary of Swami Vivekanand	Our Students presented Patriotic group song & Vande Matram
6th November, 2013	Inter College	Doaba College, Jalandhar	Various Items	Folk Song-II Gazal-II Sufi Kalam-III
19th November, 2013	Inter College	Sangeet Kala Manch, Jalandhar	Group Bhajan Competition	Jyotica-I Prize Manpreet-Consolation Prize
20th November, 2013	Inter College	Rotary Club Jalandhar organised function at Prithvi Planet	Gazal/Folk Competition	Jyotica-I prize Gazal Sonia-II Prize Folk Song Kamalpreet - Appreciation
21th December 2013	National	Devi Talab Mandir, Jalandhar	Harvallabh Sangeet Sammellan	Jyotica performed on Main stage and was honoured by the organising committee
19th January 2014	National	Kurukshetra	'Sur-Tarang' classical Vocal Music	Jyotika-II Prize
21th January 2014	Inter-College	National Memorial Martyr's committee	Patriotic Group Song	Team-II Prize
23th January 2014	Inter College	Red Cross Bhawan	Celebration of Subhash Chander Bose Birth Anniversary	Students presented Vande Mataram & were honoured by the Committee.

Practice No. 1

Title: Inculcating a Value Based Education System

Goal:

Empowerment and enlightenment of the women through quality and value-based education is aimed at fostering informed global minds. The institution envisions the pursuit of the academic advancement and excellence in the field of Higher Education Embodying a macro vision on a micro base the institute envisions to build a class of intellectually, morally and globally competent skilled human resource well-equipped to face the challenges of the dynamic environment. Although skill development is crucial to the success of students in the Job Market, Skills are of less value in the absence of appropriate value system. The institution aims to imbibe the appropriate values commensurate with social, cultural, economic and environments realities.

The Context:

The aim of the college is to provide education to the students with global competencies to fulfil the demands of the present scenario successfully. Focusing on holistic development of the student's personality the college has devised a value based education system. It strives hard to provide an atmosphere in which the personality of the students can blossom to its fullest potential. The task is done with the balance between Teaching Learning Continuum and imparting ethical and moral values through extra-curricular activities. For this context the college offers a variety of courses at graduate and post graduate level in pure Arts, Natural Sciences, Commerce and Fashion Designing. The high end technology and the logic of the market-oriented education have been welcomed. In the present competitive scenario it is imperative to take on the task of regenerating and promoting moral values in the students and in the society at large. The seeds of values sown in the early stage of education mostly aimed at cooperation and mutual understanding have to be reiterated and re-emphasized in higher educational institutions.

The Practice:

Teaching is, of course, the major component of Education and one must lay due emphasis on intellectual thoughts and good interaction between students and teachers. The academic results of the college have always matched the reputation and level of standard attained over the years. The college is legitimately proud of its young scholars who have been capturing coveted positions in the University merit list and have thus been bringing laurels to their almamater. The college pass percentage has always been much higher than that of university pass percentage and is an ample proof of the glory and grandeur of the institution.

∗ We have the practice to involve the maximum number of the students in several activities. We aim at **exploiting their innate talents**. To bring out the **latent talent** of the budding artists and to provide exposure to the students the college Youth Club provides opportunities to the students to exhibit their talents.

* **Discipline** is the refining fire by which talent becomes ability. The importance of discipline is well recognized by the Apex Body of the students- Central Association . The association instills the values of the Leadership, discipline and sense of responsibility among the students. The students also learn the lessons of team spirit, honesty, humanity, responsibility, duty consciousness and commitment.

* The Community Oriented Programmes such as Health Club, NCC, NSS Strive to engender feelings of **patriotism and sympathy** under the banner 'Not Me But You'. Under this context these units organize camps at which volunteers learn not only life skill but dignity of labour also. The NSS volunteers organize rallies to create awareness among people to save water and environment. The NCC camps also aim at bringing forth the leadership potential of the students.

* We encourage our students to participate in all forms of humanitarian activities so that they can minimize human sufferings. In order to get a real appreciation and understanding of misfortune of other people, we make them participants in misfortune too. Our real aim is not only to instill thought, but **thoughtfulness, humanity and citizenship** also. These social activities are undertaken by our **Red Cross Unit**. The volunteers undertake the task to educate girls. They also do their best to promote peace in the society. Organizing blood donation camps and participation in pulse polio drive and Red Ribbon drive is a regular feature.

* Yet there is another way to serve humanity. Our **NCC** Volunteers learn and perform various activities to serve society. Our cadets have taken the **pledge against social evils**. They are determined to fight against the evil practice of dowry and female feticide. Patriotism and dedication to serve the nation motivates the volunteers to actively participate in all activities.

* "It is not happiness that make us grateful but **gratefulness** that makes us happy" with this though in mind, we imbue the students with religious activities from time to time we preach them to pay gratitude to Almighty and seek His blessings before undertaking any work. Havan Yajna is performed in the beginning of every session.We organize **Saraswati Poojan** every year to pay gratitude and homage to the deity of knowledge, art and creativity. The students enchant the hymns and prayers. The whole atmosphere becomes heavenly. Thus we do our best to spread positive vibrations in the college.

* The college is conscious of its **environmental responsibility**. The **Go Green Club** is designed to protect environment for years to come. It is worthwhile to help students understand the importance of 'going green' and it is crucial to encourage students to be environmentally conscious through out the year. We promote Go Green message. The students look after the plants and nurture them to the best of their abilities. We hope to eat green, breathe green, think green and live green.

* We not only impart value based education to our students, but we also ensure their **placement and good settlement in life**. The students are placed well according to their potential and caliber. Our placement cell endeavours to get the students placed in reputed multinational, government jobs, NGO's and the private sector.

* **Physical, mental and spiritual development** of students is also taken care of. The sports department gives sufficient opportunities for the growth of budding sports persons. Faculty development programmes go on from time to time in our institution on the Role of Yoga and Meditation especially for students to increase the concentration power and reduce the stress level. 21st century youth of India is ignorant of India's rich past, culture and heritage. In their

effort to catch up with the western life style, our youth is forgetting India's culture and heritage. It is the moral duty of the educational institutions to put the youth on the right track. We are doing that to bring cultural awareness among the students. Our students are culturally very sound.

∗ We celebrate all the important festivals for the students to let them be aware of their significance. We always celebrate Teej, Diwali, Lohri, Rakhi, Basant and many more festivals in the college. Such little gestures indeed go a long way in bringing **cultural consciousness** among young learners.

∗ To enthuse the students with the Vibrant Cultural heritage and with patriotism, **Morning assembly** is conducted every Monday. The students recite vande matram and chant national anthem with great nationalistic fervor. This assembly is also a means of communication with the students regarding policy matters, important information and above all a time to discuss issues concerning meaningful matters of life. The thought of the week is very motivating for the students. The assembly enthuses the students with the vibrant cultural heritage and also inculcates patriotism.

Last but not the least, the college Motto 'Do Your Job Well' is the driving force behind the work culture and success story of the institution. Doing ones job with full dedication and sincerity is the best form of worship of God. This is the philosophy of Karam Yoga. College Motto inspires the young learners to give their best in all activities they undertake.

Evidence of Success

Evidence of success is visible in the outstanding achievements of the college students in various fields. Our academic excellence, glorious win of prizes and trophies in the Zonal, Inter Zonal Youth Festivals, our sports wing, our stress on physical fitness and holistic development of the students, our great performances by NCC, NSS, Red Cross Units, our concern with the current problems of our society, our humane touch with the poor, the needy and the less fortunate ones, and our service to humanity 'especially' for the welfare of downtrodden and the weak sections of society are a few evidences of our success. Our donations, may be to save the life of a dying man (Blood Donation) may be cash or clothes to alleviate the sufferings of Kashmir flood victims speak volumes of our success. The details of all these activities and achievements are already included in the earlier criterions.

Problems encountered and resources required

• A tightly packed academic schedule especially in case of programme which follow semester system, makes it difficult to pursue this practice to the extent to which it ought to be pursued.

Best Practice II

Moving Forward with ICT

• **Goal**

Significant development observed in the modern education scenario can be attributed to the impact of science and technology. The institution has a well defined goal to make an optimal use of ICT with its modern tools and innovations for its teaching learning process and its governance. The institution aims at providing ICT literacy to the campus community and adopting ICT enabled administrative processes. The institution is striving hard to bring in ICT integration in education and modify its teaching and learning methods to give way to new scenarios which favour both individual and collaborative learning. It is believed that using ICT will enrich the learning process with the benefits that ICT integration in education can provide, right from breaking time and distance barrier to facilitating collaboration and knowledge among the students.

- **The context** - In the current information society knowledge must be accessed via ICT to keep pace with the latest developments. ICTs have the potential to accelerate, enrich and sharpen the skills to motivate students. It contributes to increase the interaction and reception of information. In the present challenging and dynamic world education is the driving force of economic and social development in any country. Considering this, it is imperative to find ways and means to achieve quality enhancement and its sustenance in higher education. The young learners must be well prepared to face the challenges of the dynamic environment. The institution is making its best efforts to create competitive academic environment by continuous enrichment of teaching and learning, through the medium of ICT and other technological advancements. PCM S.D. College with wider availability of ICT education is giving the best practices and best course material to the students. It is helping us to foster better teaching. Since ICT has become one of the basic building blocks of the society, the institution promotes the understanding of ICT and mastering the basic skills and concepts of ICT a part of its core education and work culture.

The Practice

PCM S.D. College has done away with the age long traditional system of working. There are drastic and dramatic changes in the field of administration and academics. In academics, our whole emphasis has shifted from the traditional concept of writing and learning to building up a strong human resource that can cater to the changing needs of the modern world. We have ushered in the changing scenario of growth of the academics, so building up of the knowledge economy is must. Therefore, it is very important to cast higher education in a mould that is in tune with present age. The college has also revolutionized academics by using technology. Our students belong to a strong and credible mass of human resource ready to meet the challenges of modern technology.

ICT culture is introduced in Administrative Blocks of the college. The Principal's office is fully equipped with the latest ICT facility. CC Television Cameras have been installed in the college to keep a watch on the activities of the students as well as the entry of the outsiders. LCD Televisions have also been installed at various places for the recreation and information of the students. This ICT facility gives them an opportunity to watch educative programmes and college activities in their free periods.

Our administrative offices are wholly computerized. Paper-less culture is adopted in these offices. Various works like fee collection, college correspondence, works relating accounts and examinations are undertaken on latest models of computers. This hi-tech system helps in managing day-to-day activities and in arranging various functions. This ICT facility is a big support for organizing various events, functions and seminars.

Apart from the main campus, the college has also its Information and Technology block. Various graduate and post graduate courses in computer science are being run here by Department of computer science. The block has eight well equipped laboratories with more than 100

computers, latest softwares, printers, scanners, a dedicated server, a leased line internet connection a good number of laptops, a computer centre and a well stocked library with a rich collection of books on computer science. Teachers give lectures using digital interactive panels, visualizers, projectors and mimio-pad in smart classrooms. Teachers also use Powerpoint Presentation Transparencies with the help of multimedia projectors. The department of computer science organizes 'infotsav', every year to explore the talent of students to give them exposure to various competitions related to the world of technology.

- All the major departments of the college IT, Commerce, Fashion Designing, Economics, English, Fine Arts have also this facility, we can boast of **5 smart classrooms**. Students are taught through multi-media content related to their syllabus. Department of Commerce has a computerized laboratory for conducting courses in Computer Aided Accountancy and Tally. Students of Fashion Designing also use latest softwares for garment designing and pattern making in their laboratory having about a dozen computers with internet facility.The college offers a number of computer related courses like M.Sc. (Information Technology), M.Sc. (Fashion Designing and Merchandising), M.Com, Post Graduate One Year Diploma in Computer Application (PGDCA), B.Sc. (Computer Science), B.sc. (Non-Med), B.Sc. (Fashion Designing), BCA. We also have UGC Granted Career Oriented Add On Courses in Internet Application, Computer Applications, Computer Aided Accountancy. The course in Leather Processing Technology provides practical training to students.The course in Web Designing acquaints the students with the concepts of Web Designing.
- Recently the college has introduced a course in T.V & Video Production. UGC had sanctioned grant for setting up a studio with latest equipment. Students get hands on training in this studio and practice their skills by doing video recording of various events organized in the college. Such course having practical utility are indeed very helpful to the students and increase their potential for employability.
- The college has a virtual library. The students draw full advantage of it. Students can use the browsing centre in the library and download e material related to their curriculum. INFLIBNET system is operative in the library. We are using E-learning Resources optimally.
- Access to Learning is facilitated through ICT laced laboratories. With the help of ICT, students can now browse through e-books, sample examination papers and previous papers. They also have an easy access to resource persons, mentors, experts, researchers, professionals and peers- all over the world. This just-in-time learning has encouraged a numbers of learners who were previously deprived of this facility. We have quite a good number of CDs and DVDs, computers, photocopier and E-Journals in the library.

- In the Smart classrooms we have interactive board, Mimio Pad, Mimio Pad Pen, Projector, Computer System etc. In the Laboratories we have as many as 162 computers. All have latest configuration of good brands.
- Other infrastructural facilities in Hardware and Softwares are advantageous to students. Dynamic Website is used to give information of college, various departments, their achievements and events. It has been developed in PHP technology.
- Biometric Machine is installed that helps in automation of attendance of the employees and can help in tracking the in and out time of the employees and total work duration.
- Bulk SMS Service is used to provide important information like results, admission, college events to management, faculty and parents of students.

Evidence of Success

The institution has adopted the practice of adopting the use of ICT in enriching the learning experience of students by providing them with State-of-Art educational technologies. It gives us a deep sense of satisfaction by making conscious efforts to invest in hardware and with the orientation of students and faculty. A significant improvement can be noticed in the functioning of the college, by using ICT in documentations and data management. The working becomes more efficient and smooth and the time as well the resources saved can be used constructively for other purposes.

The success story of an institution depends on the quality of students it produces. With ICT education, we are producing very smart and technology savvy students. Our students are fit for the present hi-tech competitive world. With this ICT knowledge, their confidence level is boosted and their personality develops and grooms beyond our expectations. Our students are not mere degree holders but they are young girls who can move at par with the fast changing world. We are proud to announce that our students are highly placed in MNC's against prestigious posts. They are bringing laurels to their alma-mater. Some of our students are very well placed abroad. Some of them with their high confidence level are self-employed. They have given employment to others also. We take pride in the success story of our college.

Problems encountered and Resources Required

- There is need for training all stake holders in use of ICT.
- The cost of hardware and software is very high.
- A large proportion of educational software available is in English. Using it is a problem for the learners who are not well versed in English language.
- The problems and the hurdles are not big enough to shatter our faith and confidence. We are indeed motivated by the success and the positive response we get from all quarters and we are determined to keep moving on this path with full dedication and devotion.