



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>		<b>Hans Raj Mahila Maha Vidyalaya</b>
• Name of the Head of the institution		<b>Prof Dr Mrs Ajay Sareen</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>01812253710</b>
• Mobile no		<b>9781532532</b>
• Registered e-mail		<b>hmv_jal@yahoo.co.in</b>
• Alternate e-mail		<b>hmvjall@gmail.com</b>
• Address		<b>Mahatma Hans Raj Marg</b>
• City/Town		<b>Jalandhar</b>
• State/UT		<b>Punjab</b>
• Pin Code		<b>144008</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Affiliated</b>
• Type of Institution		<b>Women</b>

• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Guru Nanak Dev University Amritsar
• Name of the IQAC Coordinator	Dr. Ashmeen Kaur
• Phone No.	01812253710
• Alternate phone No.	9855486868
• Mobile	9855486868
• IQAC e-mail address	iqachmv@gmail.com
• Alternate Email address	ashmeenkaur1975@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	<a href="https://www.hrmmv.org/documents/aqar%202019-20.pdf">https://www.hrmmv.org/documents/aqar%202019-20.pdf</a>
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hrmmv.org/academic-calendar21.php">https://www.hrmmv.org/academic-calendar21.php</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A++	3.65	2021	13/09/2021	12/09/2028

6. Date of Establishment of IQAC      01/10/2005

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DPI (C) Pb.	95% Deficit Grant	Nil	Nil	66301189
DST Inspire	Nil	Nil	Nil	2,00,000
ICSSR	Nil	Nil	Nil	62,500
Pb. State Council for Service (National Level Workshop)	Nil	Nil	Nil	58,000
Bio Diversity	Nil	Nil	Nil	10,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

- 1. Efficient use of existing digital resources including recording studio, chroma studio and digital labs to prepare and disseminate e-learning content. The e-learning content developed in-house has also been shared with students of other institutions in compliance with the institution's 'academic social responsibility'.
- 2. Deployment of digital platforms such as Webex, Zoom, Google Meet, etc to conduct live online classes that follow a well balanced time-table.
- 3. The college has announced liberal concessions for wards of COVID-19 warriors.
- 4. A number of webinars have been organised by the institution for personalised counselling, mental health counselling and academic purposes.
- 5. Setting up of a special e-desk for facilitating admission process, stress counselling and result declaration.
- 1. Ef

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Digital Counselling: While taking the admission in various UG and PG Courses, the students need counseling as it helps them to make the right career choice. However due to ongoing pandemic and its after effects, it would not be possible for the students to come physically for counseling. The college will come forward to help the students by organizing various live digital counseling sessions wherein sessions the students will be given guidance regarding the various programmes.	The college organized a number of digital counseling sessions to give guidance to the students wherein the students from different institutions participated enthusiastically.
2. Online Admission: The college has already initiated the process of online admission of the students. However, the system of online admission will be streamlined further in order to minimize the travel of students from far off	Keeping in mind the situation of pandemic, the admission process was simplified and the details of online admission have been made

<p>places. The details will be made available on the website of the college.</p>	<p>available on the college website.</p>
<p>3. Adoption of Outcome Based Education: The college proposes to adopt Outcome Based Education in all academic programmes which will focus on measuring student performance on the basis of learning goals or outcomes at different levels.</p>	<p>POs and COs for the different courses were received from different department and their attainment was also calculated.</p>
<p>4. Strengthening DDU Kaushal Kendra: The institution aims to realize the goal of women empowerment by focusing on their skill enhancement as it is one of the most urgent and effective means of inclusive economic growth. For this purpose, DDU Kaushal Kendra will be strengthened further to achieve the following objectives: • Identification of new sectors of skill development. • Bridging the industry-academia gap • Providing training in market relevant skills that match with the international level and enabling students to become globally employable.</p>	<p>The students of various skill oriented courses were provided training in their respective fields to provide them hands on experience.</p>
<p>5. Mentoring Sessions Focusing on Mental Health: Pandemic has amplified the mental health problems of students. The mentoring sessions will be intensified further to deal with the psychological problems of the students and to improve their mental health.</p>	<p>Online and offline mentoring sessions were held to deal with the various problems of the students such as psychological, academics etc.</p>
<p>6. Digital Initiatives: In sync with nation's march towards digital India, the college will take the following initiatives: • The college is already having its own teaching learning portal i.e. HMVELMS. However it will accelerate the adoption of new digital technologies to deliver education. • The faculty will be motivated to participate in e-content development scheme of MHRD, Government of India. • The college has already initiated the process of online evaluation through HMVe-teacher portal, however its accessibility and usage will be made inclusive. • In order to promote cashless transactions, Digi payment system for payment of admission fee, tuition fee and other charges will be adopted at full scale. • Digi locker will be opened for keeping necessary documents of faculty, staff and students required from time to time.</p>	<p>The faculty participated in the various MOOCS courses to strengthen their knowledge base. The staff availed the facility of digilocker for keeping their necessary documents.</p>
<p>7. Institutional Social Responsibility (ISR) • As environmental steward, the institution will take further initiatives to save environment by strictly banning single use plastic in the college. • Towards the accomplishment of the</p>	<p>As a part of Institutional Social Responsibility (ISR), various eco-friendly measures were adopted by</p>

mission of sustainable growth, the greater impetus will be on waste management by adopting eco friendly measures. • The depletion of ground water level is a serious matter of concern especially in Punjab. Water conservation is the need of the hour,so the institution will make further efforts towards watwer conservation

the college focusing on sustainable growth.

8. Increasing Global Footprints: The institution will be working towards increasing global footprints by entering into foreign collaborations. The college has already signed MOU with foreign universities in the field of Bio-sciences. It is planning for research tie-ups to cover more disciplines. It plans to boost up faculty exchange and student exchange programmes at the international level.

The college entered into foreign collaborations by signing MOUs with foreign Universities.

13. Whether the AQAR was placed before statutory body?

Yes

• Name of the statutory body

Name	Date of meeting(s)
Local Commitee	02/07/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021 .	25/02/2022

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

20. Distance education/online education:

## Extended Profile

1. Programme

1.1

Number of courses offered by the institution across all programs during the year

1483

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1	2912
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	580
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1126
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1	107
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	107
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

## 4.Institution

4.1	87
Total number of Classrooms and Seminar halls	

4.2	1481.26
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	621
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## Part B

**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation****1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process**

The institution is affiliated to Guru Nanak Dev University Amritsar and has followed a well planned and documented process ensuring effective curriculum planning and delivery. Departmental meetings are scheduled to allocate the workload, frame Time Table, plan weekly lessons and conduct various activities like seminars, internships, industry based programs etc. Students can access recorded modules based on curriculum by faculty through eLMS. The institution offers many activities for students for participating in quizzes, debates, role plays, declamations, essay writing, natak, etc. and enrolls themselves for courses available on SWAYAM and NPTEL. The institution has a digitalized library enriched with latest books required for effective curriculum delivery. The central library provides plethora of books along with INFLIBNET, DELNET facilities. The institution has recorded and edited in Drishti Technology Centre for the physically challenged students. The assessment of the departments is conducted by IQAC annually. There are 25 subject societies and various curricular activities for the students throughout the session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hrmmv.org/documents/ADocs/Cr">https://www.hrmmv.org/documents/ADocs/Cr</a>

**1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation**

The institution adheres to the academic calendar which is framed by IQAC in the previous academic session and uploaded on college website. The institution aims at the holistic development of the students and takes keen interest in CIE. At the time of admission, the institution offers psychometric testing facility for the assessment of students' intelligence, interest & personality. The diagnostic assessment is done by faculty in classroom and class tests. Mentor-mentee system is a unique procedure for SWOC Analysis and personality of the students. The assessment of learning levels is further followed by providing facilitating the operational methodology for proactive formative assessment. Additional material is provided extra study material so that they may bag university positions and distinctions. Learners are motivated to upgrade their performance. Students are encouraged to participate in exams offered by SWAYAM & NPTEL and in various competitive examinations. Their output has increased in the number of students clearing such exams. The institution takes pride in the number of university positions and distinctions in GNDU examination every year.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hrmmv.org/documents/ADocs/Cr">https://www.hrmmv.org/documents/ADocs/Cr</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/**

A. All of the above

File Description
Details of participation of teachers in various bodies/activities provided as a response to the metric
Any additional information

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

22

File Description	Document
Any additional information	
Minutes of relevant Academic Council/ BOS meetings	
Institutional data in prescribed format (Data Template)	

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year

25

File Description	Document
Any additional information	
Brochure or any other document relating to Add on /Certificate programs	
List of Add on /Certificate programs (Data Template )	

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students

2486

File Description
Any additional information
Details of the students enrolled in Subjects related to certificate/Add-on programs

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environmental Sustainability into the Curriculum

The institution is committed to the cause of Professional Ethics, Gender, Human Values, Environmental Sustainability and Sustainability. Curriculum of academic programmes as designed by G.N.DU. and programmes run by the institution sensitize the students on such issues.

Women Empowerment Cell, Equal Opportunities Cell, Environmental Club, Innovation Cell, Red Cross Society, Mahatma Hans Raj Samwedna-Samiti, NCC, NSS, Financial Helpage Cell for visually impaired, Arya-Yuvti Sabha are some of the bodies engaged in project activities enabling the students to be socially responsible citizens.



## Professional Ethics

Code of professional ethics is taught to students in curriculum, through workshops time to time and is displayed on college website.

## Gender Sensitivity

Celebration of days like International Women's Day, International Men's Day, Seminars, discussions, workshops creates an atmosphere conducive to holistic growth.

## Human Values

Human values are inculcated by discussing liberty, equality and justice. Vedic-Dharam-Shiksha, Chetna-Shivir, Blood Donation Camps, Neki-ki-diwari, Rishi-langra, socially responsible.

## Environment and Sustainability

Eco-friendly Green Practices like Green-Diwali, Organic-Holi, Tree-Plantation and Composting, Harvesting, Khadhi-Attires in Fashion-shows create awareness among students. Celebrating National Science-Day, World Sparrow Day and Water Day ensure participation of students in sustainable ecology.

### File Description

Any additional information

Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internships

428

### File Description

Any additional information

Programme / Curriculum/ Syllabus of the courses

Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses

MoU's with relevant organizations for these courses, if any

Institutional Data in Prescribed Format

## 1.3.3 - Number of students undertaking project work/field work/ internships

1716

### File Description

Any additional information

List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

A. All of the above

**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.hrmmv.org/documents/ADoc">https://www.hrmmv.org/documents/ADoc</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Upload

**1.4.2 - Feedback process of the Institution may be classified as follows** A. Feedback collected, analysed and feedback available on v

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.hrmmv.org/documents/ADocs/Cri">https://www.hrmmv.org/documents/ADocs/Cri</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

1004

File Description	Docu
Any additional information	
Institutional data in prescribed format	

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

529

File Description
Any additional information
Number of seats filled against seats reserved (Data Template)

**2.2 - Catering to Student Diversity****2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for a learners**

The assessment of learning starts at the time of admission by offering psychometric student's intelligence, aptitude, interest and personality. In the beginning of students participate in an orientation programme to acquaint them of all the syllabus learning and evaluation. The diagnostic assessment is done by the faculty by a the qualifying examination and through class tests, group discussions, quizzes Mentoring in charges keep record of their progress which clearly indicates lea

thereby facilitating the operational methodology for proactive formative assessment analysis, the formative assessment on the basis of understanding of subject matter.

For slow learners, remedial and bridge classes are organized to teach fundamental and difficult subjects. Advanced learners are paid special attention for performance in university examination. They are encouraged to enroll in MOOCs, to carry out research and present their research outputs in seminars and conferences, to attend workshops and prepare for competitive exams. The students with special needs are provided with a supportive learning environment with the support of peer learning and modification of teaching methods.

File Description	Documents
Paste link for additional information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR21_Final_14-02-2022/2.1.2/">https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR21_Final_14-02-2022/2.1.2/</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2912	107

File Description	Documents
Any additional information	

### 2.3 - Teaching- Learning Process

#### 2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving enhancing learning experiences

The institution follows a student centric approach and the interest of the student is at the centre of all policy making and decision taking. Classroom teaching is substantiated with experiential exposure to the real world.

Group discussions, role plays, mind maps, paper presentations, audio visual projects, brainstorming activities, flipped class rooms, fish bowl teaching, problem solving, Mock drills, simulations and Socratic Method of learning are extensively practiced. participative learning. The students are also trained for content writing for journals, magazines, and research journals.

Field trips, educational excursions, industrial visits, site visits, surveys, seminars, internships, seminars, webinars, online sessions, workshops and interactive sessions facilitate experiential learning as a part of curriculum as well as beyond curriculum.

Departments organize training programs, round tables, colloquiums, lecture cum practicals that also involve students in problem analyzing and solving. The student community work in collaboration with NGOs and District Administration. They undertake projects under UBA. Institution has evolved student centric methods through innovation and research. Institution has a large number of MOUs with the industry partners and organizations for their support.

File Description	Documents
Upload any additional information	No File Uploaded

Link for additional information

[https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR\\_21\\_Final\\_14-02-2022/2.3.1/](https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR_21_Final_14-02-2022/2.3.1/)

### 2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum 1000 words.

The institution provides wide range of educational services to impart knowledge using a variety of approaches including ICT enabled classrooms, smart classrooms, Books, E-Pathshala, digitalized library, audio-video tools, which foster interest and inquisitiveness among students thus making teaching effective and teaching-learning fulfilling by building the learner-centric environment. Desktops, laptops, pen drives, cameras, microphones, i-pads, and other ICT tools are extensively used by faculty. Students are motivated to join concurrent online courses through SWAYAM/NPTEL.

Regular training of the faculty in ICT tools is carried out to update their ICT skills to use latest technology. The institution regularly updates its collection of ICT software tools to add to the academic as well as professional competency of faculty members. Faculty members as well as students at master's level are required to support learning, research and academic pursuit.

HMV E-Learning Management System (eLMS) includes an e-media center; a number of e-modules uploaded by the faculty which are structured as per the curriculum laid on clarifying and simplifying the basic concepts.

File Description

Upload any additional information

Provide link for webpage describing the ICT enabled tools for effective teaching-learning process

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest complete year)

#### 2.3.3.1 - Number of mentors

107

File Description

Upload, number of students enrolled and full time teachers on roll

Circulars pertaining to assigning mentors to mentees

Mentor/mentee ratio

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

107

File Description

Full time teachers and sanctioned posts for year (Data Template)

Any additional information

List of the faculty members authenticated by the Head of HEI

Docu

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt (only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.L

File Description
Any additional information
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and nu teachers for year (Data Template)

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for academic year)**

**2.4.3.1 - Total experience of full-time teachers**

1447.5

File Description
Any additional information
List of Teachers including their PAN, designation, dept. and experience details(Data Template)

**2.5 - Evaluation Process and Reforms**

**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write**

The institution maintains a structured and an explicit internal assessment system with guidelines issued by the affiliating university,

The University has no provision for internal assessment in the form of any credit system for any of its courses except for B.Sc. Fashion designing in which marks are awarded on attendance, file work, practical efficiency and participation in departmental activities. However, some of the courses involve indirect internal assessment carrying weightage marks of respective courses. For the students of B.Com, B.B.A, M.Com, M.Sc. B.Sc. Bioinformatics and PG Diploma in Business Management, the assessment is in the form of assignments while for B. Design and B. Design (Multimedia), project report is required to be submitted. Students are guided about the structure, format and the ethics involved while writing the report or presenting a paper and the evaluation parameters through special workshops. Topics are chosen by the students in consultation with their respective subject teachers. Seminar Schedule/project submission schedule is put up on the notice board. The documents are submitted to the HODs, which are then timely uploaded at the university portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR_21_Final_14-02-2022/2.5.1/">https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR_21_Final_14-02-2022/2.5.1/</a>

**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and effective**

To maximize transparency and efficiency in examination related grievances, the institution has established an Examination to deal with all examination related issues. The internal and external grievance re-appear schedule is communicated to the students through academic calendar. The grievance is displayed on institution website, information corner as well as circulated through the mentors.

For the grievances regarding mid-semester tests, the students can complain about the result, within two days of declaration of result to the concerned faculty. If the student is not satisfied, they can approach the concerned HOD who in turn takes the matter into confidence and communicates it to the Principal. Final report is submitted to the Principal. Awards are communicated to the students.

The grievances related to the schedule of University Examination is communicated immediately on the notification of the datesheet. The grievance related to the paper is forwarded to the Controller of examinations, GNDU on the same day under the supervision of the Principal, duly forwarded by the concerned HOD. For the result related grievance, the institution provides a window period of 21 days after the declaration of results to apply for a grievance.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR_21_Final_14-02-2022/2.5.2/">https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR_21_Final_14-02-2022/2.5.2/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed prominently and communicated to teachers and students.

The course content for undergraduate and postgraduate programs is assigned by the University, Amritsar. The institution adopted Outcome Based Education (OBE) as a framework to formulate graduate attributes and qualification descriptors since our external audit in session 2017-18. This has enabled students, parents and employers to understand the quality and level of learning outcome. POs were derived from the education policy of India and the articulation of essential learning outcomes associated with programmes of study. The POs are derived from course content of affiliating university by the faculty in consultation with the University, approved by Academic Council and IQAC of the institution. The POs and COs for various programmes of DDU-Kaushal Kendra and Community College are aligned with qualification packs of the Ministry of Skill Development and Entrepreneurship Council (SSC) of India as per guidelines of National Skill Qualification Framework. The COs are shared by the HOD with the faculty so that they can plan their teaching and learning activities to achieve the desired outcomes. The PO and COs are communicated to students through display boards and on the institution website.

File Description
Upload any additional information
Paste link for Additional information
Upload COs for all Programmes (exemplars from Glossary)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

There is a structured and efficient mechanism for attainment of the Programme Outcomes (POs) and Course Outcomes (COs) in the institution.

Direct attainment is evaluated on the basis of result of Mid-Semester and Final Examinations conducted by institution and university respectively. CO attainment is evaluated through seminars, viva voce, oral/written tests etc. The Mid-Semester Examination and Final Examination are conducted according to the examination pattern followed by the affiliating university. Students are encouraged to prepare and perform better in the final examinations. The CO attainment is evaluated through analytical and creative thinking of students is carried out by project review, posters, charts and PPTs of original and novel ideas.

Indirect attainment is evaluated through graduate exit survey methodology. PO attainment is carried out by getting exit feedback-PO correlation on Likert scale. PO attainment is arbitrarily in consultation with IQAC. The measured percentage of each PO is calculated and is determined quantitatively. A qualitative analysis is done on the attainment of POs by the faculty after course completion. The observations, actions taken and actions taken and recommendations are reported to IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR%2021_Final_14-02-2022/2.6.2/">https://www.hrmmv.org/documents/ADocs/Criterion%202/AQAR%2021_Final_14-02-2022/2.6.2/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

970

File Description
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)
Upload any additional information
Paste link for the annual report

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own survey) (results and details need to be provided as a weblink)

<https://www.hrmmv.org/documents/ADocs/Criterion%201/1.4.1/Analysis%20of%20Student%20Satisfaction%20Survey%2021.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments during the year (INR in Lakhs)

27000

File Description
Any additional information
e-copies of the grant award letters for sponsored research projects / endowments
List of endowments / projects with details of grants(Data Template)

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Docu
Any additional information	
Institutional data in prescribed format	

### 3.1.3 - Number of departments having Research projects funded by government and non government

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government

2

File Description	Docum
List of research projects and funding details (Data Template)	
Any additional information	
Supporting document from Funding Agency	
Paste link to funding agency website	

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer c

Institution Innovation Council-HMV systematically fosters Innovation-temper am  
 HMV is recognized with 4-STARS by Innovation Cell-MoE during the year 2021. The  
 placed in performer band in Atal Ranking of Institutions on Innovation Achiever  
 only College of GNDU to be Declared as a Performer Institute. Various activitie  
 Design thinking, webinar on successful startup Founder Lessons, India Media Lite  
 session on Critical Thinking, online session on Business Model Canvas etc are  
 Students from various departments of the college participated enthusiastically  
 organized by MoE's Innovation-Cell. Idea-Pitching Competition-2021 organized by  
 helped students come-up with many excellent ideas. The Business Plan of HMV st  
 recognition at National Level in Solution Competition organised by ADBU Innova  
 Patent Information Centre, Govt. of Assam. HMV-IPR Cell organized sessions on  
 Radiance & Pehrawatake upregular initiatives for creation/transfer of knowledge  
 Development Cell teaches micro-entrepreneurial skills and provide startup supp  
 college alumni working as entrepreneurs/startup founders motivate others to fo  
 Promotion Cell organized international E-conference to kindle the spark of rese  
 students. The Cell also published e-book.

File Description	Docum
Upload any additional information	
Paste link for additional information	

#### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rig entrepreneurship during the year

##### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Prop entrepreneurship year wise during the year

31

File Description	Docum
Report of the event	



Any additional information

List of workshops/seminars during last 5 years (Data Template)

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

8

File Description

URL to the research page on HEI website

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)

Any additional information

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description

Any additional information

List of research papers by title, author, department, name and year of publication (Data Template)

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national conference proceedings year wise during year

32

File Description

Any additional information

List books and chapters edited volumes/ books published (Data Template)

### 3.4 - Extension Activities

#### 3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social development, and impact thereof during the year

Outreach work by the college students in nearby localities, city and villages has brought a positive change and sensitization towards society.

Regular outreach activities are carried out by the college students. NCC-Cadets Shaheed-e-Azam Bhagat Singh and organised Plog-Run to clean the city. Online-Workshop on Digital Skills was organised by HMV. Students worked on the mission of Each-One Reach-One through their efforts were recognized with appreciation certificate by MGNCRE, GoI. Various activities were organized in the college for general public. Workshops on Swachhta were organized and the college was awarded District-One-Green Champion award from GoI for Swachhta-work. The college also participated in the INSTITUTION OF JALANDHAR (Swachh-Bharat-Mission-Urban). NSS-volunteers of HMV participated in the City Project of MCJ. NSS-volunteers took out rally to aware the citizens about

Volunteers celebrated Lohri with Ex Servicemen in Bhogpur to celebrate birth of was set-up outside the college-campus for needy. HMV was appreciated by MCJ for Waste My-Responsibility' campaign. Webinar on Suicide Prevention Day was organized to sensitize the students. Women sanitary-workers of the city were honoured in HMV Women's day. Under UBA, plastic-free campaign was carried out in Village Gillan

File Description	Docum
Paste link for additional information	
Upload any additional information	

**3.4.2 - Number of awards and recognitions received for extension activities from government / government bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government, Government bodies year wise during the year**

6

File Description	Doc
Any additional information	
Number of awards for extension activities in last 5 year (Data Template)	
e-copy of the award letters	

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/ Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

51

File Description	
Reports of the event organized	
Any additional information	
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise**

4692

File Description	
Report of the event	
Any additional information	
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ interns

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ inter year

62

File Description
e-copies of related Document
Any additional information
Details of Collaborative activities with institutions/industries for research, Faculty

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other un corporate houses etc. year wise during the year

60

File Description
e-Copies of the MoUs with institution./ industry/corporate houses
Any additional information
Details of functional MoUs with institutions of national, international importance, other universities etc durin

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

#### 4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., clas computing equipment etc.

The sylvan green campus, spread over 28.6 acres, exhibits architectural divers: single building in the year 1957 to a multi-building structure at present. The large number of old and rare trees, keeping intact the goal of ecological susta: overlooking this grand green bio-diversity are the Arts Block, the Science Blo Commerce and IT Block, the Skill Development Centre, and the Mahatma Anand Swar Block.

The well ventilated, lit classrooms, tutorial rooms and laboratories have adequ There are 81 class rooms with 58 ICT enabled and 12 smart classrooms, 55 well-c six conference halls including D.D. Sud Board Room and IQAC Room, Media Center Studio and Drishti Technology Centre (NGO Saksham Punjab). There are 621 comput scanners and the entire campus has the Wi-Fi facility with 55 Mbps bandwidth a system.

The Swami Dayanand Library has an open shelf system with 1,05,341 books, 113 p facility, INFLIBNET facility, Audio-Video aids, Talking Books, AC reading rooms Periodicals Section, Book Bank Area and a centralized Computing Facility.

File Description	Docum
Upload any additional information	

Paste link for additional information

#### 4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gym

Central to the institutional cultural activities, is the college auditorium 'R' with a capacity of 1000. Institution also has - SDC Conference Hall and IT Conference Hall for events, Open Air Theatre in the hostel, the college lawn with a stage facility and Green corners for Nukkad Nataks, VirsaVihar and Recording Studios.

HMV stands unparalleled in the field of Sports and Cultural activities. It has contributed maximum points 23 times to the Makka Trophy of GNDU; in producing Arjuna Awardees and players of International/National repute (Harmanpreet Kaur Women Cricket Team)

The sports infrastructure includes Tracks, Grounds, Shooting Ranges, Courts, P. Mats, Gymnasiums and a World Class Swimming Pool. We have tie ups with Sant Seva Academy, Talwara, for Water Games and with GNDU for Cycling Velodrome. The sports facilities include full fee concessions, free diets, and a separate residential wing in the hostel.

The college has immensely contributed towards Classical and Folk Music, Dance, Debates, Declamations and Sports. All this came true because the college provides infrastructure along with coaching for sports and cultural activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hrmmv.org/documents/ADocs/Cr">https://www.hrmmv.org/documents/ADocs/Cr</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS,

87

File Description
Upload any additional information
Paste link for additional information
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

134.95

File Description
Upload any additional information
Upload audited utilization statements
Upload Details of budget allocation, excluding salary during the year (Data Template)

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The management and control of the Swami Dayanand Library is assisted by Alice : an efficiently designed software produced by Soft link Asia Pvt. Ltd. This integrat

has been designed specifically to meet the requirements of the library.

The Software comprises modules for acquisition, circulation, management (catalogue) utilities. It also has an OPAC module, known as Inquiry, that allows access for the library. There is a student-friendly feature of search options on the basis of Subject, Keywords, Topic, Publisher, ISBN, Call no., Barcode and Accession number also supports viewing multimedia files. There is no need to rebuild the index as automatic indexing is done. Alice can catalogue electronic files including documents. The librarian can check the status of books and details of the borrower through the system.

The college constantly aims at having maximum facilities to automate the library systems.

Name of the ILM Software:

Alice

Nature of automation:

Fully Automated

Version:

Version 6 BUILD 20 (ALICE) Eg3 Rev.No.32 (OPAC3.0)

Year of Automation

2002-2020

File Description	Docum
Upload any additional information	
Paste link for Additional Information	

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the abc</b>
--	------------------------------------

File Description
Upload any additional information
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals d**

**3.45**

File Description
Any additional information
Audited statements of accounts
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Te

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

56

File Description

Any additional information

Details of library usage by teachers and students

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Keeping pace with the technology especially in the pandemic scenario, the college has updated its IT facilities in the campus. It holds an agreement with Reliance Jio for Wi-Fi access. The purchase includes a 55" Kiosk, Lenovo Tower, Lenovo Think System 64gb, Think System Laptop, 5 Desktops, Zoom and Webex. There is 55 Mbps leased line for uninterrupted internet access.

The college is fully secured with the cameras which are operational 24\*7. The college has a Control Center. The display of the cameras is also available on LEDs at various locations in the college.

There are 58 ICT enabled rooms and Conference halls in which smart boards/LEDs, and a number of LCD screens have been installed in the campus for dissemination of various information.

To increase user friendliness and ease of use, the website is upgraded with the help of Group Private Limited which uses the Open Source Technologies PHP, MySQL etc.

Workshops and Faculty Enrichment Programmes are organized for faculty and staff. The programmes include Research Techniques, Data Analysis, Online Information Sourcing, Microsoft Office, Corel Draw and Flash.

File Description

Docum

Upload any additional information

Paste link for additional information

##### 4.3.2 - Number of Computers

621

File Description

Documents

Upload any additional information

[Vi](#)

List of Computers

No Fi

##### 4.3.3 - Bandwidth of internet connection in the Institution

A.  $\geq$  50MBPS

File Description

Do

Upload any additional Information

Details of available bandwidth of internet connection in the Institution

#### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) salary component during the year (INR in lakhs)

89.49

File Description

Upload any additional information

Audited statements of accounts

Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)

#### 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and library, sports complex, computers, classrooms etc.

The college has systematic procedures and policies for maintaining physical, academic and library facilities. The Principal, in consultation with Dean, Campus Maintenance, takes responsibility for maintenance and renovation of the infrastructure. The college has constituted a Maintenance Committee, which includes Block Incharges, Office Superintendent and Overseer. The responsibility of maintenance lies on the in-charges of various facilities. Annual maintenance is done by the faculty. The college arranges for regular services of Solar panel, Diesel pump, Generators, Water purifier, laboratory equipment. The college has an Annual Maintenance Contract and UGC fund for a full time Operator, for the maintenance of scientific instruments and electronic equipment.

Login IDs and Passwords are issued to all members for accessing e-resources in library. Students are motivated to inculcate the habit of visiting the library in their spare time. A provision of 10% +/- of the budget is allocated for the maintenance and upgradation of labs. A provision of 10% +/- of the budget is for miscellaneous expenses.

Sports facilities are maintained under the supervision of respective Incharges. The college has collaborations with Universities and other private institutions for sports facilities.

File Description

Documents

Upload any additional information

Paste link for additional information

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

664

File Description

Upload self attested letter with the list of students sanctioned scholarship

Upload any additional information

Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non-government agencies during the year**

1180

File Description

Upload any additional information

Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description

Documents

Link to Institutional website

<https://www.hrmmv.org/documents/ADocs/Criterion%205/5.1.3%20Re>

Any additional information

No File Uploaded

Details of capability building and skills enhancement initiatives (Data Template)

[View File](#)

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling during the year**

3841

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling institution during the year**

3841

File Description

Any additional information

Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of**

A. All of the above



statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Ant Ragging committee

Upload any additional information

Details of student grievances including sexual harassment and ragging cases

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

51

File Description

Docum

Self-attested list of students placed

Upload any additional information

Details of student placement during the year (Data Template)

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

203

File Description

Documents

Upload supporting data for student/alumni

Any additional information

Details of student progression to higher education

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description

Upload supporting data for the same

Any additional information

Number of students qualifying in state/ national/ international level examinations during the year (Data Template)

## 5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university level (award for a team event should be counted as one) during the year.

8

File Description
e-copies of award letters and certificates
Any additional information
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national level (During the year) (Data Template)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council, a bridge between students and administration, assists in organizing various activities. Volunteers follow a strict code of ethics, maintain discipline and carry out projects to realize the vision and mission of the institution and welfare of the community. The council coordinates awareness campaigns, organizes major annual events and cultural days. They participate in the meetings of IQAC, ICC as well.

The council functions under the guardianship of its Dean. It is headed by two joint heads and 8 assistant head girls along with separate head girl, joint head girl of hostels. Members of HMT Task Force, Discipline Committee and class representatives coordinate with the Student Council and help in creating a decentralized and student-friendly environment.

The Council's installation day is celebrated as Alankaran Divas. Each Academic Council society is headed by a secretary, joint secretary and assistant secretary. The installation is done by academic council chaired by the head of the institution. After completion of the year, these office bearers are invited as Guest of Honour in various functions and activities to show interest in growth of their alma mater.

File Description	Documents
Paste link for additional information	<a href="https://www.hrmmv.org/stu">https://www.hrmmv.org/stu</a>
Upload any additional information	<a href="#">View File</a>

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated

10

File Description
Report of the event
Upload any additional information

Number of sports and cultural events/competitions in which students of the Institution participated during the year by the institution/other institutions (Data Template)

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution and/or other support services

HMV Alumnae Welfare Association is a registered body that aims to unite and strengthen the bond between alumnae and Alma Mater. The graduates and post graduates are registered as life members. Till date, 114 alumnae have been registered as life members contributing their talents and personalities working on dignified positions.

The Association collects Alumnae's suggestions in the form of feedback for the betterment of the institution and conducts the following events to foster a sense of unity:

- Organises 'Punarmilan', the Annual Alumni Meet on 3rd Saturday of April every year
- Organises quarterly meetings of the executive body to discuss important agenda items
- Invites alumnae and former faculty members to participate in major events and contribute for student welfare funds
- Arranges Motivational Lectures of the Alumni in their field of specialization
- Provides services as guest faculty through its learned members
- Organises campus visits of the Alumni
- Maintains Database of the registered Alumni

The alumnae do handholding for present students by significantly contributing towards the development of skilled courses, organising placement drives, training programs, encouraging them to bridge industry academia gap. They also play a pro-active role in the effective functioning of IQAC.

File Description	Documents
Paste link for additional information	<a href="https://www.hrmmv.org/alumnae">https://www.hrmmv.org/alumnae</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Hans Raj Mahila MahaVidyalaya, established in 1927, is a prestigious institution that works under the auspices of the DAV College Managing Committee, New Delhi. We empower women through education and to make them responsible, self-sufficient, independent and global citizens who can positively impact the world.

The vision and mission of the institution as envisioned by our great founder is the true spirit of DAV movement.

Our vision statement is:

"Value oriented, skill based and globally competent education in sync with national growth and prosperity."

Our Mission is:

"Women education focusing on development and empowerment"

The leadership seeks to involve all stakeholders in an interactive communication, listening to the diverse perspectives when formulating policies and making decisions. The governance is transparent, participatory, harmonious, accountable, receptive, inclusive, ethical and effective.

The decisions pertaining to different aspects are taken by the IQAC and various committees annually. The administrative power is delegated to fourteen Deans, respective faculty and student representatives. All the stakeholders are taken into confidence while making decisions. The democratic setup of decision making and its implementation is the backbone of the college.

File Description	Document
Paste link for additional information	
Upload any additional information	

### 6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management

A culture of decentralized and participative management is practiced by involving HODs, Deans, faculty, staff and students in academic and non-academic activities given due representation in the college administration through IQAC, ICC, Societal Council and Discipline Committee.

#### CASE STUDY

Institution earned the honour of becoming the First Model Institute of District Mission by inculcating 3R principle of waste management through strategic planning and participation. The faculty, staff and students work in coordination to reduce, reuse and recycle waste. Experiments in labs utilize chemicals at micro scale level and use of plastic is minimum. Waste paper is recycled for reuse. Waste and grey water is reused for mopping. The wet & dry waste is source segregated in red, blue and green dustbins. Bio-waste crusher, garden waste mulcher, solid waste management unit, incinerators, recycling unit, rain water harvesting units are put to effective utilization. Waste wood, Paper, Clothes, Rubber, etc. are reused in the institutional Eco-Park. The female staff are appreciated and honoured by Municipal Corporation on Women's Day for their valuable contribution.

File Description	Document
Paste link for additional information	
Upload any additional information	

### 6.2 - Strategy Development and Deployment

#### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Perspective/Strategic plan and Deployment documents are available in the institutional website.
- The institution followed a strategic plan for ensuring online education to students during COVID scenario. The institution had already prepared an eLearning management system which was put to full utilization during lockdown. Online classes were held online through zoom/google/webex platforms. The lesson plans and assignments were uploaded on the hmvvelms for facilitating students. Online inter class competitions were held.

organized to keep the students involved in extracurricular activities. Students handle the stress as an outcome of the pandemic. University examinations were conducted through online mode. Realizing its academic social responsibility, open access of the learning content prepared by HMV faculty to one and all.

- PERSPECTIVE PLAN (2020-25)
- The college has a perspective plan of development which was reviewed in 2020, keeping in view the higher education policies of the nation.

File Description	Documents
Strategic Plan and deployment documents on the website	
Paste link for additional information	
Upload any additional information	

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative rules, procedures, etc.**

The college has three tier system for its governance. At the top level, the college has College Managing Committee, New Delhi. At the local level, the Local Committee facilitates necessary coordination. At the institutional level, the administration vests in the Principal who is assisted by IQAC. IQAC, that has the representation of stakeholders plays an important role in decision making policies of the institution.

The institute constitutes academic and administrative committees viz. Advisory Council, Faculty Council, Faculty and Staff Council. The academic departments are headed by their respective Faculty In-charges. At departmental level, there are Heads who monitor the academic and co-curricular activities. There are 39 subject societies and student office bearers who work under the guidance of In-charges for organizing co-curricular activities.

Striking a balance between autonomy and accountability, this arrangement leads to a strong commitment towards the achievement of goals with collective and collaborative efforts.

For Recruitment, Service and Promotions, the college follows the rules and regulations of UGC, DPI (Colleges), Govt. of Punjab, GNDU, Amritsar, and DAVCMC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.hrmmv.org/documents">https://www.hrmmv.org/documents</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description
ERP (Enterprise Resource Planning) Document
Screen shots of user interfaces
Any additional information
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Teaching

Various welfare measures that act as job satisfiers and provide motivation to

- HMV Staff Welfare Society(Registered)
- Well-equipped staff rooms
- Separate rooms for Heads and Deans
- Resource-rooms, Open-access library, research-cabins with INFLIBNET
- Fitness-Zone, Peace-Zone, Counselling Cell, Medical facility and Health Cen
- Duty leave, Maternity Leave and other leaves as per norms
- CPF, Gratuity, leave encashment at the time of superannuation
- Group insurance schemes, provident fund loan facility
- PNB branch with locker facility and E-lobby
- Guest House, telephone and transportation facility
- Cafeteria
  
- Swimming Pool, Indoor games, Boutique and Beauty&Wellness services at subs:
- Concession to the wards as per DAVCMC norms
- Accommodation for outstation faculty
- Admission quota for DAV wards
- Accommodation in DAVCMC guest house at subsidised rates.
- Vaccination camps,
- Sanitizers, Masks and organic vegetables at subsidized rates.

#### Non-Teaching

Additional welfare measures for non-teaching staff:

- Free coaching by the teaching staff to the non-teaching staff appearing in
- Free-ship to the wards
- Free accommodation facility
- Free uniform to the Supporting Staff and Diwali gifts
- Free transportation in case of emergency
- Permission for studies along with employment.
- Havana Yajna on the first day of every month staff and birthday gifts
- Medical facility and health Centre
- Exigency fund raising

File Description	Documents
Paste link for additional information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%206">https://www.hrmmv.org/documents/ADocs/Criterion%206</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and to professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and to professional bodies during the year

File Description

Upload any additional information

Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

67

File Description

Reports of the Human Resource Development Centres (UGCASC or other relevant centres).

Reports of Academic Staff College or similar centers

Upload any additional information

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) and Faculty Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Courses during the year

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation Programmes, Refresher Course, Short Term Course during the year

25

File Description

IQAC report summary

Reports of the Human Resource Development Centres (UGCASC or other relevant centers)

Upload any additional information

Details of teachers attending professional development programmes during the year (Data Template)

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has established a well-defined and structured mechanism for regular performance appraisal of the faculty and staff.

#### Performance Appraisal of Faculty

The college has adopted Performance Based Assessment Score (PBAS) for the faculty as per the Regulations, 2010 and four amendments thereafter.

The faculty members submit PBAS forms at the end of every academic year. Faculty members are assessed on the basis of teaching, learning evaluation related activities, professional development, co-curricular, extension activities, research and contribution towards college.

The faculty members working against DPI sanctioned posts fill up self- assessment forms and submit them to the Superintendent of DPI (Colleges). Analysis of faculty feedback from different stakeholders is also given due consideration.

### Performance Assessment of Non-Teaching Staff

Performance appraisal of non-teaching staff is based upon Annual Confidential Report (ACR) and assessment is based upon evaluation by office Superintendent, administrative head of the college, the employee and Head of teaching department to which the employee is associated. The ACR is based on the ACR as well as informal feedback received from students regarding their satisfaction with the quality of services provided by the employee. The feedback is either received directly from students or through personal interaction or through suggestions put in the box.

File Description	Document
Paste link for additional information	
Upload any additional information	

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words.

The institute receives salary grant from government of Punjab against grant-in-aid. It also receives scholarships from funding agencies like UGC, DBT, DST, ICSSR, National Institute of Advanced Studies, etc. In order to ensure financial accountability, institute gets internal and external audits conducted by competent authorities regularly.

### Internal Audit

- The institute is running number of self-financed courses. Budget for self-financed courses is approved by the local committee and then by DAVCMC, New Delhi.
- DAVCMC deputed certified Chartered Accountant for conducting the financial audits of self-financed courses.
- Expenditure on major projects is sanctioned by DAVCMC
- A senior faculty is appointed as Bursar to check the bills and relevant documents and submit them to Superintendent Accounts.

### External Audit of the Government Funds

External audit of the government funds is carried out at three levels:

- Finance Department, Govt. of Punjab.
- Accountant General
- DPI (Colleges) Govt. of Punjab

The audit of funds received for SC/ST students is done by the finance department of the government. DPI colleges conduct compliance audit in regard to rules and regulations.

### External Audit of funds received from funding agencies

Utilization of funds received from funding agencies is audited by Chartered Accountants. Audit Certificates are sent to funding agencies.

File Description	Document
Paste link for additional information	



6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (Part III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year

6,77,134

File Description

Annual statements of accounts

Any additional information

Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Part III Template)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute has established Grants Committee to mobilize funds from different sources. The committee is headed by Grants Coordinator, a senior faculty. Various sources from which funds are mobilized are:

- Grant in aid from Govt. of Punjab

The institute follows rules and regulations laid down by DPI (Colleges) Govt. of Punjab. It also receives deficit grant from DPI (Colleges) against grant in aid posts.

- Grants from funding agencies

The institute mobilizes various grants from funding agencies like MHRD, UGC, DIT, Commission for Women etc.

- Donations

MLAs, Ministers, MPs, Alumni, local committee members, industrialists, and others contribute generously for the cause of women education

- Self -financed Courses

Finance is generated from admission-fee, tuition-fee and other funds from Self-financed courses.

- Miscellaneous Income
- Revenue through NTA Examination
- Fee from Hostels, multi-gym, indoor stadium, swimming pool, etc.
- Contract money from canteen, mess, book-tuck-shop, parking area.
- Rent for using Ragini Auditorium by various institutions/NGOs/Local Administrations
- The institution runs senior secondary wing in its premises which contributes to the institute.
- Revenue is generated through consultancy and services provided by Fashion Design, Fashion Science/Cosmetology/JMC/Multimedia/Design/Fine Arts Departments.

File Description

Docum

Paste link for additional information

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality processes

**IQAC ensures quality standards in teaching and learning by institutionalizing the follow up of academic audit. The academic audit is conducted at three levels:-**

- Departmental Academic Audit
- Faculty Audit
- External Academic Audit

The Heads of departments submit assessment report of the department in a structured manner covering academic flexibility, teaching learning and evaluation, infrastructure availability, faculty profile, student profile, learning outcomes etc. The audit is conducted by a committee appointed by IQAC comprising Dean Academics, Dean Curriculum Coordination, Dean Faculty Development, and Dean Faculty. The audit report in the form of SWOC analysis is discussed with the Quality Assurance Committee. The committee gives valuable suggestions for further improvement.

Likewise, all the faculty members submit their self-assessment forms to the IQAC. The forms are submitted to the Principal by IQAC Coordinator after due verification based on quality parameters like teaching and learning, professional development, research and academic content, and administrative management etc.

External academic audit is conducted by external experts for improvement and the findings are incorporated by the faculty. All efforts are put up in order to match the quality standards.

File Description	Documents
Paste link for additional information	
Upload any additional information	No File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and infrastructure at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various areas.

Education has undergone a tectonic shift from traditional pattern to modern way of learning. The ICT enabled learning environment especially in the COVID scenario.

Two examples of institutional reviews and teaching learning reforms are :

**Augmentation of IT infrastructure and its usage**

- Smart boards
- High speed LAN/WiFi 55mbps
- Library fully renovated with availability of e-content 24\*7 on internet.
- e-content development
- Moodle-LMS
- Online attendance & submission of awards
- Use of software for making statistical analysis
- Digital visualizers for showing diagrams, pictures critical concepts.

**Shift from teacher centric to student centric pedagogy**

In addition to traditional chalk and talk method, following teaching pedagogy :

- Teaching in smart class rooms with the use of interactive board
- Participative learning through online conferences, seminars and workshops
- Power point presentation for technology based teaching learning
- Group discussions, Role play, mock sessions, mock advertisement campaigns
- Diagrammatic representations through digital visualizer
- Cognitive teaching through imageries for memorization.
- Teaching and learning through e-Modules
- Learning through computational tools.
- Video conferencing with resource persons of repute through virtual learning
- Research projects and innovative experiments in science for experiential learning
- Culture of knowledge acquisition through library via books, journals and e-resources

File Description	Documents
Paste link for additional information	
Upload any additional information	No File

**6.5.3 - Quality assurance initiatives of the institution include:**  
**Regular meeting of Internal Quality Assurance Cell (IQAC);**  
**Feedback collected, analyzed and used for improvements**  
**Collaborative quality initiatives with other institution(s)**  
**Participation in NIRF any other quality audit recognized by**  
**state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj.pdf?url=https%3A%2F%2Fwww.hrmmv.org%2Fdocuments%2FAnnual%2021.pdf&amp;cLen=377940&amp;chunk=true">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj.pdf?url=https%3A%2F%2Fwww.hrmmv.org%2Fdocuments%2FAnnual%2021.pdf&amp;cLen=377940&amp;chunk=true</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The institution is affiliated to GNDU, Amritsar, and the curriculum covers a wide range of gender-related themes. During the pandemic, the institution held events to sensitize students about risk behaviours, women's health care, women's legal rights, entrepreneurship, and social problems. The institution has established a Grievance Redressal Cell, an Anti-Sexual Harassment Cell, and a Women Empowerment Cell, and Information regarding

on website, information brochure and displayed at prominent places in the campus operational to provide safety and security. Security personnel are stationed at a police station ensures patrolling around the campus and there is a police Nakka 100 metres from the gate. Students, faculty, employees, hostel visitors and coaches. Entry and exit registers are maintained at both the gates. Mentors take special issues related to students. Days related to women are celebrated and voter awareness to promote women equity. Sanitary vending machines and incinerators are installed. special Day Care centre functions on the days when the staff has to work for 10

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.1%20%20fi">https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.1%20%20fi</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.1%20%20fil">https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.1%20%20fil</a>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above
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File Description	Documents
Geo tagged Photographs	
Any other relevant information	

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-recycling system Hazardous chemicals and radioactive waste management

**Solid waste management**

Kitchen waste of campus is segregated and sent for processing in the solid waste unit. Vermi-composting & Solid waste compost produced in the college is used for compost is sold. Waste paper is recycled in paper recycling unit to create file: newspapers are used as gift wraps. The worn out wooden furniture is mended or re also created best out of waste garden.

**Liquid waste management**

The college maintains thirteen rain water harvesting units based on Seechewal method. These units act as natural water recharging system. Water from the air conditioners and ROs wash basins is collected and used appropriately

#### Biomedical waste management

Incinerators are installed in every washroom. Waste from dispensary, Zoology lab, etc. is kept in red dustbin for disposal.

#### E-waste management

We segregate e-waste and then ask the related agencies to pick up from the premises as per government norms.

#### Hazardous Chemicals

Chemistry department has introduced micro-scale experiments in the UG and PG courses. Only quantitative experiments in milligram scale only. Most of solvents are recovered using rotary evaporator/distillation and reused.

File Description
Relevant documents like agreements / MoUs with Government and other approved agencies
Geo tagged photographs of the facilities

**7.1.4 - Water conservation facilities available in the Institution:**  
 Rain water harvesting Bore well /Open well recharge  
 Construction of tanks and bunds Waste water recycling  
 Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description
Geo tagged photographs / videos of the facilities
Any other relevant information

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description
Geo tagged photos / videos of the facilities
Various policy documents / decisions circulated for implementation
Any other relevant documents

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description
Reports on environment and energy audits submitted by the auditing agency
Certification by the auditing agency
Certificates of the awards received
Any other relevant information

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description
Geo tagged photographs / videos of the facilities
Policy documents and information brochures on the support to be provided
Details of the Software procured for providing the assistance
Any other relevant information

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

The institution is dedicated to the cause of education, based on principles of propagating Vedic vision which is inherently pluralistic and accommodates a variety of requests and manifestations. For providing inclusive environment the institution initiatives:

- Transparent admission procedure.
- Conduct life & soft skill programmes.
- Maintains Transportation facility to bridge urban rural divide.
- Earn while you learn, Book Bank, Book Nest, Prayaas.
- Talking books for visually challenged.
- Liberal scholarships and concessions for economically weaker section and special category students.
- Celebration of important days and festivals
- Organizes Fresher's and farewell party
- Imparts training to the students in Folk dances of India, its costumes and contemporary scenario.
- The languages taught as subjects are Punjabi, Hindi, Sanskrit, and English spoken by the students include, Haryanvi, Himachali, Punjabi, Bengali, Oriya, Gujarati, etc.
- Maintains multilingual sign boards.
- Encourages Peer mentoring between slow learners and advanced learners by group

- Arranged Vaccination Drives (COVID-19), immunization awareness campaigns and Tests)
- Organized Swacch Bharat drives and drug abuse awareness programmes

It is pertinent to note that students from 18 states of India are resident school. We celebrate important festivals of all religions with full enthusiasm.

File Description

Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)

Any other relevant information

**7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values and responsibilities of citizens**

The institution assumes duty for educating employees and students about their constitutional commitments, rights and responsibilities. They celebrate Independence Day, Republic Day of national importance to honour our national identity and integrity. The institution observes Voter Day every year. The employees and faculty perform election duties. The institution has a teacher's union and non-teaching employees union which safeguards the rights of employees and appraise of their responsibilities. To safeguard the rights of the employees and employees, the institution has an active Legal Literacy Cell. A copy of the Indian Constitution is placed in the Library. The Preamble, Fundamental Rights, Fundamental Duties & 1 are displayed in the campus and recited in assemblies and at the end of formal events. The institution has taken up projects such as "Trash to Treasure" and "My waste my responsibility" for environmental orientation amongst students.

Institution organized international webinars on "Pandemics: Historical Perspectives". Constitution Day in India" observed "Communal Harmony Campaign Week", celebrated Human Rights Day, Plogging under Swachhta Pakhwada and Fit India Freedom Run. The eco-friendly projects, the trash has been used for the beautification of the campus.

File Description

Documents

Details of activities that inculcate values; necessary to render students in to responsible citizens

<https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.9>

Any other relevant information

<https://www.hrmmv.org/documents/ADocs/Criterion%207/7.1.9>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description

Code of ethics policy document

Details of the monitoring committee composition and minutes of the committee meeting, number of program reports on the various programs etc., in support of the claims

Any other relevant information

### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and fe

The institution has maintained its uniqueness in providing the finest of modern maintaining values and traditions. We promote India's cultural heritage and legal days of importance. The days that are to be commemorated are listed in the plan made by word of mouth/ social networks. Festivals of all religions are celebrated to cultural, spiritual, historical, and national heritage. Students from eight to in the hostel and all these festivals are celebrated in the hostel also. Student opinions in morning assembly. Important days like National Voters Day, Republic Child Day, National Science Day, Independence Day, International Mother Language Women's Day, World Sparrow Day, World Earth Day, Mother's Day etc. are observed sisterhood and environmental responsibility, we celebrate Rakhi as Rakhi Sakhia. Diwali is marked with the exchange of plants and a pledge to safeguard the environment from cracker burning. Students celebrate college foundation day, Fresher's and to the covid pandemic, the institute is closed for students. However, all these through hybrid mode.

File Description

Annual report of the celebrations and commemorative events for the last (During the year)

Geo tagged photographs of some of the events

Any other relevant information

## 7.2 - Best Practices

### 7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provi

#### Best Practice I

**Title: Empowering Women through Skill Enhancement**

#### Objectives

- To bridge the industry- academia gap
- To deliver market-relevant skills and certifications

#### The Context

The major issues addressed are related to

- the relocation of girls after marriage and immigration
- empowerment of disabled and underprivileged girls

#### Best Practice

HMV offers many skilled courses under Community College, M.Vocs, B.Vocs, VTPs : Ph. D in Multimedia

#### Evidence of Success

- Students becoming employed entrepreneurs



- Received Best Institution Promoting Skill Education and Vocational Courses

#### Problems encountered and resources required

- Challenge of convincing students
- Infrastructure & MOU requirement

#### Best Practice II

Title: Moving Towards Effective Paperless Office

#### Objectives

- To enhance the efficiency of the office
- To save paper and move towards paperless office
- To move ahead with world class institutions in terms of technology

#### The Context

Addressing the effect of climate changes and help in reducing the felling of trees

#### The Practice

- WhatsApp notice and Mass Messaging to parents
- Online Attendance
- Recycling of waste
- HMV Learning and Management Information System

#### Evidence of Success

Substantial reduction in the use of paper and Improved Efficiency

#### Problems Encountered and Resources Required

- Challenge to change the mindset of the people
- Hardware and software requirement.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.hrmmv.org/bestprac">https://www.hrmmv.org/bestprac</a>
Any other relevant information	<a href="https://www.hrmmv.org/documents/ADocs/Cri">https://www.hrmmv.org/documents/ADocs/Cri</a>

### 7.3 - Institutional Distinctiveness

#### 7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within :

The institution is committed to the cause of environmental protection and adopts green practices to meet the sustainability goals of the planet. It has developed an eco-friendly approach to create awareness about the enormity of the situation and make students ambassadors of environmental protection in the society.

- Replacement of bouquets with green plants duly planted in planters.
- Celebrating organic Holi and Green Diwali.
- Maintaining paper recycling unit to create files, folder and recyclable paper.
- Replacement of synthetic wrapping paper with recyclable newspaper.
- Maintaining institutional waste segregation unit, wet waste composting unit and paper shredder

- Organised workshops on swacchta & plogging event for creating awareness in
  - Installation of bird feeders and bird houses in the campus.
  - Maintaining best out of waste garden.
  - Effective utilization of grey water.
  - Planting indigenous trees inside the campus. Celebrating Vrikshabandhan to
- and institution has ventured Eco-feminism project to study the connections between nature. To mark the beginning of the project, some of the old trees of the campus were named after empowered women like Maa Gayatri, Mata Gujri, Mother Teresa, Maa Dharni and

File Description	D
Appropriate web in the Institutional website	
Any other relevant information	

### 7.3.2 - Plan of action for the next academic year

#### PERSPECTIVE PLAN

2020-25

Past one year has witnessed a massive change in the overall economy due to the COVID-19 pandemic and education sector is not an exception. Although the college did not face much difficulty, it has adapted itself to the online mode of teaching when sudden lockdown was announced. However, it was already having its own dedicated teaching learning portal HMV ELMS. However, there is a need to follow a more structured approach in academics, extra-curricular as well as co-curricular activities. Following plan is proposed to be followed for the coming five years:

1. Digital Counselling: While taking the admission in various UG and PG Courses, the college provides counseling as it helps them to make the right career choice. However due to the COVID-19 pandemic and its after effects, it would not be possible for the students to come physically to the college. The college will come forward to help the students by organizing various live sessions wherein sessions the students will be given guidance regarding the career choices.
2. Online Admission: The college has already initiated the process of online admission for the students. However, the system of online admission will be streamlined further to reduce the travel of students from far off places. The details will be made available on the college website.
3. Adoption of Outcome Based Education: The college proposes to adopt Outcome Based Education in all academic programmes which will focus on measuring student performance on the basis of learning goals or outcomes at different levels.
4. Strengthening DDU Kaushal Kendra: The institution aims to realize the goal of skill development focusing on their skill enhancement as it is one of the most urgent and effective strategies for inclusive economic growth. For this purpose, DDU Kaushal Kendra will be strengthened to achieve the following objectives:
  - Identification of new sectors of skill development.
  - Bridging the industry- academia gap
  - Providing training in market relevant skills that match with the international demand to enable students to become globally employable.

1. Mentoring Sessions Focusing on Mental Health: Pandemic has amplified the mental health issues of students. The mentoring sessions will be intensified further to deal with the mental health problems of the students and to improve their mental health.
2. Digital Initiatives: In sync with nation's march towards digital India, the college will undertake the following initiatives:

- The college is already having its own teaching learning portal i.e. HMVELMS to accelerate the adoption of new digital technologies to deliver education.
- The faculty will be motivated to participate in e-content development schemes of India.
- The college has already initiated the process of online evaluation through HMVELMS, however its accessibility and usage will be made inclusive.
- In order to promote cashless transactions, Digi payment system for payment of tuition fee and other charges will be adopted at full scale.
- Digi locker will be opened for keeping necessary documents of faculty, staff and students from time to time.

#### 1. Institutional Social Responsibility (ISR)

- As environmental steward, the institution will take further initiatives to strictly banning single use plastic in the college.
- Towards the accomplishment of the mission of sustainable growth, the greater waste management by adopting eco friendly measures.
- The depletion of ground water level is a serious matter of concern especially in the region. Ground water conservation is the need of the hour, so the institution will make further efforts for ground water conservation.

8. To Seek Autonomous Status: The institution has completed two cycles of NAAC accreditation. The process of third cycle is going on. Once the process is completed, it will apply to the UGC as that will enable us to determine and prescribe our courses of study and to restructure and redesign the courses to suit local and global needs.

9. Establishment of Research Centre: Although the college has dedicated research facilities with modern high precision equipment but the affiliating structure of the institution limits its research capabilities. Once we get autonomy, we will establish our own Research Centre to promote research in relevant fields.

10. Increasing Global Footprints: The institution will be working towards increasing its global footprint by entering into foreign collaborations. The college has already signed MOU with international institutions in the field of Bio-sciences. It is planning for research tie-ups to cover more areas and to boost up faculty exchange and student exchange programmes at the international level.