

**Assessment Report for
Institutional Re-accreditation of
Hansraj Mahila Mahavidyalaya
Mahatma Hansraj Marg
Jalandhar
Punjab – 144 008**

October 29th – 31st 2012



**National Assessment and Accreditation Council
Bangalore**

SECTION I: GENERAL INFORMATION	
1.1 Name & Address of the Institution:	HANSRAJ MAHILA MAHAVIDYALAYA MAHATMA HANSRAJ MARG JALANDHAR PUNJAB – 144 008
1.2 Year of Establishment:	1927 at Lahore and revived at Jalandhar from 1948
1.3 Current Academic Activities at the Institution (Numbers):	
Faculties/ Schools:	03 (Arts, Science, Commerce)
Departments/ Centers:	29 (13 PG & 16 UG)
Programmes/ Courses offered:	UG – 09, PG-03, Honours – 07, PG Diploma-04, Add-on-courses – 13
Permanent Faculty Members:	84
Permanent Support Staff:	41 (Technical -05 , Non-teaching-36)
Students:	4300 (During 2012-13)
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> Grant-in-aid, religious minority college for women, situated in the urban city of Jalandhar, affiliated to Guru Nanak Dev University and has been recognized as college with Potential for Excellence by UGC. The unit cost of education is Rs.42,194 and Rs.17,825 including and excluding salary component and the college obtained 2(f) and 12(B) recognition from UGC during 1956. The college strives hard to impart comprehensive, balanced quality education in tune with the vision of the college "Women's Education, Nation's March towards globalization".
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	October 29 th – 31 st , 2012.

1.6 Composition of the Peer Team which undertook the on- site visit:

Chairperson

Dr. N Sundararajan

Vice Chancellor
Jain University
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Member Coordinator

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Principal,
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NAAC Coordinating Officer:

Dr. M.S. Shyamasundar

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Karnataka



SECTION II: CRITERION WISE ANALYSIS	
2.1 Curricular Aspects:	
2.1.1 Curricular Design & Development:	<ul style="list-style-type: none"> Curriculum designed by Guru Nanak Dev University is based on UGC guidelines and has relevance to the regional and national requirements. All the academic programmes, including the vocational subjects introduced at the UG level, the PG diploma and add on courses are in consonance with the goals and objectives of the college. The curriculum enables the students both for higher education and employment.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> Limited by university regulations. Wide range of academic programmes both at UG and PG level exists. (Seven different combinations in B.Sc, one in BA, two in B.Com one each in B.B.A and BCA at the UG level and five in M.A, four in M.Sc and one in M.Com). Twenty one courses are offered under annual system and 14 are under semester system. Eight programmes have inter/ multidisciplinary approach.
2.1.3 Feedback on Curriculum	<ul style="list-style-type: none"> Feedback on curricular aspects is taken from academic peers, alumni, students and employers. Feedback is analyzed and utilized for introducing need-based innovation and restructuring. Feedback about the performance of teachers from students is taken.
2.1.4 Curriculum update	<ul style="list-style-type: none"> Syllabus revision is done by the affiliating University and during the last five years revision was done in 35 subjects. Some of the senior faculty of the college are members in B.O.S., Academic Council and

	<p>Syndicate of Guru Nanak Dev University and give suggestions for innovations in the design of the curriculum.</p> <ul style="list-style-type: none"> • During the post accreditation period, seven new courses at UG level and three at PG level have been introduced besides useful PG diploma and Add-on-courses.
<p>2.1.5 Best Practices in Curricular Aspects (If any):</p>	<ul style="list-style-type: none"> • Teaching of computer science subjects for the non-computer science students and the add-on courses to enrich the university curriculum.

<p>2.2 TEACHING-LEARNING & EVALUATION:</p>	
<p>2.2.1 Admission Process and Student Profile</p>	<ul style="list-style-type: none"> • Wide publicity is given for admission to various courses through the college website, prospectus, regional news papers, T.V. Channels and FM Radio. • Admission process is transparent and the marks obtained in the qualifying examination and personal interview is the criteria for admission. • College makes sincere efforts in ensuring equity and access by admitting students from SC/ST, OBC, economically backward, differently abled students as per the guidelines of the Guru Nanak Dev University and the State Government.
<p>2.2.2 Catering to the Diverse Needs:</p>	<ul style="list-style-type: none"> • Slow and advanced learners are identified through oral / group discussions and written tests. • Remedial coaching classes, bridge courses and counseling, seminars / workshops are conducted for slow learners and motivational lectures, skill development programmes, leadership role, training and incentives are given to advanced learners. • Number of facilities available to facilitate differently abled students.

<p>2.2.3 Teaching-Learning Process:</p>	<ul style="list-style-type: none">• Academic plan prepared in tune with the calendar of Guru Nanak Dev University and integrated with the teaching – learning and evaluation process.• Guest lectures, seminars, workshops and field visits are used in addition to regular class-room teaching.• Audio Visual Aids, LCD, OHP, smart classrooms with interactive boards and digital visualizers are used to supplement the regular class-room teaching.
<p>2.2.4 Teacher Quality:</p>	<ul style="list-style-type: none">• 24 faculty have Ph.D, 73 are M.Phils. 16 teachers are pursuing Ph.D. A few teachers have received awards and recognitions from various agencies during the last five years.• Teachers are appointed as per UGC / State Government / Guru Nanak Dev University norms by the DAV College Management Committee. Adhoc appointments are made by the local management committee.• Faculty have attended 79 refresher courses 94 orientation programmes and 17 UGC / FIP programme during the last five years.
<p>2.2.5 Evaluation Process and Reforms:</p>	<ul style="list-style-type: none">• Internal assessments, unit tests, practical tests and mock tests are conducted periodically.• Assignments are evaluated and returned to the students. Best answer books are circulated among the students for comparative marking and interactive discussion.• Evaluation methods are communicated to students and grievances if any are addressed immediately by faculty.

2.2.6 Best Practices in Teaching-Learning and Evaluation (if any):	<ul style="list-style-type: none">• Skill development centre, smart class-rooms, video conferencing facility and other ICT enabled teaching-learning methods resulting in excellent learning outcomes.
2.3 RESEARCH, CONSULTANCY & EXTENSION:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none">• Faculty is given study leave, seed money, academic support and to use infrastructural facilities to undertake research work.• Teachers are encouraged to attend seminars / workshops / conferences and also to present and publish papers.• A research committee facilitates all the research activities including arrangement of faculty development programme and research collaborations.
2.3.2 Research and Publications Output:	<ul style="list-style-type: none">• Three major research projects are currently carried out and six minor research projects have been completed.• A well equipped research laboratory exists and research journals in Commerce, Computer Science, Hindi, Botany and Psychology disciplines are brought out by the college.• During the last five years faculty have attended about 390 and organized 53 workshops / conferences / seminars and presented papers. Research Papers have also been published in International/National Journals.
2.3.3 Consultancy:	<ul style="list-style-type: none">• Some of the departments and faculty members are involved in consultancy services (both free and remunerative) in their expertise domain.• The expertise available for consultancy is publicized

	<p>through News Papers, TV Channels, Hoardings and Social Network sites.</p> <ul style="list-style-type: none">• Revenue generated through consultancy is utilized for the welfare of the students and the underprivileged.
2.3.4 Extension Activities:	<ul style="list-style-type: none">• Extension activities are carried out by NCC cadets, NSS volunteers and other clubs / associations in collaboration with village panchayats, NGO's and local bodies.• During the last two years many extension activities have been carried out, which include health and hygiene awareness, blood donation camps, AIDS awareness, polio camps, Sarai khaas, Gakhlan, Abadaan and Kala Bahian etc.• NCC cadets have attended RD parade at Delhi and NSS volunteers have rendered services to the community and have brought laurels to the college.
2.3.5 Collaborations:	<ul style="list-style-type: none">• The Institution has collaboration with DAV Institute of Physiotherapy, DAVIET, Jalandhar, University of Mizoram and some other NGO's.• Linkages with International Basket Ball Academy, Toronto, Dhanoa Hockey Academy, UK, Pahal Saksham and Northern Region Disease Diagnostic Laboratory, Jalandhar exist.• Linkages with Labs and Racks, Ludhiana Stock Exchange, SQL Technologies, ADI Bio-Solutions, Mascom Global Ltd, JNU, NDRI etc are seen.



2.3.6 Best Practices in Research, Consultancy & Extension (If any):	<ul style="list-style-type: none"> • Commendable extension activities and SDIS for the under privileged section of the society.
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2.4 INFRASTRUCTURE AND LEARNING RESOURCES:

2.4.1 Physical Facilities for Learning:	<ul style="list-style-type: none"> • The college has a campus area of 28.60 acres with a built up area of 19005 sq.m with 90 class-rooms, 55 laboratories, 5 smart class rooms and adequate space for co-curricular and extra curricular activities. • Adequate facilities for indoor and outdoor games exist. • A skill development centre, video conference hall, multimedia centre, aviation lab, lecture theatres, fashion studio are also available.
2.4.2 Maintenance of Infrastructure:	<ul style="list-style-type: none"> • Budget is earmarked under different heads for the maintenance of buildings and equipments. • Minor repair works are carried out by appointed staff like carpenters, plumbers and electricians. • Computers are maintained by the full-time lab technicians appointed by the college and through IMF (Instrument Maintenance Forum) under UGC scheme.
2.4.3 Library as a Learning Resources	<ul style="list-style-type: none"> • The college library has 90199 books and subscribes to 135 Indian and 08 Foreign journals besides 7757 back volume of journals and number of CD's and DVD's. • The library is fully automated, has open access system (has INFLIBNET and ENLIST facility) and functions between 8am and 6pm every day. • Inter library borrowing facility through DELNET,

	<p>facilities for visually and physically challenged persons, reprographic and bibliographic services are available.</p>
2.4.4 ICT as Learning Resources:	<ul style="list-style-type: none"> • 492 computers available and the central computer centre has 50 computers. 326 computers have internet facility. • Broad Band connectivity hooked with Wi-Fi LAN systems with number of useful soft wares available. • The college has a good website providing all necessary information and is updated periodically once in two months.
2.4.5 Other Facilities:	<ul style="list-style-type: none"> • An instrumentation centre, a Health Centre and residential accommodation both for faculty and non-teaching staff, exists. • Other facilities include a canteen, gymnasium, women rest rooms, transport, vehicle parking facility, a student centre, cyber café, two generators, Botanical Garden and a Zoology Museum. • A hostel with recreation facilities is available and at present there are about 770 students residing in it (including old hostel, new hostel and sports hostel).
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (If any):	<ul style="list-style-type: none"> • Optimum utilization of infrastructural facilities and HMV Channel.

2.5 STUDENT SUPPORT AND PROGRESSION:

2.5.1 Student Progression:	<ul style="list-style-type: none"> • The drop out rate during 2011-12 is 13% and the college is making all efforts to reduce it. • The pass percentage of the students in almost all disciplines is very high with many students bagging gold medals and distinction (Identified as STAR
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	<p>college by Guru Nanak Dev University).</p> <ul style="list-style-type: none"> Nearly 20% of the students seek employment while the rest pursue higher education.
2.5.2 Student Support:	<ul style="list-style-type: none"> The college publishes its updated prospectus, handbook, HMV news magazine and hostel instruction book and is made available to students. Financial assistance/scholarships and freeships are available to toppers in academics, sports, children of staff and economically weaker students. (A total of Rs.57,92,785 financial aid during 2010-11). A career counseling cell, placement cell, a grievance redressal cell, an active alumni association and parent-teacher association exist. Safety insurance for students, special nutritious diet for sports students, earn while you learn scheme are some of the student welfare schemes.
2.5.3 Student Activities:	<ul style="list-style-type: none"> Students have organized and participated in sports and cultural competitions at the Inter-collegiate, State and National level and have brought laurels to the college. During the last five years the college has produced several prominent Alumnae in several fields including international players. Students exhibit and display their talent and creative skills through the college magazine, HMV news, wall magazine and the Journals Sahitya Avlokan, Computer Apex, Commerce Spectrum and Bio Spectrum.
2.5.4 Best Practices in Student Support and Progression (If any):	<ul style="list-style-type: none"> Encouragement to sports and other student activities.

2.6 GOVERNANCE AND LEADERSHIP:

<p>2.6.1 Institutional Vision and Leadership:</p>	<ul style="list-style-type: none"> • The goals and objectives of the college are in consonance with the policies of Higher Education of the Government. • The management and the principal of the college provide the leadership and guidance in all academic and administrative matters. • The mission of the college is value based, globally competent, employment oriented education focused on empowerment of women.
<p>2.6.2 Organizational Arrangements:</p>	<ul style="list-style-type: none"> • The college is managed by DAV College Managing Committee, New Delhi and the local Managing Committee facilitates necessary coordination and monitors the performance and functioning of the college. • The principal, the HOD's and the various committees formed takes care of the day to day administration, internal monitoring and smooth functioning of the college. • Healthy mechanism to redress the grievances of the employees through an elected staff secretary exists.
<p>2.6.3 Strategy Development and Deployment:</p>	<ul style="list-style-type: none"> • During the post accreditation period some of the plan proposals like augmentation of infrastructure, introduction of new academic programmes have taken place. • The institution is fully computerized (admission process, student data, attendance record, examination and fee details, staff profiles and salaries etc). • The MIS is effective and has helped in strategy development and deployment.

2.6.4 Human Resource Management:	<ul style="list-style-type: none">• The teaching and non-teaching positions are filled and recruitment of teachers is done as per the UGC guidelines and government norms.• The performance of the teachers is done through self assessment report and feedback from students and that of non-teaching staff is monitored by HOD's and Principal.• Adhoc appointment of teachers is made by the LMC while permanent vacancies are filled by the DAV Managing Committee, New Delhi.
2.6.5 Financial Management and Resource Mobilization:	<ul style="list-style-type: none">• The institution gets grants from DPI (Deficit Grant) and UGC.• Accounts are audited every year by the internal/external auditors. The bills and relevant papers are verified by Bursar.• Proper utilization of the various funds received is ensured.
2.6.6 Best Practices in Governance and Leadership (If any):	<ul style="list-style-type: none">• Transparent administration and proactive management.

2.7 INNOVATIVE PRACTICES:

2.7.1 Internal Quality Assurance System:	<ul style="list-style-type: none">• The IQAC is established for quality check, academic and administrative planning and interacts periodically with the faculty.• Attempts made by IQAC to institutionalize the best practices and to develop bench marks in various activities of the institution is evident.• Faculty development programmes, staff training programmes, skill and value oriented add on courses, establishing strong linkages with other institutions and strategies for overall development are taken care by IQAC .
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<p>2.7.2 Inclusive Practices:</p>	<ul style="list-style-type: none"> • The institution makes attempt to follow the reservation quota and the policies of the government in the admissions of students and appointment of faculty. • The institution is sensitive to the needs of the differently abled students through the cell for physically challenged persons under the UGC scheme (HEPSN). • Gender sensitizing courses are organized.
<p>2.7.3 Stakeholder Relationships:</p>	<ul style="list-style-type: none"> • Participation of the students from NSS, NCC and the various clubs and associations reflect their social commitment making the college relevant to the neighborhood. • Satisfaction of the stakeholders especially students and parents is evident.

<p>Section III: OVERALL ANALYSIS</p>	<p>Observations (Please limit to five major ones for each and use telegraphic language) (It is not necessary to denote all the five bullets for each)</p>
<p>3.1 Institutional Strengths:</p>	<ul style="list-style-type: none"> • Good governance, transparent administration and proactive management with sound financial position. • Good work culture existing and commitment of faculty. • Effective teaching-learning process with several innovative initiatives resulting in good academic achievement of students. • Active participation in sports, NSS, NCC, cultural and other outreach activities. • Good infrastructural facilities with scope for further expansion in the future.
<p>3.2 Institutional Weaknesses:</p>	<ul style="list-style-type: none"> • Number of M.Phil / Ph.D holders is less compared to the total number of faculty.

	<ul style="list-style-type: none"> • Number of faculty under non-grant-in-aid category is more. • Number of publications in National / International journals with good impact factor is low.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To obtain research centre recognition to some of the PG departments from Guru Nanak Dev University and other research organizations. • To take up coordinated and collaborative projects (National / International) • To utilize the infrastructure for further expansion to introduce some more new and innovative courses.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • To completely realize its vision and mission. • Living upto the expectations of its stake holders. • Fulfillment of sanctioned strength in the courses with low admission intake and ensuring higher percentage of students in reserved categories. • With the existing expertise in certain departments college can start formal consultancy services.

Section IV: RECOMMENDATIONS

- B.Com. course may be vocationalized with UGC prescribed Tax Procedures, Computer Application, Foreign Trade, Advertisement and Sales Management, Insurance and Office Management.
- A few more PG courses in Physics, Chemistry, Psychology, Business Economics etc. as suggested by the students may be initiated.
- To start a few more women related vocational short term certificate / diploma courses having potential for self-employment with the help of EDI Ahmedabad, MSMI, New Delhi etc.
- To initiate steps to see that more faculty take up research and get M.Phil / Ph.D degrees.
- Faculty to be encouraged to apply for more minor / major research projects and to publish papers in reputed indexed National / International level journals.

- Academic / research tie ups may be extended to cover all disciplines.
- Class room furniture needs upgradation.
- Placement cell to be strengthened so that the college can provide more employment opportunities.
- May provide coaching classes for entrance, competitive and professional examinations at State and National levels.
- A Centre for Women Studies with assistance from UGC and a Centre for WTO Depository may be set up in the college.

I agree with the observations of the Peer Team as mentioned in this report.



Signature of the Head of the Institution

Rekha Kalia Bhardwaj 31/10/12
(Dr. Rekha Kalia Bhardwaj)
Principal

Principal
Hans Raj Mahila Maha Vidyalaya,
Jalandhar City

SIGNATURES OF THE PEER TEAM MEMBERS:

Chairperson : Dr. N. Sundararajan

N. Sundararajan 31/10/12

Member Coordinator : Dr. Mangal Mishra

Mishra

Member : Prof. (Mrs.) Daniel Nesy

D. Nesy 31/10/2012

NAAC Coordinating Officer : Dr. M.S. Shyamasundar

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Place: Jalandhar – 144 008

Date: 31st October 2012