

Hans Raj Mahila Maha Vidyalaya, Jalandhar

Reaccredited

A Grade by NAAC

Deployment of Perspective Plan

(2016-2021)

Deployment of Perspective Plan 2016-2021

The comprehensive perspective plan of 2016-2021 is aimed at carving a niche for the college by providing excellent services. The college has taken utmost care to ensure that the plan is implemented in an effective manner. Various responsibility centres have been established for its finest execution.

(1) Curricular Aspects

The college has worked towards the direction of attaining academic excellence keeping in mind both the quantitative as well as qualitative aspects.

1. Considering the demand of students for a wide variety of programs, the college has successfully started following skill based and main stream programs, in addition to two B. Voc programs in Web Technology and Multimedia, and Banking & Financial Services.

Undergraduate Level

- B.Voc (Fashion Technology)
- B.Voc (Journalism and Media)
- B.Voc (Mental Health and Counseling)
- B.Voc (Cosmetology and Wellness)

Post Graduate Level

- M.Voc (Web technology and Multimedia)
- MA (Journalism and Media)
- MA (Punjabi)
- M.Sc (Mathematics)
- M.Sc (Chemistry)

2. There has been an active involvement of the faculty in curriculum design and development. At the University level, the faculty has designed the curriculum of various Vocational Programmes. Besides this at the college level, the syllabus of Certificate Courses and Add on Courses has been designed by the faculty.

3. Timely completion of the syllabus is one of the important areas of successful implantation of curricular aspects. To ensure the same, the faculty prepares month wise lesson plans focusing on even minor details such as day wise topics to be covered in the class along with the teaching pedagogy to be adopted by them. The lesson plans are then uploaded on HMV E Learning

Management System. Regular review meetings are held with the respective Heads of the Departments to ensure successful implementation of plans. Besides this, regular class tests are held, on the basis of which the students are given feedback regarding their performance.

4. The college has also started a number of Certificate Courses and Add on Courses for the holistic development of the students.

5. It is imperative to get the feedback of different stakeholders. The college is having a systematic mechanism to get the feedback of students, teachers, parents, alumni, and employers regarding curriculum. The feedback is collected through a structured questionnaire which is then analyzed so that the suggestions (if any) can be implemented timely.

(II) Teaching, Learning and Evaluation

Enhancing the teaching learning process is directed towards attaining academic excellence. Following efforts have been made by the college in this regard:

1. Outcome Based Learning (OBE) introduced at the college level though this step has not yet been initiated by the university. Program outcomes (POs) and Course Outcomes (COs) have been assigned to all programmes and courses. PO, CO mapping through direct method is done for all classes. Indirect method is used for mapping in PG classes.

A number of activities have been organized for the students so that they get to understand the things practically by being a part of these activities. Besides this, the students take active part in various inter-college activities also.

2. Different academic activities have been organized at the departmental level also so that the students can understand the things in an interesting way.

3. With a view to supplement the regular classroom teaching with practical knowledge, experienced resource persons are invited from the industry. This helps the students to understand the subject thoroughly from a practical point.

4. The college is catering to different strata of society including the students from rural, backward, economically and socially backward section of society.

5. The students coming from other states are made very comfortable in the college. Hostel of the college is equipped with facilities and gives the students a feeling of 'Home away from home'.

6. With a view to know the performance of faculty in an academic year; the college has started the process of e-self-assessment by faculty. This helps the faculty to analyse their academic

performance and endure to move towards achieving excellence. The assessment is in a structured way and caters to following areas:

- Personal information
- Professional information
 - ✓ Teaching, learning and evaluation
 - ✓ Research, innovation and consultancy
 - ✓ Contribution towards co-curricular, extra- curricular activities.
 - ✓ Leadership, management and governance.

7. With the objective of enhancing the professional proficiency of the faculty, the college has organised a number of seminars, workshops, conferences and faculty development programmes at national and international level.

8. Following MOUs have been entered by the college with industry partners of repute. This is an effort towards filling the industry academia gap.

Name of Industry Partner	Details of Activities
2015-16	
Yog Path Sansthan , Jalandhar	Yoga Practice for Health and wellness
2016-17	
Sardar Ajit Singh Foundation Society , Jalandhar	Training Program
Aspiring Minds ,Gurgaon	Skill Assessment program
Jalandhar Welfare Society	Organized competition for students
Academy of International Science and Research UK	
2017-18	
Pawan Hospital, Jalandhar	Internship for students
Neil Hospital, Jalandhar	Internship for students
Pallavi Khanna Magic, Jalandhar	Internship for students
Great Punjab Celebration, Tanda	Skill Based Training
Comfort Inn MI, Jalandhar	Internship for students

Ram Partap Nursery, Jalandhar Cantt	Training Program
Kang Nature Farm, Village Dhahan, Tehsil Banga	Internship for students
Chand Legguard Works, Jalandhar	Internship for students
Chawla Nursery Home & Maternity Hospital, Jalandhar	Internship for students
SKM Enterprise, Jalandhar	Training Program
M&S Enterprise, Ludhiana	Internship for students
SP Garments, Ludhiana	Internship for students
Vijay Vallabh Hosiery Factory, Ludhiana	Internship for students
Padmawati creation, Ludhiana	Internship for students
Cabbana Resort & spa, Phagwara	Internship for students
Beenu Rajput Films, Delhi	Released documentary
ENACTUS, Shri Ram College of Commerce, New Delhi	Internship for students
Synergy Lab, Jalandhar	Internship for students
Satyam Hospital and Trauma Centre, Jalandhar	Internship for students
2018-19	
V Vijayanti, Jalandhar	Skill Based Training
Shivam Enterprises, Jalandhar	Skill Based Training
VLCC institute, Jalandhar	Skill Based Training
Tagore Hospital and Health Care Centre, Jalandhar	Skill Based Training
Tagore Hospital and Health Care Centre, Jalandhar	Internship for students
Amrita Vishwa Vidyapeetham, Kerala	Student Exchange
Pratham Education Foundation, Ludhiana	Survey to know Annual status of Education in Kapurthala and Jalandhar)

Punjab News Live, Jalandhar	Internship for students
Shamsheer Communication Pvt. Ltd. , Jalandhar	Skill Based Training
Dainik Savera, Jalandhar	Internship for students
Punjab Kesari, Jalandhar	Skill Based Training
White Falcon Films, Jalandhar	Skill Based Training
Urza Events and Media, Jalandhar	Internship for students
Punjab News Channel, Jalandhar	Skill Based Training
Vision Beyond Global Services,Jalandhar	Internship for students
All ladies League,Jalandhar Chapter	Mentoring session for students and self help groups of women of adopted villages under UBA
Ministry of Design ,Winky Singh and Rashima Singh,New Delhi	Appoint mentor for students of BD, BFA ,Fine Arts.
Swadaya Gunung Djati University,Cirebon,Indonesia	Joint Research activities, Collaborations, Exchange of Faculty members and Students.
NELTA(Nepal English Language Teaching Association),Kathmandu, Nepal	Joint Research activities, Collaborations, Exchange of Faculty members and Students.
Punjab News Channel	Skill Based Training
Perdana University Malaysia	Student exchange and research purpose

10. The faculty prepares and uploads e modules of their lectures, video lectures and lesson plans on HMV eLMS. These are meant to provide their ready accessibility to the students.

11. The performance of students is monitored regularly. They are grouped into different categories as slow learners and advanced learners and are given guidance according to their performance.

12. The college is organizing remedial classes and bridge courses for the students who do not perform well in exams as well as for the slow learners so that they can show improvement in their academic performance.

13. The library is fully computerized with OPAC facility, equipped with INFLIBNET and DELNET wherein the students and faculty can have ready access to e-books and e-journals. Besides this, number of books, journals and periodicals have been subscribed in the library.

14. Student council plays an important link between the administration and students. So, regular meetings and discussions are held with the members of student council regarding the innovative practices in teaching learning as well as planning of different curricular and extra- curricular activities.

(III) Research, Consultancy and Extension

Research

1. Research papers of the faculty have been published in journals of national and international repute. Besides this, they present research papers in different seminars and conferences as well.

2. Many faculty have upgraded their academic qualification as they have successfully completed their Ph.D.

3. Faculty completing the Ph.D is felicitated in the prize distribution function organized by the college.

4. The college is receiving grants from funding agencies like UGC, MHRD, DBT, DST, ICSSR and others for research.

5. The Research Promotion Cell motivates the faculty to prepare the research proposals. As a result, the proposals have been sent to funding agencies and their approval is awaited.

6. The college has sanctioned seed money to faculty to carry out minor research projectes out of DBT, DST, and CE grants. The funds have been utilized for the same and the faculty has submitted Action Taken Report of the same.

7. The college is well-equipped with the necessary infrastructure to carry research such as laboratories with hi tech equipment, INFLIBNET/DELNET in library. Faculty is also given funds required for research purpose.

8. IPR (Intellectual Propert Rights) Cell has been created with a view to spread awareness about intellectual property.

Extension

1. NSS unit of the college organised a number of activities to serve the community. These include awareness programmes, donations to different organisations, working for cleanliness of environment etc.

2. The college organises blood donation camp. Principal, Faculty, students and non- teaching staff actively participate in this camp.

3. Premises of college are made available to conduct various competitive exams such as ITBPF, B.Ed, Staff Selection commission etc. Besides this, the college premises are made available to other outside agencies also to organize different programmes. Following is an account of the different institutions who have organised functions in the college premises:

- State Bank of India
- Orane International
- Rag Nad Sangeet Kendra
- Manav Sahyog Society
- Dainik Savera
- Akhil Bhartiya Vidyarthi Parishad
- UCO Bank
- Vishav Samvad Samiti
- Sea Green International School, Jalandhar
- Drishti Technology Centre (Saksham, Punjab)
- Prasar Bharti All India Radio.

It was a proud moment for Hans Raj Mahila Maha Vidyalaya as it became a part of the **Dainik Jagran's** helmet campaign. A number of students from educational institutions across the city gathered at the mega event organized to mark the end of the campaign, wearing helmets at one place and conveying the whole world to wear helmets from Jalandhar for safe living. The event was a great success leaving the world record of wearing Saudi Arabia's four thousand helmets with the message of wearing a helmet from one place.

4. College is working with NGOs with the motto of extending services to community. It has worked in association with following NGOs:

- **Pratham**

The college has joined hands with NGO Pratham with the motive of enhancing subject proficiency of students of government schools of Punjab. The students of college participate in this programme wherein they impart basic learning skills in the different subjects to the students of Government School.

- **Shakti Foundation**

The college has worked in collaboration with NGO Shakti Foundation for sending relief fund to Kerala Flood victims in form of clothing, sanitary napkins, toiletries, money etc.

- **ASER (Annual Status of Education Report)**

HMV collaborated with Annual Status of Education Report (ASER) Survey to measure the learning gaps of the elementary students. The report of the survey is recognised by WHO as a scale of learning outcomes of elementary students. NSS volunteers of the college covered 19 villages of Kapurthala district.

- **PAHAL**

NGO PAHAL organises blood donation camp in the college. Principal, faculty, Non-teaching staff and students actively participate in this camp.

5. Swimming pool of the college is made available to the outsiders in the morning and evening hours. Besides this, multi gym of college is well equipped. This is also made available to the outsiders.

6. Computer Science and IT Department of College has organised following programmes for community

- Workshop for senior citizens
- Workshop to provide women police personnel, training and support in practical learning of computers

7. The college organised a number of safety awareness programmes:

- An awareness drive regarding traffic rules was carried out wherein the staff and students were made aware by Sh. Gautam Singhal, PPS, ADCP-HQ Security and Traffic and Mr. Jasprret Singh, ACP.
- A programme of voting awareness was held in the college on Voter's Day. Students presented nukkad natak "Meri Vote-Meri Awaz" to spread awareness regarding voting.

On the occasion a song 'Voter Jugni' was also launched. Students also took an oath on the occasion.

- Health awareness programmes are conducted by Youth Red Cross Society
- Mohan Foundation conducted an awareness talk on organ donation emphasising on organ types donation and the procedure for same.
- Environment awareness programmes are conducted by environment club.
- An awareness programme on Swachh Bharat App of Nagar Nigam Jalandhar was held.
- An awareness programme on 'Swachhta Hi Sewa' under the UGC programme was conducted by college.

8. The college is working in collaboration with various government bodies such as District Administration, Municipal corporation etc. for different projects. For example the college has been selected as a PI (Participating Institute) for Unnat Bharat Abhiyan, which is a flagship programme of Ministry of Human Resource Development, Government of India.

(IV) Infrastructure and Learning Resources

The college has excelled in the area of infrastructure and learning resources. A remarkable improvement has taken place in the concerned area:

1. Smart rooms equipped with necessary infrastructure have been built.
2. The sports infrastructure has been upgraded including the construction of a new sports room and a cricket academy also.
3. The hostel has been upgraded with all the modern amenities.
4. Library services have been automated to facilitate online availability of study material to the students and faculty.
5. The administrative and general office have moved towards paperless office as most of the work is done through electronic modes:
 - Instead of the old practice of circulating paper based notices to the staff, the college has adopted the practice of e circulation of official notices. For this purpose separate official groups of teaching, non -teaching, Heads of the Departments have been created on Whats app.
 - The attendance is marked online by the faculty. This has reduced the manual effort of keeping detailed attendance record of the students.

- The marks of students are uploaded online. This facilitates to generate immediate mark sheets of students instead of making the same manually.
- The leave application is also given online by the staff.
- The college has adopted the practice of sending bulk SMS to parents regarding communication of any important information.

6. The library has been renovated including reading rooms for the faculty and students.

7. The power supply system of the college has been upgraded including the change in wiring.

8. The laboratories have also been renovated including the replacement of old equipment with the latest one.

9. The college ensures optimum use of existing infrastructure and learning resources.

10. Grants have been received from funding agencies like ICSSR, DBT, UGC and DST for the development of infrastructure.

11. Good quality furniture has been made available in the classes, faculty rooms, student centre, visitors rooms and office.

12. Following buildings have been renovated:

- Administrative office
- General office
- Principal office
- Students' common room
- Cafeteria.

Following rooms have been added

- DD Sud board room
- IQAC room
- Innotech centre.

13. Washrooms have been renovated.

14. The lawns of college are well maintained.

15. The college is having adequate and secured firefighting facilities.

16. The surveillance system in of the college is very strong as CCTV cameras have been installed keeping in mind that all important areas are covered.

(V) Student Support and Progression

The college works extensively to ensure student support and progression. The notable efforts made in this regard are as follows:

1. The students are provided training in market oriented soft and hard skills for better employment. For this the college has started a unique practice called 'HMV Advantage Series'. Under this, the students are trained to enhance their verbal ability. For this, eminent resource persons with good experience are invited by college.
2. The student support services have been extended including the renovation of common room, student centre with AC facility. Besides this the cafeteria has also been renovated.
3. A number of concessions and scholarships are given to the students on the basis of their merit and their financial status.

A. HMV Brilliance award

At entry level of undergraduate courses	Benefit per student
95% and above marks in Board exam	Total freeship (only compulsory charges)
90% to 94.9% marks in Board exam	Rs. 10,000/- concession
85% to 89.9% marks in Board exam	Rs. 6,000/- concession
80% to 84.9% marks in Board exam	Rs. 4000/- concession
For subsequent years of undergraduate courses	
1 st position in University	Total freeship (only compulsory charges)
2 nd position in University	50% concession
3 rd position in University	35% concession
1 st and 2 nd position in college (in University exams)	25% concession
1 st position in college/ University for the courses available only in college	25% concession
At entry level of post graduate courses	
1 st position in University	Total freeship (only compulsory charges)
2 nd position in University	50% concession
3 rd position in University	35% concession
For subsequent years of Post Graduate courses	
1 st position in University	Rs. 10,000/- concession

1 st position in college (in University exams)	Rs. 5,000/- concession
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B. Scholarship under Mahatma Anand Swami Shikshita Mission

Fatherless	Rs. 5,000/- concession
Parentless	Rs. 7,000/- concession

C. Scholarship under HMV 'Provide Wings' Mission

Differently abled	50% concession
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D. Scholarship under Mahatma Hans Raj Beti Pado Mission

Single Girl Child	Rs. 5,000/- concession
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E. Scholarship under Maharishi Dayanand Unnat Beti Mission

Poverty basis	Rs. 5,000/-
Poverty basis	Rs. 3000/-

F. Sister Concession

HMV Anuja Scholarship	3000/-
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4. A significant effort made towards the direction of student support is that the college is providing financial help through 'Earn While You Learn Scheme'. Under the scheme the students are given an opportunity to earn for themselves which gives them a financial support for their studies. Students are engaged in following activities

- Providing services in library
- Services in accounts office

5. In order to applaud and motivate the meritorious students and for their excellent performance, the college follows the practice of felicitating the meritorious students in prize distribution function with mementoes and certificates.

6. The students involved in sports activities are provided free lodging and boarding and given sports kits in Annual Sport Day.

7. Experts from industry are invited to impart practical knowledge to the students.

8. The college has started the practice of holding mentoring sessions for students. It is based on:

- instituting a strong relation with the students,
- moving from an ability to deliver a high-quality course experience, to the skill of delivering a personalized individual attention to students.

During these mentoring sessions the students are given a chance to share their personal problems with their mentors apart from the curricular aspects. This practice is a step towards transforming the way the faculty interacts with the students and the way they deliver education and other services to the students

9. A number of curricular and extra- curricular activities have been organised for the students.

10. The library is upgraded with facility of air conditioned reading rooms to make the students comfortable for students during summers.

11. Career guidance and counseling sessions are organised by the college to guide the students regarding career options available to them.

12. Focused on career advancement of the students, Entrepreneurship Development Cell (EDC) has been created to inculcate entrepreneurial skills among the students.

13. The faculty of college regularly motivates the students to participate in inter college activities.

14. The college organises annual alumnae meet to strengthen its bond with its valuable alumnae. Besides this, the alumnae also makes significant contribution in different ways such as financial support, acting as resource person, imparting skill training etc. It is a proud moment for the college that the HVM Alumnae Association has been registered with the Registrar of Societies under the Societies Registration Act (XXI of 1860).

(VI) Governance and Leadership

The college has excelled in the area of governance and leadership by focusing on its key parameters i.e. IQAC, management of financial resources, empowerment of faculty, strategy development. Following efforts have been made in this regard:

1. Vision and Mission of Institution

The college strictly adheres to its vision and mission of providing value oriented, skill based and globally competent education to women focused on their holistic development and empowerment.

2. Organisational Arrangement

The organisational arrangement of college is designed in such a way that the duties and responsibilities are clearly defined and there is no ambiguity. It has been ensured through following measures:

- A number of responsibility centres have been created. These responsibility centres are assigned the task of deciding their action plans of forthcoming activities and are required to present an Action Taken Report. This ensures effective implementation of plans by focusing on accountability
- The college is following the participative style of management wherein all the parties are involved in decision management
- The college is following the practice decentralization. For this following new positions of deans have been created:
- Dean Innovations
 - ✓ Dean Outreach Programmes
 - ✓ Dean Curriculum Coordination
 - ✓ Dean Equal Opportunity
 - ✓ Dean Campus Manitenance.
 - ✓ Dean Hospitality
 - ✓ PRO

The deans are given complete autonomy for their work and are accountable for their activities.

- The faculty is assigned responsibilities as per their area of interest as well as specialization. For example while assigning duties for youth festival, utmost care is taken regarding the expertise and interest of faculty in the concerned field. Even the faculty voluntarily express their interest

3. Internal Quality Assurance Cell (IQAC)

IQAC is a nodel agency of the institution for taking and coordinating quality related initiatives. Established in October, 2005, IQAC is instrumental in building a transparent and participatory governance model consistent with the vision and mission of the institution. Regular meetings are held with the stakeholders from time to time. A significant practice introduced by IQAC is conducting Academic Administrative Audit which is based on following parametrs.

A. Curricular Aspects

- (i) Curriculum planning and implementation
- (ii) Academic flexibility

(iii) Feedback system

B. Teaching and Learning Evaluation

(i) Student profile

(ii) Student diversity

(iii) Faculty profile

(iv) Student performance and learning outcomes

C. Infrastructure in the Department

D. Activities of the Department

E. SWOC analysis

F. Future plans of the department

4. Human Resource Management

Considering the fact that human resources are an important part of any organization, special attention is paid towards the same by focusing on following areas:

- The faculty is appointed on the basis of merit. The appointment of temporary staff is held at college level and for permanent staff or for appointments on contract basis, appointments are made by our parent body i.e. DAVCMC. The DAVCMC issues a code of conduct and a service contract.
- Faculty Development Programmes have been organised from time to time to upgrade the knowledge of faculty.
- Performance appraisal of faculty and non-teaching staff is done including self-assessment by faculty.
- The work environment of college is conducive and focuses on professional development of its human resources.
- The staff is trained in different areas as per their requirement.
- Following additional staff welfare measures have been taken by college
 - ✓ Accidental Insurance
 - ✓ HMT Welfare Association
 - ✓ Organisation of special Havan Yajna for non-teaching staff on the first day of every month.

(VII) Innovation and Best Practices

The college works ardently for introducing innovative and best practices catering to different areas. Following efforts have been made in this regard:

1. Green, Environment and Energy Audit

The college started the practice of Green, Environment and Energy Audit to analyse green and environmental practices adopted by college.

The audit pertains to following areas:

Green Audit

- Waste management practices
- Water resources management by the institution

Environment Audit

- Eco friendly orientation of students and staff members
- Environment quality of the institution
- Sustainability and eco- livelihood

Energy Audit

- Energy efficiency of institution

ISO Certification

2. Installation of Solar Panels

The college has installed solar energy system which is a step towards reinforcing carbon credits and identifying and removing potential barriers in using solar energy resources. The college has already installed 180KW solar panels in the first phase for load of 420 KW i.e. the total energy requirement of the college. As an additional step, the system with 150 KW was installed which ultimately resulted into substantial reduction in the electricity bill of the college.

3. Setting Up of Waste Paper Recycling Machine

Waste paper recycling machine has been installed to recycle waste paper. Recycled paper is used for making files/folders and bags used in seminars/conferences and departments.

4. E Initiatives

The college has adapted itself to the latest technological developments. A number of e initiatives have been undertaken by the college. These include the following:

- Well maintained Management Information System.
- E Learning Management System

- Recording of video lectures of faculty
- Online attendance and award entry of students
- Online leave application by faculty
- E notices to send official notices
- OPAC library
- Bulk SMS service
- Whatsapp mentoring groups
- Android mobile app HMV NEWS
- E tree log book
- E self assessment

Excellence is not a destination. It is a journey and this journey at Hans Raj Mahila Maha Vidyalaya, Jalandhar continues...

IOAC