



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|---|--------------------------------|
| 1. Name of the Institution | HANS RAJ MAHILA MAHA VIDYALAYA |
| Name of the head of the Institution | Prof Dr Mrs Ajay Sareen |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 0181-2253710 |
| Mobile no. | 9781532532 |
| Registered Email | hmv_jal@yahoo.co.in |
| Alternate Email | hmvjal1@gmail.com |
| Address | Mahatma Hans Raj Marg |
| City/Town | Jalandhar |
| State/UT | Punjab |
| Pincode | 144008 |
| 2. Institutional Status | |

| | |
|--|------------------------|
| Affiliated/ Constituent | Affiliated |
| Type of Institution | Women |
| Location | Urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Dr. Kanwaldeep Kaur |
| Phone no/Alternate Phone no. | 09872668421 |
| Mobile no. | 9872668421 |
| Registered Email | iqachmv@gmail.com |
| Alternate Email | kanwalbedi22@gmail.com |

3. Website Address

| | |
|---|--|
| Web-link of the AQAR: (Previous Academic Year) | _https://www.hrmmv.org/documents/AQAR/AQAR%20HVMV%202018-19.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink: | https://www.hrmmv.org/academic-calendar20.php |

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|-------|-------|------|-----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 1 | A | 3.83 | 2013 | 03-Jan-2013 | 04-Jan-2018 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 01-Oct-2005 |
|---|-------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| No Data Entered/Not Applicable!!! | | |
| View File | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! | | | | |
| View File | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year:

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Preparation of academic calendar and activities calendar for the session. 2. Formulation of action plan for the session and fixing responsibilities for its execution and preparing Action Taken Report (ATR) at the end of academic session. 3. Conducting academic audit of various departments and preparing Action Taken Report (ATR) of suggestions given to the department in the previous academic report. 4. Submission of NIRF data for India Rankings 2021. 5. Collection of online feedback from different stakeholders and carrying out its analysis and taking corrective measures wherever required.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action | Achievements/Outcomes |
|---|---|
| Action Plan (201920) 1. Preparation of academic calendar and activities calendar for the session. 2. Conducting academic audit of various departments and preparing Action Taken Report (ATR) | ACTION TAKEN REPORT BASED UPON ACTION PLAN 201920 The action plan for the year 201920 was formulated by IQAC in the beginning of the academic session after taking into consideration the |

of suggestions given to the department in the previous academic report. 4. Submission of NIRF data for India Rankings 2021. 5. Collection of online feedback from different stakeholders and carrying out its analysis and taking corrective measures wherever required. 6. Upgradation of infrastructure. 7. Strengthening the skilloriented courses and more focus on value added courses. 8. Motivating the faculty and students for enrollment in MOOCs. 9. Organizing different extension activities. 10. Greater impetus to ecofriendly measures. 11. Conducting seminars/webinars/conference s/workshops/FDPs for the faculty and students.

views of Heads of Departments, incharges of various clubs and societies, incharges of various administrative committees and administrative Heads. 1. Academic Administrative Audit has been conducted. 2. IQAC has submitted NIRF data for India Rankings 2021. 3. Number of seminars/webinars/conferences/worksh ops/FDPs were organized for the faculty as well as the students. 4. Incremental improvements in the infrastructure have been made. 5. Skill Development Courses have been added to cater to the demand of students for such courses. Besides this, post graduate courses have also been introduced. 6. Online feedback has been collected from different stakeholders such as students, parents, employers, and teachers. The same has been analyzed and uploaded on the website. 7. Value added courses have been organized for curriculum enrichment. 8. The faculty and students have enrolled themselves in Swayam/NPTEL courses. 9. POs and Cos for various courses have been received and their attainment was also calculated. 10. A number of extension activities were organized. 11. A number of digital counseling sessions were held from time to time for guiding the students. 12. MOOCs courses were added. 13. Liberal concession in fees were given to the students due to situation of pandemic. 14. Due to COVID, the alumni meet was held through online mode. 15. Greater impetus to ecofriendly initiatives have been provided. The comprehensive report of various quality enhancement activities is available on the college website. The link for the same is given below: h ttps://www.hrmmv.org/documents/hmvnews/HMV20News20Dec202019.pdf h ttps://www.hr mmv.org/documents/hmvnews/HMV20News20Ju ly202020.pdf

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14. Whether AQAR was placed before statutory body?

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| local committee | 16-Aug-2021 |

| | |
|---|---|
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2020 |
| Date of Submission | 30-Jun-2020 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | The college has fully computerised systems and MIS. Latest softwares have been acquired/developed and adapted for our use. The entire academic and administrative work is regulated through the softwares viz. student data, attendance record, leave records, admission process, examination conduct and results, fee collection, staff profile, salary bills and all other administrative data. Academic activities are managed, regulated and coordinated making extensive use of MIS. Since 2016/17, the institution is doing the admissions and registrations online, the absentees are marked and information computerized is shared with the parents. The library of the college is fully automated. MIS data is regularly updated and made available to all stakeholders. The central management at New Delhi has also been provided access through video conferencing. |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- The college is permanently affiliated to Guru Nanak Dev University, Amritsar and has devised a well planned and documented process to ensure effective curriculum planning and delivery. The academic calendar is prepared in the meeting of IQAC held in the last quarter of previous academic session. It is then incorporated in the information brochure which is uploaded on the College website. The Head of Departments convene a meeting of their respective faculty and allocate the work load as per their specialization and experience. The department wise allocated work load is submitted to the Dean Academics. Then

tentative requirement of ad-hoc and guest faculty is finalized. The Time Table Committee in consultation with Dean Curriculum Coordination frames the department wise time table keeping in view subject combinations offered by the institution. The time table is communicated to the students in Induction Programme held on first day of session. The time table is displayed on departmental notice boards and also uploaded on the College website. Room wise time table is displayed outside the respective classrooms. . Week wise lesson plans indicating pedagogy are prepared, communicated to the students and later, based on student feedback, evaluated in periodic departmental meetings. Attendance registers of students are maintained by the faculty, checked by the HODs and counter signed by Dean Academics at the end of each semester. Induction Program is conducted for the newly appointed faculty in the beginning of the session. Student centric innovative teaching pedagogy like power point presentations, seminars, conferences, internships, project reports, capsule courses, industry-based programmes and guest lectures of eminent academicians are organized. Curriculum based e-modules and recorded video lectures by faculty are made accessible to the students through eLMS The faculty motivates students to participate in various activities like, quizzes, debates, declamations, role plays, essay writing , nukkad nataks , NCC, NSS etc. and enroll themselves for courses available on SWAYAM and NEPTEL The institution has a well maintained and digitalized library enriched with the latest books required for curriculum delivery. Additionally, the central library has INFLIBNET and DELNET facility and recorded talking books for the visually challenged, separate AC reading rooms for faculty and students, audio-visual aids and LED screens for display of latest arrivals and access to books. Remedial classes for slow learners and special classes for advanced learners and sportswomen are arranged. Academic and Administrative audit of all the departments and faculty audit conducted by IQAC/External agency. • Workshops, seminars, value added courses and industrial visits are organized for students to enrich the curriculum. • Mentors address the issues related to curriculum and academics and queries are resolved by the mentors through mentoring groups.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|----------------------------------|-----------------------|----------|--|-------------------|
| Nil | PG Diploma in Financial services | 15/07/2019 | Nil | Both employability and entrepreneurship | Linguistic skills |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|----------------------------------|-----------------------|
| MSc | Physics | 01/07/2019 |
| MA | Economics | 01/07/2019 |
| MVoc | Cosmetology and Wellness | 01/07/2019 |
| BCom | Financial Services | 01/07/2019 |
| BVoc | E Commerce and Digital Marketing | 01/07/2019 |
| PG Diploma | Financial Services | 01/07/2019 |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|--------------------------|---|
| No Data Entered/Not Applicable !!! | | |

1.2.3– Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 835 | 12 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|----------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

1.3.2– Field Projects/ Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects/ Internships |
|---|--------------------------|--|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

1.4.2– How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
|---|
| <p>The College aims to offer the best possible learning environment to the students in order to enable them to perform to their full potential. Feedback from various stakeholders related to the curriculum is very significant to enhance the quality of teaching and learning experience. This allows them the opportunity to comment on various aspects of the curriculum. This provides us with valuable suggestions for further improvement of the curriculum, which are forwarded to the university through various faculty who are members of Board of Studies. The feedback on design and review of curriculum is obtained through Structured Questionnaire which include questions on various aspects of the curriculum. A five point Likert scale is used with weights assigned from 1 to 5 to different levels as follows: 1- Strongly Disagree 2- Disagree 3- Neutral 4- Agree 5- Strongly Agree The Range of each order or level is determined by the following formula: (Highest point in Likert Scale- Lowest point in Likert Scale)/ Number of Levels Used Therefore, Range (5-1)/54/50.8 Hence, Range for 'Strongly Disagree' is 1.0 to 1.8 Range for 'Disagree' is 1.8 to 2.6 Range for 'Neutral' is 2.6 to 3.4 Range for 'Agree' is 3.4 to 4.2 Range for 'Strongly Agree' is 4.2 to 5.0 The tabular and graphic analysis of each response on five</p> |

point Likert scale is done by calculating weighted score and weighted mean score of each question. Accordingly, the score is evaluated and the requisite improvements are forwarded to the university through various faculty who are members of Board of Studies. Value added courses are planned at the college level to enhance employability skills of the students.

CRITERION II –TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|--------------------------|---------------------------|--------------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

2.2– Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 2765 | 465 | 30 | Nil | 133 |

2.3 –Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File of ICT Tools and resources. | | | | | |
| View File of E-resources and techniques used | | | | | |

2.3.2– Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system, an integral part of any institution, helps to bridge the gap between teacher and students. Through the process of mentorship, students can freely interact with faculty and get assistance to solve their specific problems related to academics, personal and psychological matters. At the start of the session, each faculty member is assigned 20 students as a mentor. Mentors collect all the details of mentees in prescribed Performa prepared by mentoring team of the college. After analyzing the information provided by students, mentor is able to understand the interest and aptitude of students and guide them accordingly on professional, academic and personal front. If any problem is identified by the mentor, then immediate remedial action is taken and parents are also informed if needed. The parents can also interact with mentors to enquire about academic progress of their wards. Mentoring sessions are conducted on every 3rd Saturday of the month from 12.00 noon to 1.00 pm. A mentoring report prepared after each mentoring session helps to keep the record of students. Mentor also interacts with each and every student personally to address their academic as well as psychological problems, so as to prepare them for real world challenges. Mentor guides the students throughout the year and counsel them regarding different career options. To handle the personal issues of students, if any, mentors refer the students to personal counselors. Mentoring system makes students feel comfortable and they can contact their mentor if they face any issues. When students have issues, mentors make the necessary suggestions to resolve such issues. For example, if a student has a grievance, mentors suggest them to a specific grievance cell where they can file their complaint so that appropriate action could be taken. Similarly, if a student has questions regarding studies and time management, mentors conduct time management sessions and help

students to develop academic skills. Besides these, information related to academics, examination, placement and career counseling is shared among students through the mentoring WhatsApp groups and also discussed in detail in the mentoring session. Students are motivated through mentoring session to join various Massive Open Online Courses (MOOCs) which provide a flexible and affordable platform to learn new skills and advancement in their career. Students are guided to join various personality development courses being conducted by the college in every session. Additionally, feedback related to academics and college infrastructure is also collected through these mentoring groups and further conveyed to respective authority for necessary action. During lockdown period due to COVID-19 pandemic, students are contacted through their respective mentoring groups using online modes. They are made familiar with various platforms of online teaching like Google meet, Zoom, Google class room etc. Various notices regarding college and university examination are circulated through mentoring groups during lockdown period so that the students could remain in touch with their studies and other announcements which are made from time to time by University regarding examination.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 3230 | 163 | 1 : 20 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 163 | 163 | Nil | 88 | 40 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|-------------|--|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|----------------|----------------|--|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students are assessed continuously by conducting surprise class tests, monthly tests, open book test, out of syllabus work, assignment, case studies, seminars etc. It is mandatory to appear in internal examination for which dates are scheduled before start of session. Students are required to score marks in internal examination as per university norms for appearing in university examination. Reforms like conduct of retests for students having genuine reasons, gives an opportunity to students to avoid losing marks in case of absenteeism. Parents are also informed about result of internal examination through SMS. After completion of internal examination, Principal appraises the performance of students along with HOD and Dean Examinations. Remedial classes are organized regularly to help the weak students. Internal academic audit is conducted by Audit Committee nominated by IQAC. Mobile jammers and scanner CCTV

are activated before conduct of each exam. Female security personnel are allotted for checking of students. Students are made aware about Examination Grievance Redressal Committee. Rules and regulations related to exams issued by affiliating University are circulated among students. Due to covid-19 pandemic in 2019-20 there was a complete lockdown. Hence on-line mode of teaching was adopted. By this mode on-line tests are conducted regularly to evaluate the subject knowledge of students. In addition to this Google class rooms are created by faculty of respective subjects for uploading all the study material.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution aims at holistic development of the students and takes keen interest in continuous internal evaluation of the students on various parameters of development. Besides the pursuit of excellence in academics, we also envisage the pursuit of excellence in moral, ethical, physical, and social development with environmental sustainability at the core. Keeping in mind these factors the college prepares a comprehensive academic calendar. The college follows the academic calendar of the affiliating university for examination, assessment and evaluation, sports trials, youth festivals, the details of which are provided to the students at the college website with links to the university website. The information is provided to the students through the academic calendar at the time of orientation. A brief academic calendar is also published in the prospectus and a detailed one is put up on the notice boards and the website for the students. The advisory committee and the Academic council agrees upon the dates during which the internal assessment assignments, projects and seminars are to be given to students and dates by which the marks need to be submitted to the office. These dates are adhered to during each semester. In the odd semester the dates for the mid-semester exam for theory papers and practical lies towards last week of September while for the second one in the last week September/ beginning October. In the even semester the dates are usually in the end of March. For the practical papers the CIE is conducted in almost all practical classes dependent on the nature of assignment. Dates for submission of assignment and submission of marks are all displayed on notice boards by the Examination committee. After the results are declared then special classes for advanced and slow learners are planned and organized. Preparatory holidays of one week are given to the students prior to examination for self-study and problem solving if any. During the preparatory holidays, the teachers remain available in the college to the students to address their exam related queries. Besides information about the formal evaluation, the academic calendar also carries information regarding general orientation programme, admissions, section formation, change of subject allowance dates, scholarship application dates, talent hunt, identification of slow learners by the teachers, formation of mentoring groups, Freshers' party, NCC and NSS induction dates, planning of co-curricular activities by the subject societies and clubs, Health check-up camps, fee concession interviews, Installation of various student bodies like student council, discipline committee and Hostel committees, Add on courses, HMV Advantage workshops dates, swatcchhta pakhwara, celebration of days of National and International importance, sports day, youth festival, trade fair fiesta, fashion show, annual convocation, annual awards day, gratitude day, farewell parties for the UG and PG classes, college foundation day celebration and Mahatma Hans Raj day celebration. The academic calendar is strictly adhered to in letter and spirit.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.hrmmv.org/documents/POs%20and%20COs%20final.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|----------------|--------------------------|---|---|-----------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.hrmmv.org/documents/Feedback/Analysis%20of%20Students'%20feedback%202019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|----------|----------------------------|------------------------|---------------------------------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|--|------------|
| Learning Progressions in Science and Technology | Internal Quality Assurance Cell | 05/02/2020 |
| International Conference INSYB 2019 | Department of Biotechnology | 23/12/2019 |
| 6th INSPIRE Internship Camp | Department of Biotechnology | 16/12/2019 |
| Demonstration Of Instrumentation And Techniques Involved In Biotechnology | Department of Biotechnology | 21/11/2019 |
| Nucleus and its characteristics | Department of Physics | 22/10/2019 |
| Molecular Biology and CRISPER techniques | Departments of Botany, Zoology, Bioinformatics and Biotechnology | 08/10/2020 |
| Macro dynamics In Indian Economy | Department of Economics | 22/09/2019 |
| Business Plan–A Roadmap to Success | PG Department of Commerce and Management | 17/07/2020 |
| Fashion Apparel and Self Grooming | PG Department of Fashion Designing and Department of Cosmetology | 06/06/2020 |

| | | |
|---|--|------------|
| Multimedia tools and Design elements | Department of Design | 25/05/2019 |
| Multimedia Tools And Design Elements | Department of Multimedia | 19/05/2020 |
| EXPRESSIONS 2020 | Department of Fine Arts | 12/03/2020 |
| Career Opportunities in Digital Marketing | PG Department of Commerce and Management | 06/03/2020 |
| Crowdsource by Google | PG Department of Computer Science | 22/02/2020 |
| Working of Sewing Machines | PG Department of Fashion Designing | 06/01/2020 |
| Career Guidance Program On CA Foundation Course | PG Department of Commerce and Management | 30/12/2020 |
| Revit software | Department of Design | 08/12/2019 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 7 | 15 | 12 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Bioinformatics | 1 |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|-----------------------|
| No Data Entered/Not Applicable !!! | |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---------------|----------|-------|-------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|--|--|--|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|-------------------|-----------------|------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|----------------------|--|--|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|-------------|-----------------------------|----------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|----------------------|---|---------------|-------------|-------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|--------------------|--------------------|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 12760000 | 12624000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Nil |
| View File | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---------------------------|--|--|--------------------|
| ALICE for Windows | Fully | Version 6 BUILD 20 (ALICE) Eg3 Rev.No.32 (OPAC3.0) | 2002 |

4.2.2 – Library Services

| Library Service Type | Existing | Newly Added | Total |
|---|----------|-------------|-------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| | | | |
|---|--------------------|---------------------------------------|-----------------------------|
| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|--------------|-----------------|--------------|------------|------------------|------------------|-----------|-------------|---------------------------------|----------|
| Existing | 606 | 16 | 606 | 17 | 1 | 46 | 560 | 55 | 0 |
| Added | 8 | 1 | 1 | 1 | 0 | 0 | 8 | 0 | 0 |
| Total | 614 | 17 | 607 | 18 | 1 | 46 | 568 | 55 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|---------------|
| 55 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| HMV E-Learning Media Centre | http://www.hmvelms.org |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 24 | 23.49 | 131.2 | 131.16 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a very strong policy for maintaining physical, academic and support facilities. The maintenance committee comprises members from teaching and non-teaching sections, headed by Dean Maintenance. It coordinates with other in charges for the upkeep and maintenance of buildings, classrooms, lawns, grounds, laboratories etc. In addition the in-charges for all the major facilities and laboratories have been appointed to take care of these facilities at micro level. To ensure efficient monitoring of various upkeep and maintenance tasks, teams of officials headed by various superintendents have been made and given responsibilities to take care of different areas of the college. The overseer coordinates with these teams and maintains files containing details about their individual floor-wise responsibilities, schedule of periodic checks, detailed duty charts, timings etc. while taking care of civil works. Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Full time gardeners, electricians, carpenters and plumbers have been employed to maintain the Green Cover and other maintenance work. All the laboratories are assigned in charges who ensure the maintenance of building, furniture, fixtures, and equipments of the laboratory.

Proper registers are maintained to keep stock of the equipments, hardware, chemicals and other consumables. These stocks are subjected to inspection and physical verification by experts each year and the obsolete, damaged, non-reparable and waste materials are written off. AMCs are done for the equipments requiring periodic maintenance and servicing including Generators, Air Conditioners, CCTV cameras and Water Purifiers. The equipments are either repaired inside the college campus or sent to their service centers. We have in-house UGC sponsored Instrumentation Maintenance Facility. Buses and other vehicles which are maintained under the supervision of a Transport Committee and the record of all the trips is maintained the log books. Sports facilities like play grounds, swimming pool, indoor stadium, wrestling arenas, gym, and all other allied infrastructure is taken care of by the department of physical education. Huge Library infrastructure is maintained by the Librarian and his staff. The time table committee ensures that all the labs, class rooms etc. are utilized optimally. The seminar halls, auditorium, and conference halls remain occupied in college activities and are also shared with the Jalandhar administration. The auditorium, conference halls and Virsa Vihar are leased out to other organizations while the Computer and Language labs are used for online and offline entrance exams. Facility of swimming pool is also made available, though conditionally, to the people from the city. The college has provided space, equipment and professional expertise for creation of talking books to NGO Drishti for visually challenged pan India. Croma Studio and Music recording studios are also shared with other organizations that wish to use the facility. Library offers membership to our alumnae, retired teachers and worthy citizens on conditional basis. All this sharing not only ensures the optimal utilization of the resources but also helps in generating revenue.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | Nil | Nil | Nil |
| Financial Support from Other Sources | | | |
| a) National | Nil | Nil | Nil |
| b) International | Nil | Nil | Nil |

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive | Number of benefited students by career | Number of students who have passed in the comp. exam | Number of students placed |
|------|--------------------|--|--|--|---------------------------|
|------|--------------------|--|--|--|---------------------------|

| | | | | | |
|---|--|-------------|-----------------------|--|--|
| | | examination | counseling activities | | |
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 7 | 7 | 3 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|---|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|---|---|
| No Data Entered/Not Applicable !!! | |
| View File | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|-------|------------------------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council, acts as a link between students and administration, and engages the students in providing democratic governance and developing leadership skills. There is a class representative of every section of every class, who is elected by the students. Incharges of various societies, clubs, and committees nominate the students as Secretary, Joint secretary and Assistant secretary.. Once the nominations are received, and the list of elected students is ready, a meeting of the HODs and in-charges of clubs, subject societies, and committees is convened by Dean Student Council, with Principal in the Chair. There is a criteria of set rules and regulations by which a fair selection of proposed candidate is done. Student Council is headed by two head girls, one from PG and the other from UG section, joint and assistant head girls representing different streams. There is a separate head girl, joint head girl and assistant head girl assisted by proctors for the hostels. Head girls of the college are part of the IQAC general body. They participate in decision making and policy formation activities of the IQAC. The Students also have representation in other administrative committees such as Library Committee, Canteen Committee, Grievance Redressal Cell, and Anti-ragging Committee. In hostel, the head girls perform major role in administration. They are part of the meetings held for the hostel issues. The proctors participate in meetings held for decisions regarding mess, canteen, sanitation and innovative activities. HMV Task Force, constituted in 2016-17 and Discipline Committee having Dean Discipline, elected representatives, class representatives, and discipline volunteers as its members also work in coordination with the Student Council and help in creating a decentralized and democratic setup. Volunteers maintain discipline, organize and carry out activities and projects in the true spirit for community welfare. The members of the Student Council actively participate in all major events. The students actively engage in planning and execution of all the activities of all the societies under the guidance of respective Club/Society faculty in-charges. Weekly assembly and special assemblies are conducted by the students. As student editors of college magazine and wall magazines, they contribute enthusiastically and learn the nuances of publication. The student council ensures the prevalence of a healthy, congenial, strife-free environment of love and fraternity without any distinction of caste, creed, and religion.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, HMV Alumnae Welfare Association (Regd.), the only one of its kind in Jalandhar City, was registered on 5th April 2017, though it has been actively working since 2001. It aims to unite and strengthen HMV Alumnae ties between alumnae and Alma Mater. The graduates and post graduates are registered as life members as well as annual members. Till date, many alumnae comprising eminent personalities placed on dignified positions as administrators, doctors, managers, principals, sportswomen, successful entrepreneurs, etc. not only at local and national level but also at international level have registered as life members The Association not only promotes and inspires a sense of belongingness among the old students for its Alma Mater but also collect Alumnae's suggestions and observations in the form of feedback for the development of the institution. The Alumnae Association remains active throughout the year and conducts the following events as a regular practice: • Arranges Punarmilan, the Annual Alumni Meet and enrolls new members. Punarmilan is held annually for which an open invitation cum message is given through Facebook, WhatsApp group and even telephonic communication. Since the year 2017, the prestigious event has been scheduled for 3rd Saturday of April every year. It is an opportunity for the alumni to visit their alma mater and forward valuable suggestions with regard to its functioning and infrastructure. •

Organises meetings of the Governing body including executive members from time to time to discuss important agendas democratically. • Invites alumnae and former faculty members to participate in major functions and events. It also motivates them to contribute for student welfare by way of stipends, scholarships, sponsored medals, etc. • Arranges Motivational Lectures of the Alumni in their field of specialization and choice. • Provides services as guest faculty through its learned members. • Organises campus visits of the Alumni. • Maintains Database of the Alumni registered and encourages them to get registered as life members. It also acknowledges their achievements in various college functions through powerpoint presentations, Facebook page of HMV Alumnae Welfare Association and WhatsApp group, which has been formulated recently to highlight and recognize their accomplishments and unite them on a common platform even for social causes. • Analyses the structured feedback and incorporates the valuable suggestions for the betterment of the college. The alumnae significantly help in organizing placement drives and training programs for the students. They also play a pro-active role in the effective functioning of IQAC. As employers, industry partners and member of Board of Studies, they significantly contribute in framing and altering the curriculum of courses under community college and other self-run skill development courses.

5.4.2 – No. of enrolled Alumni:

1639

5.4.3 – Alumni contribution during the year (in Rupees) :

60000

5.4.4 – Meetings/activities organized by Alumni Association :

HMV Alumnae Welfare Association (Regd.) marked a historical event happening for the first time by organizing a virtual Alumnae Meet, E-Punarmilan 2020 to reconnect with Alumnae. The programme started with the recitation of Gayatri Mantra and DAV Gaan. Dr. (Mrs.) Rashmi Khurana, President, HMV Alumnae Welfare Association, all the way from United Kingdom, formally welcomed our Patron, Dr. (Mrs.) Ajay Sareen and appreciated the support of the alumnae members. She shared some of her good old memories with her Alma Mater. Mrs. Sarvinder Kaur, Vice President, HMV Alumnae Welfare Association, also addressed the gathering and acknowledged the role of HMV in shaping careers of many. Mrs. Bino Gupta, Secretary, HMV Alumnae Welfare Association, acknowledged the presence of the alumnae and their connection with the Alma Mater. She listed few of our proud alumnae and their achievements. She encouraged the alumnae to contribute in a new initiative launched by the HMV Alumnae Welfare Association - Prayaas sae Utkarsh Abhiyaan through which needy students would get set of books and also in existing initiative UDAAN Scholarship fund to help needy but meritorious students fees support. She also encouraged alumnae members to sponsor prizes for meritorious students. On this occasion, a short film was released named- 'RE-UNION- When Hearts Meet' which was produced by Mrs. Beenu Rajpoot, a renowned Filmmaker. The script of the film was written by Mrs. Rachna Puri. Patron, Principal, Dr. (Mrs.) Ajay Sareen congratulated the members of this association and said that film Reuion is the best film portraying emotions of HMV Alumnae for their Alma Mater.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices a culture of participative management by involving staff members in a number of administrative roles. All college operations are

managed by committees constituted for academic and non-academic activities. Major committees comprise teachers, and many include non-teaching staff and students as well. The college has created a decentralised structure for decision making wherein administrative powers have been delegated to fourteen deans. The academic powers are delegated to faculty incharges and Heads of various departments. The Local Committee members, faculty members, and non-teaching staff are part of various Budget meetings, purchase committees and matters concerning finances. IQAC: The college IQAC plays an important role in decision making policy of the college. The composition of the committee is inclusive and democratic with Principal as the chair, Deans, Hostel Co-ordinator, and office supdts representing all the administrative departments. The meeting of the committee is held every quarter in the college, the first meeting is held in the beginning of the session and all major decisions pertaining to the coming sessions are taken in that meeting. Academic Council: Academic Council comprises the Principal, Dean Academics and all the Heads of the Departments. The council takes decision regarding all the academic matters. Faculty Council: Comprises Principal and all the members of faculty. The meeting of Faculty Council is held from time to time to discuss various issues involving all the members of faculty. Faculty and Staff Council: Comprises Principal, all the members of faculty, all the members of non-teaching staff and two representatives of supporting staff. Grants Committee: the committee comprises the Principal, all grants in-Charge, the HODs of the departments dealing with grants, Accounts officer and researchers. Besides these academic and administrative bodies the institution has delegated various tasks related to support services, outreach programmes, sports and cultural programmes, and skill development programmes etc. to various heads and their teams. The participation of students as leaders is ensured by nominating them as Secretary, Joint Secretary and Assistant Secretary to carry out activities of these committees, clubs or societies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|-----------------------|---|
| Admission of Students | <ul style="list-style-type: none"> • The students are informed about different courses through college website and newspapers. • Admission committee screens applications and admits students depending upon merit and seat availability. • Fee concessions are offered to needy, meritorious and under privileged sections of the society like Scholarship under Mahatma Anand Swami Shikshit Beti Mission for fatherless and parentless, Under HMV 'Provide Wings' Mission for differently abled, under Mahatma Hans Raj BetiPadao Mission for single girl child, under Maharishi Dayanand Unnat Beti Mission on poverty basis, sister concession, etc. and schemes of Government. • Counselling is also provided to aspirants at the admission desk. |

| | |
|---|---|
| <p>Industry Interaction / Collaboration</p> | <ul style="list-style-type: none"> • The college has MOUs with various industries for providing academic inputs and collaborations in training and placement of the students. • As per the MOUs, regular meetings are held with industry partners, industrial visits are arranged and internship programmes are made where necessary. • The linkage with the industry is also made use of for improvement of the curriculum and teaching methodologies. • Extension lectures and workshops by the experts for the staff and students sharpen the professional skills which in turn facilitate attractive employments. |
| <p>Human Resource Management</p> | <ul style="list-style-type: none"> • The regular faculty is recruited at DAU office, New Delhi. Sanction for filling temporary of posts is taken from DAU, New Delhi. • Induction programme is organised for new recruits in teaching and non-teaching staff. • E-self assessment proformas are duly filled by faculty and submitted to IQAC. Feedback received from stakeholders is analysed at the level of the Principal and improvements are made accordingly. • College has effective welfare measures for teaching and non-teaching staff. • Performance Based Assessment Score (PBAS) is followed for faculty (UGC Regulations) and performance appraisal of non-teaching staff based upon Annual Confidential Reports. |
| <p>Curriculum Development</p> | <p>The college is affiliated to Guru Nanak Dev University, Amritsar, therefore, curriculum of courses affiliated to university is developed by university. However, faculty has representations on Board of Studies, Faculty of Arts Social Sciences, Faculty of Economics Business, Faculty of Humanities, Faculty of Languages, Faculty of Life Sciences, Faculty of Sciences, Faculty of Engineering and Technology. They contribute for designing, development, upgradation of curriculum. For B-vocational and skill development courses under Community College, syllabi is designed in association with industry partners, subject experts and sent to University for approval. Feedback from stakeholders on curriculum is also analysed.</p> |

| | |
|---|--|
| <p>Teaching and Learning</p> | <ul style="list-style-type: none"> • Making E-modules available to students through HMV E-LMS. • Workshops on innovative teaching-pedagogy. • Knowledge enhancement of students by providing teaching-learning inputs using state-of-the-art infrastructure. • Feedback analysis from students, their parents, industry and faculty for improving teaching-learning inputs. • Introducing new skill-oriented courses and upgrading already running add-on courses. • Organization of various symposia, conferences, seminars, workshops and FDPs • Problem solving and task-based teaching-learning. • Improving cognitive-thinking of students through assignments, GDs, role-plays, movie-reviews, seminars and research projects. • Online teaching through Zoom, etc. initiated to cope-up with lockdown due to COVID-19 in March 2020. |
| <p>Examination and Evaluation</p> | <ul style="list-style-type: none"> • Semester system of examination for all UG PG courses. Credit based system for courses under community college. • Class tests and full-fledged mid-semester examination. • Question papers are taken in the form of soft copy (paperless working). • Duly evaluated answer sheets with the remarks of the teacher are returned to the students • Discussion of evaluation of the answer sheets with the students and analysis of results at departmental and institutional level. • Online uploading of marks by the examiners and online availability of results. • Strict vigilance examinations to prevent occurrence of the unfair means cases. |
| <p>Research and Development</p> | <ul style="list-style-type: none"> • Research Promotion Cell of college encourages teachers and students for undertaking research projects, sponsored by UGC, DBT, DST and industries. • Minor research projects undertaken by students of PG classes under the supervision of their faculty. • Resource rooms, internet facility, and other administrative assistance for research. • Open access library, research cabins fully equipped with INFLIBNET available to teachers and students. • Liberal permission to teachers for higher studies like M.Phil., Ph.D., flexi timings for course work of Ph.D. |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <ul style="list-style-type: none"> • Regularly obtaining requirements for improving infrastructure from |

students and faculty which is adopted to make its use for

- o Extensive use of multimedia
- o Introducing innovative teaching aids.
- o Regular improvement and upgradation of infrastructure.
- o e-library, e-books, e-modules, video-conferencing
- o Addition of latest softwares
- o Conducting workshops for learning resources available in library.
- Fully air-conditioned Students' Common Room, Auditorium, Conference Halls and State of the art Skill Development Centre.
- Separate air-conditioned reading rooms for students and teachers in library.
- PNB e-lobby in campus for students and staff.
- Quick Bites fireless cafeteria added besides bits-and-bites

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area | Details |
|-------------------|--|
| Administration | <p>Various Software run for Administration purpose are:</p> <ul style="list-style-type: none"> • Alice for Windows Web Pack Software used for Library Management • MS Excel - Timetable Software used by the timetable committee for preparing timetables of the college. • e-modules - MS PowerPoint used for preparing e-modules by the teachers and to prepare presentations for official purpose • e-displays e-notices LG Signage used for displaying e-notices to the students and staff. • Designing Software CorelDraw used for designing Brochures, certificates, flex, etc. and Adobe Photoshop used for designing purpose with CorelDraw • Leave Management Software Used by the office staff to mark leaves of the faculty, staff n students • IOS App for HMV News used for displaying college activities in your devices. • eSSLeTimeTracklite (BioMetric) used for the marking the Biometric of the staff • Online Leave Application Software used for applying casual leave online. • MS Office used by the office staff to prepare the official documents • Website www.hrmmv.org used for displaying the college information • KIT19.com (SMS Software) used for sending bulk messages to staff and students • Whts-App used for sending e-notices to the staff and students. • SMS Talkguru.com used for sending bulk messages to staff and students • AutoDesk 3DS Max AutoDesk Maya used for the 3D |

| | |
|-------------------------------|---|
| | modelling/designing purpose • CCTV used for the security purpose of staff and students |
| Finance and Accounts | Various Software run for the purpose of Finance and Accounts are: • Campus Analyser for Salary Management used for the salary management of the employees of the college • Entritt Solution (Online fee payment) used for fee management • Visual Catpro Accounts used for the accounts department of the college • Fee Management Software used to keep the track of the admission and university fee of the student. • Hostel Admission and Mess Payment Software used to keep the record of hostel admission and student's mess payment. • Transport Fee Management Software used to manage the transport fee of the students according to their routes. |
| Student Admission and Support | • Student Scholarship Software used to keep the record of all the scholarships given to the students. • Online Absentee Software used for marking the online attendance of the students. • General Office Management System used for the management of tasks of general office like assigning roll number to the students, subject change information, university/board DMC entry, etc. • Bus GPS Software used for tracking the college bus while picking and dropping the students. • Learning Management System (LMS) used for uploading e-modules and lesson plans for the purpose of students. |
| Examination | • BSIM S/w for House Examinations Results used for entering MST result of the students. It also prepares the result card of students. • Online Student Return Exam Portal (College Login Admission portal) |

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|-----------------|---|---|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|-----------|---------|---|---|
|------|--|---|-----------|---------|---|---|

No Data Entered/Not Applicable !!!

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
|---|---------------------------------|-----------|---------|----------|

No Data Entered/Not Applicable !!!

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |

No Data Entered/Not Applicable !!!

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|--|--|
| <ul style="list-style-type: none"> • The details of various welfare measures which act as job satisfiers and provide motivation to the staff are: – Well-equipped and well-furnished staff rooms for Humanities, Commerce, Science and Computer Science laced with modern amenities (like food-warmers, refrigerator, Air-conditioner) with a full time caretaker. – Separate departmental rooms for heads of PG Departments and to various Deans of the college. – Peace Zone to manage stress and restore mental balance. • Counselling cell to provide counselling to discuss through emotional support. • Guest House facility, telephone facility and | <ul style="list-style-type: none"> • Computer training to the office staff for handling latest hardware and software. • Free coaching by the teaching staff to the non-teaching staff appearing in university exams. • Freeship to the wards of Non-Teaching staff. • Free accommodation to many members of Non-Teaching staff in the campus. • Free uniform is provided to the Supporting Staff twice a year. • Free transportation in case of domestic emergency. • Permission for studies along with employment. • Havan Yajna is being performed on the first day of every month and the members of non-teaching staff whose birthday falls in that month performs as Yajmaan | <ul style="list-style-type: none"> • Group Insurance Schemes • Scholarships and financial support to the needy and deserving students. • Fully air conditioned Student Common Room and Student centre. • Two cafeterias -- BITS and BITES and QUICK BITES. • Bookshop and Tuck shop. • Incinerators and Vending Machines. • Ramp and toilets for differently abled students. • Mess facility during college functions. • Residential doctor for medical needs. • Peace Zone in the library for distressing. • Mentoring and Counselling sessions are provided to the students. • AC and Non-AC Hostels with full amenities. • Reading room and Computer Lab facility for the resident scholars. • |

transportation facility for local and outstation assignments. • Resource rooms with internet facility and printer facility for the research work. • Open access library, research cabins fully equipped with INFLIBNET are available to the teachers and students alike. • The college reimburses (full/partial) registration fees and transportation fee paid for participation in conferences/seminars/workshops. • Maternity leave to female faculty is provided. • Medical facility and Health Centre with a qualified doctor available during working hours. • Canteen facility and mess facility at the college during college functions. • Group insurance schemes, provident fund loan facility, Hi-tech branch of PNB with locker facility. • The teachers are given liberal permission for higher studies like M.Phil., Ph.D. along with study leave under FIP scheme of UGC. • Swimming Pool facility during summer vacation. • Freeship to the wards of the faculty. • Boutique and Beauty Wellness services at the subsidised rates. • Free parking facility for bikes and cars. • ATM and e-lobby facility inside college campus for convenient banking. • Fitness Zone for teaching faculty

and gifts are provided to them. • Diwali gifts are also given every year. • Medical facility and Health Centre with a qualified doctor available during working hours. • Canteen facility and mess facility at the college during college functions. • Group insurance schemes, provident fund loan facility, Hi-tech branch of PNB with locker facility. • Swimming Pool facility during summer vacation. • Boutique and Beauty Wellness services at the subsidised rates. • Free parking facility for bikes and cars. • Banking and e-lobby facility for the convenience. • Fitness Zone for the staff. • Farewell functions on the superannuation of the employees are organized in recognition of their contribution towards the institution.

Fitness Zone. • In-house Beauty and Wellness facility. • Self-defence classes.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit The college is running a number of self-financed courses besides government aided courses. The budget for self-financed courses is approved by

the local committee and then by the parent governing body DAVCMC, New Delhi. Reconciliation of accounts is done annually in June at DAVCMC, New Delhi. The expenditure on major projects is sanctioned by the parent body DAVCMC, New Delhi. Further, a member of teaching faculty is appointed Bursar to check the bills and other relevant documents after they are duly verified and initialed by the Superintendent Accounts. External Audit of the Government Funds External audit of the government funds is carried out by Govt. of Punjab at three levels: Finance Department, Govt. of Punjab. Accountant General and DPI (Colleges) Govt. of Punjab Besides this, DPI Colleges also conducts Compliance Audit in regard to administrative rules, leave rules, recruitment rules and payments to retired faculty/staff. Utilization of funds received from funding agencies are also audited by Chartered Accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 8328007 |
|---------|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|-----------------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | Yes | IQAC |
| Administrative | No | Nill | Yes | IQAC |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

| |
|--|
| <p>There is no registered Parent-teacher association. However, meetings are conducted with the parents of the hostelers to raise the level of satisfaction of in-house students. The feedback is also obtained from the parents through structured questionnaire regarding teaching-learning processes. The informal feedback is also obtained from the parents on their visit to college.</p> |
|--|

6.5.3 – Development programmes for support staff (at least three)

| |
|---|
| <p>Seminar on Provident Fund and Mutual Fund (March 9, 2020) Workshop on Organic farming (August 4, 2019) Swachta Abhiyaan Workshop</p> |
|---|

6.5.4 – Post Accreditation initiative(s) (mention at least three)

| |
|--|
| <p>Skill Building E-Governance Green Initiatives</p> |
|--|

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | Yes |
| c) ISO certification | Yes |
| d) NBA or any other quality audit | Yes |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality | Date of | Duration From | Duration To | Number of |
|------|-----------------|---------|---------------|-------------|-----------|
|------|-----------------|---------|---------------|-------------|-----------|

| | | | | |
|---|--------------------|-----------------|--|--------------|
| | initiative by IQAC | conducting IQAC | | participants |
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|-------------|------------|------------------------|------|
| | | | Female | Male |
| Self Defence Training Program | 03/10/2019 | 05/10/2019 | 430 | Nil |
| Lohri Dhiyan de | 13/01/2020 | 13/01/2020 | 65 | 10 |
| Workshop to Give Hands-On Training | 15/07/2019 | 15/07/2019 | 25 | Nil |
| Entrepreneurs hip, Leadership and Startup Summit 2019 | 05/08/2019 | 07/08/2020 | 116 | 10 |
| Service Selection Board Workshop | 28/08/2019 | 29/08/2019 | 150 | Nil |
| Empowering women through legal awareness | 17/09/2019 | 18/09/2020 | 250 | 8 |
| Inter class declamation contest | 20/09/2019 | 20/09/2020 | 24 | Nil |
| Seminar on Prevention of Anaemia | 30/09/2020 | 30/09/2020 | 155 | Nil |
| Installation Ceremony of Student Council | 03/10/2019 | 03/10/2019 | 322 | 4 |
| Workshop on “ Entrepreneurial Design Thinking and Intellectual Property Rights | 09/10/2019 | 09/10/2019 | 230 | Nil |
| Awareness Event on Women Empowerment in collaboration with Women Empowerment Research | 09/11/2019 | 09/11/2019 | 112 | Nil |

| | | | | | | |
|---|------------------------------|-----------------------------------|--|--|--|--|
| | advantages and disadvantages | and contribute to local community | | | | |
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---------------------|--|
| Code of Conduct (updated) | 01/07/2019 | The Code of Conduct handbook covers ? code of conduct for the teachers as per DAVCMC, New Delhi. ? Powers and functions of the Principal of affiliated colleges as per GNDU norms. ? Code of professional ethics of teachers as per UGC regulations (Gazette of India, Part III Section 4) ? Code of conduct of non-teaching/ supporting staff ? Code of conduct for students ? Code of conduct for Resident Scholars ? Leave rules as per GNDU norms |
| Handbook for Human Values and Professional Ethics (updated) | 01/07/2020 | Our institution aims to develop the much-needed set of human values and beliefs in all the stakeholders that enable them to become empathetic global citizens, who can definitely make a positive contribution to this universe. The handbook of Human Values and Professional Ethics, is in compliance with SCHEME FOR "HUMAN RIGHTS AND VALUES IN EDUCATION" underlined in the Xth plan of UGC. It covers the best practices of professional ethics and core values adopted by various stakeholders: Principal, Teaching faculty, non-teaching staff, staff union and the students |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|----------|---------------|-------------|------------------------|
|----------|---------------|-------------|------------------------|

| | | | |
|---------------------------|-----|-----|-----|
| Code of Conduct (updated) | Nil | Nil | Nil |
| View File | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Best out of waste Garden is created on campus which recycles and reuses the discarded items. Thirteen rain harvesting units are in the campus which help in recharging ground water level. Grey water is stored and reused. The wastewater of wash basins is stored in the tank used for flush tanks. Waste water from Air conditioners and RO's is collected in tanks for watering plants and sweeping floors. The garden litter is shredded and used for making compost. The paper waste of college is recycled in a paper recycling unit and articles like files, folders, decorative items are made. Incinerators have been installed in washrooms to dispose bio-chemical waste (sanitary napkins). Bio-chemical waste of labs is disposed off with Synergy Lab. Restricted entry of Automobiles in the campus. Back gate parking used for vehicles of faculty members. Ban on the use of single-use plastic in the campus. Landscaping with trees and plants in whole campus and green audit was undertaken. Pedestrian friendly pathways Celebrated Vrikshabandhan on the eve of Rakshabandhan festival on 14.08.2019, took oath to protect and save trees. City's Mr. Bin campaign was launched on 23.08.2019 in collaboration with Municipal corporation Jalandhar to promote cleanliness drive and sustainable development. Akshay Urja Diwas was celebrated on 26.08.2019. Extension lecture on "Organic Farming" was organized on 28.08.2019 Pledge to Save Water was taken and debate competition was organized under special program "Save Water, Save Life" 08.09.2019. Celebrated Organic Diwali on 24.10.2019. Workshop on Noise Pollution was organized on 07.12.2019 Celebrated Eco-friendly and organic Holi with organic colours on 09.03.2020.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I: Empowering Women through Skill Enhancement 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. It is targeted to achieve the following objectives: 1. Identification of new sectors of skill development. 2. Bridging the industry-academia gap. 3. Empowering the girls financially as well as improving their livelihood by creating opportunities for them. 4. Providing training in market relevant skills that match with the international level and enabling students to become globally employable. 5. Continuing this endeavor dynamically by adding/dropping the skill development courses as per the requirement of market. 6. Providing skill certification to the students 7. Inculcating the idea of financial independence in minds of the girls Outcomes 1. The students are able to gain adequate practical understanding of skills and the ways to enhance the same. 2. They are able to apply the practical knowledge and training and demonstrate adequate skill to be gainfully employed, either as skilled work force or as entrepreneurs. 3. It gives more financial independence to the students as mobility of the students from one place to another does not restrict them from becoming financially independent. 4. Students become competent in acquired skills nationally and internationally. Contextual Features The institution is situated in the heart of Punjab, which has a typical patriarchal mind set. Even career oriented girls are rendered jobless once they get married as they leave their jobs and move. Doaba region of Punjab, is known for large number of people seeking immigration to foreign land. Their education loses relevance in their new context. The institution began by taking smaller steps towards vocational training of girls and engaging them in training that would provide relevant skills. The institution also

focused on empowering doubly marginalized lot of the society: the disabled and the underprivileged girls as they get no training and remain dependent all their life. Best Practice The college has been offering various skill oriented courses like Mass Communication and Video Production, Computer Application and Bio-Technology as vocational subjects, and gradually subjects like Cosmetology, Fashion Designing and Garment Construction, and Bio- Informatics were added. Degree courses like, BD Multimedia, Bachelor of Design, Bachelor of Fine Arts and B.Sc. Fashion Designing were added. Some Master's courses like M.Sc. Bio-Informatics and M.Sc. Fashion Designing were also added. However keeping in mind the need for further skill development the institution reached the pinnacle in the last five years as in the past five years following additions were made:

- Skill Development Vocational courses
- Skill Courses under Kaushal Kendra ? M.Voc (Web Technology and Multimedia), M.Voc (Cosmetology and Wellness) ? B.Voc (Web Technology and Multimedia, Banking and Financial Services, Fashion Technology, Journalism and Media, Mental Health Counseling, Cosmetology and Wellness).
- ? Community College - Advanced Diploma in Fashion Designing, Diploma in Journalism and Media, Diploma in Tourism and Hospitality, Diploma in Medical Lab Technology, Diploma in Organic Farming, For the underprivileged section of the society, the college introduced courses under Government Schemes that included scholarships:
- Vocational Training Programme- Cosmetology, Cutting and Tailoring

The institution has also collaborated with an NGO Saksham to train the visually challenged students in various vocations related to Information Technology.

- Add on Courses- Keeping the goal of skill development at the core the institution has introduced various add-on courses along with regular degree courses. The institution has made persistent efforts for sensitizing the students about importance of skill oriented courses.

Besides gaining employment, the students have become successful entrepreneurs also. It is the result of these efforts only that the institution is pioneer in discarding colonial gown being used for ages for convocation by Uttriyas-a unique kind of gown conceived and prepared by students of fashion designing and multimedia. This unique endeavour of the institution has created not only one but many success stories for young entrepreneurs by setting examples for them.

However it was a challenging task to convince the parents and the students regarding equivalence issues of vocational degree for admission in PG courses. The faculty worked tirelessly to solve the queries of the students. It also developed a dedicated state of the art Skill Development Centre and designed various labs and acquired equipments to efficiently provide training. Many MOU's with industry partners have been signed for procuring adjunct faculty and on job training facility for students. Conclusion Skill development remains the most important feature of the college and we shall continue on this journey of excellence until the goal of employment for all is achieved.

Best Practice II: Moving Towards Effective Paperless Office The institution also works towards the direction of sustainability of the environment. It has always been a pioneer in bringing into practice the innovative technologies that substantially contribute to fulfill this objective. As a general practice the administrative work is done on papers and kept in paper files. The institution went a step ahead by gradually replacing the office paperwork with technology which is not only efficient but also less cumbersome and environment friendly.

At some place where the use of paper is inevitable, the institution recycles the used papers and at the same time the paper work is replaced with electronic image or file where ever it is possible to do so. It aims to fulfill following objectives:

1. Enhancing the efficiency of the office.
2. Saving paper and gradually moving towards paperless office
3. Replacing the paper files with e-files that make storage not only compact and easy, but also provide greater mobility to office in terms of place and time.
4. Moving ahead with world class institutions in terms of technology.

The Context In the light of climate change and our resolve to reduce the use of paper as it leads to felling of lesser number of trees, we at HMV decided to reduce the paper usage gradually and in

phases. The idea was floated in IQAC meeting and approved by the members. It was decided to carry the practice out in phases. It was initially difficult as shifting from manual files and hand written documents to e files and formatted documents required an intense training of the staff. We shifted the paper to e content in parts and kept on training our staff as per the needs. • The shift was gradual. Initially, the paperless office started with sending notices through Whats app on 08.12.2015, as people were comfortable in using that technology and found it easier to use. • After this the faculty started taking online attendance of students with effect from July 2017. • In examination entire administrative work has been shifted to paperless e-format, right from date sheet being available online, to setting of the question papers and preparation of results. • Communication with the parents is done via SMS on their registered phone numbers. • The papers used and discarded such as the waste papers from office are recycled in the waste paper recycling unit and bags, files etc are created out of that paper. • Alumnae Association works entirely on e-format by keeping in touch with the alumnus on social networking and through e mails. • The institution has also created e leave portal to avoid use of paper for leave purpose, only medical leave and station leave is now applied on paper, all other forms of leave can be applied online. • IQAC has launched e-self assessment forms for the faculty. • All the official letters that include invitations and other correspondence is now sent via email. • The institution is using Digi Locker App with our faculty and students. • The institution is maintaining the e-tree log record. • There is live website that accepts queries and responds to them in lesser time and without using any paper. Evidence of Success • There is a substantial reduction in the use of paper in office. • Time taken to disseminate any information has become negligible. • Because of e-filing and e-log registers, the office has become more efficient and now less space for storage is required.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.hrmmv.org/bestpractices.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Green Culture The institution has given tremendous thrust to the area of 'Green Culture' keeping in mind its mission of Value Oriented, Skill Based and Globally Competent Education in sync with Nation's March Towards Sustainable Growth and Prosperity. It has been pioneer in many green practices as it is committed to the cause of environmental protection. It has got the unique distinction of being the first in the region in many green programmes.

Objectives

1. Creating awareness regarding environment protection among students and community.
2. Embedding idea of environmental responsibility and sustainability in the minds of students.
3. Redirecting modern generation's thinking, and re-connect them with nature and their immediate environment.
4. Inculcating environmentally responsible behavior in the students.
5. Creating awareness about enormity of situation and make students ambassadors of environmental protection.
6. Inculcating Green Culture in life of students and society.

Our Distinctiveness

- Replacing the system of giving bouquets with green plants duly planted in planters.
- Celebration of Green Diwali since 2017-18
- Planting indigenous trees inside the campus, to attract birds and also to help feed our employees and students.
- Vrikshabandhan- on Rakhi the students took the initiative of tying a rakhi to a tree by making a promise to the trees and themselves that they would save the trees from any danger.
- Setting up of first food forest of the region, Atulya Vatika, a small food forest that includes plants, herbs, and indigenous trees of Moringa, Mango,

Lemon, Amla and Neem with an idea of promoting a culture of green belts becoming food belts in the days to come. • Replacing synthetic wrapping paper with recyclable paper. • Pioneer in the city to set up an institutional waste segregation unit and wet waste composting unit in collaboration with Municipal Corporation, Jalandhar. • Installation of garden waste shredder. •

Participation in mass campaign for educating the community about waste segregation and setting up home composting units. • The installation of only paper recycling unit in the region • Plantation of more than fifteen hundred trees in the villages adopted under UBA, NSS, and NCC. We have also ensured that no village under our adoption indulges in stubble burning. Impact • The green greetings culture of the institution has been adopted by almost all the educational institutions and organizations in the vicinity. • Green Diwali concept and oath was adopted by the Jalandhar Administration and oath was taken by 4.5 lakh students across the district. • Green Diwali concept was later on picked up even by the Punjab Government. People in the vicinity started planting indigenous trees instead of ornamental trees. • The institution helped the local BSF unit in setting up wet waste composting unit. • The ritual of Vrikshabandhan has embedded responsibility of saving trees in the psyche of the students. • Jalandhar Municipal Corporation has appreciated efforts of institution for reducing approximately 9 tonnes of garbage annually. • The institution was awarded on Republic Day for promoting Green Practices in the state.

Provide the weblink of the institution

www.hrmmv.org/greenhmv.php

8.Future Plans of Actions for Next Academic Year

Future Action Plan for 2020-21 Past one year has witnessed a massive change in the overall economy due to the situation of pandemic and education sector is not an exception. Although the college did not face any difficulty and adapted itself to the online mode of teaching when the sudden lockdown was announced by the Government as it was already having its own dedicated teaching learning portal HMV ELMS. However there is still a need to follow a more structured approach in both academic as well as extra-curricular activities. Following plan is proposed to be followed for the academic session 2020-21. 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 pandemic 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. 2. Online Admission: Though the college is already having online admission system, yet it will be streamlined further. The details will be available on the website of the college. 3. Mentoring Sessions Focusing on Mental Health: Besides keeping good physical health, it is equally important to keep good mental health also. The mentoring sessions will be held from time to time to deal with the psychological problems of the students and to improve their mental health also. 4. Financial Literacy and Planning: The economic slowdown has resulted into financial burden on the masses as many people even lost their jobs. During this situation it is imperative to not to be just literate but financially literate. The college will endeavour to organize online sessions on financial literacy and planning y inviting the experts from industry. 5. Emphasis on Water Conservation: The depletion of ground water level is a serious matter of concern especially in Punjab. Keeping in mind that water conservation is the need of the hour, the institution will work for developing more rain harvesting units 6. To Work Towards Autonomy: The institution has completed two cycles of NAAC Accreditation and the process of third cycle is going on. Once the process is completed it will apply for autonomy. 7. Development of e-Content: The college is already having its own teaching learning

portal i.e. HMVELMS. However it will be made more comprehensive as the faculty will be asked to add more e content in the form of PPTs, Video lectures and other online material. This will be an effort towards the motto of Digital India. 8. Increasing Global Footprints: The institution will be working towards increasing global footprints by entering into foreign collaborations 9. Waste Management: As the institution is having its mission of sustainable growth so greater impetus will be given on waste management by adopting eco friendly measures.