YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	KHALSA COLLEGE, GARHDIWALA, DISTT. HOSHIARPUR (PUNJAB)
• Name of the Head of the institution	SATWINDER SINGH DHILLON
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01886260940
• Mobile no	9872778123
• Registered e-mail	kcghoshiarpur@gmail.com
• Alternate e-mail	kcgregistrar@gmail.com
• Address	VPO- GARHDIWALA
• City/Town	HOSHIARPUR
• State/UT	PUNJAB
• Pin Code	144207
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**PANJAB UNIVERSITY CHANDIGARH**
• Name of the IQAC Coordinator	**SANJEEV SINGH**
• Phone No.	**01886260323**
• Alternate phone No.	**01886260940**
• Mobile	**9417664465**
• IQAC e-mail address	**spathania18169@gmail.com**
• Alternate Email address	**davindersingh_75@yahoo.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.kcghoshiarpur.org
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.kcghoshiarpur.org/website/acad-calender.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.07**	**2016**	**29/03/2016**	**28/03/2021**

6.Date of Establishment of IQAC	**01/07/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

CAREER ADVANCEMENT OF ONE ASSISTANT PROFESSOR AND ONE LIBRARIAN UNDER PROCESS.

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

Plan of Action	Achievements/Outcomes
Maintenance of College building.	**B.VOC (AGRIBUSINESS AND AGRARIAN ENTREPRENEURSHIP) 3RD SEM**
Beautification of the College.	**BVOC (HARDWARE AND NETWORKING) 3RD SEM**
Plantation of shady trees	**Nil**

13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**12/01/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**15**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**736**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**0**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**219**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**52**

File Description	Documents
Data Template	[View File]

3.2 Number of sanctioned posts during the year	**18**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**72**
4.3 Total number of computers on campus for academic purposes	**61**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To provide quality education to the economically and socially backward peopleof Kandi region in general and in particular girls in order to make themcompetent to compete with the new world on one hand and to preserve thegreatest ethos and culture of India and Punjab on the other by inculcatingmoral and ethical values among the new/coming generation, Khalsa College,Garhdiwala follows the following aims and objectives: • Educational empowermentof the poor, rural and agrarian people of the area. • Imparting education togirl students in educationally backward area. • Helping young learners in allroundpersonality development. • Inculcating moral and ethical values amongstudents. • Developing a sense of universal brotherhood, tolerance and selfsacrifice among the students. Khalsa College, Garhdiwala is permanentlyaffiliated to Panjab University Chandigarh and Follow the curriculum prescribedby the University. The college

ensures effective/speedy curriculum deliverythrough a well planned and documented process, the IQAC of the college prepares the academic calendar of the college and also the concerned departments preparetheir departmental academic calendar prior to the commencement of everyacademic year. the academic calendar specifies the suitable available dates forsignificant academic and other activities. the faculty members are briefed onthe academic activities of the college on the first meeting of the commencementof every academic year. the head of departments arranges departmental meetingsto distribute and assign workload. considering the workload and planning heldin departmental meeting, the syllabus is disseminated as per classes andpaper/courses for teaching. faculty members prepare semester wise teaching planfor theory and practical at the beginning of every term/semester. each teacheris provided with an academic diary containing time table, workload,annual/semester teaching plan, actual teaching units, daily teaching plan andacademic/administrative committee responsibilities. Faculty members of thecollege are actively involved in the curriculum development through theirelected members in board of studies of different faculties. Feedback fromstakeholders is also taken and evaluated by Internal Quality Assurance Cellthrough its meetings. College follows the curriculum designed by the differentBoard of Studies as well as Academic Council of Panjab University, Chandigarhand these are implemented at UG and PG levels in the college. All decisionsrelated to university/ colleges are taken through Senate and Syndicate ofPanjab University Chandigarh involving elected representatives of the differentcolleges. • Academic calendar designed by university specifies and determines the schedule of the semester e.g. as commencement and end of semester classes,examination, vacations etc. • Academic Staff College of the University organizes refresher courses and orientation courses for the benefit of facultymembers of colleges. College sends the faculty members to faculty developmentprograms conducted by University, ICSSR and other agencies of education.Faculty is encouraged to publish articles in journals of national andinternational repute. Student feedback on curriculum is taken to make teachingmore effective and same is conveyed to the University.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institute is affiliated to Panjab University Chandigarh and implements the curriculum prepared by the BoS of the same University. The institute has developed a structured and documented process for the implementation of the curriculum which includes the following steps: (a) Before the start of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, experts talks, other co-curricular and extra-curricular activities. (b) The class timetable and course plan for the semester are prepared by HoD. The course plan that includes class timetable, semester calendar and syllabus is shared with the students through departmental notice boards. The concerned faculty meets students after every University examination, reviews the semester completed, and discuss about the next semester. They incorporate the suggestions and prepare the course plan and distribute them to the students. (c) Teachers prepare and update their lecture materials by preparing assignments, case studies and question bank of their courses. Resources like relevant websites and e-resources are made available to the advanced learners. IQAC periodically monitors the coverage of the syllabus, quality of question papers and assignments, preparation of answer schemes and progress of lab sessions etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

Issues related with environment and sustainability are integrated into courses of Agriculture, Agri-Business and Agrarian Entrepreneurship and Environment Education. Courses that impart human in its curricula are Political Science, Commerce, and English. Professional Ethics are integrated into the courses of English, Commerce, Fashion Designing , B. Voc. Hardware and Networking and B. Voc. Agri-Business and Agrarian Entrepreneurship. Environment, Road Safety, Violence against Women/Children and Drug Abuse as compulsory subject is offered to all UG students. It includes the following topics: Environment concept, Atmosphere, Hydrosphere, Lithosphere, Forests, Conservation of Environment, Management of Solid Waste, Indoor Environment, Global Environmental Issues, Indian Law on Environment, Biodiversity, Noise and Microbial Pollution, Human Population and Environment, Social Issues, Local Environmental Issues, Road Safety Education, Violence against Women/ Children, Protective Provisions of IPC on Domestic Violence & Sexual Violence against Women and Children, Problem of Drug Abuse and Prevention and Management of Drug Abuse etc.

Institute integrates crosscutting issues relevant to Professional Ethics, Gender Sensitization, Human Values, Environment and Sustainability into Co-curricular and Extracurricular Activities also. Every year N.S.S. unit undertakes a host of activities in the nearby vicinity and in the adopted village that tree plantation, village cleanliness, cleaning of water bodies and plastic free drive etc. Various activities like quizzes, poster competition and lectures are organised to create awareness about nature, biodiversity, environment and sustainability. World Arbor Day, World Forest Day, World Environment and N.S.S. Day etc are observed in the college every year. Programs conducted under N.S.S., N.C.C., SVEEP and Department of Political Science help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. College organises various social activities like

Voter's Awareness Program, Road Safety Campaign and Blood Donation camps etc from time to time. Seminars and expert talks are organised to address the gender issues. Students actively participate and show concern in these activities.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

92

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

736

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

2.2.1 The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners Response:

1. The college teachers give special attention to the slow learners and they are asked to sit in the front row of the class.

2. The slow learners are given extra time to clarify their doubts in the department.

3. Tutorials are arranged for slow learners as per their need.

4. Advanced learners are encouraged to go library/ search web links for further and deeper study in the subjects.

5. They are motivated to participate in the seminars.

6. They are given problem solving assignments and projects to enhance their skills.

Apart from this through question answer method and class unit tests teacher get broad idea about IQ level of the student.

Remedial teaching policy for slow learners:

- **Remedial teaching is to be organized at undergraduate level to Improving basic knowledge of the slow learners**
- **Raising their level of confidence of the difficult subjects to provide stronge foundation for further. Academic work improving the performance of examinations.**
- **Improving the basic knowledge of the slow learners.**
- **Improving the performance of examination reduce the drop out**

ratio of students

IQAC recommends to undertake following activities under this scheme

- The teacher gives special attention to slow learners and they are asked to sit in the front row of the class
- The slow learners are given extra time to clarify their doubts in the department
- Tutorials are arranged for slow learners as per their need
- All departments are recommended for advanced learners' guidance on the basis of students' performance in the examination of respective subjects and classroom interactions with the teachers, and involvement in the activities.

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

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

Number of Students	Number of Teachers
736	53

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response: Khalsa College, Garhdiwala believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies. Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit& guest lectures. Specifically the students centric methodology include

1. Experiential Learning
    1. Internship or Field Projects in industry
2. Participation in competition at various level

- For Real time exposure students are encouraged to participated at National and International Level
  1. Field Visits
- Faculty identifies and propose Academically significant Field visits and Surveys
  1. Industrial Visits
- Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture.
  1. Guest Lecture
- Guest lecture by eminent experts from industry and academics from across the world are organised to supplement the teaching process and provide experiential learning.

1. Participated Learning
   1. Role play

- Teachers adopt role play method in various courses to supplement Teaching by way of participative learning
  1. Team work
- All Departments organize students activities to promote the spirit of Team work The activities and Camp of NSS, institutional social responsibility through Red Cross ,Village Adoption, Tree plantation . Swatchh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare.
  1. Debates
- Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.
  1. Group work
- Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

1. Problem solving Methodology
   1. Case studies

- Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.

3.2 Analysis and Reasoning

- All questions in examination are based on analysis and reasoning.
- Free internet access in the library and wifi facilities in

campus promotes the habit of self learning and discussion
   1. Discussion

- University follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge. Discussions are held basically in soft skills, managerial communications, business adoptions etc.
   1. Quizzes
- Quizzes are conducted by subject teachers in all UG and PG programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute:

ICT Tools:

1. Projectors- projectors are available in college
2. Desktop and Laptops- Arranged at Computer Lab
3. Printers- They are installed at Labs
4. Photocopier machines - Multifunction printers are available in the institute. There are two photostat machines available in campus.
5. Scanners- Multifunction scanners are available.
6. Seminar Rooms- One seminar halls is equipped with all digital facilities.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom)

Use of ICT by Faculty

1. **PowerPoint presentations-**

Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

1. **Industry Connect-**

Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

1. **Online quiz-**

Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

1. **Video Conferencing-**

Students are counseled with the help of Zoom / Google meet applications.

1. **Video lecture-**

Recording of video lectures is made available to students for long term learning and future referencing.

1. **Online competitions-**

Various technical events and management events such as Poster making, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

1. **Workshops-**

Teachers use various ICT tools for conducting workshops on latest methods

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

31

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students are asked to deliver the seminars of the concerned subject.

Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted Internal Examination Committee.

- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessement.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination related grievances. Various internal examinations are being performed throughout the semester. Some of them are- unit-test1, unit-test2, assignments, lab continuous evaluation, project evaluations, etc.

Internal Assessments (Test 1 and Test 2):

Immediately, after the unit test, the solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty

undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of both the unit-tests is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

Assignments

Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.

Lab experiments

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. The lab submissions are taken in LMS, e.g. Google classroom, and the marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.

Project evaluation

In a semester two internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc. With these systems in place, transparency is exhibits in the mechanism of dealing with grievances related to the internal assessment.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

file attached

link :http://kcghoshiarpur.org/Website/Campus_Courses.aspx

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://kcghoshiarpur.org/Website/Campus_Courses.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Response: Our Institute is affiliated to Panjab University, Chandigarh. We offer Under Graduate, Post Graduate under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs, it has been obsereved that the strength of the students as well as passing percentage of the students is increasing progressively. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure thePOs, PSOs and COs and implemented the mechanism as follows:-

- **The institute followsthe Academic Calendar of our affiliated university.**
- **All the subject teachers maintained Academic Diary in every academic year.**
- **All the subject teachers prepared Semester-Wise evaluation Reports.**
- **Internal examination committee analyzed evaluation reports of results.**
- **Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO. Placement committee took the review of the Students' Progression to Higher Studies and**

their Placement.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

230

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://www.naac.gov.in/docs/Apply%20now/SSS-Questinnaire_Students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

NIL

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

23

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

23

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has well-furnished and spacious physical infrastructure as per NCTE/UGC/University norms. The college has a built up area covering 311.75 sq.mt. of its academic campus. The built up area includes:

- **A seminar hall with latest facilities for conducting**

workshops, seminars and training programmes with a seating capacity of more than 100 persons.

- A multipurpose hall for conducting various activities with a seating capacity of around 250 persons.
- Departmental HOD rooms along with departmental staff rooms.
- Three smart classrooms equipped with modem ICT facilities.
- Computer labs with 18 computers having high-speed broadband Internet connectivity.
- Central Library covering a floor area of 175 Sq. mtrs. with a seating capacity for 55 persons with adequate space for books and journals, Internet connectivity, reprographic and other support facilities.
- Toilet for both male and female faculty members and student's on each floor of the college.
- Installed water purifier systems with the water coolers to provide safe and hygienic drinking water facilities for the faculty and students.
- Fire fighting equipment in terms of fire extinguishers at strategic places.
- Adequate parking space for vehicles is provided within the campus.
- Trees and a lawn surround the college. This gives a pleasant surrounding for the students and faculty.
- A canteen facility to serve food and refreshments.
- Power generator for providing backup electricity.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. The college runs its sports competition in its own competition. Cultural, gymnasium facilities are also available in the college. We give its detail below:

1. SPORTS FACILITIES

College encourages sports activities. A number of players has played district, university, state and even national level games. It provides indoor games as well as outdoor games.

Some of the outdoor games are:

Kabaddi

Kho-Kho

Handball

Cricket

Badminton

Table Tennis

Some of the indoor games available in college are:

Carrom board

Chess

1. Cultural PROGRAMS

To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, fancy dress,rangoli, painting, mehandi, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. Also, there are various music-equipment in the college, which are listed below. College student plays the music by themselves and no outsider musician helps in this program.

List of equipment in the Music room

Scale changer harmonium

Tabla

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

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

Yes

Library is a Treasure house of Knowledge and it is considered as the heart of any educational institution.

SPACE:

At Present the Library is having three spacious halls 311.75 sq.mt area. (Including Reading Room, Reference Section, Text Book Section and Digital Library)

COLLECTION: Library houses 38870 books at present and number increases every year. It covers many broader areas of different subjects and contains collection of modern subjects such as Computer and Information, Human Values and Professional Ethics, Rare books and Competitive books etc. for the academic year from 2020-21 library purchased 12 reference books and 13 journals and magazines.

CIRCULATION SECTION: The library motto is to provide books to every reader of this college.Library is providing two books for first year, second year students and final year students. We are providing four books for PG. The period of borrowing of the books is fifteen days. We are using barcode technology and elibsys web open source library management software for circulation.

READING ROOM SERVICE: The library provides a spacious reading room for Periodicals, news papers, magazines, journals. Interested readers can refer to the old volumes also.

REFERENCE SECTION: Library Provides a separate reference sections for Boys, Girls and Staff. It covers reference books of all subjects , rare books and books for competitive exams..

LIBRARY ORIENTATION PROGRAMME Library orientation programme is conducted every year to make the first year students aware toward the library.

SPECIAL EVENTS: Dept. of Library Conducts Quiz programmers on Current affairs and essay writing competitions at the time of national library week on November 14th to 20th and on special occasions.

REPROGRAPHIC SERVICE: Library provides reprographic service to the students and staff of the college.

PREVIOUS QUESTION PAPERS Library provides previous question papers to the students and staff of the college. All the question papers from 20 years are preserved in the library.

LIBRARY AUTOMATION & DIGITAL LIBRARY Our library is completely automated with the elibsys web Library management open source software.

OPAC (Open Public Access Catalogue) is available for students and staff. In Digital Library fifteen systems are available with high speed internet facility including LAN connection for the benefit of students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.12

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet - universities, colleges, educational institutes etc., are keenly stepping forward to setup secured and stable wired or Wi-Fi network campus for their students. As per the current market trend, most of the students like to carry 3-4 devices with them like mobile, tablets, laptops with them to campus. As these devices devour bandwidth, colleges and universities are struggling hard to keep up with the bandwidth demand. Educational campuses have major requirements of user access control, control over bandwidth consumption, and differentiated policy control for management faculty's access and student's access. These campuses with wired and wireless internet access require seamlessly roaming facility to access internet from class room to library to labs and residential areas. Laying complete network with different vendor solution would be very costly effort and difficult to manage while technical issues. Education institutes require cost-efficient comprehensive solution that offers all the advance facilities and features in single platform with single point of contact for technical support. Currently we are using three NETPLUS BROADBAND connections of 400 MBPS. We have provided Wi-Fi facility to student

at both hostel as well as in campus. Campus is having 400 MBPS of high speed internet facility. The institute has a 24X7 Wi- Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the college, & hostel. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects & seminars. ONLINE UPS facility is also provided in the administrative block and computer labs. We are using single 10 kVA and two 5 kVA UPS in the college premises. The most common UPS topology 10kVA is designed to provide continuous power protection against all power problems to mission critical equipment in data centers and server rooms. This topology ensures a consistent quality of power supply regardless of disturbances in the incoming mains.

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

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

file attached

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

74

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

127

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

42

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Our institution has an active student council that is set up according to the norms

and directives of the university. It assists the college administration in the smooth functioning of the college. The composition of the student council includes the students with academic competencies are nominated as class representatives (CR)

and students from cultural, sports, NSS and NCC are nominated by the Principal.

The main purpose of the student council is to ensure harmony across an ample, vibrant and continuous range of campus events and activities in the course of an academic year. It ensures maximum involvement and engagement of all members of the college and its respective stakeholder group. The members of the student council disseminate information from college administration to all students. They act as mediators between students and teachers to share, discuss and solve their problem. they motivate the students to actively participate in the cultural activities i.e. rangoli, mehandi, Bhand, Bagh, Collage Making and music competitions. They

encourage the students to take action part in celebrating days like Traditional Days, Teachers Day, Farewell Function and play an important roll in maintaining discipline in the campus. NSS unit of our institute plays pivotal role in enhancing the social and interpersonal skills of the students. The activities of NSS include the field work and survey conducted during the summer and winter camps. students get a proper exposure to rural life and develop a rapport with villagers to understand and resolve some of their social problems such as habits of cleanliness and hygiene, importance of literacy and eradication of superstitions. College has a NCC wing that instills the spirit of national service among the students. All these practices show the active engagement of our students in all the activities that can lead them to over all personality development and enhance their communication and professional skills.

Khalsa College Garhdiwala has also formed Red Cross and Red Ribbon society which involves students from every stream of college. The first Varieties of social work are done by students under the guidance of Principal Sir and Coordinators of Red Cross/ Red Ribbon. The Red Ribbon club was formed in session 2004-2005. In starting, there were volunteers 45 volunteers out of which 25 were girls and rest were boys. In session 2019-2020 and 2020-21 there are 53 volunteers in this society. Due to pandemic ,Covid, all the activities which were done ,in these two years, were online .

Youth Clubs like Baba Zorawar Singh Club of the College is always keen to encourage and involve the students in various activities of Personality Development - Ardas Divas, Shukrana Divas, Prize Distribution Function, Independence Day, Repulic Day, Teachers' Day, Seminars, Religious Examination , Old Students Meet, Dr. M.S. Randhawa Function, Youth Leadership camps, NSS camps, Blood Donation Camps, Educational Tours & various other such activities under Heads marks the working Youth Club.

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

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

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

participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

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

NIL

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	<u>View File</u>

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The mission and vision of this institution is to enable rural people to promote education and to enable weaker sections of society to receive higher education so that they can strive to leave their mark

on life. The students from the poor area have in particular benefited from the education that is imparted by this institution by charging nominal fee. It also wants to promote education that would be liberal and progressive which contributes to the new dimensions of the education. The institution promises both formal and non formal educational programmes at the undergraduate and post -graduate levels to meet the changing and challenging needs of the society through quality education. It also provides value based education through curricular, co- curricular and extra – curricular activities and vocational training in order to give job opportunities to students. The mission of College is to establishment of values for overall development of youth and providing special care and attention to girl students, marginalized and minority sections of the society and increase the employability amongst students by opening new job oriented courses. The college imparts scientific, commercial and physical training of best quality with equal opportunity to all. So its mission is to providing quality education and creating responsible citizens for the future.

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

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

The college follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. At top level Management holds regular meetings with Principals of different institutions to discuss all administrative issues like admission strategies, employee's welfare policies, budgeting and future expansions etc. It gives sufficient freedom to the principal to function in order to fulfil the vision and mission of the college. The principal with the consultation with the teacher's council nominates different committees for planning and implementation of different academic, student administration and future policy. He often allows the staff to come up with their constructive suggestions and grievance and goes out the way to address them. In addition to this ,he also co-ordinates with outside agencies like University authorities, UGC and other governing bodies to fulfil with necessary regulations.. The principal selects the bursar and the in charges of various committees. Every year, the composition of different committees is changed to ensure exposure of

duties for academic and professional development of faculty Council.

- **Administration work and NAAC Committee**
- **Dean academic affairs and scholarship Committee**
- **Registration /examinations /results/merits scholarship Committee**
- **UGC/research/seminar Committee**
- **ALUMNI Committee**
- **Guiding /counselling and placement cell Committee**
- **Youth co-ordinate /MEEP/Religious Committee**
- **Discipline/anti-Ragging/Anti-drug Committees**

The administration is decentralized through the control of the departments by respective heads. Head of department contributes in the formulation of various action plans and its implementation in their respective departments. Even the suggestions of non-teaching staff are considered while framing policies or taking important decisions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Teaching Learning Practice:-

- **Syllabus is discussed and evaluated by Board of Studies.**
- **Use of various teaching aids with ICT like smart class rooms, language labs, projectors Promoting E-Learning.**
- **Educational and Historical Tours**
- **Regular assessment to measure student outcomes**
- **Regular Seminars, Faculty Development Programmes, Conferences, Workshops etc.**
- **Conducting online classes through Google meet, Zoom app and other recorded materials etc.**

2. Curriculum Development:-

- **It follows by the changes in curriculum as prescribed by the Panjab University Chandigarh.**
- **Some of our faculty are the members of board of study in**

University

- Add on courses are going as per requirement of students on job prospective.
- The feedback has been taken from the students and the parents for improvement prospective.
- In initial phase of the new session, we organise talent hunt competition for recognising the interests of students.
- Institution has two smart classrooms, overhead projectors.
- Teaching method is implemented through group discussions, seminars, presentations, questionnaires etc.
- To enhance online teaching internet facility is provided.

3. Examination and Evaluation:-

- Before any semester examination, college meetings were held for examination planning and formulated rules and regulations regarding it.
- Internal marks are fixed based on the house test marks and the student's attendance Percentage. Theory and practical examinations consists of two components Namely, External evaluation and internal evaluation.
- House examinations are conducted before the university examination for the preparation of final examinations.
- Zero lectures and Counselling are providing for weak students.
- The faculty contributes in the examination work like- question paper setting, invigilation of theory examination, evaluation of answer scripts, internal examiner and subject experts for the University examinations & assessment of theory examinations' answer books
- For online examinations class wise Whatsapp groups are formed by teaching staff to handle the examination hindrances.

4. Research and Development:-

- Faculty and students are motivated to publish and present research papers in national and international level seminars, webinars.
- Faculty and students organise national seminars, publish books, and involve themselves in different minor and major funded projects.

5. Library, ICT and Physical Infrastructure / Instrumentation:-

- College Library is well equipped with e- books, textbooks, journals, magazines and newspapers etc.
- Library housekeeping operations are automated with barcode scanner.

6. Industry Interaction / Collaboration:-

- College organise Industry-Institute Interaction activities like industrial visits, in-hand trainings, value added courses, guest lecturers etc, for the professional development of students and faculties

7. Admission of Students:-

- The admissions of the students are followed as per rules and regulation based on the PU Chandigarh norms.
- After the end of the session, different staff committees are formed to connect with students of rural area and encourage them to further high education.
- Even in college different committees are interact with new students for counselling and find their interests for particular course.
- The college has also circulated pamphlets in various newspapers for advertising new and existing courses.
- Many poor, meritorious and unprivileged students are admitted on the basis of various scholarships.

- There is facility of free coaching classes of any course before the admission.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Governing Body:-

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Service Rules, Policies and Procedures:-

The Institution Management/ Panjab University / State Government /U.G .C. norms are followed in procedure and policies.

Recruitment of Faculty/Supporting Staff.

Advertisements are published in the state and national level newspapers and Interviews are conducted by a panel consisting of V.C. Nominee, external subject expert from university departments, Management Educational Secretary and members, Principal of the Institution. Preference is given to relevant qualifications, teaching, research and experience. capabilities and competency. The guidelines of the university and UGC are followed during the recruitment of the faculty. The selected candidates are required to attend the university ratification process. Adhoc staff is recruited by management /subject experts and the Principal. Promotional Policies based on the staff performance appraisal/ they are promoted to higher levels. Qualification, Eligibility and Salary Structure set up of staff is as per UGC norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- Faculty Empowerment Strategy:

   1. **Motivate them to attend the Refresher Course/Orientation Course/Short Term Courses for their promotion.**
   2. **Encourage them to pursue their PhD/Research work/Projects from ICSSR, UGC and other channels.**
   3. **For their professional development they are encourage to organise seminars, conferences, workshops.**
   4. **To motivate the staff, the review of the performance appraisal reports has helped in understanding the strength and weakness of faculty members Teachers are advised to take extra remedial class for weak students.**
   5. **They also organise motivational lectures by various experts for faculty development.**
   6. **Periodic staff get together**
   7. **Recognition of the achievements of the staff at appropriate forums**

Welfare Schemes for Facility:-

   1. **Concession provided in School fees for fourth class employees children**
   2. **Six month Maternity Leave facilities**
   3. **Medical Leave/Casual Leave facility**
   4. **Duty Leave/Compensatory Leave facility wherever applicable**
   5. **Provident Fund as per rules**
   6. **Group Insurance**
   7. **Bus facility for Tours and travels**
   8. **Payment of advance through management support, whenever the**

salary grant is delayed.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

This college has a systematic performance appraisal system for its teaching and non-teaching staff. Teaching Staff 's performance appraisal Academic Performance Indicator (API). The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year. The perform designed by the Management / DPI are used in this regard. Teaching staff first opt their API

scores are, and then the principal will finalize the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion. The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-teaching staffs have to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

YES, (Internal audit is done by Management)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

Fees charged as per the university and government norms from students of various granted and self financed courses. The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and non-teaching. Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research grants for Minor and Major Research Projects. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists. The UGC Committee, in close coordination with the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. Regular internal audits from the Management make sure that the mobilization of the resources is being done properly. To ensure the optimum utilization of resources, the Principal issues directions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

As per the National Assessment and Accreditation Council (NAAC) guidelines every accredited institution should establish its own

Internal Quality Assurance Cell (IQAC). This is essential to maintain the post-accreditation quality of the university. Quality enhancement being a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance.

In 2008 as a part of Post-NAAC quality sustenance effort the Internal Quality Assurance Cell was established in Khalsa College, Garhdiwala. The establishment of IQAC has marked a watershed as far as the understanding of the notion of "Quality Assurance" in the College is concerned. The IQAC at Khalsa College, Garhdiwala is successful not only in taking up several quality assurance activities but also in the creation of an institutional database in the University.

One of the significant contributions of IQAC is to implement the student's feedback on the curriculum. The feedback is collected and is done at the end of each semester. The feedback collected on curriculum is compiled and are reported to the departments. The departments, in turn, take up necessary corrective measures.

Khalsa College, Garhdiwala was accredited with A Grade by NAAC in 2016 for the second cycle and preparation is going on for the third cycle of accreditation. The IQAC continued to strive for the betterment of processes and setup.

The IQAC of Khalsa College, Garhdiwala is located in the Ground Floor of First Floor of Administrative Building of the college.

The primary goals of IQAC are:

- Internal Quality Assurance Cell (IQAC), is to build and ensure a quality culture at the institutional level.
- The IQAC is meant to plan, guide and monitor Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.
- The IQAC shall not be a record-keeping cell but shall channelize and systematize the effort to pull the University in the path of academic excellence.
- The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

The IQAC cell organizes two meetings annually: One towards the end of the session and second one during the start of session. the various strategieslike teaching learning process, improvement in the infrastructure and new courses which are to be applied are planned and in the end of the session and they are send to the Governing body and after getting clearance from their, they are sent to the Panjab University Chandigarh for approval.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution is situated in rural, backward, kandi area in Hoshiarpur District. In this area people are struggling against natural difficulties of loamy/sandy soil, hill torrents bringing floods, lack of water and very small land holding, but most importantly lack of awareness of rights among women in this region. Most of female population in rural area is unutilized due to existing social customs, lack of awareness of legal rights among women specially Foreign Migration problems, absence of ambition for the achievement, dowry cases, female Foeticide, domestic violence and most importantly lack of research institution for women studies nearby. Women Study Centre will work as a nodal Women Study Centre according to its potential areas and to provide essential information will create self reliance among distressed girls/women in the family and strive to provide,: extension services. The Women Study Centre will organize street plays, dance, drama, folk songs, exhibition, teaching and training, seminar/conference awareness programs for such promotion. Many girl students (above 80%) come from rural area therefore WSC will make an effort to provide service for benefit of these girls will return to their villages. This will benefit their respective families and ultimately to the society. For effective and smooth implementation of different activities various committees will see the potential. Talent can be transmitted easily to students, staff and community with the help of the core faculty, as well as resource persons. Thus this Women Study Centre will activate itself in several directions and goals in and will contribute to:

a. Active-counseling in women as well socially/ politically relevant

issues.

b. Create, develop and evaluate projects.

c. Generate resources and documentation materials.

d. Promote research in various fields in the areas concerned.

This Women Study Centre should continue to play a vital role in such endeavors of gender equity, promotion and facilitation in the capacity building, augmenting infrastructure and facilities, collaborate, coordinate and network with other agencies engaged in women development and empowerment with the available resources. These efforts would develop a batch of young men and women to act as agents of social change.

Future Plans :

- Organize rallies to aware society about women rights.
- Street theatre, Street play, Photography, videographer to promote alternative thinking with gender perspectives.
- Training camps for girls to develop defensive techniques like karate classes.
- In campus driving classes for women students which enable their independent mobility.
- Organize capacity building workshop on legal awareness among women for detailed understandings of the, laws related to women.
- Adopt a backward area's village in kandi area of Hoshiarpur in which Women Study Centre proposes to disseminate information on education, health, political awareness and human rights etc.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy	D. Any 1 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The Institution has the facilities for The Solid Waste Management andE-waste management. The various dustbins has been placed in the campus at appropriate places for theSolid WasteManagement.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**C. Any 2 of the above**
1. Restricted entry of automobiles	

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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Khalsa college Garhdiwala was established in 1966 with a vision to provide quality education to the poor and less previliged students of the kandi area (lower shivalik belt). The college is committed to the principles of sikhism which believe in 'sarbat da bhala' (may be good come to all). The college makes tirless efforts to provide an incluive envirnament of tolerance andharmony toward cultural, regional, lingustic and communal diverisities by organising various lectures, discussion and seminars.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

to make the students and employees of the institution sensible toward the constitunal duties, values and rights of citizens the college orgnised a special lecture about the right to vote which was delivered by Sh. Devender Kumar, Librarian, Nodal officer of the local unit of Red Ribben Club. after the lecture the students took oath that they would exercise their right to vote thougtfully by choosing an honest and competent candidate.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	The students were motivated to apply for their voter cards in tutorial groups,.
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

the college orgnizes various national and international commemorative days, events and festivals like Lohri (13th January), Basant Mela (18th Febrary) and Teean (8th August).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES

1. **Motivating students for admission in various courses by door to door campaigning in the catchment area of the college from the last 15 years.**
2. **Discipline duties of the faculty members in one of their vacant period to promote the students to attend their classes and motivating them to go to library in their vacant period.**

Before the beginning of each session, the faculty members play an active role under the leadership of Principal. We are having around 25 senior secondary school in our catchment area from where students take admission in various courses. In the month of January every year, the teachers from the college visit these senior secondary schools and meet the students there and tell them about our institution. The bio-data form of each student is also filled during that visit and they are advised to visit the college.

All the data which is collected from the various schools is compiled in the college and is made according to the various villages. Various teams of teachers are made to meet those students in their homes door to door. It is a very useful exercise as we are able to know the financial condition of all the students and we are also able to meet the parents of the students. Accordingly, we can plan for providing the scholarship to the deserving students who are poor but intelligent students. And above all, the strength of the college is automatically maintained by this practice.

We are following this practice from the last fifteen years and find it very fruitful and thus listed as best practice.

Secondly, a vacant period from the faculty member's time table is

given as a discipline duty period. Thus in a total of nine periods, six teachers are identified as free in each period these six teachers take a round in the whole college campus and canteen to identify the students who are missing their classes or they are doing nothing in their vacant period. Those students who are bunking their classes are sent to their respective classes during the round. While the students who have vacant period are sent in the college library to read the books and newspapers.

This practice helps in checking the students who come to the college but do not attend their classes. Those students who are just wasting their time in their vacant period are sent to the library so that the reading habits among the students be inculcated which are decreasing day by day due to the distraction caused by the cell phones. The same group of teachers after performing their duty sits in front of the Principal office and issue the gate pass to the students who wants to go out from the college for some urgent purpose.

This practice is one of our best practices as it is beneficial in promoting the attendance in the classes as well as in the library and thus overall maintaining disciple in the institution daily.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is commited to provide education to the students especially females of the kandiarea whose parents does not allow them to go far away to study. To meet the challenge the college teachers visit the nearby schools (government as well as private)and go to door to door to make the students aware of the importance of education as well as about the various courses being available in the college.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To promote the strength of students in various courses.

2. To promote theresearch culture among the faculty members.

3.To promote the sports and cultural activities.

4.To make efforts for getting fundsfrom the management to meet the salary requirements of staff.

5. To plant morefruit trees in the agriculture garden.

6. To fill the vacantgrant-in-aid non- teaching posts.