



Yearly Status Report - 2017-2018

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 own campus		Yes
Phone no/Alternate Phone no.		01886260940
Mobile no.		9872778123
Registered Email		kcgnaac@gmail.com
Alternate Email		kcghoshiarpur@gmail.com
Address		VPO Garhdiwala
City/Town		Hoshiarpur
State/UT		Punjab
Pincode		144207
2. Institutional Status		
Affiliated / Constituent		Affiliated
Type of Institution		Co-education

Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Sanjeev Singh
Phone no/Alternate Phone no.	01886260323
Mobile no.	9417364465
Registered Email	spathania18169@gmail.com
Alternate Email	kcghoshiarpur@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.kcghoshiarpou.org
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.kcghoshiarpou.org/calender201819

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.07	2016	29-Mar-2016	28-Mar-2021

6. Date of Establishment of IQAC	01-Jul-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No data entered!!!		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Khalsa College	AISHE	ugc	2018	5000

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes				
Upload latest notification of formation of IQAC	View File				
10. Number of IQAC meetings held during the year :	2				
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No				
Upload the minutes of meeting and action taken report	No Files Uploaded !!!				
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes				
If yes, mention the amount	75000				
Year	2018				
12. Significant contributions made by IQAC during the current year(maximum five bullets)					
Honourable Governor Punjab Sh. V.P Singh Badnore visited the college. SGPC President visited the college for Annual Prize Distribution. More old students were registered the Old Students Association. Five scholarships are provided by OSA for poor and brilliant students. The college won overall Runner's up trophy in sports at PU Chandigarh. Tree plantation in the campus of the college.					
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year					
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>B.Sc.Fashion Designing (3 Year)</td> <td>Achieved</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	B.Sc.Fashion Designing (3 Year)	Achieved
Plan of Action	Achivements/Outcomes				
B.Sc.Fashion Designing (3 Year)	Achieved				
14. Whether AQAR was placed before statutory body ?	No				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				

Year of Submission	2018
Date of Submission	15-Mar-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

To provide quality education to the economically and socially backward people of Kandi region in general and in particular girls in order to make them competent to compete with the new world on one hand and to preserve the greatest ethos and culture of India and Punjab on the other by inculcating moral and ethical values among the new/coming generation, Khalsa College, Garhdiwala follows the following aims and objectives: • Educational empowerment of the poor, rural and agrarian people of the area. • Imparting education to girl students in educational backward area. • Helping young learners in all around personality development. • Inculcating moral and ethical values among students. • Developing a sense of universal brotherhood, tolerance and self sacrifice among the students. The curriculum delivery is effectively done through lectures and power point presentations. Every department prepares the calendar of activities like extension lecture and makes PPT to achieve the determined goals/desired outcomes. Internal Quality Assurance Cell monitors the quality of education provided to students. Feedback from stakeholders is also taken and evaluated by Internal Quality Assurance Cell through its meetings. College follows the curriculum designed by the different Board of Studies as well as Academic Council of Panjab University, Chandigarh and these are implemented at UG and PG levels in the college. All decisions related to university/ colleges are taken through Senate and Syndicate of Panjab University Chandigarh involving elected representatives of the different colleges. • Academic calendar designed by university specifies and determine 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 faculty members of colleges. • College sends the faculty members to faculty development programs conducted by University, ICSSR and other agencies of education. • Faculty is encouraged to publish articles in journals of national and international repute. • Student feedback on curriculum is taken to make teaching more effective and same is conveyed to the University. The college ensures effective curriculum delivery and transaction on the curriculum provided by the university and facilitates and enhances the development of higher skills e.g. critical analysis, evaluation of synthesis by (i) Preparing Academic Calendar (ii) Preparing Schedule of Work and examination (iii) Organizing Guest and extension lectures (iv) Organizing National Seminar (v) Panel Discussion on Local and National Issues. Faculty members of the college are actively involved in the curriculum development through their elected members in board of studies of different faculties. • Principal Dr. S. S. Dhillon is the member of Academic Council of PU, Chandigarh. • Mr. Jagdeep Kumar is member of Syndicate and Senate which is the supreme decision making and governing body of PU Chandigarh. He is also the member of Academic Council of PU, Chandigarh. • Dr. Kewal Singh is added member of faculty of Education. •

Dr. Dilbara Singh is added member of faculty of Languages. He is also the member of BOS of UG and PG (Punjabi).

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Foundation Course in Human Rights	Foundation Course in Human Rights	24/01/2018	3	For Knowledge about their rights and self awareness	

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
MSc	11/07/2017
MCom	11/07/2017
BSc(Agriculture)	11/07/2017

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

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
No data entered !!!	

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

	Certificate	Diploma Course
Number of Students	9	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No data entered !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
PG Diploma	5

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

To design and develop the curriculum is the prerogative of the University but even then the college plays a vital role in the curriculum design and development through its various representatives in various bodies. Departmental meetings are organized to review the courses. Feedback of students and their parents through parents teacher meetings is obtained on the required changes in the curriculum. The faculty members who are the part of Board of Studies in the particular faculty communicate the suggestions to the Board of Studies meetings of University in this context. The college obtains feedback from student alumni, parents and academicians for curriculum enrichment and for introducing new courses. Parent teachers meeting is organized every year and in this exercise college obtaining their feedback and parents also come to know about the performance of their wards. Seminars and conferences are organized in the college and eminent scholars are invited and the faculty members are also encouraged to attend the seminars in other colleges and Universities. The suggestions are tabled in the Board of Studies meeting by the teachers who are in board of studies, for the consideration by the university. The college has introduced M.Sc Chemistry from 2017-18 and add on course in Human Rights Certificate Course.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
BA	600	393	393
BCA	120	48	48
BCom	180	101	101
BLibISc	40	12	12
BSc	300	106	106
MA	360	104	104
MCom	120	35	35
MSc	40	17	17
PGDCA	40	11	11
PG Diploma	40	5	5

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	660	172	23		27
No data entered !!!					

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	28	4	3	2	2

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

The college has students mentoring system. In this system each teacher is assigned a small group of student wards. The interactions between them in the tutorial period help the mentors to have a comprehensive understanding of their activities, academic co-curricular achievements and problems. The practice of the mentor system was started, recognizing the need for the present day college students to have friend, counsellor and confidante on the campus. The practice is aimed at fostering a better rapport between the students and teachers at a personal level. Objectives Mentoring of students thus, is an essential feature to render equitable service to all our students having varied background. Students-mentorship has the following aims To enhance teacher-student contact hours. To enhance students academic performance and attendance. To minimise student drop out rates. To identify and understand the status of slow learners and encourage advanced learners. To render equitable service to students. The Practice The teacher takes students attendance in every class during the first five minutes and after the class enters the list of absentees in academic activity register and absentees information is given to the Principal of the College. If the student is absent more than ten days continuously then HOD calls the parents of a student, enquires the reason and advises them to take care of their ward. Even after informing student parents, HOD forwards the detail of the students to the Principal for further action.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
832	50	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	14	9	0	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No data entered !!!			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	0448	002	24/05/2018	21/08/2018
PGDCA	1219	001	15/12/2017	16/05/2018
PGDCA	1220	002	18/05/2018	07/09/2018
PG Diploma	1185	001	15/12/2017	30/04/2018
PG Diploma	1186	002	24/05/2018	16/10/2018

BA	0001	001	22/12/2017	14/06/2018
BA	0002	002	02/06/2018	30/08/2018
BA	0003	003	23/12/2017	28/05/2018
BA	0004	004	31/05/2018	09/08/2018
BA	0005	005	21/12/2017	02/05/2018
BA	0006	006	01/06/2018	12/07/2018
BSc	0001	001	23/12/2017	25/05/2018
BSc	0002	002	02/06/2018	23/08/2018
BSc	0003	003	23/12/2017	21/05/2018
BSc	0004	004	31/05/2018	04/09/2018
BSc	0005	005	23/12/2017	13/04/2018
BSc	0006	006	01/06/2018	09/07/2018
BCA	0027	001	20/12/2017	23/03/2018
BCA	0028	002	26/05/2018	27/07/2018
BCA	0029	003	19/12/2017	17/03/2018
BCA	0030	004	21/05/2018	26/07/2018
BCA	0031	005	15/12/2017	09/03/2018
BCA	0032	006	16/05/2018	29/06/2018
BCom	0011	001	22/12/2017	10/04/2018
BCom	0012	002	31/05/2018	28/07/2018
BCom	0013	003	21/12/2017	28/03/2018
BCom	0014	004	29/05/2018	26/07/2018
BCom	0015	005	19/12/2017	05/04/2018
BCom	0016	006	26/05/2018	05/07/2018
BSc(Agriculture)	0057	001	16/12/2017	14/05/2018
BSc(Agriculture)	0058	002	01/06/2018	05/10/2018
BSc(Agriculture)	0059	003	16/12/2017	11/05/2018
BSc(Agriculture)	0060	004	01/06/2018	04/10/2018
BLibISc	0718	001	21/12/2017	19/04/2018
BLibISc	0719	002	29/05/2018	09/08/2018
MA	0331	001	20/12/2017	21/05/2018
MA	0332	002	25/05/2018	04/09/2018
MA	0333	003	22/12/2017	15/05/2018
MA	0334	004	26/05/2018	10/09/2018
MA	0249	001	19/12/2017	11/05/2018
MA	0250	002	25/05/2018	10/08/2018
MA	0251	003	18/12/2017	02/05/2018

MA	0252	004	24/05/2018	10/08/2018
MA	0379	001	16/12/2017	18/04/2018
MA	0380	002	31/05/2018	21/08/2018
MA	0381	003	22/12/2017	24/04/2018
MA	0382	004	29/05/2018	29/08/2018
MCom	0501	001	18/12/2017	29/04/2018
MCom	0502	002	01/06/2018	07/09/2018
MCom	0503	003	19/12/2017	04/05/2018
MCom	0504	004	28/05/2018	21/08/2018
MSc	0447	001	19/12/2017	01/05/2018

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

The college has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects Centralized Continuous Internal Evaluation System Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation System to assess all aspects of a student development on a continuous basis throughout the year. Result Analysis and Review Meeting The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the improvement of the student performance. Progress Reports and Parents Meeting The institution is keen on monitoring the performance of the students and reports to the parents. Parents are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the students.

Remedial Classes are conducted for the slow learners, absentees and the students who participate in sports, NSS NCC Activities. External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75 percent attendance in each semester to appear for University Examination. Representation in the Board of Studies The senior faculty members appointed by the University act as the member of Board of Studies.

Reappearing/Recounting/Revaluation The students are informed of the Reappearing/Recounting/Revaluation scheme available to them. The mentors meet the students associated with them once on every Thursday of the week. A separate mentoring and counselling hours is maintained for each class i.e. tutorial period as part of their time table and the respective faculty meets the students in the said hour. The class interaction committee meetings are being conducted twice in a semester for every class to know and to solve their problems. Disciplinary committee of the college promptly curbs the indiscipline in the campus. Outcomes of the system The attendance percentage of the students has increased to a greater extent. The number of detainment of students has decreased consistently. In course of direct communication between mentor and the student there was a good improvement in the teacher-students relation. The above effected in attaining a better academic performance.

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

The academic calendar is prepared by University for undergraduate as well as postgraduate courses before commencement of every semester and consists of commencement of instructional activity, declaration of In Semester Examination

plans of department, mid-review of attendance and defaulter list, schedule of ISE examination and tentative schedule of End-semester examinations, review of performance of ISE, schedules of seminar, project work and PG dissertation work, end of instructional activity, declaration of ISE and test results. It is displayed on department notice boards. Subject loads are allocated to faculty members well before advance so that they would make the plans. Every faculty member prepares teaching plan for each theory and laboratory courses before the start of the semester. Academic calendar is the back bone of various teaching-learning plans prepared before start of every semester. Teaching plan include Lecture number, Unit Number, contest of syllabus to be covered, methods of delivery, modern tool papers referred, text book/reference book, website referred etc. Every department in the institute keeps an eye on the quality of the teaching learning by daily monitoring of teaching learning activities by the head of the department and respective class coordinator, continuous counselling through department meetings, students feedback on teaching-learning activity, brain storming in the meeting for different teaching strategies, In System Examinations having different modules, result analysis. The institution freer the academic calendar to adhere the planned curriculum and other activities.

2.6 – Student Performance and Learning Outcomes

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

No data entered !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0006	BA	126	106	84
0006	BSc	24	6	25
0016	BCom	34	11	32
0032	BCA	11	1	10
0719	BLibISc	11	7	64
0334	MA	12	9	75
0252	MA	14	12	86
0382	MA	22	9	41
0504	MCom	15	12	80
1220	PGDCA	8	8	100
1186	PG Diploma	5	4	80

2.7 – Student Satisfaction Survey

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

No data entered !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Minor Projects	1	ICSSR	250000	250000

3.2 – Innovation Ecosystem

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

State	National	International
No data entered !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No data entered !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No data entered !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No data entered !!!		

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

Name of the Department	Number of PhD's Awarded
No data entered !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	POLITICAL SCIENCE	3	
National	ECONOMICS	2	
National	COMMERCE	1	
National	HOME SCIENCE	1	
National	PUNJABI	1	
National	MUSIC	1	

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

Department	Number of Publication
No data entered !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No data entered !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No data entered !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	0	0
Presented papers	1	13	0	0

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	Khalsa College with Collaboration of HDFC Bank Garhdiwala	3	30
Rally	Khalsa College	8	100
Plantation	Khalsa College	8	80
Educational Trip	Khalsa College	3	60
Blood Donation Camp	Khalsa College	2	24
Poster Making Competition on World aids day	Khalsa College	2	24
Voter Day	Khalsa College	2	24
Pledge taking Ceremony	Khalsa College	3	300

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No data entered !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Khalsa College	Swachata	5	124

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No data entered !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No data entered !!!					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No data entered !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
428305	428305

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E-LIB SYS	Partially	LATEST	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5227	415326	23	8871	5250	424197
e-Books	5	25000	1	5000	6	30000
e-Journals	5	25000	1	5000	6	30000
CD & Video	50	0	12	0	62	0

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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is developed

content

No data entered !!!

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	61	3	15			8	5		3
Added				1	5				
Total	61	3	15	1	5	8	5	0	3

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

No data entered !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No data entered !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No data entered !!!			

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

The college is housed in a spacious and magnificent building which is spread in an area of more than nine acres. It includes administrative block, staff room and common room for boys and girls, 30 class rooms, 10 laboratories, a library with separate reading room for boys and girls, separate hall for conducting functions and examinations. The examination hall is multipurpose and being used for class rooms and conducting examinations time to time. College has also a conference hall for seminars purpose. A new modern canteen is built with the help of OSA. The college also has well maintained sports grounds for different games and events. The college has three spacious and beautiful lawns, four water coolers, two Photostat machines and a generator set having capacity of 70 KV. The college has two own buses. As far as co-curricular activities are concerned, the college has a separate stage for Zonal and Inter-Zonal Youth festivals and other co-curricular activities. For sports activities we have well maintained hockey, football, volleyball, basketball grounds and two badminton courts. For the development of communication skills and pronunciation of students, college has a language lab with useful modern equipments. The college has UGC Network Resource Centre well-equipped with 61 computers with internet with LAN and Wi-Fi facility. The college plans to meet the need for augmenting its infrastructure to keep pace with academic growth with the help of financial assistance from UGC, Punjab government, managing committee SGPC and by mobilizing personal resources. The college has a girls hostel. Rooms in

the hostel are well equipped to meet with essential requirements of students. For recreational facility, it has a 42 inches LCD with cable network. The mess is very neat, clean and hygienic. For medical emergencies Dr. Sanjeev Sharma is available on a single call. For any emergency, first aid kit is available with Ms. Darshan Kaur, a college employee. The college library has an advisory committee Principal as Chairman, Librarian as member secretary, two faculty members and two students representatives nominated by Principal or by Librarian. The committee also recommends the allocation of budget, purchase of new books, maintenance of library infrastructure and regarding new activities. The total carpet area of the library is 4500 sq. feet. The working hours of the library are from 9 am to 4 pm. The library has reading room having capacity of 150 students. There is a separate room for teaching faculty. N-List service is provided to the staff and the students. The college has a work committee, which ensures time to time purchase of quality material as per requirement and completion of work under overall supervision of the Principal. The college has an efficient network of regular and ad-hoc staff for maintaining the infrastructural facilities essential for the proper running of an educational institution. For the ensured and timely maintenance of infrastructure we have separate budget which is allocated according to the need for land, building, furniture, equipment, computers and network centre and transport.

<http://kcghsohiarpur.org/labs.aspx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritorious, cultural, sports, brother sister concession	102	267100
Financial Support from Other Sources			
a) National	SC,BC,Single Girl child, Nishkam Sewa	166	3049909
b)International	Dheeyan Pukar Diyan	20	240000

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No data entered !!!			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No data entered !!!					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No data entered !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No data entered !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	109				

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

Items	Number of students selected/ qualifying	Reg no/ Rollno for the examination
NET	1	16034509
Any Other	8	16034510

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

Activity	Level	Number of Participants
Inter college competition of PU, Chandigarh for Boys	Kabaddi NS	12
Inter college competition of PU, Chandigarh for Boys	Volleyball	12
Inter college competition of PU, Chandigarh for Boys	Kabaddi CS	14
Inter college competition of PU, Chandigarh for Boys	Cricket	16
Inter college competition of PU, Chandigarh for Boys	Basket Ball	12
Folk Orchestra	Zonal	10
Non-Percussion	Zonal	1
Bhand	Zonal	2
Bagh	Zonal	1
Group Song	Zonal	6
Indian Orchestra	Zonal	8

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No data entered !!!						

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

Students Council is a representative structure through which students can become involved in the affairs of the college, working in partnership with college management, College Council, Parents-Teachers Association and staff for the benefit of the college and its students. It creates a sense of ownership of the college among the students community. The students have established the students council under the guidance of the Principal. The purpose behind the formation of the students council is to enhance the communication between students, management, staff and parents. Member of the students council assist the college management in the following activities i.e. in running a library, in making arrangements for the function which take place occasionally and in helping to maintain order in corridors between classes and during the free periods of the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

60

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

37500

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of office bearers and executive members of OSA was held on 15th September 2017.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Institutional vision is to develop an aesthetic and emotional background for self growth. The vision is to inculcate basic thing e.g. brotherhood of man and fatherhood of God, reverence for teachers and elders, emphasis on duties as preached by our Great Gurus. The mission of the institute is to provide educational empowerment of rural population, to impart higher education to weaker sections of the society so that they can seek to make a mark in life. The institution has established itself as a leading centre for learning by imparting education in this rural and educationally backward area and is constantly striving to widen the mental horizon of the students to make them spiritually enlightened. The students from this poor area have in particular benefited from the education that is imparted by this institution by charging

nominal fee. Special fee concession is given to the students of SC and BC categories so that they can gain higher education. The institution traditions and values orientation are inculcated as the students are guided and inspired to imbibe the ethos of Honesty, Discipline, Regularity, Punctuality and service to humanity. They are always guided and inspired to work for the betterment of their institution and society and learn by various societies constituted by the college where they show commendable interest in rendering selfless services. The students as per college traditions always participate enthusiastically in community programmes offered by various organizations e.g. Local Clubs, Guru Gobind Singh Study Circle and Bhai Ghanaiya Charitable Trust. Besides it the students also sensitizes to the need of civic responsibility by organizing Blood Donation Camps, the awareness is also on issues like Dowry, Drug Abuse and Female foeticide and Traffic problems by organizing special lectures. The requirement of the institutions are communicated to the management and the management assures best possible help to institution requirement in various forms which help the efficiency of the teaching learning process directly or indirectly. The negotiation of staff representatives in the local committee meetings and staff meetings are the source of collecting the information/feedback for the management to learn about the activities of the institution and also to frame the new plans and their implementation. As far as the contribution of the Principal is concerned, he consults the managing committee members, local committee members and staff members through their meetings in general and College Development Council All HOD in particular for getting valuable suggestions to plan quality policy and its implementation. The formulations of various action plans are done in the same way and formulated plans are incorporated in the institutional strategy. The requirements of the institution are communicated through proper channel Directorate Education, to the management to promote participative management and the same ensures best possible help matching the institution requirements which help in implementation and improvement from time to time. The negotiations of the staff representatives in the meetings of local committee are the source of collecting information/feedback for the management to learn about the institution working.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	College follows the curriculum designed by the different Board of Studies as well as Academic Council of Panjab University, Chandigarh and these are implemented at UG and PG levels in the college. All decisions related to university/ colleges are taken through Senate and Syndicate of Panjab University Chandigarh involving elected representatives of the different colleges.
Teaching and Learning	As far the quality improvement strategies in teaching and learning are concerned, the syllabus is discussed, evaluated and discussed by Board of Studies and decision making are made to match the demand of our social set up.

Besides it all the teachers have full liberty to hold seminars/workshops/lectures by eminent teachers of their subjects to improve the quality of teaching and learning. The syllabi are utilized according to the teaching schedule which to be followed as the academic session. Lecture method of teaching is supplemented by group discussion, paper presentation and seminar presentations in order to make the subject and teaching more effective .The institute has two smart classrooms. The teachers can make use of them to support their teaching. Overhead projectors are also used when required. Besides it study tours and visits to educational and historical places are also arranged. Teachers use maps, models and charts to improve the teaching skills.

Examination and Evaluation

The details of the evaluation methods are communicated to the students at the beginning of the session. Each Department holds orientation program for the fresh students to familiarize them with the College system, teaching-learning process, laboratory and library facilities and the evaluation techniques. The Prospectus, Regulations and Orientation Workshop deliberations and Students interaction, Counseling with teachers act as means for proper communication to students on Evaluation System. The institution monitors the progress of the students which is communicated to the students and their parents. The result of the College declared by the University is immediately communicated not only to the parents but also to all stakeholders by publishing their results on the Internet through the University Website. The mechanism for the redressal of grievances about evaluation is as following- Since the college is an affiliated institution, thus the affiliating university has made adequate provisions in its academic calendar to make adequate provisions for the students redressal of grievances about evaluation. The University has prepared a Manual for the Examination System. The University has introduced modern evaluation reforms involving continuous internal assessment of each student in every semester with 20 percent weightage. The

modernization of question papers is done by Board of Examiners consisting of both internal as well as external examiners, appointed/nominated by the Syndicate of the University. MCQ and short/long essay short notes are permissible as a component of internal assessment scheme to enhance problem solving capability of the students.

Library, ICT and Physical
Infrastructure / Instrumentation

The college library has an advisory committee Principal as chairman, Librarian as member secretary, two faculty members from each faculty and two students representatives nominated by Principal or by librarian. Its tenure is two years. Its main function is to give general guidelines for development of library allocation of funds to various departments, policy regarding weeding out of obsolete material and writing-off of missing books etc. The committee also recommends the allocation of budget, purchase of new books, maintenance of library infrastructure and regarding new activities. The total carpet area of the library is 4500 sq. feet. The working hours of the library are from 9 am to 4 pm. The library has reading room having capacity of 150 students. There is a separate room for teaching faculty. N-List service is provided to the staff and the students. A database has been created for the library books the information regarding the access by the user is available when ever required. All the library books are classified according to Dewey decimal classification scheme. The books are arranged according to class number. So it is easy to access the books. Regarding security, we assure the identity before issuing books. The stock verification and stock rectification is done regularly. We use pesticides from time to time for the safety of books. As per requirement college purchases new books and journals etc. time to time. Books purchased during last four years are 3067 for Rs. 1137890. Journals/magazines/news papers purchased are 260 for Rs.133189. Rs. 20000 is also spent on e-resources. College has purchased n-list for electronic resource manager package for e-journals. Library has its own website. Total number of computers for public access is 2. Internet band

width used for library is 10 mbps. Average number of walk-in per day is 250, average number of books issued per day is 50, Ratio of library books to students enrolled is 26063, number of books added during last three years is 2410, average number of log-in to e-resource is 150, and average number of e-resource download is 50. The college is also offering B.Lib course for students. Library staff organizes orientation programmes time to time for faculty member as well as students. Database has been created for the library books, a magazines display rack, 2 news paper stands, and 3 display boards are there in the library. The Library gets feed-back from its users time to time and after analyzing the suggestions library advisory committee try to improve the working and facilities being given to users.

Admission of Students

The wide publicity to the admission process is ensured by the following means- Prospectus- The College prepares the prospectus before the commencement of every academic session. Prospectus providing information regarding all the academic administrative and financial aspects related to admission process is made available to students at the beginning of admission. Institutional Website- Admission notification is posted on College Website. The notification contains detailed information about number and duration of courses, eligibility process of admission and academic as well as support facilities. Advertisement in Regional/ National Newspapers- Admission notification is published in leading national and regional daily newspapers in English, Hindi and Punjabi languages. Other mass media local T.V. Channels is used for advertisement of courses. Flex boards related to the courses are also displayed in the adjoining areas and printed material like pamphlets are also sent through news papers in order to make the students familiar with the courses. The students are selected for the admission of various courses as follows General- For general UG and PG courses the admission is based on merit of the qualifying examination cum reservation as per the norms of Panjabi

University Chandigarh/UGC/ Government of Punjab. Professional- The admission to professional courses like BCA, PGDCA, PGDFD and B. Lib is conducted by counseling based on previous result and entrance tests. Vocational- Admission to vocational programmes is open and transparent, following merit cum reservation, wherever applications exceed the demand. The transparency in the Admission process is ensured. The admissions are made by all the departments based on entrance and previous merit. Admission results are displayed on the notice board of the college. The same are also put on the college website to ensure transparency and competency in the admission process. The equity is ensured as follows- Disadvantaged Community- There is reservation for students belonging to disadvantaged community as per the notifications of the Govt. of Punjab. Women- For women, there is no reservation for admission but the women candidates are provided with equal opportunity. Even in order to encourage women in studies bus and separate hostel facilities are available for women. Differently abled- As per Govt. of India and Panjab University directives seats are earmarked for differently abled students in the admission and the same are followed. Economically Weaker Sections of the Society- There is reservation for students belonging to economically weaker sections of the society as per the notifications of Govt. of Punjab the same criteria are followed for admission.

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

E-governance area	Details
No data entered !!!	

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No data entered !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No data entered !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No data entered !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	25	15	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, group insurance, maternity leave	GIS, group insurance, maternity leave	Scholarship for merit students, Poor Students from General Category, Sports, Youth Festival Winner, Father less girl child.

6.4 – Financial Management and Resource Mobilization

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

The major sources of institutional receipts are fee collected from the students, various donations, rent from shops, bank and canteen rent and Grants from Punjab government against 95 percent and from UGC. The management SGPC, Sri Amritsar also provides funds for the development of infrastructure. The efforts are made by the institution in securing additional funds through OSA of the college, NRI old students of the college, political leaders and social activists and the amount is utilized for the infrastructure, helping the poor but meritorious students, setting scholarship schemes etc.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No data entered !!!		

6.4.3 – Total corpus fund generated

No data entered !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Directorate of education, SGPC	Yes	Directorate of education, SGPC
Administrative	Yes	CAG of India, AG of Punjab	No	Management

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

No data entered !!!

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

No data entered !!!

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

No data entered !!!

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	National Seminar on Teaching, Learning and Evaluation in Higher Education	17/02/2018	17/02/2018	18/02/2018	250

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
MA	10/03/2017	10/03/2017	80	20
BA	08/03/2017	08/03/2017	152	48

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

No data entered !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

No data entered !!!

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	12/02/2018	1	Basant Mela		525

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

Title	Date of publication	Follow up(max 100 words)
No data entered !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
300th memory of Bhai Ghanyian Ji	22/09/2018	22/09/2018	500
550th Parkash Utsav of Sri Guru Nanak Dev Ji	12/09/2018	12/09/2018	500
Anti Drug Rally	22/11/2018	22/11/2018	200
550th Parkash Utsav of Sri Guru Nanak Dev ji Religious Quiz	02/11/2018	02/11/2018	500
A special lecture on the life of Sri Guru Nanak Dev ji and his teachings	02/11/2018	02/11/2018	500
Nukad Natak based on values of teaching played by the team of Punajbi University Patiala	02/11/2018	02/11/2018	500

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

1. Planted trees for shade purpose. 2. Planted trees and made adequate arrangements wooden nests for birds. 3. Well maintained lawns and indoor Shade Loving plants. 4. The college has set one vermi compost unit to recycle the Kitchen waste.
5. Recently set up a Nutritional and medicinal garden in the campus. 6. The college has own honey production units. 7. The college has sufficient and seasonal ornamental plants varieties.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No data entered !!!

7.3 – Institutional Distinctiveness

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

The college has already completed the 50 years and during this period has imparted good quality education to the inhabitants of this Kandi Area. The college has improved from Grade B to Grade A by NAAC. The old students of the college have raised a corpus fund and the interest of this fund is used to help the needy students. In many function the old students participate as Chief Guest/Guest of Honour.

Provide the weblink of the institution

<http://kcghsohiarpur.org/CollegeOurVision.aspx>

8.Future Plans of Actions for Next Academic Year

Planning of convocation for the last five years upto 2017-18. Organization of Youth Awareness Camp. Organization of Agriculture Fair. To promote the sports and cultural activities. To apply for the Potential for Excellence Scheme of NAAC. To start B.Sc. Fashion Designing course in the college. To send proposal to UGC for the development grants for the college. To construct an auditorium in the college. To promote more funds from OSA.