

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2011-12

#### I. Details of the Institution

1.1 Name of the Institution

Khalsa College, Garhdiwala

1.2 Address Line 1

Khalsa College

Address Line 2

City/Town

Garhdiwala

State

Punjab

Pin Code

144207

Institution e-mail address

kcgnaac@gmail.com

Contact Nos.

01886-260940, 09478401940

Name of the Head of the Institution:

Dr. Satwinder Singh Dhillon

Tel. No. with STD Code:

01886-260940

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.01	2008	2013
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed   ate

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

B.Lib, BCA, PGDCA, PGDFD

1.11 Name of the Affiliating University (for the Colleges)

Panjab University, Chandigarh

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

This cell ensures the proper functioning of the college. The meetings of this cell are done time to time to improve the quality of education in the institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
1. To start Agriculture as an elective subject. 2. To start PG diploma in Advertising and Public Relations.	1. A diploma in vocational Agriculture was started.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02	--	02	--
UG	04	--	02	--
PG Diploma	01	01	02	
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>07</b>	<b>01</b>	<b>06</b>	

Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	08

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college is affiliated to Panjab University Chandigarh and we strictly follow the rules and regulations of the university. The BOS of the university frames the syllabi which are followed by its affiliated colleges. Our teachers are also the members of BOS and actively participate in its meetings.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Agriculture Department

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	19	09	--	--

2.2 No. of permanent faculty with Ph.D.

04
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	12								12

2.4 No. of Guest and Visiting faculty and Temporary faculty

		21
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	01
Presented papers		19	10
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Spacious class rooms, lush green lawns and play grounds.
- Highly qualified and experienced faculty.
- Strict discipline.
- Religious department is being run by the SGPC, Amritsar to impart moral and ethical Values.

2.7 Total No. of actual teaching days during this academic year

119
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The annual examination is conducted by Panjab University Chandigarh. The college conducts the house examinations for the internal assessment of the students.
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02	02	
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2.10 Average percentage of attendance of students

79.74

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	120		28	12		97.5
B.Com.	13		23	15		100
B.Sc.	06		50	33		83.3
BCA	09		78			100
M.A-Punjabi	20		05	95		100
M.A-Pol. Sc.	42		45	42		95.2
PGDCA	06		50			66.7

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The meetings of this cell are held time to time to monitor and evaluate the teaching and learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	02		
Technical Staff	04	02		



## Criterion – III

### 3. Research, Consultancy and Extension

3.1 The faculty members are encouraged for getting minor and major projects from UGC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02	03		
Sponsoring agencies		UGC	ICSSR		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="04"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text" value="02"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Principal Tarsem Bahiya, A.S. College, Khanna and former President PCCTU, expressed his views and shared his experiences with teaching staff on the eve of teacher's day.
- A Seminar was organized on Blood and Eye donation in the college with the help of NGO Bhai Ghanaya Ji seva society, Hoshiarpur.
- An extension lecture on Morality and Ethics was given by Dr. Rajinder Kaur, Director JGSD institute of Advance Studies in Sikhism, Patiala.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in Sq.m.)	37676			37676
Class rooms (in Sq.m.)	827.77	192.42	SGPC	1020.19
Laboratories (in Sq.m.)	370.68	102.75	UGC & SGPC	473.43
Seminar Halls (in Sq.m.)	89.74			89.74
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		1582224	UGC & SGPC	
Others				

#### 4.2 Computerization of administration and library

- The college administrative office is semi-automated for the students admission and examination.
- The college library is semi-automated.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4976	357628	47	9760	5023	367388
Reference Books	20882	1841534	300	78525	21182	1920059
e-Books	1	5000	1	5000	2	10000
Journals	1517	252883	53	17813	1570	270396
e-Journals	1	5000	1	5000	2	10000
Digital Database	0	0	0	0	0	0
CD & Video	17	0	5	0	22	0
Others (specify)	0	0	0	0	0	0

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	02	10			06	01	03
Added	14					02	02	
Total	55	02	10			08	03	03

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

There is an internet facility to the faculty members and students in the college library and in the computer science department. .

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	40644/-
ii) Campus Infrastructure and facilities	219905/-
iii) Equipments	19940/-
iv) Others	17692/-
<b>Total :</b>	<b>298181/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A tutorial period is taken every week.
- The feedback is taken from the outgoing students.
- A college magazine 'our life' is published annually.
- A suggestion box is installed in the college to get the feedback from the students.

#### 5.2 Efforts made by the institution for tracking the progression

The meetings of various departments and staff members are done to evaluate and seek opinion of its members regarding the progress of the college.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
619	147		

(b) No. of students outside the state

(c) No. of international students

Men

No	%
219	29

Women

No	%
547	71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
381	298		83		762	376	315		75		766

Demand ratio 1:1

Dropout % 12%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

The career guidance and counselling cell provides the latest knowledge to the students. This cell also organizes the lectures regarding the various jobs.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

### 5.8 Details of gender sensitization programmes

A lecture was arranged in the college to develop sensitivity amongst the students in perceiving existing gender concern prejudices and inequalities.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	46800/-
Financial support from government	211	680133/-
Financial support from other sources	8	26100/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- The vision of the institution is to inculcate brotherhood of man & fatherhood of God, reverence for teachers and elders & emphasise on duties as preached by our Great Gurus.
- Mission of the institution is to empower the poor rural and agrarian people of the area particularly the girls in order to make them competent with the world.

#### 6.2 Does the Institution has a management Information System

Yes, the institution has a management information system for which there is a proper hierarchy.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Agriculture as an elective subject was added at U.G. level as per University guidelines to equip the students.

##### 6.3.2 Teaching and Learning

- The college follows the academic calendar framed by Panjab University Chandigarh every year.
- The use of modern multimedia teaching aids in the form of smart class rooms.
- The seminars and extension lectures are organized by the college.

##### 6.3.3 Examination and Evaluation

- The annual/semester examinations are conducted by Panjab University, Chandigarh. The evaluation is done by the secrecy branch of Panjab University, Chandigarh. The college teachers evaluate the answer books of the candidates at the different evaluation centres made by the University.
- The college conducts the house examination of the students and an internal assessment is given to the students on the basis of this examination.

#### 6.3.4 Research and Development

- The faculty members are encouraged to submit major and minor research project to UGC.
- To develop the scientific temper and aptitude amongst the students and teachers they are encourage to participate in various national and international conferences.
- Ms. Kushma of Commerce Department cleared the NET examination conducted by UGC.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerization of the library services has been done.
- The college has been adding new computers with latest configuration to promote information and communication.
- A modern canteen and three spacious and beautiful lawns were made in the college.

#### 6.3.6 Human Resource Management

The college staff is actively involved in the various extension activities, cultural activities, sports, seminars, workshops, religious activities etc along with the academic responsibilities of the college.

#### 6.3.7 Faculty and Staff recruitment

- The permanent faculty members are recruited as per the guidelines of Panjab University/ UGC/ DPI/ Government of Punjab.
- The adhoc faculty members are recruited by a expert committee appointed by Management/ Director of Education SGPC, Sri Amritsar Sahib.

#### 6.3.8 Industry Interaction / Collaboration

The students of Agriculture and Home Science Departments are encourage to visit the various industries for better understanding of the subject and improve the skill of the students.

#### 6.3.9 Admission of Students

- The eligibility criteria for various courses run by college is strictly followed by the college which is determined by the Panjab University Chandigarh.
- The college admit students on first come first serve basis.
- All the guidelines regarding admission of students, the fees structure, scholarships, concessions etc are mentioned in the prospectus which is published at the beginning of the session every year.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• CPF for the teaching faculty.</li> <li>• Advance against salary.</li> <li>• Maternity leave.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• CPF for the non-teaching staff.</li> <li>• Advance against salary.</li> <li>• Maternity leave.</li> <li>• Uniforms for supportive staff.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Brother Sister Concession</li> <li>• Various concessions and scholarships for poor but brilliant students.</li> </ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management and Govt.	Yes	Management and Govt.
Administrative	Yes	Management and Govt.	Yes	Management and Govt.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Our college is affiliated with the Panjab University, Chandigarh so the examination reforms implemented by the university are followed by the college.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

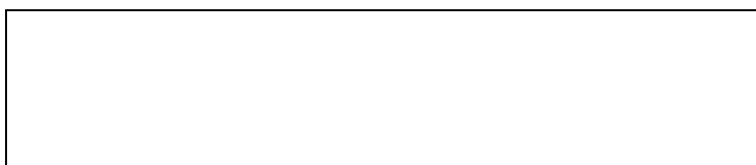
#### 6.11 Activities and support from the Alumni Association

The OSA members contributed significantly for the construction of college canteen which was named after the parents of Sh. Dharam Chand Lakha, an IPS our old student.

#### 6.12 Activities and support from the Parent – Teacher Association

The college ensures the parents teacher meeting every year in the month of January. A parent teacher association is made for this purpose. The progress of the student is evaluated in this meeting. The slow learners are provided extra attention so that they can compete with the other students.

#### 6.13 Development programmes for support staff



#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

The plantation of the trees is done every year to make the campus green, pollution free and eco-friendly. The NCC and NSS volunteers of the college take part in the rallies to aware the public about the importance of trees and eco-friendly atmosphere.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Starting of the classes from the very first day of the academic session.
- The college ensures the maximum number of teaching days to the students.
- Incentives are given to the poor and brilliant students.
- Regular divinity classes on Sikhism and discussions by learned scholars.
- The students are honoured for their performance in extracurricular activities, sports and religious activities.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The college has a fully developed computer lab with internet facility.
- The reference books are available in the college library.
- The college students have excelled in sports and other extracurricular activities by winning gold medals at the university level.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- The college promotes the use of technology.
- The institution is contributing in inculcating a value system among the students.

7.4 Contribution to environmental awareness / protection

- The plantation of the trees is done every year to make the campus green, pollution free and eco-friendly.
- The NCC and NSS volunteers of the college take part in the rallies to aware the public about the importance of trees and eco-friendly atmosphere.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Khalsa College, Garhdiwala is imparting education to the students of rural, backward and kandi region. The college is running a number of courses to meet the demand of the people of this region. The poor but intelligent students are encouraged to continue their education by providing various incentives and scholarships.

## **8. Plans of institution for next year**

The institution plans to start the following courses:

- Home Science as an elective subject in B.A.
- One year PG Diploma in Fashion Designing.

***Sh. Sanjeev Singh***

*Associate Professor*

*Coordinator, IQAC*

***Dr. Satwinder Singh Dhillon***

*Principal*

*Chairperson, IQAC*