



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

**KHALSA COLLEGE, GARHDIWALA,
DISTRICT: HOSHIARPUR (PUNJAB)**

- Name of the Head of the institution **Dr.Jaspal Singh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01886260940**
- Mobile no **9855453872**
- Registered e-mail **kcghoshiarpur@gmail.com**
- Alternate e-mail **iqacordinatorkcg@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. **01886260940**
- Alternate phone No. **01886260323**
- Mobile **9417364465**
- IQAC e-mail address **iqaccoordinatorkcg@gmail.com**
- Alternate Email address **spathania18169@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://kcghoshiarpur.org/Website>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://kcghoshiarpur.org/Website/calendar.aspx>

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 4

- 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)

- Motivating faculty members for research activities.
- Shifting of the cycle/bike stand and cementing the floor of the area adjoining the college canteen.
- Shifting the Girls common room to spacious place.
- To activate the placement cell.
- Lightening of the college campus.

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
1.To increase the green cover in the college campus.	1.The plantation of ornamental and fruit trees were done in the college.
2.To promote the publication and research work in the faculty.	2.Dr.Amandeep Singh of Agriculture Department published three research papers and Dr.Pankaj sharma of Chemistry Department published one research paper in the journals notified on UGC website
3.To conduct the seminar.	3.The PG Department of Political Science organized a One day National seminar on "INTERNATIONAL MIGRATION OF YOUTH FROM PUNJAB: CAUSES AND CONSEQUENCES"
4.To use a software for paperless work in the college office.	4.College Pro Web software is used for academic and administrative work and is updated time to time.
5.To prepare the detailed and focussed AQAR.	5.The AQAR was prepared in detail and was uploaded on the HEI website.

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

Part A

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6.Date of Establishment of IQAC			01/07/2008		
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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			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>	
<p>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>	
<ul style="list-style-type: none"> If yes, mention the amount 		
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>		
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<ul style="list-style-type: none"> Shifting of the cycle/bike stand and cementing the floor of the area adjoining the college canteen. 		
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<ul style="list-style-type: none"> To activate the placement cell. 		
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Empty space for the plan and outcome		

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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	24/04/2023

15. Multidisciplinary / interdisciplinary

Our Vision is the holistic development of our students through selfless service to the community. We envisage our graduates to:

- imbibe right attitudes, values, ideals and ideologies
- achieve academic excellence through hard work, critical thinking and effective decision making
- facilitate learning among our students through appropriate skills and methodologies

In tune with the vision of the college, we facilitate through curriculum academic excellence with adequate skills and opportunities for the development of reflective, committed teachers who can be facilitators to the coming generations. College moves forward with a mission to provide best educational services. Our Mission is to enable our students into:

- Intellectually competent and emotionally enhanced
- Socially sensitive
- Morally upright
- Spiritually oriented

A multidisciplinary and holistic learning is an integral education model that will relax the discipline boundaries for learning and make the system flexible enough for students to learn sciences, mathematics with humanities, languages, social sciences, professional skills, soft skills, ethics, morality, human values according to their needs and interests with the aim towards integrated competencies including intellectual, aesthetic, social, physical, emotional, and moral development. With such approach a student is no longer required to be confused on: Whether he can learn Mathematics and Music together. It depends upon his interest, he can choose to learn whatever he wants to.

Our institute offers various courses for the development of students. There are many options for the students to choose subjects according to their interest. The students can opt any one of the subject from the following:

1. Mathematics or Agriculture in Science stream
2. Computer Science or Chemistry in Science stream
3. Punjabi or History and culture of Punjab in Science/Humanities stream

4. Any one of elective subject
5. History/ Mathematics/ Agriculture/ Retail Marketing in Humanities
6. Computer Science/ Fashion Designing/ Physical Education in Humanities
7. Economics/ Music/ Political Science in Humanities

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. We will guide the students to register themselves on digi-locker. If student finds any difficulty, college will provide him/her technical support. The credits that the students have obtained in their first and second year will be stored using the Academic Bank of Credits (ABC) system. So, at any point of time, if students want to take a break and continue their course, they can utilize these previous credits for their further education.

17.Skill development:

The institution's skill development efforts resonate with that of National Skill Development Corporation which is evident through its enriched curriculum, electives and add-on courses etc. To promote vocational education among students, the college organizes manifold competitions, seminars, workshops, and live projects in collaboration with industry on a regular basis. External experts guide the students in the same during the learning sessions. In order to instill the comprehensive human values necessary for an individual's complete development, various social programs are organized in partnership with other clubs and societies i.e. NSS, NCC and Red Ribbon Club. Yoga classes are conducted to imbibe the values necessary for the students to lead a serene and peaceful life. Our institution is committed to the social cause of education and fosters a sense of responsibilities in its pupils. In order to sensitize the students about social issues, different outreach activities were organized throughout the session 2021-22. Our college has signed an MoU with AEGIS Institute of Computer Education Private Limited, Jalandhar. It organizes the summer training to equip the students with practical knowledge of Networking and Computer Hardware and prepare them for their new journey in Corporate World.

In view of the special focus on skill development in the New Education Policy , students were taken on industrial tours. These

tours help to develop the physical and mental skills of the students through experiential learning.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our institution imparts the traditional knowledge in the field of humanities and literature ,basic sciences,agriculture,management etc.The college has Punjabi,Hindi and English as the medium of instruction in various courses.The traditional culture is encouraged by the zonal and heritage festivals organized by the youth welfare department of Panjab University,Chandigarh.Our Music Department prepares the students to participate in these festivals.The students learn about the rich heritage of punbjabi culture through these festivals.Our library has a very good collection of books related to indian literature and culture from which the students and the teachers are benefitted.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

(i) Each programme taught in the institution has its affixed programme outcomes, programme specific outcomes and course outcomes which reflect on the strengths of the particular programme. The website of the college displays all the programmes available which the students can choose according to their interest. These outcomes allow students to know what they will be able to do after completing a particular programme, which skills will be honed, how it relates to their life, culture and society, the employability or career options available and how they can apply theory practically.

(ii) The institution revises its programme outcomes, programme specific outcomes and course outcomes to keep up with the changing needs of the modern competitive world. The programme outcomes specify that they would be given opportunities to explore, discover and experiment to enhance their cognitive skills. Our language programmes develop imagination and creative thinking of the students and this is transmitted to them through programme outcomes. The students can set their priorities while choosing the programme by planning, evaluating, measuring, estimating the outcomes. Programme specific outcomes contain specific statements describing the outcome of that particular programme for every year. The students can gauge what the programme specific outcome would be after the completion of the study every year. It explains to students overall academic excellence that the programme expects from them. Course outcomes demonstrate outcomes of each course or paper. Students can fathom

what they are going to learn in each paper and how the knowledge will equip them after the study of each paper. They get to know how their acquired theory and knowledge will enhance their strength and how they will be able to apply the learnt theory to practical approach. They are told about the rewarding careers they will be eligible for. They are specified what they would be able to learn by the end of the course/paper. Our mission gets accomplish only when learners receive what exactly we try to deliver them.

(iii) The institution has already been following the outcome based education process and is ready to add anything new as per the spirit of the New Education Policy.

20.Distance education/online education:

a) In the coming years, the college is planning to get affiliation from Jagat Guru Nanak Dev Punjab State Open University, Patiala. The vocational courses will enable the students of the backward Kandi area to get quality valuable education so that they can get a place in the society for themselves.

b) Some students who, because of various reasons are not able to attend the regular classes are provided with an option of attending the online classes by the teachers so that they do not lag behind in their studies. It is because of the unavoidable circumstances in this backward kandi area that they are not able to sometime attend the regular classes because of economical constraints. The teachers provide them with an option of online mode on various days so that they can cope up with the crucial topics that otherwise could be incomprehensible to them. They are also provided with notes and learning material by the teachers for the same.

Extended Profile

1.Programme

1.1 15

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

File Description	Documents
Data Template	View File

2.Student2.1 720

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 385Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 193

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 53

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 53

Number of sanctioned posts during the year

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	720
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	385
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	193
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	53
File Description	Documents
Data Template	View File

3.2	53
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	11.79525
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	49
Total number of computers on campus for academic purposes	

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

At the commencement of the academic year the college follows the curriculum of all the programs designed by the Board of Studies of Panjab University, Chandigarh. The college has developed a structural methodology for the effective delivery of the curriculum. The implementation process begins with the formation of the time table, calculation of workload and allocation of the same to the respective subject teachers. Teachers prepare their individual teaching plans accordingly and submit their monthly plan per semester in advance. The entire execution plan is verified by the head of the institution and he holds regular meetings with all the faculty members to ensure the effective implementation of the curriculum plans. The college formally starts its academic session with 'Ardas Divas' (Prayer Offering Day). Various committees are formed to carry out co-curricular responsibilities. Curriculum plan is designed according to the current needs of the students belonging to the rural and kandi area. Teachers are encouraged to prepare the students to achieve

their goals by dividing the tasks into assignments, presentations, discussions, seminars, educational tours, industrial visits, workshops. Special/bridge classes are organized for students according to their needs. The Departments have their own book banks to help the needy students. Post Semester activities include submission of absentees, internal assessment and collecting feedback forms from the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcghoshiarpur.org/Website/CampusCourses.aspx

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

At the beginning of academic year, the Panjab University, Chandigarh issues its own academic calendar and the affiliated colleges have to follow the same. The calendar is uploaded on the college website, displayed on the notice boards. All the classes and examination are scheduled as per the calendar. The institute prepares its own internal activity calendar. The Internal Evaluation of an institution includes the following preparatory activities based on the academic and internal activity calendar.

- Step1. The HODs submit the time table to the time table committee and then the committee prepares the time table as per the guidelines of University and displays it on notice board.
- Step2: After the time table is finalized by the Principal, the HODs plan the teaching and evaluation schedule with the concerned subject teachers. They plan the departmental activities like lectures, seminars, educational tours etc.
- Step3: The schedule of the examination is planned by the Registrar of the college. The question paper is prepared and evaluation is done by the concerned subject teacher.
- Step4: The final University Examination datesheet is displayed on the students' notice board.

- **Step5: To appear in the examination, a student has to follow the university attendance rules. Teachers have to submit the lecture shortage to the registrar at the end of session.**

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcghoshiarpur.org/Website/naac_ch/1/kcgpro.pdf

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	View File

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

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

3

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

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

47

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

1.3 - Curriculum Enrichment

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

The college follows the curriculum designed by the Panjab University, Chandigarh. To inculcate the values and ethics in the students the colleges organize various co-curricular activities for the holistic development of the students. Institute's aims to integrate the aspects related to professional ethics, gender, human values, environment &

sustainability into the curricula. The students are encouraged to join NSS, NCC, Red Ribbon, Red Cross & other such organizations which inculcate the spirit of social service & patriotism in them. Students participate in Youth festival. A Women's Cell has been set up for gender sensitization, which organizes seminars, discussions and workshops. Topics like environment, road safety education, violence against women/ children and drug abuse have been included in the curriculum to sensitize the students on the issues like climate change, drug issues, gender issue, women and child abuse. The subject of Religious study has been made the part of the curriculum. Various special days like 'Ardas Divas' (Prayer Offering Day), 'Shukhrana Divas' (Thanks Giving Day), Purabs (Birth Anniversary) are celebrated to connect the students with their traditional values. Various activities like quiz, poster making competition and lectures are organised to create awareness about nature, biodiversity and environment. Voters Day, International Yoga Day, World Environment and N.S.S. Day etc are observed in the college every year. N.S.S., N.C.C., SWEEP and programs conducted by Department of Political Science help to inculcate human values in students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

6

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

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

54

File Description	Documents
Any additional information	View File
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	https://kcghoshiarpur.org/Website/naac_ch/1/Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kcghoshiarpur.org/Website/naac_ch/1/Analysis.pdf

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

720

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

385

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Activities Conducted for Slow Learners:

1. After conducting class tests, the teachers identify students who are weak in studies and address their doubts.
2. The teachers of every department pay extra attention to slow learners by providing them extra attention during their free lectures. Teachers help them to recognize their shortcomings and how to overcome them.
3. Tutorials, Revision Classes and Counseling Sessions are conducted by teachers to guide the students.
4. Students are given Problem Solving assignments and projects to enhance their skills.
5. Online links are provided to the students for a better understanding of the subject.

Special Activities Conducted for Advanced Learners:

1. Advanced learners are encouraged to study reference books listed in their syllabus.
2. Online Resources, Web links are provided for deep study.
3. To enhance knowledge of students, seminars, extension lectures, Conferences, Workshops, quiz, presentations etc. are organized and students are encouraged to participate in these activities.
4. The library provides a computer and Wi-Fi Facility for the students and teachers to access the online material.
5. Teachers guide the students about various competitive examinations.
6. Experts from different colleges/ institutes are invited to deliver guest lectures for the benefit of the students.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
720	53

File Description	Documents
Any additional information	View File

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

Departments provide an effective platform to enhance and develop the latest skills, knowledge, attitude and values to students. Teaching-learning methods are adopted by faculty include Lecture Method, Project-based Learning, Experimental Learning etc.

Experimental Learning: To acquaint the students with the facts through direct experience, to verify the facts, experimental methods are used. Students take interest and learn things through experiential methods.

- 1. Field/ Industrial Visits:** For exposure to industrial work culture, field visits are planned.
- 2. Project Work:** Projects according to syllabus are given to the students of commerce department on subjects of financial markets and instruments and IT applications.

Participated Learning:

- 1. Team work:** Teachers organize activities to build confidence and promote team work. The NSS, NCC units of college organize Blood Donation Camp, Village Adoption, Tree plantation and Health awareness Camp etc. to build coordination among students.
- 2. Debates:** The debate Competitions organized in college to provide a platform for exchanging ideas.

Problem solving Methodology

- 1. Discussion:** Group Discussion helps students to develop team work, coordination and confidence.
- 2. Quiz and MCQ tests** are conducted on various topics.
- 3. The students** are encouraged to ask questions in the classroom which develop their analytical and critical approach towards learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kcghoshiarpur.org/Website/naac_ch/2/learning.pdf

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

The Covid-19 Pandemic has significantly changed the way of teaching and learning. The Physical Classes have been replaced by online classes, the place of books have been taken by e-books and Smart phones as any data can be accessed through these gadgets.

ICT Tools:

To enhance knowledge, Skills and Practical Knowledge of Students, faculty Members make use of various ICT Tools like Computer Labs, Projectors, Video clipping, Workshops, Digital Library etc.

1. Projectors, Scanners Desktop & laptops and Printers- Available in campus.
2. Seminar Hall, LCD & Smart Class Rooms: Seminar hall, one LCD and smart classrooms equipped with all digital facilities.

Use of ICT by Faculty:

Power Point Presentation: Faculty members make use of power point presentations according to the requirement of the topic.

Video Conferencing: For Counselling of Students Zoom, Google meet, WebEx meet etc. platforms are used by the faculty members.

Video Lectures: The teachers record their lecture videos and upload it on Whatsapp groups or You tube channel so that it is available to all the students.

Computer Labs: Our Campus has well equipped computer labs to help the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

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

53

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	View File

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

12

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

369

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. The Principal holds the meetings of Faculty members for keeping the evaluation system transparent. Mechanism of Internal assessment: Internal assessment is given on the basis of performance of students in Class/Unit tests, internal and Practical examinations etc. After that the internal assessment is uploaded on examination portal of Panjab University, Chandigarh.

Internal assessment is evaluated on the basis of following factors: Class/House tests and Practical examination: Class / house tests and practical examinations are conducted as per Panjab University guidelines. The teachers evaluate tests and clear their doubts. All the records of attendance in Examinations, Question papers, evaluated answer sheets/copies, summary of mark sheets, are properly maintained. Assignments, Presentations and Projects: The assignments, Presentations and projects related to syllabus are given to the students. They are given back to students thus maintaining the transparency of marks assigned and to resolve grievances if any. Attendance: The attendance Registers are properly maintained by all the teachers to keep record of the attendance of students. The teachers try to contact the students who are regularly absent in class to find out the reason of their absence.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

The College has a transparent, time-bound and effective mechanism to deal with grievances related to internal, external and practical examinations. For any grievance, student can first approach their teachers, then the grievances redressal cell and finally the Principal, who is the final authority to resolve the examination related grievances as per the requirement and jurisdiction of the grievance. The college follows guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. There are two types of examinations in the college: internal examination organized by the college and external examination /university examination organized by the university. At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. There is an Examination Cell to resolve the examination related issues concerning both internal and external examinations. In university examination, the exam cell comprises Superintendent, deputy superintendent, invigilators appointed by University from other Colleges to maintain transparency in Exams. The Principal and staff members coordinate with them from field aspects.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcghoshiarpur.org/Website/cellgrievance.aspx

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.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of Syllabi and Learning Outcomes are available in the Departments
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.

3. The students are also made aware of the same at the beginning of session.

The institution is running Under Graduate (B.A, B.Sc, B.Com, BCA) and Post Graduate courses for the students. The College has clearly stated learning outcomes of the Programs and Courses offering in the College. These outcomes present clearly and concisely the strengths of the particular programme. Programme outcomes, programme specific outcomes and course outcomes provide necessary specificity about the pros and cons of the programme to make it easy for the students to decide their academic journey.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcghoshiarpur.org/Website/naac_ch/2/po.pdf
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.

The Institute is affiliated to Panjab University Chandigarh. The college offers Undergraduate and Postgraduate programs and courses in Arts, Commerce, Computer and Science. For these programs and courses, the institute followed the curriculum designed by Panjab University, Chandigarh.

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments, conducts internal tests, viva voice, surprise tests, quiz, projects etc. In order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the

students in a given programme. Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline

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

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

193

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

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)

<https://kcghoshiarpur.org/Website/ssr.aspx>

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)

0.45

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

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****1**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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****00**

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	NA

3.2 - Innovation Ecosystem

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

Research and innovative practices are the key parameters for academic growth and progress of the institution. Khalsa College, Garhdiwala is committed to promote research culture among faculty and students. The college has active Research and Development Cell that looks after the research activities of the college. Regular meetings of the cell were conducted during the session 2021-22 in order to discuss the various research activities, challenges and innovative ideas. Some of the innovative initiatives of the college include:

- Department of Political Science has organized One Day Seminar on "International Migration of Youth from Punjab: Causes and Consequences" Sponsored by ICSSR on 27th April, 2022.
- Some of the faculty members have attended "Chetna- online Lecture Series" on Best Practices in Higher Education organized by UGC on 30th May, 2022.
- Department of Computer Science, Khalsa College, Garhdiwala celebrated "National Technology Day" on 11th May, 2022.
- Department of Chemistry celebrated National Science Day on 28th Feb, 2022.
- NSS and Red Cross/ Red Ribbon cell of the College celebrated "International Environment Day" and organized a Tree Plantation Drive at Campus & Locality (Villages) during the session 2021-22.
- Red Cross/ Red Ribbon cell of the College celebrated World Thalassaemia Day on 8th May, 2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/3/3.2.1.pdf

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

00

File Description	Documents
URL to the research page on HEI website	NA
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

4

File Description	Documents
Any additional information	View File
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

Khalsa College, Garhdiwala is committed to social cause of education and inculcates a sense of social responsibility among the students. Different outreach activities were organized throughout the session 2021-22 in order to sensitize the students about various social issues. College has three active NSS units, one NCC unit and one unit of Red Cross/ Red Ribbon Club. During Session 2021-22, about 22 activities of extension & outreach programs (list attached separately) were organized by different units (NSS, NCC, Red Ribbon/Red Cross) and other departments of Khalsa College, Garhdiwala.

Overall, 1236 students have participated in various activities in the session 2021-22. NSS units of the college has organized 5 activities like International Yoga Day, Environment Day, International Women's day, International Cycle Day and National Youth Day in which 192 students have shown their presence. Three activities (Environment Day, World AIDS Day and World Thalassemia Day) were organized by Red Cross/ Red Ribbon society in which 115 students have participated. Ten students of NCC unit of Khalsa College, Garhdiwala has participated in NCC day, celebrated in Indian Army Head Quarter, Jalandhar (Punjab). About 69 students of college have participated in different items at Zonal Youth Festival (JCDAV College, Dasuya) and Inter-zonal Youth Festival (AS College, Khanna). Other departments of college have also organized different activities throughout the session in which many students participated with the great enthusiasm.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/3/3.4.1.pdf
Upload any additional information	View File

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

38

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1236

File Description	Documents
Report of the event	View File
Any additional information	View File
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

35

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

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

2

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

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 a well-furnished and spacious building. The college campus is spread over an area of 9 acres land.

- The building of college campus is divided into seven blocks including one administrative block, six lawns, one girl's hostel, one sports ground, a multipurpose hall (250 seating capacity), thirteen labs(two physics, two chemistry, one music, three agriculture, three computer labs (having 49computers along with internet facility), one fashion designing and one home science), twenty seven classrooms, two smart classrooms (with ICT facilities), two well-equipped seminar/ conference hall (for workshops and seminars),online UPS, agriculture field and small fish pond for student's practical work.

- Every department has been allotted a separate room for staff.

- A main Library covering a floor area of 175 Square meters with adequate space for books and journals,Internet connectivity, reprographics and other support facilities.

- Separate washrooms for faculty and students on each floor.

- Water-purifier and water-coolers to provide hygienic water. There are ample number of fire extinguishers at each block of the college.

- Adequate parking facility for staff's and students's vehicles.

- College has a canteen for refreshments that is open till late

hours.

- Power generator for providing back up electricity and whole campus is under surveillance of CCTV.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/ink.pdf

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

1. Sports facilities Department of Physical Education was established in 1966 to encourage sports in the college.

Outdoor sports

In addition to a standard running track (400m), the college has playgrounds for cricket, kabaddi and football. There are three sports courts such as basketball, badminton and volleyball.

Indoor sports

Various indoor sports such as table tennis, chess and carom board are also available in the physical education department.

2. Yoga facilities

The college has beautiful lawns for yoga activities and physical training provided by the department of physical education. 3. Cultural facilities

There are five Stages that are used to conduct various cultural activities. There is a separate cultural committee in the college to organize cultural programs. The college has a music lab with forty-two musical instruments. A Fine arts room and trainers are provided for the preparation of fine arts events. Qualified coaches for several other events such as heritage, drama and dance (bhangra, gidha and others) are hired during youth festival. To generate interest of students in the field of literature and sciences, literary societies named Punjabi Bhasha Manch, Shakespeare English Literary Society, Ramanujan Mathematical Society have been constituted in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/kk.pdf

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/four.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

8.68521

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

4.2 - Library as a Learning Resource

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

The college library has three spacious halls including a reading room, reference section, textbook section and a digital library. The library contains 28510 books at present which cover various books related Sciences, Humanities, Languages, Commerce etc.

CIRCULATION SECTION: The motto of library is to provide books to every reader of the college. The students can get four books issued at a time with the help of library card for a time period of fifteen days. The college library makes use of barcode technology and elibsys web open-source library management software for circulation.

LIBRARY ORIENTATION PROGRAMME: A library orientation programme is conducted every year that enables first-year students to locate a book by themselves.

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

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 Librarythreesystems are available with high-speed internet facility including LAN connection.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://lib.kcghoshiarpur.org/index.aspx

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 **E. None 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)	No File Uploaded

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)

0.39685

File Description	Documents
Any additional information	View File
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)	View File

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

128

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Currently we are using three NETPLUS BROADBAND connections of 400 Mbps. The institute provides a 24X7 Wi- Fi facility for the student and faculty members. Besides 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/downloading of web based application, helping them in preparing projects & seminars. ONLINE UPS facility is also provided in the administrative block and computer labs. We are using single 10KVA and two 5KVA UPS on 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 centres and server rooms. This topology ensures consistent power supply regardless of disturbances in the incoming mains.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/com.pdf

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	No File Uploaded

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)

2.71319

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

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.

Overall Procedure The college has constituted construction, purchase and sports committee that take care of the maintenance of college campus and playground. The staff members of college are assigned duties regarding renovation, purchasing and construction of buildings in the college by the college authorities.

Procedure of Purchasing Committee.

To purchase the laboratory, library, sports and computer equipments, a definite procedure is followed. The head of various departments can demand various equipments like laboratory instruments, chemicals, computers, sports equipments, machines for practical work and almira from the college authorities. The Principal assign duty to the purchase committee to evaluate the necessity of respective demands. After adequate evaluation the purchasing committee approves the viability of respective demands.

Procedure of Construction Committee

If there is any need of construction or maintenance in college the college authorities assign duty to the construction committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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**

111

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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**

114

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

A. All of the above

hygiene) ICT/computing skills

File Description	Documents
Link to Institutional website	https://kcghoshiarpur.org/Website/naaclinic/cpd.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

88

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

88

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

24

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

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

66

File Description	Documents
Upload supporting data for student/alumni	View File
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****2**

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

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.****1**

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

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)

The college functions are conducted with the help of an active participation of student representative. The college has

decentralized the functioning through various bodies and cells that are the integral part of the student representative. These clubs and societies work as the representative body of the students in relation to academic and administrative bodies of the college. The Class Representatives (CRs) are selected by students. They are assigned duty of coordination with faculty and communicating all important information and students issues to the administration. Student coordinators are selected for each forum and are given the responsibility of organizing activities including interclass competitions; inter college competitions, Annual Athletic Meet, Seminars, Conferences and other events. Khalsa College Garhdiwala has also constituted units of Red Ribbon club, NSS and NCC wing which involve students from every stream of the college. These societies and Youth clubs like Baba Zorawar Singh Club and Student Welfare Club, Ramanujan Mathematical Society of the college encourage and keep the students involved in various activities. Ardas Divas, Shukrana Divas, Prize Distribution Function, Teacher’s Day, Seminars, Religious Examination, Dr. M.S. Randhawa Function, NSS camps, Blood Donation Camps, Educational Tours & various other such activities are conducted by these youth clubs.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

7

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)	View File

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

The college has an Alumni Association namely Old Student Association, Khalsa College Garhdiwala, Distt. Hoshiarpur. It also has overseas members at Surrey and Vancouver in Canada and California in the U.S.A.

It contributes to the development of the college in many ways. Presently, it has more than one thousand members from different countries. Office bearers are selected unanimously for a term of two years. Formal Alumni Meets provide opportunities for Alumni to reunite with their friends and faculty members to revitalize their memories and share experiences of their past and present life. Old students meet provides a good platform for the reunion of old students and retired faculty members. Besides informal talks, rejoicing and emotional expressions, the greater idea is to discuss the all-around development of the institution and the well being of the students. Well structured plans are framed and generous contributions are arranged by alumni in the form of funds, donations, scholarship schemes and monitory support for the infrastructural development of the college. The alumni who are having administrative positions at the state level are associated with the college in organizing community camps and other extension activities. The institute organizes General Alumni Meet every year.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/Alumni_AboutAlumni.aspx
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File

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 and weaker section of the society to receive higher education so that they can do their best to leave their mark in life. The students from the rural and kandi area have in particular benefited from the education that is imparted by this institution by charging nominal fee and providing various types of scholarships to them. It also promotes education which is liberal, progressive and also contributes to their life. The institution promises both formal and informal 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 to help them in becoming good citizens. Vocational training is also arranged for students time to time in order to provide job opportunities for students. It also provides special care and attention to girl students, marginalized and minority sections of the society and with a vision to increase the employability among them by opening new job oriented courses. The college imparts scientific, commercial and physical training of best quality with equal opportunities to all.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/CollegeOurMission.aspx
Upload any additional information	View File

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

The Institution was established in 1966. Since then, the administrative structure of the Institution has remained participative and decentralized.

Management :-

The college functions under the management of S.G.P.C. Sri Amritsar. There is a Directorate of Education of S.G.P.C. for the educational institutions which holds regular meetings with the Principals to discuss various issues like general administration, admission strategy, future plan, and employee's welfare policies and to review the smooth conduct of the functioning of the administrative activities of the college.

Principal:-

In the college the Principal is at the top of the administration. Responsibilities are distributed among various faculty members, IQAC coordinator and heads of various departments to simplify the administrative procedure. In the absence of the Principal, senior faculty members are given the responsibility to handle the administrative and academic affairs of the Institution.

Teaching Faculty:

Head of the various departments and Staff representatives provide suggestions to the college administration for student's development, training and counseling and their suggestions are duly acknowledged. They perform various duties which are assigned to them by the Principal annually.

Student:

Class representatives provide the opinion of the students

regarding the academic and administrative process of the college.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/cell.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Staff members are encouraged to participate in research work and enhance their teaching learning methods. Faculty is motivated to organize national seminars and publish books. The faculty follows the curriculum as prescribed by the Panjab University Chandigarh and two faculty members are the members of Board of Studies of Panjab University Chandigarh. The college participates in various communities' services and encourages rural students for education by providing door to door counseling to the students. To build up the academic and industrial linkage, the department organizes industry visits. Institutional Infrastructure is developed as per requirement in collaborating with Old Student Association of the college. During COVID period online classes were conducted through Google meet Zoom app and other recorded material was provided to students. For online examinations class wise Whatsapp groups were formed by teaching staff for the smooth conduct of examination.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/sp.pdf
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.

The Institution Management SGPC/Panjab University / State Government /U.G .C. norms are followed in procedure and policies. A hierarchical set up is established clearly distributing the duties, responsibilities, accountability of authorities at every stage. The Principal assigns various duties to the teaching staff such as, In- charge Admission, Registrar, Bursar, Controller of Examination, In-charge Building, In-charge Library. Staff Secretary, who is elected by the college staff ,functions as bridge between the staff and the college administration. For new appointments advertisements are published in at least three state and national level newspapers and interviews are conducted by the management through a panel which includes V.C. Nominee, external subject expert from university departments, DPI nominee, Management nominee [Educational Secretary and members] and Principal of the Institution. Candidates are appointed on merit basis. The selected candidates are required to fulfill the university ratification criteria. Adhoc staff is recruited by management /subject experts and the Principal through proper channel. Promotional Policies are based on the staff performance appraisal as per CAS guidelines issued by Panjab University Chandigarh from time to time.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://kcghoshiarpur.org/Website/naac_ch/6/or.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
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

The institution takes a positive approach towards the welfare of the employees. The college has various welfare schemes for the teaching as well as non-teaching staff. Fee concessions are given to the wards of fourth class staff for pursuing any course in the college up to PG level. Group insurance facility is provided for staff members. There is provision for grant of duty leave for staff members to attend workshops, seminars, orientation programmes and refresher courses. Gratuity is paid to the staff members after the retirement. In honour of superannuating staff members retirement parties are organized. Leave for Medical reasons, Casual Leave, Earned Leave, Compensatory leave are provided to the staff members as per rules. Female staff members are given maternity leave for six months as per university rules. Free COVID vaccination camp was organized for entire staff of the college. Bus facility is available for tours and travels of staff members. There is also provision for advance payment to the faculty with the support of management, whenever the salary grant gets delayed. Facilities like canteen, computer and Wi-Fi are available in the College Campus. A medical officer is there for any emergency.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

00

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

2

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	View File
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

20

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	View File
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

The performance Appraisal System of the college is based on obtaining a Self-Assessment Proforma filled by all the teaching staff at the end of each academic session. The Proforma has been designed in such a way as to assess the academic and professional growth of the teachers. The various parameters covered by the proforma include the courses being taught and teaching methods used, examination and evaluation duties performed, participation in research related activities, participation in Seminars/Conferences/Workshops/Orientation programmes, extra-curricular activities and activities related to college administration. The promotion depends on Annual Performance Indicator (API) score which includes several factors like use of innovative methods in teaching and its effectiveness, publications of research papers in UGC approved journals.

The college authority regularly encourages and provide opportunities to staff members for their multi-faceted personality development. The performance appraisal of non-teaching staff members is evaluated as per the rules of Punjab Government.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

Internal financial audit is done regularly by management. The internal auditor checks and verifies accuracy of fees and bank statements as well as monthly income and expenditure statements, vouchers, stock registers, log books of vehicles in order to detect the errors in accounts.

File Description	Documents
Paste link for additional information	NA
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)

3.15

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 are charged as per the university and government norms from students of various grant funded and self financed courses. The College receives salary in the form of grant from the State Government. For this, we prepare an annual budget of the required estimated salary/grant and send it to the state government. This grant covers salaries of the Full Time Permanent aided teachers and non-teaching staff. College owns property including 21 shops including one canteen and one bank building from which it derives rental income. Our College comes under Act 2F and 12B as UGC Act and has Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, to upgrade the learning resources. We receive funding from Stakeholders, NGOs, individuals and Philanthropists. The UGC Committee, in coordination with the IQAC, monitors the utilization of funds and ensures that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that the purchases is done properly and in accordance with the rules. Regular internal audits from the Management ensure that the mobilization of the resources is being done properly. The Principal issues directives to ensure directions to ensure the optimum utilization of resources.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/shop.pdf
Upload any additional information	View File

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

An Internal Quality Assurance Cell (IQAC) has been established in the college as a part on the lines of the National Assessment and Accreditation Council (NAAC) as a post accreditation quality sustenance measure. IQAC aims to develop a system to improve the academic and administrative performance of the institution. It acts as a nodal unit of the Institution for augmenting quality related activities and is responsible for development and application of innovative practices in various activities for quality enhancement. IQAC continuously strive for the betterment of students, staff, and college keeping in mind the local

requirements. It also seeks to ensure integration of stakeholders connected with higher education, namely parents, teachers, staff, employers and funding agencies. A separate office for IQAC has been provided in the campus. The smooth functioning of IQAC is handled by the coordinator with the help of a committee of staff members

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/Naac_Report_Submitted.aspx
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

In 2008, Internal Quality Assurance Cell was established in Khalsa College, Garhdiwala as a part of quality assurance efforts after NAAC. The IQAC at Khalsa College, Garhdiwala is successful not only in carrying out several quality assurance activities but also in successful the creating an institutional database in the University. One of the significant contribution of the IQAC is arrangement for feedback response from students, parents, teachers, alumni, employer and other stakeholders on quality-related issues. The feedback is collected at the end of each semester. Khalsa College, Garhdiwala was accredited with A Grade by NAAC in 2016 for the second cycle and preparation is underway for the third cycle of accreditation. The IQAC continues to strive for the betterment of processes and setup. The IQAC of Khalsa College, Garhdiwala is located in the Ground Floor of Administrative Building of the college. IQAC act as nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. IQAC also make sure to participate in survey of All India Survey on Higher Education AISHE. Annual Quality Assurance Reports are prepared and submitted according to parameters of NAAC by IQAC.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/ssr.asp x
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kcghoshiarpur.org/Website/Naac_Report_Submitted.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

For ensuring safety and security of students, CCTV surveillance cameras have been installed in the campus and access to CCTV coverage is available in the principal's office. This facility not only ensures strict discipline amongst students and faculty but also promotes safety of female students in the college. There is a single entry and exit gate in the college that keeps the entry under check and surveillance of the outsiders in the

campus as an individual is allowed to enter the campus only after showing his/her identity card or valid identity proof. It helps in controlling the entry of unauthorized persons in the college. For ensuring safety and discipline within the campus, discipline duties are allocated to teaching staff of the college in every lecture. Suggestion boxes have been placed at various locations in the campus which students can use to lodge their complaints or issues concerning them to the college authorities. An online feedback system is also available, where the students can give their feedback/lodge their complaints, on the college website. Various committees have been formed for guiding the students and dealing with their complaints like Women Empowerment Cell, Anti-Ragging Cell, Counselling and Placement Cell, Grievance Redressal Cell and Discipline Committee. College has a separate common room, lawn, hostel and stairway for female students. A separate area for female students in the canteen is also there.

File Description	Documents
Annual gender sensitization action plan	https://kcghoshiarpur.org/Website/naac_ch/7/gf.pdf
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	https://kcghoshiarpur.org/Website/naac_ch/7/fw.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Solid Waste management: Dustbins have been placed in the campus at appropriate places for solid waste management. Canteen waste and leaf litter are accumulated in simple, bacterial and vermi-composting pits for bio-degradation. Restricted use of single use plastics, promotion of environmental awareness through plastic free campaigns and slogans have been put up in the campus at various places.

Liquid Waste management: The grey water is accumulated in two septic tanks. Waste water generated from A/Cs and water filters is reused for watering plants. The college students actively participate in rallies and seminars organized by the NSS and Red Ribbon club highlighting environmental issues. Wastewater from canteen is accumulated in deep pits for filtration.

E-waste management: The college has a designated e-waste collection center in the computer lab where the e-waste of the college is collected and disposed off to the authorized vendor.

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

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

E. None of the above

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:

A. Any 4 or All 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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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 **D. Any 1 of the above**

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	View File
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 **A. Any 4 or all of the above**

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	View File
Policy documents and information brochures on the support to be provided	View File
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 works on the principle of Sarbat da Bhalameaning welfare of all where it provides an inclusive environment by promoting tolerance and harmony towards various diversities and discouraging any sort of discrimination. The college organizes various academic/cultural events from time to time where students from diverse backgrounds, castes, regions participate. The college students also participate in Panjab University Youth and Heritage festival where students from all strata of society, caste, creed, religion and race perform on a single stage and compete in a healthy environment at the zonal i.e. district-level, inter-zonal i.e. at the University level, inter-varsity, state, northern region and national level. Various types of scholarships are provided to the needy and deserving students. Besides it, the college implements the extant government policies to inculcate the true spirit of open mindedness and harmony. The college follows an inclusive admission policy which promotes the student intake from diverse socio-economic, linguistic and regional backgrounds. Book bank facility is provided to the needy students from diverse socio-economic backgrounds. Students are also free to contribute to college magazine in any language of their choice. Elective English/Hindi/Punjabi subjects are available in B.A. (U.G. Course) which students can select at their own choice. Students

can attempt the papers in any language of their choice.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Values: Various religious activities, functions, lectures are organized where students get an opportunity to enlighten their minds. Scholarships based on competitions that provide financial help to the students also instill social, moral and ethical values in them. There are slogans exhibited at various places in the college campus so that subconscious of the students get embedded with these values.

Rights: College takes it as its duty to aware the students regarding their right to vote. For this college also takes the initiative for the registration of students in the voter list.

Duties: Environment Day was celebrated to aware the students regarding their duty for the environmental conservation. During the occasion NSS and Red Ribbon Clubs planted fruit and shady trees in the college campus. During the year, Khalsa Collegiate Senior Secondary School, a separate wing of Khalsa College was also awarded first prize in National Swacchta Sarvekhan (Cleanliness Survey) conducted by Municipal Corporation, Garhdiwala

Responsibilities: College library has dedicated a section of books on constitutional rights, duties and responsibilities of the citizens to spread awareness amongst all the stakeholders. College also offers an elective subject of political science which deals with the content.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcghoshiarpur.org/Website/naac_ch/7/719.pdf
Any other relevant information	NA

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

Every year Khalsa College, Garhdiwala commemorates and celebrates several important days of national and international relevance like National Youth Day, NCC Day, International Women's Day, Environment Day, Yoga Day, etc. with full vigor. Formal announcements are shared with students and faculty through notice boards, circulars, emails and Whatsapp groups. Students take an active part in organising these events and days. Such activities sensitize the students towards the

different aspects of life, instill ethical and moral values and encourage them to act as responsible citizens of the world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

1. **Promoting literacy in Kandi area through door-to-door campaign:** Khalsa College Garhdiwala is situated in the Kandi area where majority of the people are economically down-trodden. Students give up their studies after matriculation and senior secondary level because of economic restraints. In order to encourage and motivate the students to take admission in various degree, diploma and vocational courses beyond school level studies, nearby schools are visited to collect the data of students along with their contact numbers and addresses. Through door-to-door campaigning teachers guide the students about various courses, their benefits, available scholarships and other financial help to the students.
2. **Financial help/Scholarships to students for pursuing higher studies:** Khalsa College, Garhdiwala was established with the objective of 'Sarbat the Bhala' meaning welfare of all. This college gets its input of students from kandi area which is financially backward and due to this economic issue, most of the students after completing their schooling don't go for further studies in colleges. So, Khalsa College takes it as its duty to serve those who cannot afford. Various types of scholarships are available under one roof to help the students financially to enroll for various courses available in the college.

File Description	Documents
Best practices in the Institutional website	https://kcghoshiarpur.org/Website/bp.aspx
Any other relevant information	NA

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

Khalsa College Garhdiwala was established in 1966 in 'Kandi' area with a vision to uplift the people of this economically down-trodden zone by providing them affordable and quality education, helping in the holistic development of the students and encouraging them to serve the community and country in a better way. Due to poor economic circumstances, educating especially the girls is not the priority of the people. So most of the girls have to give up their studies after schooling due to this issue. Khalsa College always strives towards helping the needy and deserving students to initiate and continue their progression in the college studies by providing them financial help in the form of a variety of scholarships. This practice where helps in increasing the literacy rate of the area also helps the poor and needy students. In the year 2021-22, total 225 students were benefitted from this practice of providing scholarships and concessions amounting to Rs. 28,56,370. Khalsa College, Garhdiwala always strives to look for the ways through which more and more students can come under the ambit of financial help. This practice makes it distinctive from the nearby colleges.

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

At the commencement of the academic year the college follows the curriculum of all the programs designed by the Board of Studies of Panjab University, Chandigarh. The college has developed a structural methodology for the effective delivery of the curriculum. The implementation process begins with the formation of the time table, calculation of workload and allocation of the same to the respective subject teachers. Teachers prepare their individual teaching plans accordingly and submit their monthly plan per semester in advance. The entire execution plan is verified by the head of the institution and he holds regular meetings with all the faculty members to ensure the effective implementation of the curriculum plans. The college formally starts its academic session with 'Ardas Divas' (Prayer Offering Day). Various committees are formed to carry out co-curricular responsibilities. Curriculum plan is designed according to the current needs of the students belonging to the rural and kandi area. Teachers are encouraged to prepare the students to achieve their goals by dividing the tasks into assignments, presentations, discussions, seminars, educational tours, industrial visits, workshops. Special/bridge classes are organized for students according to their needs. The Departments have their own book banks to help the needy students. Post Semester activities include submission of absentees, internal assessment and collecting feedback forms from the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcghoshiarpur.org/Website/Campus_Courses.aspx

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

At the beginning of academic year, the Panjab University, Chandigarh issues its own academic calendar and the affiliated colleges have to follow the same. The calendar is uploaded on the college website, displayed on the notice boards. All the classes and examination are scheduled as per the calendar. The institute prepares its own internal activity calendar. The Internal Evaluation of an institution includes the following preparatory activities based on the academic and internal activity calendar.

- Step1. The HODs submit the time table to the time table committee and then the committee prepares the time table as per the guidelines of University and displays it on notice board.
- Step2: After the time table is finalized by the Principal, the HODs plan the teaching and evaluation schedule with the concerned subject teachers. They plan the departmental activities like lectures, seminars, educational tours etc.
- Step3: The schedule of the examination is planned by the Registrar of the college. The question paper is prepared and evaluation is done by the concerned subject teacher.
- Step4: The final University Examination datesheet is displayed on the students' notice board.
- Step5: To appear in the examination, a student has to follow the university attendance rules. Teachers have to submit the lecture shortage to the registrar at the end of session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcghoshiarpur.org/Website/naac_ch/1/kcgpro.pdf

1.1.3 - Teachers of the Institution participate in following activities related

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

3

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

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

47

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

1.3 - Curriculum Enrichment

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

The college follows the curriculum designed by the Panjab University, Chandigarh. To inculcate the values and ethics in the students the colleges organize various co-curricular activities for the holistic development of the students. Institute's aims to integrate the aspects related to professional ethics, gender, human values, environment & sustainability into the curricula. The students are encouraged to join NSS, NCC, Red Ribbon, Red Cross & other such organizations which inculcate the spirit of social service & patriotism in them. Students participate in Youth festival. A Women's Cell has been set up for gender sensitization, which organizes seminars, discussions and workshops. Topics like environment, road safety education, violence against women/ children and drug abuse have been included in the curriculum to sensitize the students on the issues like climate change, drug issues, gender issue, women and child abuse. The subject of Religious study has been made the part of the curriculum. Various special days like 'Ardas Divas' (Prayer Offering Day), 'Shukhrana Divas' (Thanks Giving Day), Purabs (Birth Anniversary) are celebrated to connect the students with their traditional values. Various

activities like quiz, poster making competition and lectures are organised to create awareness about nature, biodiversity and environment. Voters Day, International Yoga Day, World Environment and N.S.S. Day etc are observed in the college every year. N.S.S., N.C.C., SWEEP and programs conducted by Department of Political Science help to inculcate human values in students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

6

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

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

54

File Description	Documents
Any additional information	View File
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	https://kcghoshiarpur.org/Website/naac_ch/1/Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kcghoshiarpur.org/Website/naac_ch/1/Analysis.pdf

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

720

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**

385

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Activities Conducted for Slow Learners:

1. After conducting class tests, the teachers identify students who are weak in studies and address their doubts.
2. The teachers of every department pay extra attention to slow learners by providing them extra attention during their free lectures. Teachers help them to recognize their shortcomings and how to overcome them.
3. Tutorials, Revision Classes and Counseling Sessions are conducted by teachers to guide the students.
4. Students are given Problem Solving assignments and projects to enhance their skills.
5. Online links are provided to the students for a better understanding of the subject.

Special Activities Conducted for Advanced Learners:

1. Advanced learners are encouraged to study reference books listed in their syllabus.
2. Online Resources, Web links are provided for deep study.
3. To enhance knowledge of students, seminars, extension lectures, Conferences, Workshops, quiz, presentations etc. are organized and students are encouraged to participate in these activities.
4. The library provides a computer and Wi-Fi Facility for the students and teachers to access the online material.
5. Teachers guide the students about various competitive examinations.
6. Experts from different colleges/ institutes are invited to deliver guest lectures for the benefit of the students.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
720	53

File Description	Documents
Any additional information	View File

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

Departments provide an effective platform to enhance and develop the latest skills, knowledge, attitude and values to students. Teaching-learning methods are adopted by faculty include Lecture Method, Project-based Learning, Experimental Learning etc. Experimental Learning: To acquaint the students with the facts through direct experience, to verify the facts, experimental methods are used. Students take interest and learn things through experiential methods. 1. Field/

Industrial Visits: For exposure to industrial work culture, field visits are planned. **2. Project Work:** Projects according to syllabus are given to the students of commerce department on subjects of financial markets and instruments and IT applications. **Participated Learning:** **1. Team work:** Teachers organize activities to build confidence and promote team work. The NSS, NCC units of college organize Blood Donation Camp, Village Adoption, Tree plantation and Health awareness Camp etc. to build coordination among students. **2. Debates:** The debate Competitions organized in college to provide a platform for exchanging ideas. **Problem solving Methodology** **1. Discussion:** Group Discussion helps students to develop team work, coordination and confidence. **2. Quiz and MCQ tests** are conducted on various topics. **3. The students** are encouraged to ask questions in the classroom which develop their analytical and critical approach towards learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kcghoshiarpur.org/Website/naac_ch/2/learning.pdf

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

The Covid-19 Pandemic has significantly changed the way of teaching and learning. The Physical Classes have been replaced by online classes, the place of books have been taken by e-books and Smart phones as any data can be accessed through these gadgets.

ICT Tools:

To enhance knowledge, Skills and Practical Knowledge of Students, faculty Members make use of various ICT Tools like Computer Labs, Projectors, Video clipping, Workshops, Digital Library etc.

1. Projectors, Scanners Desktop & laptops and Printers- Available in campus.
2. Seminar Hall, LCD & Smart Class Rooms: Seminar hall, one LCD and smart classrooms equipped with all digital facilities.

Use of ICT by Faculty:

Power Point Presentation: Faculty members make use of power point presentations according to the requirement of the topic.

Video Conferencing: For Counselling of Students Zoom, Google meet, WebEx meet etc. platforms are used by the faculty members.

Video Lectures: The teachers record their lecture videos and upload it on Whatsapp groups or You tube channel so that it is available to all the students.

Computer Labs: Our Campus has well equipped computer labs to help the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

53

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	View File

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

12

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

369

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. The Principal holds the meetings of Faculty members for keeping the evaluation system transparent. Mechanism of Internal assessment: Internal assessment is given on the basis of performance of students in Class/Unit tests, internal and Practical examinations etc. After that the internal assessment is uploaded on examination portal of Panjab University, Chandigarh.

Internal assessment is evaluated on the basis of following factors: Class/House tests and Practical examination: Class / house tests and practical examinations are conducted as per Panjab University guidelines. The teachers evaluate tests and clear their doubts. All the records of attendance in Examinations, Question papers, evaluated answer sheets/copies, summary of mark sheets, are properly maintained. Assignments, Presentations and Projects: The assignments, Presentations and projects related to syllabus are given to the students. They are given back to students thus maintaining the transparency of marks assigned and to resolve grievances if any. Attendance: The attendance Registers are properly maintained by all the teachers to keep record of the attendance of students. The teachers try to contact the students who are regularly absent in class to find out the reason of their absence.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

The College has a transparent, time-bound and effective mechanism to deal with grievances related to internal, external and practical examinations. For any grievance, student can first approach their teachers, then the grievances redressal cell and finally the Principal, who is the final authority to resolve the examination related grievances as per the requirement and jurisdiction of the grievance. The college follows guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. There are two types of examinations in the college: internal examination organized

by the college and external examination /university examination organized by the university. At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. There is an Examination Cell to resolve the examination related issues concerning both internal and external examinations. In university examination, the exam cell comprises Superintendent, deputy superintendent, invigilators appointed by University from other Colleges to maintain transparency in Exams. The Principal and staff members coordinate with them from field aspects.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcghoshiarpur.org/Website/cellgrievance.aspx

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.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of Syllabi and Learning Outcomes are available in the Departments
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
3. The students are also made aware of the same at the beginning of session.

The institution is running Under Graduate (B.A, B.Sc, B.Com, BCA) and Post Graduate courses for the students. The College has clearly stated learning outcomes of the Programs and Courses offering in the College. These outcomes present clearly and concisely the strengths of the particular programme. Programme outcomes, programme specific outcomes and course outcomes provide necessary specificity about the pros and cons of the programme to make it easy for the

students to decide their academic journey.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcghoshiarpur.org/Website/naac_ch/2/po.pdf
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.

The Institute is affiliated to Panjab University Chandigarh. The college offers Undergraduate and Postgraduate programs and courses in Arts, Commerce, Computer and Science. For these programs and courses, the institute followed the curriculum designed by Panjab University, Chandigarh.

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments, conducts internal tests, viva voice, surprise tests, quiz, projects etc. In order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme. Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline

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

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

193

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

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)

<https://kcghoshiarpur.org/Website/ssr.aspx>

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)

0.45

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

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

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

00

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	NA

3.2 - Innovation Ecosystem

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

Research and innovative practices are the key parameters for academic growth and progress of the institution. Khalsa College, Garhdiwala is committed to promote research culture among faculty and students. The college has active Research and Development Cell that looks after the research activities of the college. Regular meetings of the cell were conducted during the session 2021-22 in order to discuss the various research activities, challenges and innovative ideas. Some of the innovative initiatives of the college include:

- Department of Political Science has organized One Day Seminar on "International Migration of Youth from Punjab: Causes and Consequences" Sponsored by ICSSR on 27th April, 2022.
- Some of the faculty members have attended "Chetna-online Lecture Series" on Best Practices in Higher Education organized by UGC on 30th May, 2022.
- Department of Computer Science, Khalsa College, Garhdiwala celebrated "National Technology Day" on 11th May, 2022.
- Department of Chemistry celebrated National Science Day on 28th Feb, 2022.
- NSS and Red Cross/ Red Ribbon cell of the College celebrated "International Environment Day" and organized a Tree Plantation Drive at Campus & Locality (Villages) during the session 2021-22.
- Red Cross/ Red Ribbon cell of the College celebrated World Thalassemia Day on 8th May, 2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/3/3.2.1.pdf

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

00

File Description	Documents
URL to the research page on HEI website	NA
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

4

File Description	Documents
Any additional information	View File
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

Khalsa College, Garhdiwala is committed to social cause of education and inculcates a sense of social responsibility among the students. Different outreach activities were organized throughout the session 2021-22 in order to sensitize the students about various social issues. College has three active NSS units, one NCC unit and one unit of Red Cross/ Red Ribbon Club. During Session 2021-22, about 22 activities of extension & outreach programs (list attached separately) were organized by different units (NSS, NCC, Red Ribbon/Red Cross) and other departments of Khalsa College, Garhdiwala.

Overall, 1236 students have participated in various activities in the session 2021-22. NSS units of the college has organized 5 activities like International Yoga Day, Environment Day, International Women's day, International Cycle Day and National Youth Day in which 192 students have shown their presence. Three activities (Environment Day, World AIDS Day and World Thalassemia Day) were organized by Red Cross/ Red Ribbon society in which 115 students have participated. Ten students of NCC unit of Khalsa College, Garhdiwala has participated in NCC day, celebrated in Indian Army Head Quarter, Jalandhar (Punjab). About 69 students of college have participated in different items at Zonal Youth Festival (JCDAV College, Dasuya) and Inter-zonal Youth Festival (AS College, Khanna). Other departments of college have also organized different activities throughout the session in which many students participated with the great enthusiasm.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/3/3.4.1.pdf
Upload any additional information	View File

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

38

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

1236

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

35

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

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**

2

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

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 a well-furnished and spacious building. The college campus is spread over an area of 9 acres land.

- The building of college campus is divided into seven blocks including one administrative block, six lawns, one girl's hostel, one sports ground, a multipurpose hall (250 seating capacity), thirteen labs (two physics, two chemistry, one music, three agriculture, three computer labs (having 49 computers along with internet facility), one fashion designing and one home science), twenty seven classrooms, two smart classrooms (with ICT facilities), two well-equipped seminar/ conference hall (for workshops and seminars), online UPS, agriculture field and small fish pond for student's practical work.

- Every department has been allotted a separate room for staff.

- A main Library covering a floor area of 175 Square meters with adequate space for books and journals, Internet connectivity, reprographics and other support facilities.

- Separate washrooms for faculty and students on each floor.

- Water-purifier and water-coolers to provide hygienic water. There are ample number of fire extinguishers at each block of the college.

- Adequate parking facility for staff's and students's vehicles.
- College has a canteen for refreshments that is open till late hours.
- Power generator for providing back up electricity and whole campus is under surveillance of CCTV.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/ink.pdf

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

1. Sports facilities Department of Physical Education was established in 1966 to encourage sports in the college.

Outdoor sports

In addition to a standard running track (400m), the college has playgrounds for cricket, kabaddi and football. There are three sports courts such as basketball, badminton and volleyball.

Indoor sports

Various indoor sports such as table tennis, chess and carom board are also available in the physical education department. 2. Yoga facilities

The college has beautiful lawns for yoga activities and physical training provided by the department of physical education. 3. Cultural facilities

There are five Stages that are used to conduct various cultural activities. There is a separate cultural committee in the college to organize cultural programs. The college has a music lab with forty-two musical instruments. A Fine arts room and trainers are provided for the preparation of fine arts events. Qualified coaches for several other events such

as heritage, drama and dance (bhangra, gidha and others) are hired during youth festival. To generate interest of students in the field of literature and sciences, literary societies named Punjabi Bhasha Manch, Shakespeare English Literary Society, Ramanujan Mathematical Society have been constituted in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/kk.pdf

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/four.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

8.68521

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

4.2 - Library as a Learning Resource

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

The college library has three spacious halls including a reading room, reference section, textbook section and a digital library. The library contains 28510 books at present which cover various books related Sciences, Humanities, Languages, Commerce etc.

CIRCULATION SECTION: The motto of library is to provide books to every reader of the college. The students can get four books issued at a time with the help of library card for a time period of fifteen days. The college library makes use of barcode technology and elibsys web open-source library management software for circulation.

LIBRARY ORIENTATION PROGRAMME: A library orientation programme is conducted every year that enables first-year students to locate a book by themselves.

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

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 Librarythreesystems are available with high-speed internet facility including LAN connection.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://lib.kcghoshiarpur.org/index.aspx
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	E. None 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)	No File Uploaded
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)	
0.39685	
File Description	Documents
Any additional information	View File
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)	View File
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	
128	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Currently we are using three NETPLUS BROADBAND connections of 400 Mbps. The institute provides a 24X7 Wi- Fi facility for the student and faculty members. Besides 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/downloading of web based application, helping them in preparing projects & seminars. ONLINE UPS facility is also provided in the administrative block and computer labs. We are using single 10KVA and two 5KVA UPS on 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 centres and server rooms. This topology ensures consistent power supply regardless of disturbances in the incoming mains.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/4/com.pdf

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	No File Uploaded

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)

2.71319

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

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.

Overall Procedure The college has constituted construction, purchase and sports committee that take care of the maintenance of college campus and playground. The staff members of college are assigned duties regarding renovation, purchasing and construction of buildings in the college by the college authorities.

Procedure of Purchasing Committee.

To purchase the laboratory, library, sports and computer equipments, a definite procedure is followed. The head of various departments can demand various equipments like

laboratory instruments, chemicals, computers, sports equipments, machines for practical work and almirahs from the college authorities. The Principal assign duty to the purchase committee to evaluate the nessesity of respective demands. After adequate evaluation the purchasing committee approves the viability of respective demands.

Procedure of Construction Committee

If there is any need of construction or maintenance in college the college authorities assign duty to the construction committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

111

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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 benefited 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

114

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

A. All of the above

File Description	Documents
Link to Institutional website	https://kcghoshiarpur.org/Website/naaclink/cpd.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

88

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

88

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

24

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

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

66

File Description	Documents
Upload supporting data for student/alumni	View File
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

2

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

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.

1

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

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)

The college functions are conducted with the help of an active participation of student representative. The college has decentralized the functioning through various bodies and cells that are the integral part of the student representative. These clubs and societies work as the representative body of the students in relation to academic and administrative bodies of the college. The Class Representatives (CRs) are selected by students. They are assigned duty of coordination with faculty and communicating all important information and students issues to the administration. Student coordinators are selected for each forum and are given the responsibility of organizing activities including interclass competitions; inter college competitions, Annual Athletic Meet, Seminars, Conferences and other events. Khalsa College Garhdiwala has also constituted units of Red Ribbon club, NSS and NCC wing which involve students from every stream of the college. These societies and Youth clubs like Baba Zorawar Singh Club and Student Welfare Club, Ramanujan Mathematical Society of the college encourage and keep the students involved in various activities. Ardas Divas, Shukrana Divas, Prize Distribution

Function, Teacher's Day, Seminars, Religious Examination, Dr. M.S. Randhawa Function, NSS camps, Blood Donation Camps, Educational Tours & various other such activities are conducted by these youth clubs.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

7

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)	View File

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

The college has an Alumni Association namely Old Student Association, Khalsa College Garhdiwala, Distt. Hoshiarpur. It also has overseas members at Surrey and Vancouver in Canada and California in the U.S.A.

It contributes to the development of the college in many ways. Presently, it has more than one thousand members from different countries. Office bearers are selected unanimously for a term of two years. Formal Alumni Meets provide opportunities for Alumni to reunite with their friends and

faculty members to revitalize their memories and share experiences of their past and present life. Old students meet provides a good platform for the reunion of old students and retired faculty members. Besides informal talks, rejoicing and emotional expressions, the greater idea is to discuss the all-around development of the institution and the well being of the students. Well structured plans are framed and generous contributions are arranged by alumni in the form of funds, donations, scholarship schemes and monetary support for the infrastructural development of the college. The alumni who are having administrative positions at the state level are associated with the college in organizing community camps and other extension activities. The institute organizes General Alumni Meet every year.

File Description	Documents
Paste link for additional information	AboutAlumni.aspx">https://kcghoshiarpur.org/Website/Alumni>AboutAlumni.aspx
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	View File

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 and weaker section of the society to receive higher education so that they can do their best to leave their mark in life. The students from the rural and kandi area have in particular benefited from the education that is imparted by this institution by charging nominal fee and providing various types of scholarships to them. It also promotes education which is liberal, progressive and also contributes to their life. The institution promises both formal and informal 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 to help them in becoming good citizens. Vocational training is also arranged for students time to time in order to provide job opportunities for students. It also provides special care and attention to girl students, marginalized and minority sections of the society and with a vision to increase the employability among them by opening new job oriented courses. The college imparts scientific, commercial and physical training of best quality with equal opportunities to all.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/CollegeOurMission.aspx
Upload any additional information	View File

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

The Institution was established in 1966. Since then, the administrative structure of the Institution has remained participative and decentralized.

Management :-

The college functions under the management of S.G.P.C. Sri Amritsar. There is a Directorate of Education of S.G.P.C. for the educational institutions which holds regular meetings with the Principals to discuss various issues like general administration, admission strategy, future plan, and employee's welfare policies and to review the smooth conduct of the functioning of the administrative activities of the college.

Principal:-

In the college the Principal is at the top of the administration. Responsibilities are distributed among various faculty members, IQAC coordinator and heads of various departments to simplify the administrative procedure. In the absence of the Principal, senior faculty members are

given the responsibility to handle the administrative and academic affairs of the Institution.

Teaching Faculty:

Head of the various departments and Staff representatives provide suggestions to the college administration for student's development, training and counseling and their suggestions are duly acknowledged. They perform various duties which are assigned to them by the Principal annually.

Student:

Class representatives provide the opinion of the students regarding the academic and administrative process of the college.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/cell.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Staff members are encouraged to participate in research work and enhance their teaching learning methods. Faculty is motivated to organize national seminars and publish books. The faculty follows the curriculum as prescribed by the Panjab University Chandigarh and two faculty members are the members of Board of Studies of Panjab University Chandigarh. The college participates in various communities' services and encourages rural students for education by providing door to door counseling to the students. To build up the academic and industrial linkage, the department organizes industry visits. Institutional Infrastructure is developed as per requirement in collaborating with Old Student Association of the college. During COVID period online classes were conducted through Google meet Zoom app and other recorded material was provided to students. For online examinations class wise Whatsapp groups were formed by teaching staff for the smooth conduct of examination.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/sp.pdf
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.

The Institution Management SGPC/Panjab University / State Government /U.G .C. norms are followed in procedure and policies. A hierarchical set up is established clearly distributing the duties, responsibilities, accountability of authorities at every stage. The Principal assigns various duties to the teaching staff such as, In- charge Admission, Registrar, Bursar, Controller of Examination, In-charge Building, In-charge Library. Staff Secretary, who is elected by the college staff ,functions as bridge between the staff and the college administration. For new appointments advertisements are published in at least three state and national level newspapers and interviews are conducted by the management through a panel which includes V.C. Nominee, external subject expert from university departments, DPI nominee, Management nominee [Educational Secretary and members] and Principal of the Institution. Candidates are appointed on merit basis. The selected candidates are required to fulfill the university ratification criteria. Adhoc staff is recruited by management /subject experts and the Principal through proper channel. Promotional Policies are based on the staff performance appraisal as per CAS guidelines issued by Panjab University Chandigarh from time to time.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://kcghoshiarpur.org/Website/naac_ch/6/or.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
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

The institution takes a positive approach towards the welfare of the employees. The college has various welfare schemes for the teaching as well as non-teaching staff. Fee concessions are given to the wards of fourth class staff for pursuing any course in the college up to PG level. Group insurance facility is provided for staff members. There is provision for grant of duty leave for staff members to attend workshops, seminars, orientation programmes and refresher courses. Gratuity is paid to the staff members after the retirement. In honour of superannuating staff members retirement parties are organized. Leave for Medical reasons, Casual Leave, Earned Leave, Compensatory leave are provided to the staff members as per rules. Female staff members are given maternity leave for six months as per university rules.

Free COVID vaccination camp was organized for entire staff of the college. Bus facility is available for tours and travels of staff members. There is also provision for advance payment to the faculty with the support of management, whenever the salary grant gets delayed. Facilities like canteen, computer and Wi-Fi are available in the College Campus. A medical officer is there for any emergency.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

00

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

2

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	View File
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

20

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	View File
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

The performance Appraisal System of the college is based on obtaining a Self-Assessment Proforma filled by all the teaching staff at the end of each academic session. The

Proforma has been designed in such a way as to assess the academic and professional growth of the teachers. The various parameters covered by the proforma include the courses being taught and teaching methods used, examination and evaluation duties performed, participation in research related activities, participation in Seminars/Conferences/Workshops/Orientation programmes, extra-curricular activities and activities related to college administration. The promotion depends on Annual Performance Indicator (API) score which includes several factors like use of innovative methods in teaching and its effectiveness, publications of research papers in UGC approved journals.

The college authority regularly encourages and provide opportunities to staff members for their multi-faceted personality development. The performance appraisal of non-teaching staff members is evaluated as per the rules of Punjab Government.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

Internal financial audit is done regularly by management. The internal auditor checks and verifies accuracy of fees and bank statements as well as monthly income and expenditure statements, vouchers, stock registers, log books of vehicles in order to detect the errors in accounts.

File Description	Documents
Paste link for additional information	NA
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)

3.15

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 are charged as per the university and government norms from students of various grant funded and self financed courses. The College receives salary in the form of grant from the State Government. For this, we prepare an annual budget of the required estimated salary/grant and send it to the state government. This grant covers salaries of the Full Time Permanent aided teachers and non-teaching staff. College owns property including 21 shops including one canteen and one bank building from which it derives rental income. Our College comes under Act 2F and 12B as UGC Act and has Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, to upgrade the learning resources. We receive funding from Stakeholders, NGOs, individuals and Philanthropists. The UGC Committee, in coordination with the IQAC, monitors the utilization of funds and ensures that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that the purchases is done properly and in accordance with the rules. Regular internal audits from the Management ensure that the mobilization of the resources is being done properly. The Principal issues directives to ensure directions to ensure the optimum utilization of resources.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/naac_ch/6/shop.pdf
Upload any additional information	View File

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

An Internal Quality Assurance Cell (IQAC) has been established in the college as a part on the lines of the National Assessment and Accreditation Council (NAAC) as a post accreditation quality sustenance measure. IQAC aims to develop a system to improve the academic and administrative performance of the institution. It acts as a nodal unit of the Institution for augmenting quality related activities and is responsible for development and application of innovative practices in various activities for quality enhancement. IQAC continuously strive for the betterment of students, staff, and college keeping in mind the local requirements. It also seeks to ensure integration of stakeholders connected with higher education, namely parents, teachers, staff, employers and funding agencies. A separate office for IQAC has been provided in the campus. The smooth functioning of IQAC is handled by the coordinator with the help of a committee of staff members

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/Naac_Report_Submitted.aspx
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

In 2008, Internal Quality Assurance Cell was established in Khalsa College, Garhdiwala as a part of quality assurance efforts after NAAC. The IQAC at Khalsa College, Garhdiwala is successful not only in carrying out several quality assurance

activities but also in successful the creating an institutional database in the University. One of the significant contribution of the IQAC is arrangement for feedback response from students, parents, teachers, alumni, employer and other stakeholders on quality-related issues. The feedback is collected at the end of each semester. Khalsa College, Garhdiwala was accredited with A Grade by NAAC in 2016 for the second cycle and preparation is underway for the third cycle of accreditation. The IQAC continues to strive for the betterment of processes and setup. The IQAC of Khalsa College, Garhdiwala is located in the Ground Floor of Administrative Building of the college. IQAC act as nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. IQAC also make sure to participate in survey of All India Survey on Higher Education AISHE. Annual Quality Assurance Reports are prepared and submitted according to parameters of NAAC by IQAC.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/Website/ssr.aspx
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kcghoshiarpur.org/Website/Naac_Report_Submitted.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

For ensuring safety and security of students, CCTV surveillance cameras have been installed in the campus and access to CCTV coverage is available in the principal's office. This facility not only ensures strict discipline amongst students and faculty but also promotes safety of female students in the college. There is a single entry and exit gate in the college that keeps the entry under check and surveillance of the outsiders in the campus as an individual is allowed to enter the campus only after showing his/her identity card or valid identity proof. It helps in controlling the entry of unauthorized persons in the college. For ensuring safety and discipline within the campus, discipline duties are allocated to teaching staff of the college in every lecture. Suggestion boxes have been placed at various locations in the campus which students can use to lodge their complaints or issues concerning them to the college authorities. An online feedback system is also available, where the students can give their feedback/lodge their complaints, on the college website. Various committees have been formed for guiding the students and dealing with their complaints like Women Empowerment Cell, Anti-Ragging Cell, Counselling and Placement Cell, Grievance Redressal Cell and Discipline Committee. College has a separate commonroom, lawn, hostel and stairway for female students. A separate area for female students in the canteen is also

there.

File Description	Documents
Annual gender sensitization action plan	https://kcghoshiarpur.org/Website/naac_ch/7/gs.pdf
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	https://kcghoshiarpur.org/Website/naac_ch/7/fw.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Solid Waste management: Dustbins have been placed in the campus at appropriate places for solid waste management. Canteen waste and leaf litter are accumulated in simple, bacterial and vermi-composting pits for bio-degradation. Restricted use of single use plastics, promotion of environmental awareness through plastic free campaigns and slogans have been put up in the campus at various places.

Liquid Waste management: The grey water is accumulated in two septic tanks. Waste water generated from A/Cs and water filters is reused for watering plants. The college students actively participate in rallies and seminars organized by the NSS and Red Ribbon club highlighting environmental issues.

Wastewater from canteen is accumulated in deep pits for filtration.

E-waste management: The college has a designated e-waste collection center in the computer lab where the e-waste of the college is collected and disposed off to the authorized vendor.

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

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

E. None of the above

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:

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

A. Any 4 or All of the above

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

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

D. Any 1 of the above

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	View File
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

A. Any 4 or all of the above

copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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 works on the principle of Sarbat da Bhalameaning welfare of all where it provides an inclusive environment by promoting tolerance and harmony towards various diversities and discouraging any sort of discrimination. The college organizes various academic/cultural events from time to time where students from diverse backgrounds, castes, regions participate. The college students also participate in Panjab University Youth and Heritage festival where students from all strata of society, caste, creed, religion and race perform on a single stage and compete in a healthy environment at the zonal i.e. district-level, inter-zonal i.e. at the University level, inter-varsity, state, northern region and national level. Various types of scholarships are provided to the needy and deserving students. Besides it, the college implements the extant government policies to inculcate the true spirit of open mindedness and harmony. The college follows an inclusive admission policy which promotes the student intake from diverse socio-economic, linguistic and regional backgrounds. Book bank facility is provided to the needy students from diverse socio-economic backgrounds. Students are also free to contribute to college magazine in any language of their choice. Elective English/Hindi/Punjabi subjects are available in B.A. (U.G. Course) which students can select at their own choice. Students can attempt the papers in any language of their choice.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Values: Various religious activities, functions, lectures are organized where students get an opportunity to enlighten their minds. Scholarships based on competitions that provide financial help to the students also instill social, moral and ethical values in them. There are slogans exhibited at various places in the college campus so that subconscious of the students get embedded with these values.

Rights: College takes it as its duty to aware the students regarding their right to vote. For this college also takes the initiative for the registration of students in the voter list.

Duties: Environment Day was celebrated to aware the students regarding their duty for the environmental conservation. During the occasion NSS and Red Ribbon Clubs planted fruit and shady trees in the college campus. During the year, Khalsa Collegiate Senior Secondary School, a separate wing of Khalsa College was also awarded first prize in National Swacchta Sarvekhan (Cleanliness Survey) conducted by Municipal Corporation, Garhdiwala

Responsibilities: College library has dedicated a section of books on constitutional rights, duties and responsibilities of the citizens to spread awareness amongst all the stakeholders. College also offers an elective subject of political science which deals with the content.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcghoshiarpur.org/Website/naac_ch/7/719.pdf
Any other relevant information	NA

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

Every year Khalsa College, Garhdiwala commemorates and celebrates several important days of national and international relevance like National Youth Day, NCC Day, International Women's Day, Environment Day, Yoga Day, etc. with full vigor. Formal announcements are shared with students and faculty through notice boards, circulars, emails and

Whatsapp groups. Students take an active part in organising these events and days. Such activities sensitize the students towards the different aspects of life, instill ethical and moral values and encourage them to act as responsible citizens of the world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

1. **Promoting literacy in Kandi area through door-to-door campaign:** Khalsa College Garhdiwala is situated in the Kandi area where majority of the people are economically down-trodden. Students give up their studies after matriculation and senior secondary level because of economic restraints. In order to encourage and motivate the students to take admission in various degree, diploma and vocational courses beyond school level studies, nearby schools are visited to collect the data of students along with their contact numbers and addresses. Through door-to-door campaigning teachers guide the students about various courses, their benefits, available scholarships and other financial help to the students.
2. **Financial help/Scholarships to students for pursuing higher studies:** Khalsa College, Garhdiwala was established with the objective of 'Sarbat the Bhala' meaning welfare of all. This college gets its input of students from kandi area which is financially backward and due to this economic issue, most of the students after completing their schooling don't go for further studies in colleges. So, Khalsa College takes it as its duty to serve those who cannot afford. Various types of scholarships are available under one roof to help the students financially to enroll for various courses

available in the college.

File Description	Documents
Best practices in the Institutional website	https://kcghoshiarpur.org/Website/bp.aspx
Any other relevant information	NA

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

Khalsa College Garhdiwala was established in 1966 in 'Kandi' area with a vision to uplift the people of this economically down-trodden zone by providing them affordable and quality education, helping in the holistic development of the students and encouraging them to serve the community and country in a better way. Due to poor economic circumstances, educating especially the girls is not the priority of the people. So most of the girls have to give up their studies after schooling due to this issue. Khalsa College always strives towards helping the needy and deserving students to initiate and continue their progression in the college studies by providing them financial help in the form of a variety of scholarships. This practice where helps in increasing the literacy rate of the area also helps the poor and needy students. In the year 2021-22, total 225 students were benefitted from this practice of providing scholarships and concessions amounting to Rs. 28,56,370. Khalsa College, Garhdiwala always strives to look for the ways through which more and more students can come under the ambit of financial help. This practice makes it distinctive from the nearby colleges.

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

7.3.2 - Plan of action for the next academic year

- To popularize college activities through social media

links.

- To upgrade the college website and to make it mobile-friendly.
- To work towards promotion of sports.
- To rejuvenate the career guidance and placement cell.
- To sign MOUs with reputed institutions and industry.
- To promote the green drive within and around the area for the preservation of the environment.
- To make the campus Wi-Fi enabled.
- To repair the seating area for spectators around the college playground.
- To introduce Short Term/ Crash Courses in various subjects.
- To apply for distance learning certificate courses.