YEARLY STATUS REPORT - 2023-2024

Part A
Data of the Institution

1.Name of the Institution	Khalsa College, Garhdiwala
• 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	iqaccoordinatorkcg@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	**Sh. Sanjeev Singh**
• Phone No.	**01886260940**
• Alternate phone No.	**9417364465**
• 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/AQAR_Reports/aqar22-23.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kcghoshiarpur.org/file/2023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.07**	**2016**	**29/03/2016**	**28/03/2021**
Cycle 1	**B**	**2.02**	**2008**	**16/09/2008**	**15/09/2013**

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
0	**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	**04**	
• 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)

Significant Contributions made by IQAC during 2023-24 1. IQAC has been instrumental in fostering extensive knowledge sharing across diverse disciplines by collaborating with various departments to organize Add-on/Certificate Courses and crash courses. These programs, offered in English, Computer Science, and sixteen other subjects, are expertly taught by our faculty and aim to promote interdisciplinary learning, enhance skill development, and encourage holistic growth among students and faculty alike. 2. The Internal Quality Assurance Cell (IQAC) in tandem with various departments, successfully organized 35 seminars, webinars, lectures and workshops during the 2023-24 academic session, exploring key areas of entrepreneurship, research methodology and intellectual property rights. 3. The Internal Quality Assurance Cell (IQAC) acknowledges the pivotal role of New Education Policy (NEP) orientation programs in empowering faculty members to upgrade their skills and advance in their careers. Recently, 20 faculty members benefited from a comprehensive one-week NEP 2020 Orientation & Sensitization Programme, conducted by renowned universities/institutions as part of the University Grants Commission's (UGC) Malaviya Mission Teacher Training Programme. 4. Placement cell of college in association with IQAC organized one week workshop for Girl Students of the college in association with Naandi Foundation Mahendra Pride with objective of Improving youth's economic security through access to high-quality training and encouraging them on their employment and entrepreneurial pursuits. 5. Through its multifaceted initiatives, the Internal Quality Assurance Cell (IQAC) fosters a culture of social responsibility and awareness, encompassing programs such as

Swachh Bharat Abhiyan, gender sensitization, environmental awareness, and moral values. During the reporting period, the NSS, NCC, Red Cross, and various departments collectively organized 22 successful activities, including notable events like the Tree Plantation Drive, Citizen Awareness Programme on Garbage Collection, and World Ozone Day celebrations. These endeavors underscore the institution's dedication to promoting social awareness, community engagement, and environmental sustainability.

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 organize a seminar on NEP-2020 which is to be implemented in 2024-25.	(1) A one day National Seminal was organized by IQAC in collaboration with DESGPC, Patiala on the topic
(2) To celebrate the various commemorative days.	(2). The various commemorative days were Celebrated by the different departments of the college.
(3) Introduction of Add on/ Certificate courses and Crash Courses.	(3) Sixteen Add on /Certificate courses and three crash courses were introduced in this session.
(4) Beautification and white wash of the college campus.	(4) The college campus is being beautified and the white wash of the whole building is done.
(5) To enhance the skills of the teaching and non- teaching staff the College	(5) A three week workshop was organized by the Computer Science Department to update the computer skills of the staff of the college.
(6) Initiative for keeping the campus clean and green	(6) Tree plantation drive was done in the college campus to make the environment clean and green were placed in
(7) To strengthen the Placement cell of the college	(7) The placement of 12 students in various jobs took place in the Mega Placement Drive 2024 organized by DESGPC, Patiala at Chandigarh.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	26/01/2025

15.Multidisciplinary / interdisciplinary

To foster holistic development and nurture well-rounded personalities, Khalsa College, Garhdiwala is introducing multidisciplinary subjects aligned with NEP 2020 from the next session. This initiative is part of our commitment to providing a comprehensive education.To prepare ourselves for this, 20 of our faculty members recently participated in a comprehensive one-week NEP 2020 Orientation & Sensitization Programme, conducted by renowned universities/institutions under the University Grants Commission's (UGC) Malaviya Mission Teacher Training Programme. This training has equipped our faculty to effectively implement the NEP 2020 guidelines.The college offers a diverse range of courses, allowing students to tailor their academic path according to their interests. College adhere to the prescribed curriculum of Panjab University, incorporating multidisciplinary and interdisciplinary academic programs. To promote academic excellence and diversity, our institution collaborates with various departments to offer Add-on/Certificate Courses and crash courses. These programs, spanning 11 subjects including English and Computer Science, are meticulously designed and delivered by our expert faculty to foster holistic growth, enhance skill development, and encourage exploration beyond traditional disciplinary boundaries. Furthermore, the college offers four certificate courses in collaboration with Jagat Guru Nanak Dev Punjab State Open University, Patiala: GST Filing and Practice, Office Automation and E-Governance, Sri Guru Granth Sahib Studies, and Retail and Sales Management Skills. Beyond academics, we emphasize morality, community engagement, and environmental sustainability through various activities, ensuring our students become responsible and well-rounded individuals.

16.Academic bank of credits (ABC):

Khalsa College, a multifaculty, postgraduate co-educational institution affiliated with Panjab University, Chandigarh, adheres to the university-approved curriculum and syllabi. In line with the University Grants Commission (UGC) notification of July 8, 2021, the college has implemented the Academic Bank of Credits (ABC) system. This digital repository stores students' credits earned throughout their academic journey, enhancing flexibility in course selection and enabling students to take breaks and reuse accumulated credits. The college utilizes specialized software to manage student data, including internal assessment marks, continuous evaluation, and examination details, which are synced with the university. Most students have created their ABC accounts, complete with unique IDs. Under teacher guidance, students register on DigiLocker, storing credits earned in their first and second years. This allows students to utilize previous credits if they take a break and resume their course later. The college provides technical support to facilitate student registration on the ABC system. In accordance with NEP 2020, the institution offers academic flexibility through interchangeable curriculum structures, enabling creative combinations and multiple entry/exit facilities. This approach eliminates rigid curriculum boundaries, fostering lifelong learning opportunities.

17.Skill development:

Khalsa College, Garhdiwala is dedicated to providing students with a comprehensive education that extends beyond academics. The College recognize the importance of empowering students with essential life skills, soft skills, and values that foster mental well-being, competence, and resilience. To achieve this, our various departments and societies/clubs organize diverse activities and programs focused on skills development, vocational guidance, and holistic growth. These initiatives help students develop critical thinking, problem-solving, communication, and collaboration skills, making them more adaptable and responsive to the demands of an ever-changing world. Our programs also emphasize the importance of emotional intelligence, empathy, and social responsibility, enabling students to become compassionate and engaged members of society.
In addition to our regular curriculum, our Institution offer a range of add-on and value-added courses designed to provide students with a competitive edge in the global job market. These courses enhance students' skills and knowledge in specific areas, making them more attractive to potential employers. During the academic year 2023-24, we offered sixteen such courses to students across various disciplines, demonstrating our commitment to delivering a well-rounded education that prepares students for success. Moreover, the

college organizes mock interviews to further enhance students' skills and better equip them for the professional world.

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

Khalsa College, Garhdiwala is steadfast in its commitment to preserving and showcasing India's vibrant cultural heritage and knowledge systems. Our Institution achieves this by seamlessly integrating Indian languages and cultural elements into our academic framework. The faculty incorporates indigenous knowledge systems into their teaching methodologies, utilizing bilingual approaches (Punjabi, Hindi, and English) and offering specialized degree courses in Indian languages, such as M.A. Punjabi. To further promote Indian culture, the college organizes special lectures, festivals, and events, and offers courses on ancient traditional knowledge, including the History and Culture of Punjab. Additionally, the college offers a certificate course in Sri Guru Granth Sahib Studies in collaboration with Jagat Guru Nanak Dev Punjab State Open University, Patiala. Our library houses an extensive collection of literature on Indian culture, and we encourage active participation in cultural events and competitions. By promoting Indian knowledge systems and cultural heritage, we aim to cultivate a deeper appreciation and understanding of India's rich legacy among our students and faculty.

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

As an affiliate of Punjab University Chandigarh, Khalsa College, Garhdiwala implements Outcome-Based Education (OBE) programs to enhance students' caliber, promote potential, and ensure employability. Our courses provide clear criteria for student expectations, with syllabi focused on promoting subject learning and enhancing subject skills. We ensure transparency by displaying program and course outcomes on our website and communicate learning outcomes to teachers and students through various mechanisms. Throughout the semester, we assess student attainment of program and course outcomes using various indicators, including continuous evaluation, assignments, internal tests, viva voce, quizzes, and projects. Our undergraduate and postgraduate programs in Arts, Commerce, Computer Science, and Science adhere to the curriculum designed by Panjab University, Chandigarh. Program-specific outcomes are evaluated by aggregating individual student results and averaging program performance. Furthermore, Course Outcomes (COs), Program Outcomes (POs), and Program-Specific Outcomes (PSOs) are transparently displayed on the college website for easy access. To further enhance academic performance, we solicit students' feedback

to devise action plans for future improvement. Our prior experience with OBE enabled a seamless transition to the National Education Policy (NEP), demonstrating our institution's adaptability and commitment to providing a comprehensive education that prepares students for success.

20.Distance education/online education:

The college extends its academic offerings through distance education, partnering with Jagat Guru Nanak Dev Punjab State Open University, Patiala, to offer four recognized certificate courses: Office Automation and E-Governance, GST Filing and Practice, Sri Guru Granth Sahib Studies, and Retail and Sales Management Skills. In response to the COVID-19 pandemic, our institution swiftly transitioned to distance education, leveraging digital platforms like Zoom, Google Meet, and WhatsApp groups to ensure continuity of education while prioritizing safety. Our faculty underwent training to enhance digital teaching skills, and continuous feedback mechanisms were established to refine online education quality. To further enhance teaching effectiveness, our institution facilitated the participation of 20 faculty members in a week-long NEP 2020 Orientation and Sensitization Programme, convened by esteemed academic institutions under the UGC's Malaviya Mission Teacher Training Programme. Additionally, we encourage students to leverage online resources, including SWAYAM courses. Through resilience and adaptability, our institution successfully navigated pandemic challenges, embracing innovative teaching and learning approaches that have redefined the educational landscape.

Extended Profile

1.Programme

1.1   **14**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **630**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **366**

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

File Description	Documents
Data Template	[View File](#)

2.3   **200**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **47**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **47**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	630
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	366
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	200
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	47
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**47**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**9.51479**
4.3 Total number of computers on campus for academic purposes	**70**

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

Khalsa College, Garhdiwala functions as an aided college affiliated to Panjab University, Chandigarh. At the commencement of the academic year the college has to follow the curriculum of all the programs designed by the board of studies of Panjab University, Chandigarh. The college developed a structural methodology for the effective delivery of the curriculum. The activity calendar of the institution is reframed by the IQAC based on Academic Calendar provided by the University. The college formally starts its academic session with 'Ardas Divas' (Prayer Offering Day) and ends the teaching with 'Shukarana Diwas' (Thanking the Almighty).

Pre-Semester activities for the effective execution of curriculum delivery

- **Teacher-wise workload calculation.**
- **Formulation of Timetable**

- **Various committees are formed to carry out co-curricular responsibilities.**
- **Talking subject preferences from faculty members at their Department level.**
- **Preparation of individual lecture plan.**
- **Preparation of Department Activities Calendar.**

Ongoing Semester Activities

- **For the academic enrichment of the students' various programs like assignments, presentations, discussions, seminars, educational tours, Industrial visits, and workshops are organized.**
- **Continuous monitoring of the syllabus coverage through checking of lesson plans by HoDs.**

Post Semester Activities

- **Submission of absentees**
- **Internal assessment and uploading it on the university portal**
- **Conducting University Examination related responsibilities**
- **Collecting feedback from the students, Alumni, Teachers, and Employer etc.**

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kcghoshiarpur.org/data/aqar/1.1.1.pdf

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

Khalsa College, Garhdiwalafollows the Academic calendar issued by the Panjab University, Chandigarh for teaching, examination and vacations, thus all the classes and examination are planned as per the calendar. The institute prepares its own internal activity calendar having teaching learning schedule, events to be organized, tests, seminars, workshops etc.The college conducts the Induction program for the students of new academic year.

Step1: Time Table and Classes: Submission of Time table by the HoD'sto the Time table committee before the commencement of

session.

Step2: Departmental Planning: After finalization of the time table by the Principal, an indiviual teacher plans his/her course delivery with the consultation of their HoD's.Deaprtment HoD'sprepares their departmental activities calendar.

Step3: Internal Examination and setting of Question Paper & Evaluation:

- Detailed semester wise examination scheduled including seating arrangements, invigilators list is announced by the registrar.
- The question paper is prepared, evaluation is done and answer sheets are shown to the students for transparency.
- Award list of the MST examination are to be submitted in a stipulated time. Step4: Additional Assessment: Quizzes, Assignments, Seminars, class test and discussions are also part of CIE.

Step5: University Exams: The final datasheet of university exam is displayed on student display board.

Step6: Attendance: At the end of every semester each faculty member has to submit their lecture shortage to the registrar.

Step7: Student Feedback Form: At the Semester end feedback is taken from the students at random.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://kcghoshiarpur.org/data/aqar/1.1.2file.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/

A. All of the above

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

09

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)

16

File Description	Documents
Any additional information	View File
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

574

File Description	Documents
Any additional information	View File
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 curriculum is offered by the affiliating university to which the college adheres. However, the syllabus offered also deals with the issues like Gender, Human, Environment and Sustainability in various subject curricula. Along with the academic skills, college focuses on honing an individual's capacity to make moral and ethical decisions.

Professional Ethics:

Professional ethics are taught to students as part of their holistic development into a valuable personality for the society. Institutes celebrate the days of National importance like Independence Day, Republic Day, Cyber Jagrookta Diwas, Teacher`s day, Voters Awareness Day, International Yoga Day, Youth Day to imbibe the nation values in them.

Gender Values:

Being a Co-educational institution, College aims at promoting education for both boys and girls. They get equal opportunities in placements and participation in various activities such as youth festivals, debates and cultural events.

Environment and Sustainability:

For the preservation of environmental sustainability KCG is trying to contribute at local level i.e., Periodic Tree Plantation Drives,stubble management campaign ,rallies and Blood Donation Camps, Opening of RRR and switching from conventional lights to LEDs in campus, celebrates World Environment Day, World Ozone Day, Energy Conservation Day etc.

Human Values:

To strengthen the moral values among the students' subject of Religion study has been incorporated. Various Diwas like 'Ardas Divas', 'Shukhrana Divas', Gurpurabs are celebrated to engage the students with their traditional values.

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

03

File Description	Documents
Any additional information	View File
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	No File Uploaded
Institutional Data in Prescribed Format	View File

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

27

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://www.kcghoshiarpur.org/data/aqar/analysis24.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://www.kcghoshiarpur.org/data/aqar/FEEDBACKLINKS.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

630

File Description	Documents
Any additional information	View File
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

366

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. Add on Courses, 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	https://www.kcghoshiarpur.org/index-Library.html
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
630	47

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/ch5/heading2023-24.pdf

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

The college campus is wi-fi enabled and therefore provides free access of the internet to the students and teachers. The college has ICT enabled laboratories that make e learning possible. Information and Communication Technology has been an integral part of teaching, learning and evaluative process at the college during the session.

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

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

47

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

15

File Description	Documents
Any additional information	View File
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

457

File Description	Documents
Any additional information	View File
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, evaluatedanswer 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 thusmaintaining 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	https://kcghoshiarpur.org/ch2/Houseexamination2.5.1.pdf

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-teachingstaff 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://www.kcghoshiarpur.org/index-Grievance_Redressal_Cell.html

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 and displayed the learning outcomes of the Programs and Courses on its website. The college formulates annual academic calendar and grants liberty to teachers to formulate strategies for every class. Every department is provided with the hard copies of Syllabi and Learning Outcomes. IQAC of the college holds meetings to apprise the teachers of importance of the learning outcomes of the programs and courses. The students are also made aware of the same at the time of admission and it helps them to decide their academic journey. Even the parents of the students are made aware about the learning outcomes of the course that his/her child has opted. POs and PSOs are approved by the Heads of the respective departments. Departments hold meeting

to review POs and PSOs to make necessary changes. Course Outcomes are prepared by course coordinator along with one subject area expert. The course outcomes and their mapping with program outcomes and program specific outcomes are elaborately discussed. During the discussion of the course, the outcomes of the course are also focused. The course outcomes are reviewed after the completion of every unit.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://kcghoshiarpur.org/index-pos_and_cos.html
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	<u>Nil</u>

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

200

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	<u>https://kcghoshiarpur.org/ch2/annual_report2324.pdf</u>

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)

<u>https://kcghoshiarpur.org/index-sssuryvey.html</u>

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)

0.9

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

03

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

01

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://sikhri.org/

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 and created an ecosystem for innovations, Indian Knowledge Systems (IKS), and other initiatives for the creation and transfer of knowledge/technology. Khalsa College, Garhdiwala has designed a Research Policy within which all the research activities of faculty and students may be carried out. The research policy has been framed to analyze, understand and effectively respond to all types of challenges posed in the pursuance of quality research. The policy aims to generate research culture among faculty members and students, with a vision to enrich the professional competence of the faculty, to promote research aptitude of learners, and to create a favorableenvironment for research activities in the college. The policy covers publication and presentation of the research outcomes and related activities which are meant to make research socially relevant.Khalsa College, Garhdiwala is committed to promote research culture among faculty and students. So with a view to ensure adequate output in research component, a Research and Development cell is constituted in the college

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kcghoshiarpur.org/ch3/3.2.1link.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

35

File Description	Documents
Report of the event	[View File](#)
Any additional information	No File Uploaded
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

0

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

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

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

04

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

18

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 extension activities were organized throughout the session 2023-24 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 2023-24, about 22 extension activities & outreach programs (list attached separately) were organized by different units (NSS, NCC, Red Ribbon/Red Cross) and other departments of Khalsa College, Garhdiwala.

Overall, 1211 students have participated in various activities in the session 2023-24. NSS units of the college have organized activities like Celebration of Independence Day, 7-Days NSS Camp and participated in Indian league 2.0 under the theme 'Swachhata hi Sewa'. Also to aware citizens of the area special awareness programmes were organized in which most of volunteers of NSS have participated with great enthusiasm. Despite of this NCC cadets of the college have also taken keen interest and participated in such activities. Other departments/cells of college have organized different outreach activities like Gurmat Smagam, Chetna March on the martyrdom of Four Sahibzada's, Industrial Visits and Educational tours etc. throughout the session in which number of students participated.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch3/ExtensionActivities2023-24.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

18

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	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

1211

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

3.5 - Collaboration

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

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

14

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

08

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 has a built-up area covering 9 acres of its academic campus which includes:

- **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), eleven labs(two physics, two chemistry, one music, one agriculture, three computer (with internet facility), one fashion designing and one biology), twenty five classrooms, three smart classrooms (with ICT facilities) and two well-equipped seminar/ conference hall (for workshops and seminars).**

- **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 is ample amount of fire extinguishers at each block of the college.**

- **Adequate parking facility for staff's and student's vehicles.**

- **College has a canteen for refreshments.**

- **Power generator for providing backup electricity and whole campus is under surveillance of CCTV**

- **Solar lights havebeen installed.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kcghoshiarpur.org/ch4/2023-24/4.1.1mainheadings.pdf

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

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

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, Kabbadi 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.

Yoga facilities:

The college has beautiful lawns to conduct yoga and other physical training activities. There is a open shed also available which is used according to the demand of situation.

Cultural facilities:

Institution has 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 such as Punjabi Bhasha Manch, Shakespeare English Literary Society, Ramanujan Mathematical Society and many others have been constituted in the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kcghoshiarpur.org/ch4/2023-24/4.1.2MAINHEADINGS.pdf

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

5

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kcghoshiarpur.org/index-Lab.html
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)

5.64174

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
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 two spacious halls, a reading room, reference section, text book section and a digital library. Library contains 29610 (session 2023-24) books at present which cover various books related Sciences, Humanities, Languages, Commerce etc.The motto of library is to provide books to every reader of the college. The students of P.G. 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 program is conducted every year that first-year enables students to locate a book by themselves. REPROGRAPHIC SERVICE: Library provides reprographic service to the students and staff of the college. Our library is completely automated with the elibsys web library management open source software. OPAC (Open Public Access Catalogue)is available for students and staff. In Digital Library four systems are available with high-speed internet facility including LAN connection.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.kcghoshiarpur.org/index-Library.html

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.31124

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

112

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

The college is situated in Kandi area and the most of the population living in this region is not keeping pace with modern technology. College understands its duty to make its students upto date with latest technology and for this, we are using four NET PLUS 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 5kVAUPS on the college premises. The most common UPS topology10kVA is designed to provide continuous power protection against all power problems to mission-critical equipment in data centers 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/ch4/4.3.1links.pdf

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 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)

3.87305

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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

There is 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 after getting approval from the Management Committee. Keeping in view of the respective financial policy of the S.G.P.C., the internal auditor of management approves the demands /needs according to the allocated budget

Procedure of Purchasing Committee.

To purchase the laboratory, library, sports and computer equipment, a definite procedure is followed. The head of various departments can demand various equipment such as Laboratory instruments, Chemicals, Computers, Sports equipment, and Machines for practical work 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. For high budget articles, quotations are demanded by the committee and then good quality items with lowest budgets are ordered.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.4.2up.pdf

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

84

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

175

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/ch5/heading2023-24.pdf
Any additional information	View File
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

114

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

114

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

41

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

89

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

3

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.

01

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 actively encourages student participation in academic and cultural activities, fostering their involvement in various committees. This engagement provides valuable lessons in

democratic functioning. Students play a significant role in decision-making bodies such as the IQAC, Alumni Association, Placement and Career Counseling, Anti-Ragging Committee, and Discipline Committee, instilling in them a strong sense of responsibility and accountability.

Class Representatives (CRs), elected by the students, act as a bridge between the faculty and the student body. They ensure effective communication of important information and address student concerns with the administration.

The college has also established units of the Red Ribbon Club, NSS, and NCC, which include students from all streams. Additionally, youth clubs such as the Baba Zorawar Singh Club, Student Welfare Club, and Ramanujan Mathematical Society promote student engagement in activities aimed at personality development.

A variety of events and programs, including Ardas Divas, Shukrana Divas, Prize Distribution Functions, Independence Day, Republic Day, Teacher's Day, seminars, religious examinations, Old Students' Meet, Dr. M.S. Randhawa Functions, Youth Leadership Camps, NSS Camps, Blood Donation Drives, educational tours, and more, are organized by these clubs. These initiatives ensure holistic development and active participation of students.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch5/cells.pdf
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

12

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

Old Student Association of Khalsa College, Garhdiwala came into existence in the year 2004 under the guidance of former Principal S. Rajinder Singh Pawan, aims to inspire and engage the new students as well as appreciate the old alumni of the college who have achieved greatly and have secured highest position in various fields. Alumni are honoured annually at the Dr. M.S. Randhawa Memorial Fair. During the college's Golden Jubilee in 2016, two OSA directories were launched, recognizing the office bearers with accolades from prominent local figures. Key members are regularly invited for advisory roles at the college. Under the leadership of Principal Dr. Jaspal Singh, the OSA has been revitalized, with a new registration process underway to welcome additional members and office bearers. This rejuvenation marks a pivotal step towards establishing the OSA as a dynamic, independent entity that will significantly enhance the college's development. The visionary approach of Principal Dr. Jaspal Singh focuses on connecting graduates from the past decade with the college's alumni association. This initiative aims to bridge the gap between recent and former students. This initiative is expected to foster collaboration, uncover new growth opportunities, and enhance development for both new and old students.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-alumni_overview.html
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

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 College makes every possible effort to accomplish its vision and mission.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. The College endeavour to impart value-based quality education, making the students academically sound, morally upright, spiritually strong, socially sensitive and globally aware.The institution promises both formal and informal educational programmes at the undergraduate and post -graduate levels to meet the challenging needs of the society through quality education with equal opportunities to all . 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 with a vision to increase the employment among them. Staff play an important role in determining the institutional policies and implementing the same, so that every faculty member feels part of the institution.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-aboutus.html
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 college always believes in the practices of 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. The Directorate of Education of S.G.P.C. for the educational institutions holds regular meetings with the Principals to discuss various issues like general administration,admission strategy, future plan,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. Students are involved in many committees also.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/6.1.2FinalCASESTUDY2023-24.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college believes in setting up goals and then achieving them systematically. The institution ensures good quality standards in higher education to contribute to National Development. One of the main focuses of the institution is to Inculcate Values among the Students. To maintain continuously good academic performance, the students with good academic records are encouraged and fee relaxation is also provided to needy and brilliant students. Staff members are encouraged to engage in research activities and continually improve their teaching and learning approaches. The faculty members of the institution are given infrastructure and opportunities to empower themselves about emerging trends in their profession. The college follows the curriculum set by Panjab University, Chandigarh. The institution actively participates in various community service initiatives and supports rural students by offering door-to-door counselling, encouraging them to pursue education. The institution's infrastructure is developed in collaboration with the college's Old Students Association to meet growing needs. In addition, class-specific Whats-App groups have been created by the teaching staff to facilitate quick and effective communication among students and faculty. To facilitate a friendly, efficient, and flawless administrative, the institution has set up a smooth day-to-day functioning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcghoshiarpur.org/ch6/vision2035.pdf
Upload any additional information	View File

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 college administration is spearheaded by the Principal, appointed in accordance with UGC, Panjab University, Chandigarh, and State Government norms. Department heads ensure that the plans provided by the Principal are implemented effectively. At the beginning of each year, committees are formed for co-curricular and extra-curricular activities, for promoting students' overall development. In adherence to UGC guidelines and other regulatory mandates, the college offers a diverse array of committees, including IQAC, College Advisory Committee, as well as committees for Scholarship, Grievance Redressal, Anti-drug, Anti-ragging, Internal Complaint Committee, and Old Student Association etc. These committees collectively contribute to the college's holistic governance, ensuring compliance with established norms and fostering a conducive academic and administrative environment.

Service Rules The institution follows the service rules as delineated by the Government of Punjab and also by Panjab University, Chandigarh, the affiliating university.

Promotional Policies

The institution follows promotional policies as delineated by the UGC and endorsed and implemented by Government of Punjab and also by Panjab University, Chandigarh, the affiliating university.

Grievances Redressal Mechanism

The institution has established a well-defined mechanism to redress the grievances of its students and Staff. The college has established a Grievances Redressal Cell.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/6.2.2College Administration2023-24.pdf
Link to Organogram of the institution webpage	https://www.kcghoshiarpur.org/index-OrganizationStructure.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance	A. All of the above

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
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 and Earned Leave are granted as and when required.

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. 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. Quaters for non-teaching staff are there in the campus. There is provision of warden's residence in the campus. There is seperate space for staff in college canteen. There are seperate rooms allocated for the Heads of departments for meetings and related purposes.Locker facility is also provided to the staff members in the staff room.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/6.3.1StaffWelfarePolicies.pdf
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

0

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

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

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

01

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	View File
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	View File
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

Self Appraisal for 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 in the proforma include the courses being taught,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. Final Assessment & Evaluation with remark of Principal completes the process of Appraisal for that year. The college authority regularly encourages and provide opportunities to staff members for their multi-faceted personality development.

Self Appraisal for Non teaching:-

Khalsa college Garhdiwala has the self appraisal Proforma for the non teaching staff as well, which include the general information in the first part and assessment parameters such as discipline, punctuality , efficiency ,team work , behavior and other related information.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-saf.html
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

The college has a dedicated Accounts and Financial Office responsible for managing its finances. This office is staffed by a Bursar, Accountant, and other supporting staff. Annual budget planning is done keeping in view the expenditure and income of the college. To ensure proper financial management, the college conducts both internal and external audits. The primary goal of

the internal audit is to ensure adherence to financial regulations, and to guarantee accurate and timely financial reporting. It also helps the management identify and address any weaknesses in financial practices before the external audit takes place. The internal audit is overseen by the college's Governing Body, and a special audit team is assigned by its parent organization, SGPC, to perform audit. This team reviews the college's income and expenditure on a monthly basis.

External audits are conducted by officials appointed by the relevant government authority, and an independent chartered accounting firm has been hired to carry out the audit. The External Auditor carefully examines the college's financial records. If any concerns arise, the accounts office staff provides clarifications and supporting documents. Any objections raised during the audit process are promptly addressed and resolved. Any observation during theaudit is also addressed after discussion with the managment.

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

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

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

1.15

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

Institute maintains & follows a well-planned process for the

mobilization of funds and resource. The College received funds from admission fees, tuition fees, salary grant, UGC Grants, Stakeholders, non-government organization, individuals, grant received from research projects, aluminai contribution etc.Fees is charged as per the university and government norms from students of various grant funded and self financed courses. The 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. The management SGPC also provides need-based funds to individual colleges. College's owns property including 21 shops including one canteen and one bank building from which it derives rental income. The UGC Committee, in coordination with the IQAC and the management (SGPC) 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 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 the optimum utilization of resources.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/6.4.3Budget202324.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

The IQAC aims to establish a framework for enhancing both the academic and administrative performance of the institution. To improve the overall quality across all areas, the IQAC has implemented several quality strategies, as outlined below:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning.
- A National Conference was organized on the topic "Research Methodology"on hybrid mode on 14 November, 2023.
- A national Seminar was organized on the topic "Impact of New Education Policy 2020 on Higher Education" by IQAC of Khalsa

College Garhdiwala in collaboration with Directorate of Education S.G.P.C.,Bahadurgarh (Patiala) on 8 April 2024.

- A series of Seminars and Extension Lectures were organized by different departments of college on "Entrepreneurship" and :Intellectual Property Rights".
- Feedback is collected from all stakeholders through feedback Proformas. The feedback is then analyzed and the insights obtained are implemented.
- Documentation of the activities of the college for various reports required for rankings, quality audits and accreditation processes such as academic calendar, college prospectus AQAR preparation, annual report, AISHE data uploading are done.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-About-IQAC.html
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

IQAC act as nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices. IQAC was established in Khalsa College, Garhdiwala as a part of quality assurance efforts and it is successful not only in carrying out quality assurance activities but also successful in creating an institutional database in the University.It ensures the implementation of curricular, academic calendar and syllabus plan, promotes skill-oriented training, linkage with industry, monitors learning outcomes of academic programs.Certificate Course -Skill Enhancement Learning is introduced through a number of value-added and skill-oriented certificate courses focused on self-employment in the field of IT, communication skill, entrepreneurship and fashion designing.

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.IQAC also make sure to participate in survey of All India Survey on Higher Education AISHE. Annual Quality Assurance Reports are prepaired and submitted according to parameters of NAAC by IQAC.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-About-IQAC.html
Upload any additional information	View File

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/index-aqar.html
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

Khalsa College Garhdiwala has a well framed Gender sensitisation action plan aimed at providing equal opportunities and treatment to both the genders. The institution is committed to gender equality and women empowerment. We practice bringing a positive change in the attitude and support equilty among genders with in

the institute and in our outreach. The aim is to promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff. In order to achieve the foresaid aim the following plan of action is prepared :

- To provide scholarships and free books to needy and deserving students.
- To give equal importance to both the genders while selecting students for National Service Scheme and National Cadet Cops.
- To give equal opportunity to all the genders while admission and recruitment.
- To give equal opportunity to all during youth festivals and other cultural events.
- To encourage female staff, students and alumni by celebrating International Women's Day.
- To conduct activities like Blood Donation Camp, Guest Lectures, AIDS Awareness, female foeticide and gender related issues.

Various committees have been formed for guiding the students and dealing with their complaints like Women Empowerment Cell, Antiragging cell, Counselling and Placement Cell, Grievance redressal cell and Discipline Committee.

File Description	Documents
Annual gender sensitization action plan	https://kcghoshiarpur.org/ch7/7.1.1GenderEquity.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/ch7/7.1.1.facilitiesWomen.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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 vermicomposting 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	View File
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	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 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	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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	[View File](#)
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 is true to its duty to provide each student and employee of its institution an inclusive environment without any discrimination of cast and creed which are discussed as follows:

Employment:Though college is under the Sikh Management, all the

staff members/employees of the institution are selected purely on the basis of their qualifications and suitability for the post. In selection of candidates, their knowledge to the subject is judged only. At present, Staff of college belongs to other states as well.

Admissions: The institution does not discriminate against anyone on the basis of caste, creed or faith on the time of admissions.

Extra-Curricular Activities: Teachers equally encourage all students to take parts in Youth Festival Activities, Sports Activities and other departmental activities. They are provided equal guidance and training to compete their competitors in InterCollege Competitions. There are clubs and societies which are formed and working actively in college like N.S.S, N.C.C and Red Ribbon Society, Red Cross and other departmental societies

College Activities: To teach students about communal harmony and to make them responsible citizen, the institution makes them aware about their fundamental rights and duties.

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	View File

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

To teach students about communal harmony and to make them responsible citizen, the institution makes them aware about their fundamental rights and duties. The institution's basic aim is to educate students and staff members about the importance of preamble, constitutional values, human rights and citizenship. The College works upon to nurture students as better and responsible citizens by conducting numerous activities so that they can contribute in the development of the country. Different departments, cells, committees etc. organize guest lectures, workshops, awareness drives etc. to make students and employees aware for their duties and rights. Constitution Day, Voters Day, Independence Day etc. are celebrated by the college every year.

N.S.S, N.C.C and Red Ribbon Clubs and Departmental Societies:

There are clubs and societies which are formed and working actively in college like N.S.S, N.C.C and Red Ribbon Society, Red Cross and other departmental societies. N.C.C. certificates are helpful to students to join Indian Army. Institution does not discriminate with students to join these societies or clubs. These clubs/ societies organize various activities through-out the year to guide and educate students about various commemorative days to aware them regarding their constitutional duties, responsibilities and rights.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcghoshiarpur.org/ch7/7.1.9pic.pdf
Any other relevant information	https://kcghoshiarpur.org/ch7/7.1.9%20photos.pdf

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	View File

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 asresponsible 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	[View File](#)

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.Khalsa College has taken a big initiative byawaringthe students and people about environment issues and helps in creating environment consciousness ,with an initiative GREEN DRIVE .It is worth mentioning that the college has covered near villages like JIA SAHOTA KALAN, DHOOT KALANby planting trees in schools of these villages.Numerous activities have been organized by NCC, NSS, departments, cells and committees of college in the campus and

beyond the campus to make students, stakeholders and people aware about environmental pollution, conservation and preservation.The uses of bicycles, public and sharing transport have been increased by the college students and staff.

File Description	Documents
Best practices in the Institutional website	https://kcghoshiarpur.org/ch7/Bestpractices24.pdf
Any other relevant information	https://kcghoshiarpur.org/ch7/Bestpractice1and2pics.pdf

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

Since its inception in 1966, Khalsa College, Garhdiwala has always been catering to the educational needs of the backward Kandi area of Punjab. The college plans various bridge and crash courses for the students at the entry level before the beginning of the academic session. The purpose of these bridge/crash courses is to give the students a foresight into the university pattern of education and to acclimatize them to the new environment. Around n a dozen add-on courses have been introduced by the college to give the students specialized knowledge in various subjects. The college has been given affiliation from Jagat Guru Nanak Dev Punjab State Open University, Patiala to start three certificate courses i.e. Certificate Course in GST filing and Practice, Certificate course in Retail and Sales Management, Certificate course in Office automation and E-Governance The college has framed its own that are offered to the students free of cost. These short courses are 36 hours in duration and are organized to empower the students academically and intellectually. Presently the college is running 11 add-on courses. The college aims to add more courses in this category in the coming years so that more and more students take the benefit of these courses

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To Start Classes on General Studies to prepare the students for various Competitive Exams.

2. To Organize workshops to improve communication, computer, and creative skills for the student's development.

3. To Conduct mock interviews to reduce the hesitation of the students to face the interview.

4. To enhance the engagement of old students of the college and the people of Garhdiwala for the betterment of academics and the college's infrastructure.

5. To sign more MOUs with the reputed Institutions/NGOs/Colleges/Govt. Bodies

6. To enhance the tree plantation on campus and surrounding villages.

7. To install 10 KV Solar System on the college campus.

8. To organize placement drives for students to increase their employability in the job sector.

9. To encourage the students to opt for more online courses to enhance their skills.

10. To organize a Business Fest in the college to help the students to apply their theoretical knowledge practically.

11. To establish a Commerce Lab in the Commerce Department.

12. To construct a new disabled-friendly ramp on the campus.

13. To whitewash the college campus

14. To purchase morePCs for the Computer Department

15. To add a new ICT Lab on the College campus