YEARLY STATUS REPORT - 2022-2023

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   Yes
  campus?

- 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   **Sanjeev Singh**

- Phone No.   **01886260940**

- Alternate phone No.   **01886260323**

- Mobile   **9417364465**

- IQAC e-mail address   **iqaccoordinatorkcg@gmail.com**

- Alternate Email address   **spathania18169@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.kcghoshiarpur.org

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/2022-23.pdf

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PG Department of Chemistry	**CDC**	**Panjab University, Chandigarh**	**2022-23**	**22,727**
PG Department of Political Science	**ICSSR**	**Panjab University, Chandigarh**	**2022-23**	**60,000**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC

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)

`1. Celebration of various Commemorative Days 2. Introduction of Certificate Courses from Jagat Guru Nanak Dev Punjab state Open University, Patiala 3. Initiatives for making environment clean 4. Introduction of Crash Courses in English, Computer Science and Fashion Designing and Add On Courses in different subjects. 5. To organize Skill Development Programme for Faculty and Students`

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 Skill Development Programme for Faculty and Students	1. The skill development programmes for faculty and students were organized.
2. Introduction of Add-On Courses,Certificate and Crash Courses.	2. Fourteen Add-on/Certificate courses and three crash courses were introduced in the current academic session.
3. Initiative for making environment clean and green.	3. Tree plantation drive was done in the campus as well as in the nearby villages and schools.
4.To organize seminars.	4. Two seminars were organized by the PG department of Chemistry and Political.Science.
5. To celebrate various Commemorative Days	5. Various Commemorative Days were celebrated by different departments.

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

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
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	**Sanjeev Singh**
• Phone No.	**01886260940**

• Alternate phone No.	**01886260323**	
• Mobile	**9417364465**	
• IQAC e-mail address	**iqaccoordinatorkcg@gmail.com**	
• Alternate Email address	**spathania18169@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kcghoshiarpur.org
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/2022-23.pdf

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PG Department of Chemistry	**CDC**	**Panjab University, Chandigarh**	**2022-23**	**22,727**
PG Department of Political Science	**ICSSR**	**Panjab University, Chandigarh**	**2022-23**	**60,000**

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)

1. Celebration of various Commemorative Days 2. Introduction of Certificate Courses from Jagat Guru Nanak Dev Punjab state Open University, Patiala 3. Initiatives for making environment clean 4. Introduction of Crash Courses in English, Computer Science and Fashion Designing and Add On Courses in different subjects. 5. To organize Skill Development Programme for Faculty and Students

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 Skill Development Programme for Faculty and Students	1. The skill development programmes for faculty and students were organized.
2. Introduction of Add-On Courses,Certificate and Crash Courses.	2. Fourteen Add-on/Certificate courses and three crash courses were introduced in the current academic session.
3. Initiative for making environment clean and green.	3. Tree plantation drive was done in the campus as well as in the nearby villages and schools.
4.To organize seminars.	4. Two seminars were organized by the PG department of Chemistry and Political.Science.
5. To celebrate various Commemorative Days	5. Various Commemorative Days were celebrated by different departments.

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
2022-23	02/04/2024

15.Multidisciplinary / interdisciplinary

The college provides access to multiple disciplines and offers programs/courses in various streams Arts, Science, and commerce with a wide choice of elective subjects. The subjects of English, History and culture of Punjab/ Punjabi, and Environmental Education are taught as compulsory subjects to all students

across the streams. A multidisciplinary and holistic learning is an integral education model that will relax the discipline boundaries for learning and make the system flexible enough for students to learn Science, Mathematics with Humanities, Languages, Social Science, Professional Skills, soft skills, ethics, modality, human values according to their need and interests with the aim towards integrated competencies including intellectual, aesthetic, social, physical, emotional and moral development. With such an approach a student is no longer required to be confused and whether one can learn Mathematics and Music together. It depends upon one's interest; one can choose to learn whatever one wants to. Our institute offers various courses for the development of students. There are many options for the students to choose subjects according to their interests. The students can opt for one of the subjects from the following: Mathematics or agriculture in the science stream. Computer science or chemistry in the science stream. Punjabi or History and Culture of Punjab in Science/ Humanities/Commerce stream. Any one of the Elective subjects. History/ Mathematics/Agriculture/ Retail Marketing in Humanities. Computer science/ Fashion Designing/Physical Education in Humanities. Economics/Music/Political Science in Humanities.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains information of the credits earned by students throughout their learning journey. Most Students have opened their respective ABC accounts and standard operating procedures as communicated to them by the ABC along with a unique ID that identifies a student's account with the (ABC). The institution has guided the students to get themselves registered on Digi-locker. The credits that the students have obtained in their first and second years will be stored using the Academic Bank of Credits (ABC) system. So, at any point of time, if students wish to take a break and continue their course, they can utilize these previous credits for their further education. If students find any difficulty, in getting themselves registered, the college provides the students with every technical support possible. "Academic Flexibility" is the provision for innovative and interchangeable curricular structures to enable creative combinations Courses/Programmes in Disciplines of study leading to Degree/Diploma/PG Diploma/Certificate of Study offering multiple entry and multiple exit facilities in tune with National Education Policy-2020, while removing the rigid curricular boundaries and creating new possibilities of life-long learning.

17.Skill development:

Life Skills are essentially those abilities that help to promote mental well-being and competence in young people as they face the realities of life. It includes critical thinking, communication skills, writing skills, and other essential skills. These life skills can be applied to benefit everyday life and longer-term satisfaction. They are beneficial to one's career and personal life, too. But although life skills seem necessary, many people struggle with developing them. Following Capacity development and skills enhancement activities are organized to improve students' capability. Writing skills Research skills Active listening Communication skills Leadership skills Creative Thinking or Critical Thinking Time management Employability Skills Passion for knowledge Adaptability and accepting challenges Self Discipline Soft Skills Health, Hygiene and Fitness Awareness of Latest Trends in Technology

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

a) Teaching in Indian Language: - The institute strives to incorporate elements of the Indian knowledge system in the pedagogical approaches. The faculty ensures that the knowledge of various subjects like regional languages is imparted through the mother tongue. The teachers use the bilingual method of teaching in the classroom by using the mother tongue as well so that the students can have a better understanding of the topic. While teaching, the faculty makes sure to impart traditional knowledge in the fields of Humanities and Literature (Compulsory Punjabi, Elective Punjabi, and Elective Hindi), Basic Sciences, Agriculture, and Management by keeping in mind the Indian tradition and cultural system. b) Classroom Delivery in bilingual mode: - The institution uses Punjabi, Hindi, and English languages as the medium of instruction in various courses. The choice of the medium of examination also ensures that students are free to develop a language of their choice. c) Degree courses taught in Indian languages and bilingually: -M.A Punjabi. d) (i) Indian Languages: - Further the Ancient Indian ideas, notions, and beliefs are also taught in Punjabi and Hindi during special lectures and celebrations of festivals and life and work on famous Indian personalities. ii) Indian Ancient Traditional Knowledge: - Indian Ancient Traditional Knowledge is provided to students by teaching them the History and culture of Punjab. The institution offers the History and Culture of Punjab as a subject to students at the undergraduate level. The institution plans to introduce a certificate course in Religious studies through

distance education initiated by Jagat Guru Nanak Dev Open University, Patiala. Indian Culture and Traditions: - The traditional culture is encouraged by the zonal and heritage festivals organized by the youth welfare department of Punjab University Chandigarh. Students are encouraged to participate in these festivals. Through various literary, cultural, and heritage competitions the students learn about the rich heritage of Punjabi culture through these festivals. Our library has a very fine collection of books related to Indian literature and culture from which the students and teachers benefit.

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

The institution is affiliated to Punjab University Chandigarh. The institution offers Outcome Based Education (OBE) programs that strengthen students' caliber, promote potential, and ensure employability The courses provide clear criteria for what is expected for the betterment of the students. The syllabus constitutes the core idea of promoting the status of subject learning and enhances the learning of subject skills. The program and course outcomes for all programs offered by the institution are stated and displayed on the college website. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. Hard Copies of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Council meeting. The students are also made aware of the same through mentors and course teachers. Attainment of Programme outcomes and course outcomes are evaluated by the institution. The Institute is affiliated to Punjab University Chandigarh. The college offers Undergraduate and Postgraduate programs and courses in Arts, Commerce, Computer, and Science. For the above-mentioned 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 to students and conducts internal tests, viva voce, quizzes, and projects. To assess the Programme Outcomes and programme-specific outcomes attained by each student. The program-specific outcomes are measured by taking the aggregate result of all courses in a given program of an individual student, and then

the average performance of all the students in a given program.

20.Distance education/online education:

Presently, the college has been offering four different courses being recognized by Jagat Guru Nanak Dev Open State University, Patiala through distance education : Certificate course in Office Automation and e-governance Certificate course in G.S.T. Filing and practice Certificate course in Retail and Sales Management skills The college has been efficiently making use of various online methods of teaching, especially after the COVID-19 pandemic. Our institute swiftly adapted to the new normal by implementing distance education through various digital platforms such as Zoom, Google Meet, and WhatsApp groups. This transition was crucial in ensuring the continuity of education while prioritizing the safety of students, faculty, and staff. Zoom and Google Meet emerged as primary tools for conducting virtual classes, providing a seamless interface for real-time interaction between instructors and students. These platforms facilitated live lectures, discussions, and collaborative activities, aiming to replicate the traditional classroom experience in a virtual setting. Faculty members adeptly navigated the online environment, utilizing features like screen sharing, breakout rooms, and chat functions to enhance engagement and communication. The transition to online education was not without its challenges. Technical issues, such as internet connectivity problems and device compatibility issues, posed hurdles for both educators and learners. However, the institute promptly addressed these concerns by providing technical support and guidance to ensure that all stakeholders could participate effectively in the virtual learning environment. Apart from scheduled classes, WhatsApp groups played a crucial role in fostering communication and collaboration. These groups served as a space for quick updates, announcements, and informal discussions among students and faculty. The asynchronous nature of WhatsApp groups also accommodated different learning styles and schedules, enabling students to engage with course materials and peers at their own pace. This flexibility proved invaluable, especially for those facing challenges related to time zones, work commitments, or personal circumstances. The institute embraced a blended learning approach, combining synchronous and asynchronous methods to cater to diverse learning needs. Recorded lectures and supplementary materials were made available online, providing students with the flexibility to review content at their convenience. This approach not only supported the continuity of education but also promoted self-directed learning and autonomy among students. The

adaptation of assessment strategies ensured that the evaluation process remained fair and rigorous in the digital realm. Faculty members underwent training sessions to enhance their digital teaching skills, ensuring that they could effectively utilize the features of online platforms for educational purposes. Continuous feedback mechanisms were established to gather insights from both students and instructors, fostering a dynamic and responsive approach to improving the quality of online education. Despite the challenges posed by the pandemic, the transition to distance education in our institute was a testament to the resilience and adaptability of the academic community. The experience prompted innovative approaches to teaching and learning, fostering a mindset that values technology as an integral part of education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	12

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	715

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	405

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	205

File Description	Documents
Data Template	View File

3.Academic

3.1	**49**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**48**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**41**
Total number of Classrooms and Seminar halls	

4.2	**7.34444**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**70**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 Parent University. The college formally starts its academic session with 'Ardas Divas' (Prayer Offering Day).

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 Departmental 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 being organized.
- Continuous syllabus coverage monitoring by checking of lesson plans by HoDs.

Post Semester activities

- Submission of absentees
- Internal assessment and upload it on university portal
- Conducting of 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/index-undergraduatecourses.html

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

KCG follows 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 it own internal activity calendar having teaching learning schedule, events to be organized, tests, seminars ,workshops etc.

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

Step2: Departmental planning: After finalization of the time table by the head of the institution, a teacher with the consultation of their HoD plans the teaching and evaluation schedule of their assigned subjects and prepares 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 testand discussions are also part of CIE.

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

Step6: Attendance: Attendance as per the university rules is compulsory for the students to appear in the university examination. At the end of the every semester each faculty member has to submit their lecture shortage to the registrar.

Step7: Student Feedback Form: At the Semester end students are required to fill the feedback form.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kcghoshiarpur.org/e-prospectus/22-23.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

10

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)

14

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

549

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

Khalsa College, Garhdiwala with the objective to transform lives of young talents with domain knowledge, soft & life skills, human & professional values through well planned and structured curriculum delivery mechanism to enable them to contribute to the growth and development of the nation. 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 Equality:

Equal opportunities for women are maintained in the institution. Most of the responsible positions (HODs, Program Coordinators) are held by women faculty and equal opportunities are provided to the girls in academic (as Class Representative), sports and extracurricular activities.

Environment and Sustainability:

For the preservation of environmental sustainability KCG is trying to contribute at local level i.e., Periodic Tree Plantation Drives, 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

4

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

54

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.kcghoshiarpur.org/data/aqar/analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kcghoshiarpur.org/data/aqar/feedback.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

715

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

405

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

Teachers use class tests, assignments and group discussions to identify pupils who struggle academically and then help them with

their doubts. Teachers of every department give slow learners more time in their free lectures. Teachers assist students in identifying their weaknesses and provide guidance on how to overcome them, Revision Classes and counseling sessions are arranged for the same purpose. The college organizes seminars and offers add-on courses to develop slow learners' soft skills, so that better language and communication skills help them cope with their subjects better. In order to foster a sense of belongingness for the institution, slow learners are encouraged to engage in extracurricular activities. Teachers encourage advanced learners to share their reading material/notes with slow learners and to tutor them in their spare time. Advanced learners are given access to links on the internet. It is advised for advanced students to review the reference materials included in their course. For in-depth research, online resources and links are offered. In order to enhance knowledge of students, seminars, extension lectures, Conferences, Workshops, quizzes, Poster making, presentation etc. are organized and students are encouraged to participate in these activities.

File Description	Documents
Paste link for additional information	https://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
715	46

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

Our institution has a firm belief in student-centric learning and therefore organizes programs for their holistic development. The following methods are used to enhance participative approach to learning:

Interactive and Smart Classrooms: Teachers create environment that encourages the students to come out with thoughts, ideas, doubts and queries freely. The teachers conduct various activities like think-pair-share, group discussions, debates, role-play and extempore on various topics. It enables students to air their thoughts without any hesitation.

Activities and Project Based Learning: With an aim of providing exposure to the students, our institution organizes seminars, workshops and webinars. In order to provide a holistic learning experience to the students, our institution organizes industrial visits, internships, excursions and outreach assignments. Activities like Project work, group discussion and outreach assignment develop the problem-solving skills among the students. NSS and NCC play pivotal role in inculcating sense of belongingness for the nation among the pupils. Students are encouraged to write articles for the college magazine 'Our Life' and prepare presentation for different occasions. Postgraduate courses involve writing research projects or dissertations by students. Activities like Poster-making, Workshops, Trips, Industrial visits, debates and Youth festival provide platform for the students to attain experiential learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://kcghoshiarpur.org/ch2/2.3.1link.pdf

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

The pace at which science and technology are making progress, it has become essential for every educational institution to bring a change in their ways of imparting information and knowledge to its pupil. After Covid-19, it has become even more necessary for schools, colleges and universities to impart knowledge through both offline and online modes. 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. Training sessions were conducted to equip the teachers to use new digital tools in the

classroom effectively and to help students achieve high academic standards. Besides using e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc. were used as teaching material. College library provides access to e-resources vide INFLIBNET to teachers and students. Faculty members have got themselves registered at NDL and N-List and can access digital collection of journals and articles related to the topic of their interest.

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

48

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

14

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

433

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.

In order to monitor students' development, the college conducts various tests i.e. MSTs & House Tests. Teachers conducts class tests at regular intervals to make the assessment of students' learning outcomes and give assignments to students. Students receive feedback for their performances in these activities and are guided to make up their deficiencies in their respective subjects. The college conducts mid semester exams/house tests under strict invigilation of the faculty once per semester. Students are shown the duly marked their answer-books and in this way, they come to know about their mistakes. For practical subjects, assessment is based on the viva-voce, project submissions and internships reports. Award-lists of the house tests are made available on the college website through college application so that students can view their marks at any time. Students can approach the Registrar (Examinations) for any kind of enquiry related to their attendance and performance in the examinations. The entire record of the students' performance and attendance is maintained by the teachers and is also available on college App. Teachers reach out the students to know the reason of their absence from classes. Parents of the students are informed about the same in the Parent-Teacher Meet (PTMs).

File Description	Documents
Any additional information	View File
Link for additional information	https://kcghoshiarpur.org/ch2/2.5.1.pdf

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

College has set up Grievance Redressal Cell to address genuine grievances of students related to examination and evaluation process and Registrar (Examinations) is the head of this cell. Examination cell organizes the house tests once per semester and plans accordingly. Examination cell prepares the date-sheet of the house tests, conducts of smooth and fair examinations under the strict invigilation of staff, gets the answer-books marked by the teachers and compiles the results after receiving the award-lists from the teachers. Head of the departments check the question-papers prepared by the teachers of their respective departments. If a student fails to appear in the house tests, he/she can approach the in-charge of the examination cell and inform the authorities about the cause of his absence in it. Examination cell

provides them equal opportunity by arranging a special test for these students so that they can perform well and have a claim of good marks in internal assessment. The evaluation is done through table marking. After receiving the answer-books and award-lists from the teachers, the examination cell compiles the data and post it on the college website through college App. Activities like preparation of question papers and evaluation of answer-books are time-bound.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcghoshiarpur.org/ch2/2.5.2.pdf

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 and committed to provide qualitative education to the students. The Institution follows a specified procedure to make assessment of the students' performance. Examination cell conducts house-tests once in every semester to ensure that the students have achieved the learning outcomes of their respective programs and courses. Even departments give assignments, conducts internal tests, viva voice, surprise tests, quiz, projects etc. to assess the students' learning outcomes. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. Examination cell collects the data i.e. award-lists from the teachers and analyzes it minutely. After making the critical analyses, authorities decide to arrange special classes, internships and field-work for the students so that they can make up their deficiency in respective programs and courses. The college brings in educators, researchers and renowned academicians along with entrepreneurs to give discourses on relevant subjects. The purpose of inviting them is to complement the syllabus and to provide best infrastructure to facilitate teaching and learning. The students who excel in different fields are given prizes, trophies and certificates. In this way, the college ensures the attainment of program outcomes and course outcomes. Placement cell takes a close look at the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcghoshiarpur.org/ch2/2.5.1_2-2merged.pdf

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

205

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

2.7 - Student Satisfaction Survey

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

https://kcghoshiarpur.org/index-sssuryvey.html

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)

3.72081

File Description	Documents
Any additional information	[View File](#)
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

2

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://project.gurugranthsahib.io/

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 favorable

environment 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/ch3/3.2.1.pdf

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

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

6

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

3.3 - Research Publications and Awards

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

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

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

5

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

9

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 extention activities were organized

throughout the session 2022-23 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 2022-23, about 16 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, 1144 students have participated in various activities in the session 2022-23. NSS units of the college have organized 5 activities like International Yoga Day, Environment Day, International Cycle Day, National Cleanliness Programme and National Youth Day in which most of volunteers of NSS have participated. Other departments/cells of college have also organized different outreach activities like Gurmat Smagam, March and Path Saka Panja Sahib, Chetna March on the martyrdom of Four Sahibzades, Industrial Visits etc throughout the session in which many students participated with great enthusiasm.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch3/3.4.1.pdf
Upload any additional information	View File

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

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

20

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

1009

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 as per NCTE/UGC/University norms. 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, five 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 (having 70computers along with internet facility), one fashion designing and one biology), twenty five classrooms, two 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 survilence of CCTV.

Solar light has been installed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.1.1u.pdf

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

1. Sports facilities

Department of physical education was established in 1966 to encourage sports in the college.

Outdoor sports

In addition to a standard running track (400m), the college has playgrounds for cricket, 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.

2. Yoga facilities

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

3. Cultural facilities

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.1.2.pdf

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.1.3UP.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

in Lakhs)

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

1.86330

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

4.2 - Library as a Learning Resource

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

The college library has three spacious halls including a reading room, reference section, textbook sectionand a digital library.

The library contains 29004 books at present which cover various books related Sciences, Humanities, Languages, Commerce etc.

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

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

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

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

OPAC (Open Public Access Catalogue) is available for students and staff. In Digital Library fifteen 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://kcghoshiarpur.org/ch4/4.2.1..pdf

4.2.2 - The institution has subscription for the **C. Any 2 of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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)

1.00582

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

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

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

128

File Description	Documents
Any additional information	**No File Uploaded**
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. Currently we are using three NETPLUS BROADBAND connections of 400 MBPS. The institute provides a 24X7 Wi- Fi facility for the student and faculty members. Besides the connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of e-mail, net surfing, up/down loading 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 10 kVA and two 5 kVA UPS on the college premises. The most common UPS topology 10kVA is designed to provide continuous power protection against all power problems to mission-critical equipment in data centres and server rooms. This topology ensures consistent power supply regardless of disturbances in the incoming mains

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.3.1link.pdf

4.3.2 - Number of Computers

70

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

4.3.3 - Bandwidth of internet connection in the Institution

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)

4.47532

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

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

The college seeks approval from the Management Committee. Keeping in viewthe respective financial policy of the S.G.P.C., the management internal auditor approves it according to the allocated budget.

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

Procedure of Purchasing Committee.

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

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

Procedure of Construction Committee

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

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

95

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

168

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/cp.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

67

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

67

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

60

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

97

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

14

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.

2

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 unive rsity/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 students of the college have direct participation in the academic and cultural activities of the college.Their involvement in the various committees teaches them valuable lessons of a democratic set upStudent involvement in major decision making bodies like IQAC, Alumni Association, Placement and Career Counseling, Anti-Ragging Committee, Discipline Committee, etc. instill in them a sense of responsibility and accountability. The Class Representatives (CRs) are elected by students. They are assigned duty of coordination with faculty and communicating all important information and students issues to the administration.College has also constituted units of Red Ribbon club, NSS and NCC wing which involve students from every stream of the college.These societies and Youth clubs like Baba Zorawar Singh Club and Student Welfare Club, Ramanujan Mathematical Society of the college encourage and keep the students involved in various activities of personality development. Ardas Divas, Shukrana Divas, Prize Distribution Function, Independence Day, Republic Day, Teacher's Day, Seminars, Religious Examination, Old Students Meet, Dr. M.S. Randhawa Function, Youth Leadership camps, NSS camps, Blood Donation Camps, Educational Tours & various other such activities are conducted by these youth clubs.

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

`09`

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

5.4 - Alumni Engagement

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

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

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

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The 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 endeavor 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 educationwith 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 collegealways 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.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/casestudy_merged.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Staff members are encouraged to participate in research work and enhance their teaching learning methods. Faculty is motivated to organize national seminars and publish books. The faculty follows the curriculum as prescribed by the Panjab University Chandigarh and six faculty members are the members of Board of Studies of Panjab University Chandigarh. The college participates in various communities' services and encourages rural students for education by providing door to door counseling to the students. To build up the academic and industrial linkage, the department organizes industry visits. Institutional Infrastructure is developed as per requirement in collaborating with Old Student Association of the college.class wise WhatsApp groups were formed by teaching staff for the smooth conduct of classes.

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

A hierarchical set up is established clearly distributing the duties, responsibilities, accountability of authorities at every stage. The Principal assigns various duties to the staff such as, In charge Admission, Registrar, Bursar, Controller of Examination, In-charge Building, In-charge Library.The heads of departments

ensure that the plans communicated to them by the Principal are implemented systematically. For co-curricular and extra-curricular activities, the committees are formed at the beginning of the year and are assigned the tasks according to the institution's plans for those activities which enhance overall development of students. Staff Secretary, who is elected by the college staff, functions as bridge between the staff and the college administration. For new appointments advertisements are published in at least three state and national level newspapers and interviews are conductedthrough a panel which includes V.C. Nominee, external subject expert from university departments, DPI nominee, Management nominee and Principal of the Institution. Candidates are appointed on merit basis. The selected candidates are required to fulfill the university ratification criteria. Ad hoc staff is recruited by management /subject experts and the Principal through proper channel. Promotion Policies are based on the staff performance appraisal as per CAS guidelines issued by Panjab University Chandigarh from time to time.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-administrationcommitee.html
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 and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution takes a positive approach towards the welfare of the employees. The college has various welfare schemes for the teaching as well as non-teaching staff. Fee concessions are given to the wards of fourth-class staff for pursuing any course in the college up to PG level. Group insurance facility is provided for staff members.No fee is charged from faculty members to attend seminars organized by college. There is provision for grant of duty leave for staff members to attend workshops, seminars, orientation programs and refresher courses. Gratuity is paid to the staff members after the retirement.Leave for Medical reasons, Casual Leave, Earned Leave,Compensatory leave is 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. Facilities like canteen, computer and Wi-Fi are available in the College Campus. A medical officer is there for any emergency.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/data/UGCregulation2010.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

27

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

02

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

10

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 teachingstaff: -

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 programs, 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 forNon-teaching: -

Khalsa college Garhdiwala has the self appraisal Performa for the nonteaching staff as well, which include the general information in the first part and assessment parameters such as discipline, punctuality, computer efficiency, teamwork,behaviour and other related information.

File Description	Documents
Paste link for additional information	https://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

Internal Audit- Our institution has an effective mechanism for auditing. Internal financial audit is done regularly by private

agency engaged by the College management. The internal auditor checks and verifies accuracy of fees and bank statements as well as monthly income and expenditure statements, vouchers, stock registers, log books of vehicles in order to detect the errors in accounts. The internal auditor makes a thorough audit of the income and expenditure of the college.

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, nongovernment 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.The Principal issues directives to ensure the optimum utilization of resources.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/Budget2223.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

IQAC aims to develop a system to improve the academic and administrative performance of the institution. In order to enhance the quality of the institution in all spheres, various quality strategies initiated by The IQAC of the institution are as under: -

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning.

- ANational Conference was organized on the topic "Innovation in Chemical and Environment Science " by Department of Chemistry sponsored by College Development Council (CDC),Panjab University Chandigarh to enhance the teaching-learning process on 17 February 2023.
- A nationalSeminar was organized on the topic "India @ 75: Status of Women in Independent India with Special Reference to North Western States" by P.G. Department of Pol. Sciencesponsored by ICSSR on 8 May 2023.
- Workshops and Guidance Sessions for students were organized on Career Counseling.
- Feedback is collected from all stakeholders through feedback Performa.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 contributions 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 prepared 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, Anti-ragging cell, Counselling and Placement Cell, Grievance redressal cell and Discipline Committee.

File Description	Documents
Annual gender sensitization action plan	https://kcghoshiarpur.org/ch7/7.1.1genderequityEDITED.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.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

B. Any 3 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

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

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

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	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   **D. Any 1 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:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	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

A. Any 4 or all of the above

**including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	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 Inter-College 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/ch7/7.1.9.pdf
Any other relevant information	NIL

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

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 as

responsible citizens of the world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	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 PANDORI SUMLA,MIRZAPUR,JHOLLAN by 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://www.kcghoshiarpur.org/data/ch7/Best_practice_combined.pdf
Any other relevant information	https://kcghoshiarpur.org/ch7/bestpracticespicsEDITED.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

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 Parent University. The college formally starts its academic session with 'Ardas Divas' (Prayer Offering Day).

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 Departmental 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 being organized.
- Continuous syllabus coverage monitoring by checking of lesson plans by HoDs.

Post Semester activities

- Submission of absentees
- Internal assessment and upload it on university portal
- Conducting of 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/index-undergraduatecourses.html

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

KCG follows 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 it own internal activity calendar having teaching learning schedule, events to be organized, tests, seminars ,workshops etc.

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

Step2: Departmental planning: After finalization of the time table by the head of the institution, a teacher with the consultation of their HoD plans the teaching and evaluation schedule of their assigned subjects and prepares 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 testand discussions are also part of CIE.

Step5: University Exams: The final datasheet of university exam

is displayed on student display board.

Step6: Attendance: Attendance as per the university rules is compulsory for the students to appear in the university examination. At the end of the every semester each faculty member has to submit their lecture shortage to the registrar.

Step7: Student Feedback Form: At the Semester end students are required to fill the feedback form.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kcghoshiarpur.org/e-prospectus/22-23.pdf

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

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

1.2 - Academic Flexibility

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

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

10

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)

14

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

549

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

Khalsa College, Garhdiwala with the objective to transform lives of young talents with domain knowledge, soft & life skills, human & professional values through well planned and structured curriculum delivery mechanism to enable them to contribute to the growth and development of the nation. 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 Equality:

Equal opportunities for women are maintained in the institution. Most of the responsible positions (HODs, Program Coordinators) are held by women faculty and equal opportunities are provided to the girls in academic (as Class Representative), sports and extracurricular activities.

Environment and Sustainability:

For the preservation of environmental sustainability KCG is trying to contribute at local level i.e., Periodic Tree Plantation Drives, 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

4

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

54

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://www.kcghoshiarpur.org/data/aqar/analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kcghoshiarpur.org/data/aqar/feedback.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

715

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

405

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

Teachers use class tests, assignments and group discussions to identify pupils who struggle academically and then help them with their doubts. Teachers of every department give slow learners more time in their free lectures. Teachers assist students in identifying their weaknesses and provide guidance on how to overcome them, Revision Classes and counseling sessions are arranged for the same purpose. The college organizes seminars and offers add-on courses to develop slow learners' soft skills, so that better language and communication skills help them cope with their subjects better. In order to foster a sense of belongingness for the institution, slow learners are encouraged to engage in extracurricular activities. Teachers encourage advanced learners to share their reading material/notes with slow learners and to tutor them in their spare time. Advanced learners are given access to links on the internet. It is advised for advanced students to review the reference materials included in their course. For in-depth research, online resources and links are offered. In order to enhance knowledge of students, seminars, extension lectures, Conferences, Workshops, quizzes, Poster making, presentation etc. are organized and students are encouraged to participate in these activities.

File Description	Documents
Paste link for additional information	https://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
715	46

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

Our institution has a firm belief in student-centric learning and therefore organizes programs for their holistic development. The following methods are used to enhance participative approach to learning:

Interactive and Smart Classrooms: Teachers create environment that encourages the students to come out with thoughts, ideas, doubts and queries freely. The teachers conduct various activities like think-pair-share, group discussions, debates, role-play and extempore on various topics. It enables students to air their thoughts without any hesitation.

Activities and Project Based Learning: With an aim of providing exposure to the students, our institution organizes seminars, workshops and webinars. In order to provide a holistic learning experience to the students, our institution organizes industrial visits, internships, excursions and outreach assignments. Activities like Project work, group discussion and outreach assignment develop the problem-solving skills among the students. NSS and NCC play pivotal role in inculcating sense of belongingness for the nation among the pupils. Students are encouraged to write articles for the college magazine 'Our Life' and prepare presentation for different occasions. Postgraduate courses involve writing research projects or dissertations by students. Activities like Poster-making, Workshops, Trips, Industrial visits, debates and Youth festival provide platform for the students to attain experiential learning.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://kcghoshiarpur.org/ch2/2.3.1link.pdf

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

The pace at which science and technology are making progress, it has become essential for every educational institution to bring a change in their ways of imparting information and knowledge to its pupil. After Covid-19, it has become even more necessary for schools, colleges and universities to impart knowledge through both offline and online modes. 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. Training sessions were conducted to equip the teachers to use new digital tools in the classroom effectively and to help students achieve high academic standards. Besides using e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc. were used as teaching material. College library provides access to e-resources vide INFLIBNET to teachers and students. Faculty members have got themselves registered at NDL and N-List and can access digital collection of journals and articles related to the topic of their interest.

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

48

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

14

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

433

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.

In order to monitor students' development, the college conducts various tests i.e. MSTs & House Tests. Teachers conducts class tests at regular intervals to make the assessment of students' learning outcomes and give assignments to students. Students receive feedback for their performances in these activities and are guided to make up their deficiencies in their respective subjects. The college conducts mid semester exams/house tests under strict invigilation of the faculty once per semester. Students are shown the duly marked their answer-books and in this way, they come to know about their mistakes. For practical subjects, assessment is based on the viva-voce, project submissions and internships reports. Award-lists of the house tests are made available on the college website through college application so that students can view their marks at any time. Students can approach the Registrar (Examinations) for any kind of enquiry related to their attendance and performance in the examinations. The entire record of the students' performance and attendance is maintained by the teachers and is also available on college App. Teachers reach out the students to know the reason of their absence from classes. Parents of the students are informed about the same in the Parent-Teacher Meet (PTMs).

File Description	Documents
Any additional information	View File
Link for additional information	https://kcghoshiarpur.org/ch2/2.5.1.pdf

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

College has set up Grievance Redressal Cell to address genuine grievances of students related to examination and evaluation process and Registrar (Examinations) is the head of this cell. Examination cell organizes the house tests once per semester and plans accordingly. Examination cell prepares the date-sheet of the house tests, conducts of smooth and fair examinations under the strict invigilation of staff, gets the answer-books marked by the teachers and compiles the results after receiving the award-lists from the teachers. Head of the departments check the question-papers prepared by the teachers of their respective departments. If a student fails to appear in the house tests, he/she can approach the in-charge of the examination cell and inform the authorities about the cause of his absence in it. Examination cell provides them equal opportunity by arranging a special test for these students so that they can perform well and have a claim of good marks in internal assessment. The evaluation is done through table marking. After receiving the answer-books and award-lists from the teachers, the examination cell compiles the data and post it on the college website through college App. Activities like preparation of question papers and evaluation of answer-books are time-bound.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://kcghoshiarpur.org/ch2/2.5.2.pdf

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 and
committed to provide qualitative education to the students. The
Institution follows a specified procedure to make assessment of
the students' performance. Examination cell conducts house-
tests once in every semester to ensure that the students have
achieved the learning outcomes of their respective programs and
courses. Even departments give assignments, conducts internal
tests, viva voice, surprise tests, quiz, projects etc. to
assess the students' learning outcomes. The faculty records the
performance of each student with the help of the specified
course outcomes through a continuous evaluation process.
Examination cell collects the data i.e. award-lists from the
teachers and analyzes it minutely. After making the critical
analyses, authorities decide to arrange special classes,
internships and field-work for the students so that they can
make up their deficiency in respective programs and courses.
The college brings in educators, researchers and renowned
academicians along with entrepreneurs to give discourses on
relevant subjects. The purpose of inviting them is to
complement the syllabus and to provide best infrastructure to
facilitate teaching and learning. The students who excel in

different fields are given prizes, trophies and certificates. In this way, the college ensures the attainment of program outcomes and course outcomes. Placement cell takes a close look at the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://kcghoshiarpur.org/ch2/2.5.1_2-2merged.pdf

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

205

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

2.7 - Student Satisfaction Survey

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

https://kcghoshiarpur.org/index-sssuryvey.html

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)

3.72081

File Description	Documents
Any additional information	View File
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

2

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://project.gurugranthsahib.io/

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 favorable environment 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/ch3/3.2.1.pdf

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

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

6

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

3.3 - Research Publications and Awards

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

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

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

5

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

9

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 extention activities were organized throughout the session 2022-23 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 2022-23, about 16 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, 1144 students have participated in various activities in the session 2022-23. NSS units of the college have organized 5 activities like International Yoga Day, Environment Day, International Cycle Day, National Cleanliness Programme and National Youth Day in which most of volunteers of NSS have participated. Other departments/cells of college have also organized different outreach activities like Gurmat Smagam, March and Path Saka Panja Sahib, Chetna March on the martyrdom of Four Sahibzades, Industrial Visits etc throughout the session in which many students participated with great enthusiasm.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch3/3.4.1.pdf
Upload any additional information	View File

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

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

`20`

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

`16`

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

`1009`

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 as per NCTE/UGC/University norms. 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, five 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 (having 70computers along with internet facility), one fashion designing and one biology), twenty five classrooms, two 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 survilence of CCTV.

Solar light has been installed.

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

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

1. Sports facilities

Department of physical education was established in 1966 to encourage sports in the college.

Outdoor sports

In addition to a standard running track (400m), the college has playgrounds for cricket, 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.

2. Yoga facilities

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

3. Cultural facilities

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.1.2.pdf

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.1.3UP.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.86330

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

4.2 - Library as a Learning Resource

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

The college library has three spacious halls including a reading room, reference section, textbook sectionand a digital

library.

The library contains 29004 books at present which cover various books related Sciences, Humanities, Languages, Commerce etc.

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

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

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

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

OPAC (Open Public Access Catalogue) is available for students and staff. In Digital Library fifteen 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://kcghoshiarpur.org/ch4/4.2.1..pdf

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	C. Any 2 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)

1.00582

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

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

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

128

File Description	Documents
Any additional information	**No File Uploaded**
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. Currently we are using three NETPLUS BROADBAND connections of 400 MBPS. The institute provides a 24X7 Wi- Fi facility for the student and faculty members.

Besides the connectivity through a fully networked campus with state-of-the- art IT infrastructure, computing & communication resources, offers students the facilities of e-mail, net surfing, up/down loading 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 10 kVA and two 5 kVA UPS on the college premises. The most common UPS topology 10kVA is designed to provide continuous power protection against all power problems to mission-critical equipment in data centres and server rooms. This topology ensures consistent power supply regardless of disturbances in the incoming mains

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcghoshiarpur.org/ch4/4.3.1link.pdf

4.3.2 - Number of Computers

70

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

4.3.3 - Bandwidth of internet connection in the Institution	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)

4.47532

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

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

The college seeks approval from the Management Committee. Keeping in viewthe respective financial policy of the S.G.P.C., the management internal auditor approves it according to the allocated budget.

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

Procedure of Purchasing Committee.

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

Procedure of Construction Committee

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

committee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kcghoshiarpur.org/ch4/4.4.2.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

95

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

168

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/cp.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

67

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

67

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 | **A. All of the above** |

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

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

60

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
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

97

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

14

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.

2

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 uni versity/state/national/internatio nal 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 students of the college have direct participation in the academic and cultural activities of the college.Their involvement in the various committees teaches them valuable lessons of a democratic set upStudent involvement in major decision making bodies like IQAC, Alumni Association, Placement and Career Counseling, Anti-Ragging Committee, Discipline Committee, etc. instill in them a sense of responsibility and accountability. The Class Representatives (CRs) are elected by students. They are assigned duty of coordination with faculty and communicating all important information and students issues to the administration.College has also constituted units of Red Ribbon club, NSS and NCC wing which involve students from every stream of the college.These societies and Youth clubs like Baba Zorawar Singh Club and Student Welfare Club, Ramanujan Mathematical Society of the college encourage and keep the students involved in various activities of personality development. Ardas Divas, Shukrana Divas, Prize Distribution Function, Independence Day, Republic Day, Teacher's Day, Seminars, Religious Examination, Old Students Meet, Dr. M.S. Randhawa Function, Youth Leadership camps, NSS camps, Blood Donation Camps, Educational Tours & various other such activities are conducted by these youth clubs.

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

09

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

5.4 - Alumni Engagement

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

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

activities. The institute organizes General Alumni Meet every year.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The 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 endeavor 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 educationwith 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 collegealways 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.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/casestudy_merged.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Staff members are encouraged to participate in research work and enhance their teaching learning methods. Faculty is motivated to organize national seminars and publish books. The faculty follows the curriculum as prescribed by the Panjab University Chandigarh and six faculty members are the members of Board of Studies of Panjab University Chandigarh. The college participates in various communities' services and encourages rural students for education by providing door to door counseling to the students. To build up the academic and industrial linkage, the department organizes industry visits. Institutional Infrastructure is developed as per requirement in collaborating with Old Student Association of the college.class wise WhatsApp groups were formed by teaching staff for the smooth conduct of classes.

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

A hierarchical set up is established clearly distributing the duties, responsibilities, accountability of authorities at every stage. The Principal assigns various duties to the staff

such as, In charge Admission, Registrar, Bursar, Controller of Examination, In-charge Building, In-charge Library.The heads of departments ensure that the plans communicated to them by the Principal are implemented systematically. For co-curricular and extra-curricular activities, the committees are formed at the beginning of the year and are assigned the tasks according to the institution's plans for those activities which enhance overall development of students. Staff Secretary, who is elected by the college staff, functions as bridge between the staff and the college administration. For new appointments advertisements are published in at least three state and national level newspapers and interviews are conductedthrough a panel which includes V.C. Nominee, external subject expert from university departments, DPI nominee, Management nominee and Principal of the Institution. Candidates are appointed on merit basis. The selected candidates are required to fulfill the university ratification criteria. Ad hoc staff is recruited by management /subject experts and the Principal through proper channel. Promotion Policies are based on the staff performance appraisal as per CAS guidelines issued by Panjab University Chandigarh from time to time.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/index-administrationcommitee.html
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 and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution takes a positive approach towards the welfare of the employees. The college has various welfare schemes for the teaching as well as non-teaching staff. Fee concessions are given to the wards of fourth-class staff for pursuing any course in the college up to PG level. Group insurance facility is provided for staff members.No fee is charged from faculty members to attend seminars organized by college. There is provision for grant of duty leave for staff members to attend workshops, seminars, orientation programs and refresher courses. Gratuity is paid to the staff members after the retirement.Leave for Medical reasons, Casual Leave, Earned Leave,Compensatory leave is 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. Facilities like canteen, computer and Wi-Fi are available in the College Campus. A medical officer is there for any emergency.

File Description	Documents
Paste link for additional information	https://www.kcghoshiarpur.org/data/UGCregulation2010.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

27

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

02

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

10

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 teachingstaff: -

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 programs, 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 forNon-teaching: -

Khalsa college Garhdiwala has the self appraisal Performa for the nonteaching staff as well, which include the general

information in the first part and assessment parameters such as discipline, punctuality, computer efficiency, teamwork,behaviour and other related information.

File Description	Documents
Paste link for additional information	https://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

Internal Audit- Our institution has an effective mechanism for auditing. Internal financial audit is done regularly by private agency engaged by the College management. The internal auditor checks and verifies accuracy of fees and bank statements as well as monthly income and expenditure statements, vouchers, stock registers, log books of vehicles in order to detect the errors in accounts. The internal auditor makes a thorough audit of the income and expenditure of the college.

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, nongovernment 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.The Principal issues directives to ensure the optimum utilization of resources.

File Description	Documents
Paste link for additional information	https://kcghoshiarpur.org/ch6/Budget2223.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

IQAC aims to develop a system to improve the academic and administrative performance of the institution. In order to enhance the quality of the institution in all spheres, various quality strategies initiated by The IQAC of the institution are as under: -

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning.

- ANational Conference was organized on the topic "Innovation in Chemical and Environment Science " by Department of Chemistry sponsored by College Development Council (CDC),Panjab University Chandigarh to enhance the teaching-learning process on 17 February 2023.
- A nationalSeminar was organized on the topic "India @ 75: Status of Women in Independent India with Special Reference to North Western States" by P.G. Department of Pol. Sciencesponsored by ICSSR on 8 May 2023.
- Workshops and Guidance Sessions for students were organized on Career Counseling.
- Feedback is collected from all stakeholders through feedback Performa.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 contributions 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 prepared 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, Anti-ragging cell, Counselling and Placement Cell, Grievance redressal cell and Discipline Committee.

File Description	Documents
Annual gender sensitization action plan	https://kcghoshiarpur.org/ch7/7.1.1gender equityEDITED.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.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	B. Any 3 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

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

Liquid Waste management: The grey water is accumulated in two septic tanks.Waste water generated from A/Cs and water filters is reused for watering plants. The college students actively

participate in rallies and seminars organized by the NSS and Red Ribbon club highlighting environmental issues Wastewater from canteen is accumulated in deep pits for filtration.

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[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

D. Any 1 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 Inter- College 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/ch7/7.1.9.pdf
Any other relevant information	NIL

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	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 PANDORI SUMLA,MIRZAPUR,JHOLLAN by 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://www.kcghoshiarpur.org/data/ch7/Best_practice_combined.pdf
Any other relevant information	https://kcghoshiarpur.org/ch7/bestpracticespicsEDITED.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

FUTURE PLANS

1. To start new add on courses and enroll the majority of students in them.
2. To renovate and beautify the central water point for the students.
3. To get the entire college campus white wash.
4. To enhance the engagement of old students of the college and the people of Garhdiwala for the betterment of academic and infrastructure of the college.
5. To sign more and more MOUs with the reputed Institutions/NGO/Colleges/Govt. Bodies.
6. To enhance tree plantation in campus and surrounding villages.
7. To install 10 kv solar system in college campus.