YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Baba Zorawar Singh Fateh Singh Khalsa Girls College,Morinda
• Name of the Head of the institution	Dr.Pushpinder Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01602630095
• Mobile no	9855620325
• Registered e-mail	gcmorinda@yahoo.in
• Alternate e-mail	pushpinderkaur50@yahoo.com
• Address	B.Z.S.F.S KHALSA GIRLS COLLEGE,MORINDA
• City/Town	MORINDA
• State/UT	PUNJAB
• Pin Code	140101
2.Institutional status	
• Affiliated /Constituent	Affilliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Punjabi university,patiala**
• Name of the IQAC Coordinator	**Assistant.Prof.Navjot Kaur**
• Phone No.	**9501782077**
• Alternate phone No.	**01602630095**
• Mobile	**9501782077**
• IQAC e-mail address	**gcmorinda@yahoo.in**
• Alternate Email address	**seerat2101@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	www.khalsacollegemorinda.com
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	www.khalsacollegemorinda.com

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.07**	**2016**	**17/03/2016**	**16/03/2021**

6.Date of Establishment of IQAC	**16/07/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• 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)

* Under Punjab Govt.Mission Fateh masks were distributed and awareness was created about the COVID-19 Panademic. * 400th Parkash Gurupurab of Guru Teg Bahadur ji was celebrated and poster making and online allocation was conducted.\ *.Online Teaching and Examination were conducted successfully due to suspension of physical classes because of COVID panademic. *.A guest lecture was organised by Hindi Department on the Topic:"Hindi Sahitya ke Itehaas mein Bhakti kaal ka mahatav.

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
To organise COVID Awareness Campaign	Masks were distributed and people were made aware to follow the COVID protocol and to use Arogya Setu App
To strengthen online teaching learning process	Due to suspension of physical classes because of COVID-19 efforts were made for smooth functioning of classes and examination through google meet and whtsapp group
Academic Calendar	Academic Calendar for the session 2020-2021 was prepared and communicated to all the faculty members
Exercises to be done for the second NAAC Accreditation	The IQAC members have been acquainted with the preparation and exercises to be done for the second NAAC Accreditation

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Management	28/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	08/01/2022

Extended Profile

1.Programme

1.1   **244**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **466**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2   **690**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **155**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **25**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **9**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**244**

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

2.Student

2.1 Number of students during the year	**466**

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	**690**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**155**

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

3.Academic

3.1 Number of full time teachers during the year	**25**

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

3.2	9
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	22
Total number of Classrooms and Seminar halls	
4.2	56,24,800
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	105
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

The instituion follows the curriculum prescribed by Punjabi University Patiala at the begning of the session Academic Calender is chalked out .The incharge teachers get the time table schedule for the each subject .It is displayed on the notice board and communicated through the class whtsapp groups.Free books are distributed to the meritorious students.All the faculty members are instructed to complete the syllabus within stipulated time if by any reason any faculty member fails to do so,they are asked to conduct extra classes for the same.Mid semester and class test are conducted .Teaching plan is prepared by the faculty members.During COVID-19 situation all the faculty members had conducted online classes and exams.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

As our College is affliated to Punjabi university patiala,so we follow the Academic Calender designed by the University.The College Academic Calendar is prepared accordingly.It includes the activities to organised during the year.Due to COVID-19 situation,time table was communicated through whtsapp groups of the students.Each department has submitted internal marks to the university via online portal.

Institution always strive to resolve examination related student griviences like errors in marks or correction in marks.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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	E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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)

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The college follows the curriculum given by parent university i.e. Punjabi university Patiala.The compulsory papers of drug Abuse and Environment is taught to integrate cross Cutting issues relevant to environment and human values.

The College has been working for the holistic development of the students.Faculty members engaged the students in different curriculum and co-curricular activites.The subjects such as Political Science,Sociology,Economics instill gender equality,Human values.Professional ethis among the students.The College celebrates days of National And International importance like Republic Day,Independance Day,Women Day,Yoga Day.These Celebration narture the moral , Ethical and social values among the students.Guru Gobind Study Circle of the College teaches them the importance of Human Values in life.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

1

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

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

9

File Description	Documents
Any additional information	No File Uploaded
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	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not collected

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

466

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

352

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

Most of the college students are admitted from the rural areas.So it needs to be classified slow learners and advance learners at the time of the commencement of the programme.The regular tests are conducted to identify the slow learners and advance

learners.They are counselled,guided and oriented at the time of admission to make them aware about the courses.Oppurtunity also given to the students to change there options if they are not able to cope up with courses they selected. For slow learners extra time is given to improve their performance.After the completion of syllabus ,subject classes are also repeated for the slow learners.Advance learners are encouraged to participate in competition organised by the institution and university level.They are motivated and honouredby the college authorities.

File Description	Documents
Paste link for additional information	**Nil**
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
466	**26**

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

College always encourage student centric learning through various methods like workshops, seminars,project work and educational tours.Different support systems are available in the college like library ,computer labs etc.The college gives high importance to allround development of students through extra curricular activities .To increase concentration in various activities ,the college has framed many committees and clubs including cultural committee,NSS,Red Ribbon club etc.In order to inculcate human values,ethics and social responsilbility,students are encouraged to participate in these activities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Apart from blackboard and other traditional methods ICT enabled tools are also used by the teachers.The campus is enabled with high speed wi-fi connection.During 2020-21,the lockdown was deployed due to COVID-19.All the faculty members had conducted online lectures and examinations by using online mode like google classroom.On regular basis faculty members have been using various ICT as Desktops,Laptops,Projector,Printers,Scanners,white board etc.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

26

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

6

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

2

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

239

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Internal assessment helps the teachers to evaluate the performance of the students .Due to internal assessment the interest of the students towards learning and attending the classes gets increased.The actively participate in various co-curricular and extra curricular activities.Internal practical tests are conducted at appropriate time with respect to calendar of examination fixed by punjabi university patiala.Date sheets and notifications of internal assessments are circulated among the students through Notice Board and whtsapp groups.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

In order to deal with internal examination related grievance,students are shown answer sheets in the classroom and answer are discussed in the classes.For mid semester test,students generally do not come with any grievance,if any pertaining to score or checking,is dealt with immediately.Most of grievance related to exams are received after the declaration of the results by Punjabi University,Patiala.If there is any error in the result like marks of internal Assessment and attendance are immediately addressed and corrected.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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.

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Program Outcomes, Programme Specific Outcomes and Course Outcomes for all the programs offered by the institution

The learning outcomes are communicated to the teachers and students through tutorial meetings, orientation programs.

Department of Humanities : The institute offer courses at B.A. level in Economics, History, Political Science, Music, Physical Education, English Literature, Punjabi Literature, Hindi Literature, Sociology, English, Punjabi, Office Management and Computer Science. It also offers Drug Abuse and Environmental And Road Safety Awareness.

Programme Outcome: Students become eligible to serve defence, public or private sector. They can join pg programs.

Course Outcome: These courses help in analysing the functioning of government institutions in economic and political contacts.

History: History helps the students to analyze relationship between the past and present. It helps the students to understand their social and moral values.

Physical Education: Physical Education helps in developing good life style by adopting physical competence and sports activities with good nutrition knowledge.

English: English as a communication skill has impact on our ability to persuade people to enroll in our ideas and visions.

Music Vocal: Studying music vocal develops performance skills at a high professional level, using creative and critical thinking to inform stylistic choices and artistic expression while demonstrating spontaneity and collaboration as appropriate and will communicate their artistry to diverse audience.

The elective subjects of Hindi, English and Punjabi help the students to learn the literary society, cultural and historical background of the greatest writings penned by Indian and foreign authors. The students can express with command on language by studying English, Hindi and Punjabi.

Office Management: By studying office management students would be able to manage the business records and develop the processes for office operations.

Sociology: Sociology seeks to understand all the aspects of human and social behaviour of individual as well as the social dynamics of small groups, communities, institutions and entire society.

Programme Specific Outcome

Helpful for competitive examinations and civil services . The students can join:

1. Teaching Profession after B.ed, Net
2. Jobs in banks

Department of Commerce and Management

The institute offers B.com and BBA programs .

Programme Outcome: Students are eligible for master's degree like M.com and MBA. The programme will make well trained professionals and ready for industries, insurance companies and bank sectors.

It provides knowledge and technical skills in accounting and financial fields.

Course Outcome: The students get knowledge of accounting practise by learning principles and concepts of accounts.

The students gain knowledge about the different types of organizations and office management.

This course aims to provide comprehensive knowledge on the provisions of income tax.

Programme Specific Outcome: The students can move towards managerial positions, accounting areas, banking sectors, stock agents, company secretaries and professors etc.

Department of Computer Science

The institute offers BCA, PGDCAand Msc IT programs .

Programme Outcome: BCA program has been designed to prepare graduate for attaining the following specific outcomes. An ability to apply knowledge of mathematics, computer science and management in practice.

To provide through understanding of nature, scope and application

of computer and computer languages.

Programme Specific Outcome: To pursue further studies to get specialization in computer science and applications, economics, mathematics, business administration .

To pursue the career in corporate sector can opt for MBA and MCA.

Works in the IT sector as programmer, system engineer, software tester, junior programmer, web developer, system administrator, software developer etc.

To work in public sector undertakings and government organizations.

For teaching in schools and colleges.

Apply standard software engineering practices and strategies in software project development using open source programming environment.

Students will able to know various issues, latest trends in technology development and thereby innovate new ideas and solution to existing problems.

Fashion Designing

Programme Outcome: Identify and discuss concept related to the historical background of textiles and fashion . Understanding the limitation of one's own knowledge base. Updated knowledge has been given to students through audio and video classes and presentations.

Programme Specific Outcome : To introduce the methods of garments construction which includes drafting, cutting and sewing of garments for industrial as well as home production.

To develop leadership and entrepreneurship skills amongst students.

Skilling students to sew any styles of apparels.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institute offers UG courses in Hummanities,Commerce,Computer Science,Management.The Program outcomes ,Program Specific outcomes are evaluated by the institution and are communicated to the students through orientation programs and tutorial lectures.

Programme outcomes have been uploaded on the college website .The students are made aware of these outcomes at the time of admission and at the beginning of semester.

Course outcomes of individual courses are evaluated,considering the performance of the students in university examinations.Programme specific outcomes are measured onthe basis of performance of the students in curricular activities.

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

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

150

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)

Nil

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)

NIL

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

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

1

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

13

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

NSS Department has conducted various activities in the neighbourhood community.

1.Mask Distribution and COVID -19 Awareness Camp(4,July,2020):NSS progaram officer distributed masks and provide awareness to the people of adopted village Dholan Majra

2.Fit India Movement (4,December,2021):As per instructions of youth affairs and sports departments under the fit indai movement .the NSS department organise prabhatferi to make the people aware about the health issues .

3.Road Safety Camp(18,January to 17 Feb):NSS department aware the students about traffic rules and informed about the sybols of trafic rules

Campus Activity:

1.Yoga Day(21,june,2020):Yoga Day was celebrated by NSS department through online mode.150 Students participated from there home in this Yoga session.

2.Celebration of 74th Independence Day(15,August,2020):74th Independence Day was celebrated by following COVID-19 instructions in college Campus.

3.Teachers Day Celebration(5September,2020):Online Teachers Day was Celebrated in College Campus.150 students has participated in this activity .

4.400th oarkash purab of Guru Teg bahadur ji(22 september,2020):Birth anniversery of shri Guru Teg Bahadur ji was

celebrated in the college on this occassion NSS and Fine Art department organised Poster Making Competition.

5.Gandhi Jayanti(2,Octuber,2020):Online essay writing Competition was organise on this day .30 students has participated in this.

6.National Unity Day and Valmiki Day(31,Octuber,2020)

7.Republic Day(26th january 2021).NSS department was celebrated Republic Day in the college Campus .On this occassion honoured the people who has contributed in social work during Covid-19.

8.Women's Day Celebration(8th march 2021)

9.Poshan Pakhwada(8,march to 22 march):In this NSS department aware the people about the importance of immunization and nutritional diet.This phagwara includes demonstration of hand washing.

10.Independence:Azadi ka Amrit Mahotsav(12,march,2021):Online webinar was organised by college and gave lecture on the Topic:"Bharat di Azaadi da Sangharsh"

11.Enrollment of Young Warriors(25th May 2021):The NSS volunteers took pledge to take action against COVID-19 by posting the message with the phrase"i am a young warriors"

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

12

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

830

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

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

1

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

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

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 policy for creation and enhancement of infrastructure in order to promote good teaching and learning environment .There are 21 classrooms.The department of english has

well equipped English Labs where the classes of spoken English are held.The Computer Department has Four Labs with 105 computer for the Students as well as faculty.The computers are password protected and used for the academic purpose only.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

The College has enough infrastructure facilities for cultural and sports activities.College has well ventilated hall having the capacity of 500 people .One seminar hall is in college campus.College has volleyball and handball ground.Students are encouraged to participate in various district ,National and International levels of competition.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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)

56,24,529

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	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The full name of our college library is "SANT BABA SURJAN SINGH JI library".this library is established in 1971 .In starting the total collection of library was 700 books.Now the total collection of library is 19318 .Our library has well qualified staff .College library has an advisory committee .Library Facilities are open for students from 9 A.M to 4 P.M.We are having partially automated library.Almost 17000 books entries on system properly.our library provide book bank facility to needy students.library has different type of sections like circulation section ,technical section,reference section etc.Library is subscribing 15magzines and 11 journals.library is also subsribed by 9 newspaper in three language english,punjabi,hindi.Library provide Raprography service.Our library has reading hall for the visitors of library.lMaintenance and utilization of library resources are done strictly following the library rules.Annual stock taking of library resources is duly carried out and the reprts are duly submitted to the Principal.The Librarian is assisted by the support staff by the efficient and smooth running of the library.Visitor Record of the students and staff is maintained on daily basis. Before taking the Roll no. slips ,students have to ensure return of books"No Dues" frrom the library is mandatory.Library is mark as silence zone.orientation day of library is celebrated on 5 september every year.Book exibhition organised on librarians day 12 august.Library awarded those students who daily use the library,who use larger number of books from library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

16786

File Description	Documents
Any additional information	<u>View File</u>
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)	<u>View File</u>

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

224

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 frequently upgrade the IT facilities including network, internet andWi-Fi in college campus.The college upgrades the IT infrastrucure frequetly in order to have effective teaching learning process .Feedback and suggestions are taken from the students as well as faculty for improvement in infrastructure and actions accordingly.The college has appointed trained and expert technical staff which maintains the IT facilities of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

105

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

52,64,000

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)	No File Uploaded

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 ensures the best distribution and utilization of the available financial resources for maintenance and upkeep of different assets by holding regular meetings of various commettees,constituted for this purposes.The financial help recieved from various committee members is used in the interst of students.Library:The requirement and list of books are taken from different departments. The demand of books is ultimately approved and finalized by the principal.At the time of orientation stuents are encouraged to make maximum use of Library.The library is enriched every year by adding good number of books.To ensure return of books "No Dues" from the library is mandatory for students before taking the rollno. slips.The repairing and maintenance of lab equipments are done by the technicians of related owner enterprises.The development fund is utilized for maintenance and repair of furniture and other electric equipments.Students are sensitized regarding cleaniliness and motivated for energy conservation.CCTV cameras installed in the campus to keep a close eye on dicipline in the college.Full time gardner look after the maintenance of garden and every year a good number of plants are planted to maintain the ecological balance.

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

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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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	Nil
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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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	E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

0

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

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

21

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
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

0

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

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.

207

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student council of the college works for the benefits of the students.The faculty member with class representation leads to the council of the students.They are encouraged to be the port of

decision making process.They participate in organisingdifferent functions and competitions.

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

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

207

File Description	Documents
Report of the event	**No File Uploaded**
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)	<u>View File</u>

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

we have No Registered Allumni Association.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

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

VISION

- **Quality Education to Rural girls.**
- **Spiritual And Moral education to uplift the Humanity in general.**

MISSION

- **To enable the rural girls to be self-dependent.**
- **To make the students good human beings.**
- **To include discipline,higher values of cultural and rich heritage.**

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

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

The institution follows the decentralized wherein all the stakeholders actively participate in its governance and administration.The governing body and the principal delegates authority to the faculty.Different committees are formed for the strategic and effective functioning of the institution.Autonomy iis given to the heads of different departments ,Convenors of various committees,cells and associations in deciding and implementing the institutional policies.All the staff members are involved in various activities of different departments and committees.

IQAC takes active initiatives for the inclusion of different stakeholders in the functioning of the college.Recommendations and suggestions are invited from them before the policy making.Information regardind admission and otheractivities of the college are updated regularly on the notice board and the website of the college.Staff meetings,meetings with different committees,IQAC meetings are conducted on regular basis and valuable suggestions are implemented under the guidance of the Principal .Regular meetings are also organised with students,parents,alumni and other stakeholders.The valuable suggestions and feedback from them are discussed in the management meeting and an action of participative management extends to the students body as well.The college actively engages the students in the functioning of the college by forming a student council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

institutional strategy making process is a efforts of the administrative body and faculty members .The college invests tremendous amount of time and efforts in the form of holding meetings with various constituents groups to gain inputs for its strategic planning.Environmental sustainability is becoming an increasingly important issue for the nation ,the role of higher educational institutions in relation to environmental sustainability is more prevalent.The rapid urbanization and economic development at local regional and global level led to several environmental and ecological crisis.on this background,College indulges in the practice of rain harvesting and energy conservation strategies.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The president ,management committee and the principal form the nucleous of the administrative setup with the former being the final authority in all financial matters. They plan and chalk out all the policies regarding the growth and development of the institution.The principal is vested with the decision making power for day to day running of institution.She has in her team various departmental heads ,the IQAC coordinator,the incharges of various committees and non-teaching faculty who assist her in discharging various administrative duties.

Services rules are guided by punjabi University ,Patiala and DPI educatuion directives.The compliance of the appointment rules is also stricly adhered to the norms of punjabi university and DPI.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
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	**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

The college provides a number of facilities for the teaching and non-teaching staff. The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. Duty leaves are given to all the staff members for attending seminars,extension lectures etc.TA/DA is also given for attending seminars and lectures.Free bus facility is also available for all the staff members. Staff members are provided internet,loan and first-aid facilities. Hostel facilities are extended to all the teaching and non-teaching staff as and when required by them.Thecollege also provides uniform to Class-IV employees and they are given gifts on special occasions such as Diwali etc.

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

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

Nil

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

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

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

Nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

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

07

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Service books of permanent faculty are updated from time to time as per the requirements of DPI (Colleges).

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts both internal and external audits regularly to ensure total transparency in financial matters. Internal financial audit is done by the Burser of the institution on regular basis. The management engages one chartered accountant every year to asertain the accuracy of the financial statements given by the institution. He audits the income and expenditure, balance sheet and other matters related to finance. In addition to it the audit is also conducted by Finance Department, Government of Punjab. Pre-Audit Cell DPI (Colleges) at the Office of Director, College Higher Education, Punjab conducts financial audits for the various salary claims at the time of submission. This year no significant objections were raised by the auditors.

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

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)

14,200.00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

The mobilization of financial resources is crucially significant for the growth of the institution. A centralised annual budget is planned every year for timely salary payments, maintenance work required for the college buliding, procurement of the teaching aids and other teaching material, upkeep of laboratories and college buses. The various methods of resource mobilization are discussed in the meetings of the management. All government and non-government financial grants are utilized completely, keeping in mind the best interest of the stakeholders. The institution also reaches out to the local organizations for empthatic patronage. It welcomes donations, memorial prizes and endowments from philanthropists, staff members, alumni and guardians.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a significant role in maintaining and enchancing the quality parameter of the institution. Regular meetings are conducted with all the stakeholders to chalk out its startagies and course of action. The quality assurance initiatives undertaken by IQAC during this year are as follows:-

Yoga Day was celebrated digitally on the theme "Yoga At Home and Yoga with family" on 21st June 2020.

Under Punjab Government's 'Mission Fateh' college distributed masks at adopted village Dholan Majra.

National Unity Day and Balmiki Jayanti was celebrated as on 31st October 2020.

The IQAC with the cooperation of Shri Guru Teg Bahadur College Anandpur Sahib organised an online program on the National Service Scheme Day on 24th September 2020.

Under the "Fit India Movement", a "Prabhatpheri" was organized on 4th December 2020.

Road Safety month was also observed from 18th January to 17th Feb. 2021.

On 26th January 2021 Republic Day was celebrated in the college where Shri Jasvir Singh SDM Morinda hoisted the National flag.

Poshan Pakhwada was celebratedfrom 8th March-22 Mrach 2021.

With the initiatives of IQAC, NSS volunteers enrolled as young warriors took lead and action for strengthening India's battle against covid 19.

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

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

The IQAC continuously reviews the teaching learning process and sets the quality benchmarks for various academic and administrative activities of the institution. It follows a strategic schedule for upgrading the developmental activities and timely and efficient accomplishment of academic goals.

- The institution chalks out its academic calendar as per university guidelines before the beginning of every academic year. It contains a list of various activities to be conducted throughout the year as well as the tentative schedule for mid semester examinations.
- Course subject choices are taken from the faculty members as per their area of specialisation in their respective subjects prior to the commencement of each semester.
- Based on the options given by faculty, the head of the departments distribute the workload to each faculty member
- The time table committee prepares the time table keeping into consideration the subjects allotted to the faculty.
- An orientation program is arranged for the first year students of all streams in the beginning of year.
- Regular class tests and mid semester tests are duly planned and conducted.
- Results of these tests are reviewed in the meetings of IQAC.
- Regular updates about their performance in tests are provided to the students and their parents.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of	D. Any 1 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

Theinstitution ensures safe,secure and healthy teaching learning atmosphere for females. Sensitization is done through lectures and tutorial periods. All types of facilities have been provided to the students and staff.

- There are separate washrooms for the students.
- Sanitary napkin venting machine is installed outside girls' washroom.
- CCTV surveillance supports the authorities to keep a check on activities of students.
- Discipline is maintained in the campus by deputing teachers in free periods on discipline duty to provide sense of security and to keep a check on the students.
- Students are not allowed to leave the campus before full time without the prior permission of HOD, that too in case of emergency
- Unwanted entry is restricted in the campus
- Female sweeper is appointed for female washrooms
- Common room is maintained in the college for the students to rest and dine during free periods

- **Four buses ply on roads to pick and drop the students from their respective villages.**
- **The students are always encouraged to participate in cultural and academic activities.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **The Institution's motto is to make the campus plastic free. Students are advised to use metal or glass lunch boxes.**
- **In The Staff Room and Offices,steel and glass utensils are used .**
- **This year students took pledge by giving the slogan "Say No To Plastic" .**
- **Every Year NSS Units of the college oraganizes a camp under " Swatch Bharat Abhiyan". Under this Banner , the volunteers clean the camps and surrounding areas.**

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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**

C. Any 2 of the above

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

E. None of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Every year, the instition initiates to provide an inclusive

environment by organizing camps , competitions and workshops

1. During Orientation of new students,they are introduced with the culture and environment of the institions and are given the overview of the camps.
2. Every year the college starts the new session with the blessings of the Almighty by organizing path at college campus gurudwara.
3. Students celebrates all the special festivals such as diwali,holi and lohri in the campus.
4. Students celebrate Teachers' Day to facilitate and honour the ancient saying, 'Gurur Barahma Gurur Vishnu Gurur Devo Maheshwarai Gurur sakashat param brahma gurur devo maheshwarai' .
5. Different Supports and cultural activities are organised every year to promote harmony. Various days like Yoga Day, World Environment Day , Voters' Day, Aids Day are celebrated in the college which establishes positive ineteraction among people of different races , communities, cultural background and language.
6. Institutions has code of conduct for students written in prospectus and id card which every student has to follow irrespective of their culture, original linguistic and communal socio economic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

In order to sensitize students and employee of the institution to the constitutional obligations, which include values, rights,duties and responsibilities of the citizens, different seminars and extensions lectures are organized throughtout the year.

1. Constitution Day is celebrated every year.
2. Tree Plantantion is a regular routine of various clubs and societies.College has adopted one village Dholan Majra to maintain their ecological balance and sensitizing the

villagers for their rights and duties.

3. Environmental science as a qualifying subject teaches the students their duty towards environment and to make them aware about the threat to the world due to rising populationand climate change.

4. At graduation level students study Drug Abuse as a qualifying subject in which they are taught about the variety of drugs available and used by youth . They learn the harmful effects of these drugs which include loosening of congnitive powers and physical powers.They are also taught about the causes of infecticious diseases like HIV or Hepatitis.Our students follow the motto "Say No To Drugs ".

5. Considering their duty, the students of the college visitedDholan Majra for distributing masks, sanitizers,bottels and soaps to the citizens under the banner "Covid 19 Compaign".

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

1. **All the national festivals are celebrated every year with geat zeal and fervour to inculcate the feeling of inclination towards country,culture and festivals.Every year students come forward through different clubs and societies and organize cultural, academic and social programs .The students prepare speaches to share their thoughts on these days.**
2. **NSS volunteers oraganize various "Days" like Constitution Day, Aids Day,Voters's Day and address prevailing social issues.**
3. **Deewali festival is celebrated with full enthusiasm by organizing series of competitions which give the students feeling of responsibility towards celebration.**
4. **On Teacher's day students put up a show to express their gratitude for their teachers and salute the great Dr. RadhaKrishnan.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Sensitization of the students towards Environmental issues .

We want our students to be good not only in academics but also be aware of environmental issuses. The college has done:

1. Sufficient Plantation.
2. Maintained Herbal Garden.
3. Maintain Rain Water harvesting system.
4. Environmental studeis is offered as subject to all classes.
5. Use of plastic is banned.
6. Garbage binsare placed.

Evidence of success is visible in form of neat & clean and green campus.Basic conditions such as :

1. Pure drinking water.
2. Classrooms neatness and dust free environment are maintained.
3. Gardens are mainatin with flowers and traditional plants,ornamental and medicinal plants.
4. CFL bulbs are used for reducing electricity consumption.

Best Practice -II

Community Service:

The college firlmy believes that education for students is not only to gain knowledge but it provides them a chance to give that learning back to the communityby selfless service. This selfless community service is helpful in acquiring many virtues and values such as humility,gratefulness , sincerity, honesty and respect. To imbibe all such values, the college has adopted a nearly village 'Dholan Majra'. Volunteers takeout cleanliness drives to create awareness among the residents.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

The institution stand distinctive in the area of catering to the need of students living in rural areas.

1. **Every year liberal free concession is given to the students coming from rural background.**
2. **Free books from book bank of library are provided to students .**
3. **Students are guided to avail minority group scholarship from government.**
4. **College Provides Opportunity to village students to participate in variouscultural and academic activities at local, state or national level.**

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

1. **Inivitation to NAAC inspection peer team for second cycle accreditation so that we can work on guidlines given by the team for further improvement.**
2. **To work for better quality in education to meet the post covid period challenges.**
3. **In Order to be more aware about energy conservation, the constitution is stepping forward in installing Solar system.**
4. **Green Audit is the pipeline project**