



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

KHALSA COLLEGE FOR WOMEN

- Name of the Head of the institution

DR RAJWINDER KAUR

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

01624234967

- Mobile no

9878894055

- Registered e-mail

kcw\_sidhwan@rediffmail.com

- Alternate e-mail

iqacnaackcw@gmail.com

- Address

VPO SIDHWAN KHURD TEHSIL JAGRAON  
DISTT LUDHIANA PUNJAB

- City/Town

LUDHIANA

- State/UT

PUNJAB

- Pin Code

142024

##### 2. Institutional status

- Affiliated /Constituent

AFFILIATED

- Type of Institution

Women

- Location

Rural

- Financial Status **Grants-in aid**
- Name of the Affiliating University **PANJAB UNIVERSITY CHANDIGARH**
- Name of the IQAC Coordinator **PROF ROOPA KAUR RAI**
- Phone No. **01624234967**
- Alternate phone No. **9876101463**
- Mobile **9876101463**
- IQAC e-mail address **iqacnaackcw@gmail.com**
- Alternate Email address **kcw\_sidhwan@rediffmail.com**

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

[https://www.kcwsidhwan.org/img\\_index/2021/aqar%202020-21.pdf](https://www.kcwsidhwan.org/img_index/2021/aqar%202020-21.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

[https://www.kcwsidhwan.org/img\\_index/2122/aqar/ACADEMIC%20CALENDAR%202122.pdf](https://www.kcwsidhwan.org/img_index/2122/aqar/ACADEMIC%20CALENDAR%202122.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>80.50</b>	<b>2004</b>	<b>08/01/2004</b>	<b>07/01/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.03</b>	<b>2015</b>	<b>10/05/2015</b>	<b>10/05/2020</b>
<b>Cycle 3</b>	<b>B++</b>	<b>2.78</b>	<b>2022</b>	<b>18/10/2022</b>	<b>17/10/2027</b>

**6. Date of Establishment of IQAC**

**01/10/2008**

**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
KHALSA COLLEGE FOR WOMEN	GRANT IN AID SALARY RECEIVED DPI	STATE GOVT PUNJAB DIRECTOR PUBLIC INSTRUCTION (COLLEGES) GOVT OF PUNJAB	2021-22	12342587

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

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

Preparation of Self Study Report and uploading in May, 2022 ?  
Installation of Water Recharge system and conduct of Green Audit, Environment Audit and Energy Audit and purchase of LED Bulbs. ?  
Preparation of Code of Conduct for various stakeholders and uploading on website. ?  
Promotion of values and Best Practices. ?  
SWOC Analysis of the institution was done.

**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
? Preparation of SSR getting Accreditation for 3 rd Cycle of NAAC	SSR was successfully uploaded in May, 2022
? To Conduct SWOC Analysis of own institution	SWOC Analysis conducted by Advisory Committee and IQAC Committee. Report submitted to Principal
? To Conduct Green Audit, Environment Audit and Energy Audit	Energy Audit, Environment Audit and Green Audit were conducted. LEDs were purchased. Green initiatives were undertaken
? To install Rain Water Harvesting/ Bore well Recharge system	Water Recharge system was installed.
To conduct capacity enhancement programmes for students.	More than 30 capacity enhancement programmes were conducted
To organize Faculty Development programs.	Two FDPs were conducted for the staff.
To conduct extension activities.	Activities were conducted by NSS, NCC, YRC and other departments, including community outreach and on the campus events.
To prepare Code of Conduct for stakeholders.	Code of conduct for stakeholders was prepared and uploaded on the website.
To provide free internet data.	Free 5 GB data for teachers, 1GB for students and unlimited data for administrative office was continued after Covid-19.
To provide value based education	Gender sensitization, Environmental consciousness, Religio- moral events and promotion of inclusiveness were conducted. Celebration of commemorative days/ events is a regular feature.

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

- Name of the statutory body

Name	Date of meeting(s)
<b>IQAC</b>	<b>Nil</b>

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>KHALSA COLLEGE FOR WOMEN</b>
• Name of the Head of the institution	<b>DR RAJWINDER KAUR</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01624234967</b>
• Mobile no	<b>9878894055</b>
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• Address	<b>VPO SIDHWAN KHURD TEHSIL JAGRAON DISTT LUDHIANA PUNJAB</b>
• City/Town	<b>LUDHIANA</b>
• State/UT	<b>PUNJAB</b>
• Pin Code	<b>142024</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>AFFILATED</b>
• Type of Institution	<b>Women</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>PANJAB UNIVERSITY CHANDIGARH</b>
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<b>NAAC guidelines</b>		
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	20/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The college provides holistic and multi-disciplinary education within the framework provided by Panjab University, Chandigarh. Elective course system has been introduced in BA, B.Sc (Medical), B.Sc (Non- Medical) and BA/B.Ed programmes at the undergraduate level. CBCS has not been implemented. Two innovative programmes BA/B.Ed Four Year Integrated course and B.Sc/B.Ed Four Year Integrated Course were offered in 2018-19 and are running successfully. Add on Courses in Communicative English, Computer Based Accountancy, and Web Designing and Multi-Media are offered for curriculum enhancement. The curriculum prescribed by the affiliating university integrates cross cutting issues like gender sensitization, environmental consciousness, Human-values and Professional Ethics. Activities related to enhancement of intellectual, aesthetic, social, physical, emotional and moral capabilities of students are conducted regularly. The institution endeavours to integrate Humanities and Science with STEM within the standardised curriculum introduced by Panjab University, Chandigarh. At the Undergraduate level BA Programme offers elective courses in Social Sciences, Languages and Vocational subjects. The details of the Courses with combinations for B A programme are as follows:</p> <ul style="list-style-type: none"> <li>• Compulsory English (ENG)</li> <li>• Compulsory Punjabi/History and Culture of Punjab</li> <li>• Environmental Education, Road safety Education, and Violence against Women/Children</li> <li>• Elective Subjects I. Elective English/Punjabi II. Economics III.</li> </ul>	

History/Mathematics IV. Sociology V. Home Science VI. Political Science VII. Geography/Physical Education VIII. Music Instrumental  
 IX. Computer Applications X. Fashion Designing XI. Police Administration Addon Course in Communicative English can be taken in addition to BA Programme. In B.Sc Programme any three of the following • Chemistry/ Computer Science • Physics • Mathematics OR three of the following • Chemistry • Botany • Zoology. The details of courses for Four year Integrated BA B.Ed programme are as follows : • Compulsory English (ENG) • Compulsory Punjabi/History and Culture of Punjab • Environmental Education, Road safety Education, and Violence against Women/Children. BA B.Ed Elective Subjects (Any three) • Economics • English • Punjabi • Geography • History • Political Science • Mathematics • Sociology Compulsory English and Compulsory Punjabi/History and Culture of Punjab is taught for one year in B. Sc., BCA, B. Com, B.Sc. B.Ed. Four- year integrated course. In the three one year Diplomas approved by NSQF and UGC Communicative English and Fundamentals of Information Technology courses have been introduced. The choice of courses is available as per the guidelines of the university. The college promotes multidisciplinary/interdisciplinary approach by student participation from all streams in myriad activities that enhance their knowledge and help them to acquire skills for allround development.

#### **16. Academic bank of credits (ABC):**

The institution is affiliated to Panjab University, Chandigarh and ABC has not been implemented. The college collaborates with sister institutions, other institutions and government and non-government agencies for organising academic, cultural, sports and extension activities. The institution will further explore opportunities of collaboration with international organisations and offer dual degrees according to the rules and regulations notified by the University. The curriculum is prescribed by the University. The teachers exercise innovation in planning activities and in devising strategies for evaluating students.

#### **17. Skill development:**

The college got approval for seven NSQF courses from UGC and Panjab University, Chandigarh in 2020-2021. Diploma in Fashion Technology and Apparel Designing, Diploma in Early Child Care and Development and Diploma in Office Automation and E-Governance were offered during 2021-2022. The details of other programmes offered to promote vocational education and its integration into

mainstream education are as follows: • Vocational subjects: Fashion Designing (FD) and Computer Applications (CAS) are offered as Elective Subjects in BA Programme. • Vocational Course Computer Science is offered as an Elective Course in B.Sc Programme • Life Skills Training is a compulsory subject in BA B.Ed./BSc.BEd. Four Year Integrated Course introduced in 2018-19. • Addon courses in Communicative English, Computer Based Accountancy and Web Designing and Multimedia are offered. Cross cutting issues like Gender, Environmental Consciousness, Human Values and Professional Ethics are integrated into the curricula offered by Panjab University, Chandigarh. The academic and administrative practices of the college are reflective of its commitment to provide value-based education. The institution organizes programmes to impart value education by organizing programmes and activities that inculcate moral-ethical values and righteous conduct. The institution has a prescribed Code of Conduct for students, teachers, non-teaching staff and administrators. The credit structure is regulated by Panjab University, Chandigarh. The available options within the framework of University Curricula are offered to the students according to the available resources. Industry veterans and Master Craft persons are invited for Seminars, Workshops and training programmes on Skill Development. On campus vocational education is being provided. Efforts will be made to offer ODL/ Blended modes within the regulations given by State Government and affiliating university.

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

The college is situated in a rural region of Panjab. Bilingual mode is adopted to teach all the courses offered in BA and BA BED programmes except for Elective English and Compulsory English subjects. MA (History) and MA (Political Science) programmes are also taught bilingually. MA (Punjabi) is taught in vernacular. Compulsory Punjabi subject is implemented for three years in both the courses. History and Culture of Punjab course can be taken up by students in lieu of Punjabi according to Panjab University rules. The students offering B.Sc., B.Sc. B.Ed., BCA, B.Com. study Compulsory Punjabi for one year during the programme and can opt for History and Culture of Punjab in place of Punjabi subject as per Panjab University guidelines. Elective Punjabi subject is available. MA (Punjabi) Programme is running successfully. The institution intends to hold workshops to enhance the Language and Communication Skills in English and Punjabi. Text books and reading material is available in both the

languages. The college will explore the possibilities for purchasing software enabled with translation after considering available resources. Efforts are made by the institution to preserve Indian languages. Activities like Punjabi Maah ( Punjabi Month) Celebration, Critical Analysis of Punjabi Literature and Group Discussions employing Punjabi language are conducted. Students express their ideas using mother tongue in creative writing exercises and presentations. Recital of Gurbani by students during various religious and cultural events help in preserving and promoting the purity of Punjabi language. Mother Tongue Day is celebrated. Sri Guru Granth Sahib is a repository of Indian Ancient traditional knowledge. Recital of holy scripture connects the staff and students to traditional knowledge. Yoga Day is celebrated. The college is situated in a rural region. The students enthusiastically practice folk arts and crafts like Punjabi Folk songs, Ladies traditional songs, Ghazal, Kavishri, Vaar, Folk dances and participate in Youth festivals and other competitions. Traditional crafts like Mitti de Khidaune, Khiddo Making, Pakhi Making etc. are promoted through active participation of the staff and students. The students also bring laurels in competitive events. Lohri, Teej, Vaisakhi and Diwali Festivals are celebrated. Traditional food items are prepared by the students and the atmosphere is full of local color on Teej Festival. Gurupurabs related to Sikh Gurus are celebrated with religious fervor. The good practice of the institution pertaining to the integration of Indian culture: The faculty motivates and prepares students for participation in various events related to traditional Punjabi art, music and craft items. The linguistic skills of students in their native tongue are enhanced through various curricular and cocurricular activities.

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

The college is an affiliated institution and the curriculum is prescribed by Panjab University, Chandigarh. POs and COs are stated in clear terms. The students are acquainted with the desired outcomes of the programmes and courses of study at the time of admissions and later in the classrooms by the teachers. The outcomes are also uploaded on the college website and posted in Mentor-Mentee groups. The evaluation process is standardized by the University. Evaluative procedures like assignments, snap tests and activities to gauge the knowledge and skills are devised by the teachers within the overview provided by Panjab University, Chandigarh. The college has adopted a good practice pertaining to OBE. Exit survey is taken from outgoing classes and

is used for further improvement.

## 20.Distance education/online education:

The college is affiliated to Panjab University, Chandigarh. The institution will explore the possibilities of introducing vocational courses through ODL mode in accordance with the guidelines issued by the State Government and the affiliating university when this provision will be provided. The teachers used various online platforms for teaching learning transactions. The faculty attended workshops/ seminars in online/offline mode to enhance their knowledge about the development and use of technological tools. The institution will strive to create E-content in future. Blended learning was introduced subject to COVID-19 protocol as per the instructions given by the affiliating university. Library Blog has been introduced.

## Extended Profile

### 1.Programme

1.1	737
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	357
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	642
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	103
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Number of outgoing/ final year students during the year						
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td><a href="#">View File</a></td> </tr> </tbody> </table>			File Description	Documents	Data Template	<a href="#">View File</a>
File Description	Documents					
Data Template	<a href="#">View File</a>					
<b>3.Academic</b>						
3.1 Number of full time teachers during the year		<b>41</b>				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td><a href="#">View File</a></td> </tr> </tbody> </table>			File Description	Documents	Data Template	<a href="#">View File</a>
File Description	Documents					
Data Template	<a href="#">View File</a>					
3.2 Number of sanctioned posts during the year		<b>48</b>				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td><a href="#">View File</a></td> </tr> </tbody> </table>			File Description	Documents	Data Template	<a href="#">View File</a>
File Description	Documents					
Data Template	<a href="#">View File</a>					
<b>4.Institution</b>						
4.1 Total number of Classrooms and Seminar halls		<b>23</b>				
4.2 Total expenditure excluding salary during the year (INR in lakhs)		<b>54.131</b>				
4.3 Total number of computers on campus for academic purposes		<b>90</b>				
<b>Part B</b>						
<b>CURRICULAR ASPECTS</b>						
<b>1.1 - Curricular Planning and Implementation</b>						
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process						
<p>The curriculum for all the courses is designed by Panjab University, Chandigarh. The college operationalizes the curriculum within the broad overview determined by the affiliating university.</p>						

Prospectus is prepared well in advance and it mentions the semester-wise courses offered and the evaluation procedure. Panjab University notifies Academic Calendar and the institution prepares its own academic calendar taking into consideration the framework provided by the university. The Prospectus and the Academic Calendar are made available on the college website.

Time Table committee has been constituted and chalks out the time table at the beginning of the session in consultation with HOD's and the Principal. Teacher wise time table as well as class wise time table are prepared and displayed on the notice-boards and put in mentor-mentee groups.

Departmental meetings are convened by the respective HODs of departments and curriculum is allocated to the teachers considering their interest, specialization, expertise and performance. Each department also prepares a framework of activities to be conducted during each semester.

Monitoring of curriculum is done by holding departmental meetings. Teachers maintain a meticulous record of curriculum delivery, number of lectures delivered in each subject, ICT tools used, sources suggested.

ICT-based teaching-learning procedures have been incorporated along with conventional lecture method to ensure better academic performance.

A well stocked and digitalized library caters to the needs of teachers and students. Book Bank facility is available.

Structured Feedback from students regarding curriculum delivery is taken.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/Prospectus_2122.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/Prospectus_2122.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous



## Internal Evaluation (CIE)

The institution is affiliated to Panjab University Chandigarh. Academic Calendar is notified by the affiliating University at the beginning of the session. The college prepares an Academic Calendar within the broad pattern given by Panjab University. Besides incorporating University framework it reveals a time based plan of events to be organized during the session. A flexible schedule for conducting seminars, extension lectures, workshops etc. is provided. Time-line for conducting snap tests is given for CIE. Celebration of important days and events are also mentioned. Both the calendars are displayed on notice boards and college website. Each department also prepares a 'Framework of Activities' to be conducted semester wise.

The semester-wise working days stipulated by the university are adhered to by the institution. Continuous Internal Evaluation is maintained on the basis of regular class tests, participation of students in class and regularity in attendance. The final evaluation process is standardized by Panjab University. Lecture shortage and assessment is submitted and attainment of POs and COs is gauged as per the directions of the affiliating university. Examination committee is constituted and monitors adherence to academic plan. It informs the staff and students about the time line for admission, assessment, lecture shortage, snap test record submission, award lists and schedule for examinations notified by the college and university.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/aqar/1.1.2/College">https://www.kcwsidhwan.org/img_index/2122/aqar/1.1.2/College</a>

**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**

C. Any 2 of the above

process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
5	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
6	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
40	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

#### Professional Ethics

Professional Ethics issue is a part of curriculum of B.Com and M.Com Programmes. The topics related to business ethics, ethical and unethical behaviors in management, conflict of interest, ethical abuse, values, morals and workplace ethics have been incorporated to sensitize students.

#### Environment and Sustainability

The curriculum of B.Sc, B.Com, BA, BCA, BA-B.Ed and B.Sc-B.Ed Programmes contain references to concept of environment degradation, climate change, global resources depletion, conservation of natural resources and ecology.

'Annual Bhai Sahib Bhai Narain Singh Ji Memorial Seminar' on 'Save Mother Earth' is celebrated. Environmental Education, Road Safety Education and Violence against Women / Children is a compulsory paper taught to all the first year students of UG Programmes.

#### Gender Sensitivity

Gender sensitization is inculcated through various topics introduced in the curriculum of BA, BA-B.Ed programmes at the UG level like gender discrimination, familial problems, position of women in various historical periods, violence against women and children. Post graduate programmes MA (History), MA (English), MA (Political Science) and MA (Punjabi) also incorporate themes about gender awareness like Feminist Movement, Gender Relations in Modern India, gender studies and literary texts exploring gender construction.

#### Human Values

The college has a prescribed code of conduct for various stakeholders. Induction programme is organized at the inauguration of the session to communicate the code of ethics to staff and students. The college celebrates Gurupurabs of the Sikh Gurus with religious fervor. Bani Diwas celebration is an annual feature.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://kcwsidhwan.org/img_index/2122/aqar/1.4.1/1.4.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/1.4.1/1.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://kcwsidhwan.org/img_index/2122/aqar/1.4.1/1.4.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/1.4.1/1.4.1.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>132</b>	

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

80

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The institution gauges the learning levels of students at the time of admission. The teachers performing help-desk duty assess the initial knowledge, interest intelligence and skills of the students and counsel them. The prospectus and induction programme mention the process of internal and external evaluation. Subject teachers discuss the program outcomes and course outcomes in the class. Class test, Group discussion, oral test, classroom interaction, dexterity in performing practical work helps in assessing student performance. Continuous evaluation is done. Slow learners are given remedial coaching and extra classes are arranged to help the students cope up with the subject. As majority of the students are not from English medium background the use of bilingual mode and simplification of concepts in vernacular has shown excellent results. The advanced learners express their views in College magazine 'Ujjagar Kiran'. Extra books and other learning resources are suggested. The quizzes, critical analysis activities, PowerPoint presentation, video making, photography, cultural items, seminars, peer teaching activities, debate and declamation etc are organised regularly to give opportunity to excel. Advanced learners contribute to the institution as members of CSA and societies and clubs constituted in the college. Career guidance and counselling cell enlightens

the students about job opportunities. The outstanding performers are applauded and motivated to excel.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/2/2.2.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/2/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
357	41

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The institution uses teaching methodology which focuses on giving education through various student centric methods like project work, industrial visits, guest lectures, debate, declamation, dissertationwork, quizzes, discussion and educational tours etc.

**The Project Work:** The project work helps the students in free exchange of different views and gives the students an opportunity to express their thoughts freely.

**Interactive method:** The students are encouraged to participate in group discussions, quizzes, discussions, debates, PPT competitions etc.

**ICT enabled methods:** ICT enabled methods of teaching include use of language lab, smart classrooms etc.

**Experiential learning:** Experiential learning is encouraged. Practicalwork, fieldwork, learning by doing exercises are assigned to the students.

**Internship programmes:** Internship programmes help the students to work in society and prepare them for practical knowledge.

**Peer learning:** The students are encouraged to study in groups. Group leader help the other students in their problems.

Lecture demonstartion method is used.

**Seminars/Webinars/Workshops:** The seminars/ webinars/workshops are organised for the students to have better understanding of the concepts. NSS and NCC wing of the college conduct varied activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://kcwsidhwan.org/">https://kcwsidhwan.org/</a>

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

Teachers use ICT enabled tools for effective teaching-learning process and for that teachers combine technology with traditional mode of teaching and use ICT in education. Blended teaching was used as per the P.U. Chandigarh instructions during session 2022-23. Many interactive methods like Power point presentation, video clippings, use of online resources, YouTube links etc. are used by the faculty. Whatsapp group was made by all the teachers to share, communicate announcements with the students. The research journals and e-books are availablethriugh online library facilities to the faculty and students. The Seminar hall of the college is equipped with smart board and the seminar hall is used for various guest lectures. All the departments conduct webinars, workshops and lectures from time to time. Online quizzes are also prepared for the students and Google forms are designed for this purpose. Various events such as poster making, project presentation, quiz, debate, paper reading contests etc are being organised. Students are registered on National Digital Library of India (NDLI) and have access to books and e-journals.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

41

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

**Response:** The college follows the guidelines issued by the Panjab University, Chandigarh and a well-structured mechanism of internal assessment for different courses which is both transparent and robust in terms of frequency and mode. The students are acquainted with the internal assessment system through the prospectus at the time of admission during their orientation and induction program at the beginning of the session. The institution follows the direct method and indirect method for assessing student performance. Continuous evaluation is done through house examinations, snap tests, class tests, practicals, examinations, attendance in class, participation in class assignments, projects and participation in co-curricular activities. The Registrar's Office is responsible for conducting the House examination and maintaining a complete record. The students and their parents are duly informed about their attendance and examination awards. The assessment record of the students is displayed on the college

notice-board. It is also shared in Mentor-Mentee groups. The overall performance of students is discussed by the Registrar with the Principal and HODs of all faculties. The results of the university semester examination are analyzed class-wise and compared with the university results and with the previous year's results. The teacher-wise results are submitted for the perusal of management. The indirect method of assessment is done through student exit survey.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/2/2.5.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/2/2.5.1.pdf</a>

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

**Response:** The institution has evolved a well-defined mechanism for dealing with examination related-grievances. Examination Committee has been constituted and a senior teacher is appointed convenor. The date-sheet is displayed on all notice boards, uploaded on the website posted in Mentor-Mentee Whatsapp groups. In case of any grievance related to House Examination the student can contact the Registrar and Deputy Registrar. The student can complain to the concerned faculty if she finds any discrepancy in the House Examination Results. If the student is not satisfied she can contact the concerned HoD of the Department, if the grievance still persists she can complain to the Registrar. The Registrar discusses the matter with the concerned teacher and HoD of the Department. The Principal then convenes Advisory Committee and Registrar Committee meeting to resolve the issue within 3 days. The awards and the attendance details are sent to the guardians of the student as SMS and letters. Any problem faced during the conduct of the University Examination is immediately reported to the University. The grievances related to question papers are sent through the proper channel within the time limit stipulated by the affiliating University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/2/2.5.2.pdf">https://kcwsidhwan.org/img_index/2122/aqar/2/2.5.2.pdf</a>

## 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.

**Response:** The course content for undergraduate and postgraduate programs is prescribed by Panjab University Chandigarh. The institution frames the specifications about what a student should know, understand and be able to do at the end of a programme and course by POs and COs in clear terms. The Programme outcomes are prepared by the Advisory Committee in consultation with HoDs of departments under the guidance of the Principal. The POs and COs are approved by the IQAC. The institution also offers programmes and courses under NCTE and NSQF. The guidelines of these regulating bodies are followed while determining POs and COs. The following mechanism is followed by the College to communicate the learning outcomes to the students. All the students are apprised of the objectives and expected outcomes of various programmes during the induction programme conducted shortly after admission. The hard copy of POs and COs is available in the library and departments for reference of faculty and students. The COs and POs are communicated to the teachers in IQAC and Staff Meetings are posted in the Mentor-Mentee groups. Programme outcomes and Course outcomes are uploaded on the college website for the information of all stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/2/2.6.1.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/2/2.6.1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

**Response:** There is a well-structured mechanism to assess the attainment of the Programme Outcomes and Course Outcomes in the institution. Direct attainment is measured by evaluating and computing the performance of students on the basis of House Examination and University Semester Examination results. Continuous internal evaluation is maintained by the teachers

through regular class tests, oral tests, assignments and interaction with students. The House Examination and the snap tests are conducted according to the examination pattern instructed by the affiliating university to help the students to prepare and perform better in the final examinations. The Examination Committee has been constituted to monitor the continuous evaluation process. The HoDs hold departmental meetings and discuss the performance of students. Parents are contacted if POs and COs are unsatisfactory. The results of university examination are discussed by the Principal with the HoDs.. An Academic Audit is carried out, the attainment of outcomes is evaluated and suggestions are given. The Principal discusses the degree to which learning outcomes have been achieved with HoDs in the college. The institution takes structured feedback from students on attainment of COs and POs in the exit survey. The feedback is analysed and future strategy is chalked out.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf">https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf</a>

### 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

80

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf">https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf</a>

### 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://kcwsidhwan.org/img\\_index/2122/aqar/2/2.7.1.pdf](https://kcwsidhwan.org/img_index/2122/aqar/2/2.7.1.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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)	<a href="#">View File</a>

#### 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

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

The institution takes initiatives in cultivating a system for innovative thinking and provides ample scope for creation and dissemination of knowledge. The college does not have an incubation centre as such but the students are provided opportunities to learn to become self-sufficient through various activities in which they participate from time to time. The college magazine Ujjagar Kiran published annually provides a platform to students to show their writing skills. Students of Master of Arts in English do dissertation and translation in third and fourth semesters respectively. Power Point Presentation and Talks delivered by students during the morning assembly. Essay writing competitions, debates and declamations are held for students. Talent Hunt is organized in the beginning of every session to give a chance to students to exhibit their talents. The Science department guided about preparing aerobic and anaerobic leaf composting and the manure thus prepared has been used in the college. IPR Cell and Research Committee have been constituted and seminars are also organized. There are well equipped laboratories in subjects of Botany, Zoology, Physics, Chemistry, Computer Science and Language lab. A well stocked and digitalized library is also there. Plantation drives are carried out on regular basis.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/3/3.2.1%20.pdf">https://kcwsidhwan.org/img_index/2122/aqar/3/3.2.1%20.pdf</a>

**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**

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>



### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The institution organizes and participates in extension activities to sensitize students about various social evils and environmental issues. Besides the activities of NSS and NCC the students are given opportunities to become sensitive to issues threatening human existence. The college organizes seminar "Save Mother Earth" annually to throw light on environmental issues and remedies of the same. Plantation drive is carried out within and outside the campus in which the students plant saplings. These saplings are brought from sources like Haryali App. The institution also participated in Farmers' agitation. The extension activities like: movie telecast, online poster-making competition, essay writing competition, slogan writing competition, online quiz competitions, extension lectures, yoga, cycling, online survey of Youth Pride, webinars, short video making, education and career survey, cleanliness drive, oath to help people in Covid-19, Republic Day Parade, awareness against stubble burning, annual training camp, registration in NCC, flag collection, internship of students etc. were organized. For the welfare of the under privileged, the institution donated clothes to the inmates of 'Kusht Aashram' Jagraon. The students also observe days like World Environment Day, International Yoga Day, AIDS Day etc. Covid-19 vaccination camps were also organized. The students also participate in spreading awareness regarding human rights.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf">https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

46

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

344

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

2

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

## 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.

Established in 1950 at village Sidhwan Khurd, 30 kms away from Ludhiana situated in lush green rural background, Khalsa College for Women is aptly hailed as the Shantiniketan of Punjab

TOTAL LAND AREA-35218.0 Sq. Mt. (8.69 Acres)

BUILT UP AREA-13883.66 Sq. Mt (3.42 Acres)

GF - 5572 Sq. Mt.(Earmarked land area)

FF-1293.5 Sq.Mt.(Earmarked land area)

GF-2119.97 Sq.Mt.(Built up Area)

FF-918.23 Sq.Mt. (Built up Area)

The institution has well furnished and well ventilated 23 Class Rooms, 10 Smart Class rooms Principal office, Administrative Office, Bursar Room, IQAC Room, Staff Room, Different departmental Rooms, 02 Examination Halls , 01 Seminar hall with Smart Board and ICT facility. Multi Purpose Hall, A.C Auditorium, Gymnasium, Multipurpose play grounds, Tuck Shop, Photographer Shop, Bank and ATM , Gurudwara Sahib Ji , Dispensary, Canteen , Hostel with hygienic mess, 21 buses, 02 -Power Backup with 160 KW, CCTV , dedicated leased line, 04 Computer Labs with Projectors, Visualizers, LAN, Wi-Fi, Firewall, Computerised UG and PG Library, Well equipped laboratories(Physics Lab -03, Chemistry Lab -02, Botany Lab -01 , Zoology Lab -01, Math Lab-01 , Psychology Lab-01, Home Science Lab -03 , Geography Lab - 01, F.D Lab -01 , Language

Lab-01) is provided

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.1.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.1.pdf</a>

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

To meet the requirements Co Curricular activities the college has a very spacious and A.C Auditorium with green room and seating capacity of 1300 students with dimension 1173.18 sq meters . It has the provision of acoustics, built in stage , sound and lighting System to conduct drama and dance , Stage items , Extension lectures, Workshops, Conferences, and Cultural functions. It is also venue for Annual Prize Distribution Function and Convocation. Music room has been provided .

Seminar Hall with dimension of 129.35 Sq meter with ICT facilities (Projector, Smart Board, Visualiser, Speakers, LAN, Wi-Fi) is used for hosting Conferences, Debates, Seminars, Workshops, Extension Lectures. Off stage cultural items are also held in Multi Purpose Hall with dimension 294.42 sq mtr .The Lawn with dimension 2535.67 sq mtr is also used for outdoor cultural functions .

The College has a multipurpose sports Ground with dimension of 11481.69 sq meters .It is used for multipurpose sports and games. Boxing Ring with dimension of 20 x 20 feet, 400 mtr Six Lane Standard Athletic Track, two Badminton courts, Facilities for indoor games like chess and table tennis are also provided. The College maintains its gymnasium with dimension of 103.36 sq meters.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.2.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.2.pdf</a>

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.3.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/4/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

5.58

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library of college occupies a prominent position and it is an important and integral part. At present the library is Partially computerized, air-conditioned , Wi-Fi enabled with textbooks, reference, general books, periodicals etc. The library has more than 33,000 Books, 31 periodicals, e-journals, e-books and other digital resources. general books, handbooks, yearbooks, rare collection of great reference books .The library is tastefully furnished and it can seat more than 150 students at a time in its

spacious reading halls .It has Print Books: 33000 books including the rare ones, E-books and E-journals: 3450000 e-books and 6000 e-journals through N-LIST subscription. Reference Section: which has more than 1100 rare books, encyclopaedias and other reference books in its collection, Internet Facilities: 11 PCs are available for surfing the internet, Periodicals: The library subscribes 31 journals and magazines of national and international Nine newspapers are also available in the library. Integrated Library Management System: Koha ILMS, OPAC: The Online Public Access Catalogue is provided in the library, Previous Question Papers and Latest Syllabus: For the ease of students, theses are provided in the library, 1400 CD / DVDs, Facility of Book Bank. A library blog ([librarykcw.wordpress.com](http://librarykcw.wordpress.com)) is also available

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/4/4.2.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/4/4.2.1.pdf</a>

**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**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.242

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

33.77

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution has 2 laptops and 105 Computers out of these 90 (with Hardware specification of i5, i3 and Core duo, Pentium Dual Core computers) are used for academic purposes placed in laboratories, teaching departments and administrative office along with Internet facility and Licensed Software's. Scanners, Printers, Projectors, Photostat Machines, Click to controls , Networking Switches, Access points, Routers, Multimedia Speakers , Web cameras , Barcode readers ,Tonners, Projector Screens , online /offline UPS are also available.

The IT infrastructure and Facilities are updated regularly. The college has more than 50 Mbps dedicated leased line, Access points , LAN and Wi-Fi connection is available through central firewall located in Server Room and bandwidth is distributed through LAN and Wi-Fi to Administrative Office, Principal Office, IQAC Room, Library ,Bursar Room, Gallery, Auditorium, Computer Labs, Classrooms , All other Departments and Seminar Hall.

The college has nine Smart Class Rooms and one Seminar Hall equipped with Interactive Board and Projector, Visualizers, along with LAN, Wi-Fi Compatibility. The User ID and password are



provided by the System Administrator.

The website of the institution was developed by the Computer Science Department .The information related to NAAC, IQAC was updated on the college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/4/4.3.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/4/4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

52.19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Institution ensures regular maintenance of the infrastructure through established systems and utilizing physical, academic and support facilities. Campus Maintenance, Technical Committee for maintenance and repair work.

The Institution has provision of Electrician, Mason, Laborers, Plumber and Carpenter for the maintenance. Technicians from various fields visit the institution.

The accounts of maintenance are reported to the Management. The College has four computer Labs .To ensure effective utilization and proper maintenance of computer Labs, a teacher-in-charge for each Lab is appointed.

The Trained Laboratory staff in consultation with the HoD monitors periodic replenishment of chemical, other materials and assess the proper working of the equipments.

The Trust has appointed 16 Security Guards on 24x 7 basis to keep a constant vigil.

Stock registers are maintained; Annual Stock checking assesses the physical, academic and support facilities at the end of the session. The equipments are either repaired inside the college campus or sent to their service centers.

The electrical equipments such as generator, UPS are monitored periodically.

Campus Cleanliness Committee examines the cleanliness in the campus. We have allotted floor wise duties. Full time gardeners have been employed to maintain the Green Cover of the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/ANNUAL%20DUTIES%202021-22.pdf">https://www.kcwsidhwan.org/img_index/2122/ANNUAL%20DUTIES%202021-22.pdf</a>

## 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

80

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://kcwsidhwan.org/img_index/2122/aqar/5/5.1.3.pdf">https://kcwsidhwan.org/img_index/2122/aqar/5/5.1.3.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>4</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>4</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

2

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

34

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **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**

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **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.**

15

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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' council in the college consists of CSA. It works under the patronage of the Principal and members of the faculty.

- The Student Council has been constituted as per university statute.
- The Council consists of student representatives selected from each class on the basis of academic performance.
- The Principal is the Chairperson who is assisted by senior teachers.
- President, Vice President and Secretary are elected from amongst the student members.
- There are regular meetings of the council in which matters related to academic, extracurricular activities and problems of students are discussed.
- Proper notices are issued for meetings and minutes are maintained.
- Different days are celebrated in order to awaken a spirit of national integrity among students.
- Student representation helps in maintaining discipline during various functions; they act as escorts and look into various matters during the functions.
- CSA helps in maintaining discipline amongst students and if need arises their problems are discussed with the Principal and creates a link between administration and students.
- CSA conducts assembly; maintains discipline and cleanliness in the campus.

Students are members of various committees, cells societies.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/5/5.3.2.pdf">https://kcwsidhwan.org/img_index/2122/aqar/5/5.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

270

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 KCW Sidhwan Khurd Alumni Association has been registered vide registration number LDH./23220/401 dated 26th Feb, 2019. The Alumni Association seeks to encourage, foster and promote close relation between the college and its Alumni and among the Alumni themselves. It is instrumental in providing and disseminating information regarding the institution, its achievements, facilities, strengths, challenges and students to Alumni. The association ensures that the programs are initiated and developed for the benefit of the Alumni and encourages active engagement in productive pursuits useful to the society. It establishes and maintains a link with all the students and with the community at large. Efforts are made to preserve and promote the interest of the Alma Mater through Alumni involvement in its future and



governance.

The association keeps in touch with the Alumni of the College. Alumni Day is celebrated every year where the old students are invited over a cup of tea and cultural programmes. Alumni Met was held on March 12, 2022 this session. The Alumni are also invited on college functions and their experience is shared and guidance is followed. Four Alumni of 1990 batch visited the college on International Women's Day and shared their beautiful memories. Regular feedback is taken from the Alumni and actions are taken on their feedback and suggestions. Distinguished Alumni are invited as the chief guests at various functions and for extension lectures to share their experiences. Alumni are also the part of College IQAC.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/5/5.4.1%20Alumni%20-%20Any%20other%20information.pdf">https://kcwsidhwan.org/img_index/2122/aqar/5/5.4.1%20Alumni%20-%20Any%20other%20information.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 institution is a premier rural women institution and it envisages and endeavors to promote the empowerment and all round development of the students. The governance of the institution is reflective of and in tune with the vision and mission of the institution. Maintenance of the infrastructure and facilities needed by the students are updated. Student support is provided by providing scholarships/freeships/concessions to the needy and the meritorious. The Principal leads the institution under the able guidance of the Trust. The IQAC, Advisory Committee and in charges

of various cells/societies are actively engaged in decision making, they give suggestions and chalk out prospective plans. Various clubs, societies, cells, and committees function in the college. The college offer NSS unit, NCC wing, and Central Student Association (CSA) for maintaining discipline. The curriculum enrichment programmes, extension activities, capacity enhancement programmes and religio-moral activities were planned and conducted in sync with the vision and mission of the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.kcwsidhwan.org/abt_vm.html">https://www.kcwsidhwan.org/abt_vm.html</a>
Upload any additional information	<a href="#">View File</a>

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

The Management, the Principal and the staff work in tandem for the upliftment and progress of the institution. The policies are framed by the management and implemented by the principal in consultation with the IQAC, and Advisory Committee. Regular interactive meetings are held with various sections of administration to improve the quality of educational services. Besides individual teachers or group of teachers are delegated authorities and operational autonomy during various college functions and events. The institution gives ample opportunity to its students to identify and explore their talent and area of interest by giving them chance to participate in various events. On December 01 to 04, 2021 the institution made its mark in the Zonal Youth and Heritage Festival of Moga-Ferozpur Zone-B at Mata Sahib Kaur Girls College, TalwandiBhai. Culture Committee with the Principal decides duties to be performed by the teachers according to available sources. The teachers assigned duties to prepare students for various items. The contingent teacher in charges mostly individually practiced the students without the help of professionals like Giddha, Bhand, Skit, Kavishri etc. The convener regularly interacts and provides help to teachers and students. The kind of intricacies involved refreshment, accompanist, travelling, permission for the stay in hostel and late hour practice which were discussed with the Principal and permission granted by the Trust.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/6/6.1.2.pdf">https://kcwsidhwan.org/img_index/2122/aqar/6/6.1.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a perspective plan for development with the cooperation of teachers, students and managing committee. College Development Council, UGC, NAAC Committee and the Advisory Committee hold regular meetings. Minutes are prepared. All the strategic plan and deployment documents are sent by UGC, Panjab University, Chandigarh, DPI and many are available on the Panjab University website. UGC schemes, instructions from DPI, Panjab University, Chandigarh are all studied thoroughly and followed meticulously to chalk out academic plans. In this session, in IQAC meeting the plan for rain water bore well recharge was discussed. As the campus area is very large and all the roofs of the building are concreted flat roofed. It is the need of time to save the water for environment safety. Funds and other charges discussed with the Management. Permission was granted by the Trust. Then the plan for Rain Harvesting project was made. During Covid-19 there was paucity of funds but considering the sustainability of the environment it was successfully invented in the institution. While formulating the action plans the institution looks into the thrust areas. The college plans its academic terms, teaching process and examination schedule. Sports and cultural programmes are planned and executed as per university rules and regulations. A calendar giving tentative date of the various events and activities to be held during the session prepared in advance. The teacher put a copy of the calendar in their attendance register. Department wise framework of activities is also prepared

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/igac%20meetings%202021-22.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/igac%20meetings%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The college is governed by a Trust, Shri Guru HargobindUjagarHariTrust, SidhwanKhurd which manages five institutions. The Trust andthe Principal make joint efforts to take the organization to thepinnacles of glory. Board of Trustees (2021-2022) comprises of thePresident, the Secretary, the Manager and members. The College beingaffiliated to Panjab University, Chandigarh adheres to rules and regulations issued by it for appointments and service rules.The college is headed by the Principal who under the able guidanceof the management steers the institution in collaboration with theteaching and non-teaching staff for the smooth functioning of thecollege both in academics and administrative set up. The decisionsrelated to academics like workload, calculation, library purchase, time table, maintenance of infrastructure, admission etc. are takenby the Advisory Committee, subject to provisions and ordinance ofthe University of Panjab. Internal Quality Assurance Cell, AdmissionCommittee, Time Table Committee, Examination Committee, UGCCommittee, General & Account Office, Registrar Office, Warden,Librarian, Senior Technical Assistant, HODs and in charge teachersof various cells, committees carry out the functions of the college.The CSA also contributes in managing academic, administrative and co-curricularactivities.

File Description	Documents
Paste link for additional information	<a href="https://puchd.ac.in/important-documents.php">https://puchd.ac.in/important-documents.php</a>
Link to Organogram of the institution webpage	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/6/6.2.2.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/6/6.2.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution promotes professional development of the faculty to the optimum extent. In this session one teacher obtained PhD degree. The college encourages teachers for professional development, enabling the teaching departments to organize webinars, conferences and workshops. Duty Leave is given to faculty to attend online/offline professional development programme. Faculty members of the institution actively participate in national and international webinars, workshops, FDPs, Orientation Programme, Refresher Courses and conferences. Facilities are provided to teaching and non-teaching staff. Medical Leave, Casual Leave,

Maternity Leave, Retirement benefits as given according to the guidelines of the Panjab University, Chandigarh. Uniforms

andwoolens are provided to 4th class employees and gifts in cash onfestivals. The college has organised webinars, workshops in variousdisciplines for its staff as well as for the faculty of other institution in the state. Subsidised quarters for staff areavailable. Meals are provided on functions, welcome parties andfarewells are arranged.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/6/6.3.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/6/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

24

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The appraisal report of faculty is made on the basis of his/heryearly achievements, on daily basis through online teaching learningpractice, personal interaction of the Principal with the staff,discipline, quality etc. and is then submitted to the head

of the institution. The assessment of teachers comes through feedback forms, in which set of questions filled by students helps to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students. The annual self appraisal is conducted by issuing a specific format provided by the Director Public Instructions (DPI), Punjab, based on which the Principal writes a report and the same is sent to higher authorities. The management plays an active role in the performance appraisal of the staff. Annual results of the teachers are forwarded to the management. Decisions of the Trust are conveyed through the Principal, through general notices and personal visits of the Trust members. The Management takes a keen interest in the working of the members of the teaching as well as non-teaching faculty. Annual increment and placement in the grades are all implemented in consultation with the managing committee. Feedback boxes have been provided for students and this helps in teacher evaluation. Academic Audit is done

File Description	Documents
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/agar/6/6.3.5.pdf">https://www.kcwsidhwan.org/img_index/2122/agar/6/6.3.5.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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 has done both the Internal and External Audits regularly. The financial resources of the college are managed in a very effective and full proof manner by the Principal, Bursar and Account section of the college office. Frequent checks are made by the Management and staff. For effective checking and supervising on the account, the two tier system is followed; the internal and external audit. Internal audit is done perpetually. The internal audit committee consists of Bursar, office superintendent, and the Chartered Accountant appointed by the Trust and Management before 31st March every year. The external audit is done by the Indian Audit and Accounts Department, Chandigarh after five years. The institution being an aided college of the Govt. of Punjab is audited through DPI (Colleges) also. Necessary guidelines are provided by the college management to the Principal to improve institutional mechanism from time to time.



File Description	Documents
Paste link for additional information	<a href="https://www.kcwsidhwan.org/img_index/2122/ANNUAL%20DUTIES%202021-22.pdf">https://www.kcwsidhwan.org/img_index/2122/ANNUAL%20DUTIES%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

168715

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college follows the strategies for mobilization of funds and optimal utilization of resources as directed by Panjab University, Chandigarh and UGC. For efficient use of financial resources the annual budget is prepared. There are three types of payment/expenditures:

- Non recurring (Provident Fund and Gratuity etc.)
- Capital Expenditure.

Annual budget is reviewed in the annual meeting of the trust. Necessary guidelines are provided by the college management to the Principal for optimal utilization of resources. Separate budget is allocated to enable the institution for efficient use of the financial resources. The college's major sources of funding are as follows:

- Total fee collected from students.

- Grants received from Punjab Govt.(Being a Grant-in aidCollege)
- Various grants received from UGC.
- Contribution by M.L.A./MPLAD. funds.
- Seminar Grants received from the affiliating university.
- Grants from individuals, philanthropist.
- Alumni Contribution.
- ST/SC Scholarships received from government.

Various steps are being taken by the institution to generate additional funds. It engages with its alumnae and other stakeholders in exploring revenue-generation avenues, some of which have borne fruit. For optimal utilization of resources all government and nongovernment grants are utilized fully keeping in mind the best interest of the stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/6/6.4.3.pdf">https://kcwsidhwan.org/img_index/2122/aqar/6/6.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 has taken initiatives to institutionalize quality assurance strategies and practices. The college prepares an academic calendar at the beginning of the session taking into consideration the schedule notified by PU, Chandigarh. In addition to this each department prepares 'Framework of Activities at the commencement of every semester. This helps to chalk out a tentative schedule at the beginning of every semester. A proper record of these activities is mentioned and accountability fixed. This helps in optimum utilization of resources.

Energy efficient equipment was purchased during the session 2021-22 to save electricity. LEDs were purchased.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/6/6.5.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/6/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 primary aim of the IQAC is to develop a system of conscious and consistent action for improving the academic performance of the institution. The IQAC reviews the teaching learning processes regularly. During the session 2021-22 the following initiatives were undertaken.

The institution employs ICT in teaching learning. Free 5GB data was provided to each teacher, 1GB to students through firewall access and unlimited data was given to the administrative office.

File Description	Documents
Paste link for additional information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/6/6.5.2.pdf">https://kcwsidhwan.org/img_index/2122/aqar/6/6.5.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf">https://kcwsidhwan.org/img_index/2122/aqar/annualreport2122.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender sensitization is inculcated through various topics introduced at the UG level and PG level in the curriculum prescribed by Panjab University, Chandigarh. Specific facilities are provided to women. Safety and Security measures like surveillance through CCTV cameras is done and precise record of the vehicles and visitors entering the college is maintained. Security staff under the supervision of security supervisor ensure round the clock safety. The campus is well lit. Students are issued I-Cards. Fleet of 21 buses catering to more than 100 villages is provided for conveyance. Common Room with adjoining Rest Rooms is available. Hostel facility is available within the college campus. Counselling for problems related to academic and personal aspects is provided by the mentors. The institution prepares and implements Annual Gender Sensitization Plan. Zero tolerance policy on gender discrimination is maintained and it is stated in the Prospectus/ Handbook of Information. Committees for grievance redressal have been constituted and feedback mechanism is in place. Activities related to Women Empowerment and for promotion of gender sensitization are conducted.

File Description	Documents
Annual gender sensitization action plan	<a href="https://kcwsidhwan.org/img_index/2122/agar/7/7.1.1%20Annual%20gender%20sensitization%20plan.pdf">https://kcwsidhwan.org/img_index/2122/agar/7/7.1.1%20Annual%20gender%20sensitization%20plan.pdf</a>
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	<a href="https://kcwsidhwan.org/img_index/2122/agar/7/7.1.1%20Facilities%20.pdf">https://kcwsidhwan.org/img_index/2122/agar/7/7.1.1%20Facilities%20.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Solid waste is segregated as biodegradable and non-biodegradable Separate bins are used for collection. Non-biodegradable waste is segregated. Separate zone has been marked to collect it. It is taken away by the junk dealers. Aerobic and Anaerobic manure pits have been initiated. The college is a no plastic zone. The rain water collected on roof tops is managed to water the lawns through pipes. The water in the tank opposite Canteen lawn is reused in the lawn. Ground water recharge system, sprinkles and foundations are installed. Inventory of chemicals is prepared and stock register is maintained to record usage of chemicals. Panjab University, Chandigarh curriculum prescribes negligible number of chemicals that are hazardous. E-Waste generated in the college is very less in quantity. The cartridges of laser-printers are re-filled outside the college campus. The E-Waste in the form of redundant computers and accessories is being stored properly. The Panjab University Curriculum does not allow dissection of animals

in practical work. The students and staff who need medical help are referred to Bebe Ram Kaur Charitable Hospital run by SGHU Hari Trust. There is a provision of furnace outside the college campus, the ash is used as manure in the fields.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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).

The academic and administrative practices aim at providing an inclusive environment. The admission process is transparent, fair and strictly according to the rules. No discrimination on basis of caste and creed is practiced. At the beginning of the session senior students organize a reception for new students. This enables the students to get acclimatized and adjusted in the college. Founders Day scholarships are given by the Management. Fee concession and provision to pay fees in installments is allowed with the permission of Principal. Book Bank facility is available. Bilingual mode is adopted in teaching-learning. Students have the choice to offer 'History and Culture of Punjab' Course in lieu of Compulsory Punjabi in all streams subject to Panjab University conditions. Various committees for grievance redressal are constituted. Mentors counsel the students for personal and study related problems. The mentors and subject teachers help students from diverse backgrounds in adjustment. Fleet of 21 buses is available and ferry students from remote villages. The institution provides free accommodation and uniforms to Class IV employees. Cash gifts are given on Diwali and other occasions. The institution promotes tolerance and harmony by celebrating commemorative events and sensitizing students towards their social responsibility to encourage inclusiveness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college practices decentralization of power and adopts a democratic set up in academic and administrative activities. A congenial environment is provided for exercising personal liberty and Fundamental Rights. Preamble to Indian Constitution is displayed in the library. The college hosted SVEEP Programme.



Voter registration of students was carried out. The staff performed Election duties. NCC cadets participated in Republic Day Parade at Tehsil Level and attended Camps. NSS Camp was organized, Swacchhta Pakhwada, Clean India Programme and activities under 'Ek Bharat Shreshth Bharat,' were conducted. Events to honour the ideals of Indian Freedom Struggle were held. National Unity Day, Communal Harmony Week, Constitution Day, Armed Forces Flag Day, NSS Day, NCC Day, Teachers Day were celebrated to sensitize the staff and students about constitutional values. Annual Bhai Sahib Bhai Narain Singh ji seminar on 'Save Mother Earth' and on campus environmental promotional activities were conducted. Covid vaccination drives and activities to spread awareness about the disease were organized. Visit to Kusht Ashram and School for Autistic Children were organized to create sympathy for fellow human beings. Gifts to class IV employees were given on Diwali. Gurupurabs of Sikh Gurus were celebrated with religious fervour. Mother Tongue Day was observed.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://kcwsidhwan.org/img_index/2122/aqar/7/7.1.9.pdf">https://kcwsidhwan.org/img_index/2122/aqar/7/7.1.9.pdf</a>
Any other relevant information	<a href="https://kcwsidhwan.org/img_index/2122/aqar/7/7.1.9%20Any%20other%20info%20.pdf">https://kcwsidhwan.org/img_index/2122/aqar/7/7.1.9%20Any%20other%20info%20.pdf</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college is a women college situated in a rural region. The traditional and cultural values were fostered by celebrating Teej Festival and Lohri Festival. International Women's Day and National Girl Child Day were celebrated. Azadi Ka Amrit Mahotsav programme was dedicated to independence of India. Jallianwala Bagh Massacre and Martyrdom Day of Shaheed Bhagat Singh were observed. Qualities of good citizenship among staff and students were inculcated by celebrating National Unity Day, Communal Harmony Week, Indian Constitution Day, NCC Day, NSS Day and Armed Forces Flag Day. NCC Cadets participated in Republic Day Parade at Tehsil level. 4th Rashtriya Poshan Maah was observed by NSS units. Activities were conducted to celebrate days of religious and cultural significance. Birth Anniversaries of Guru Nanak Dev Ji, Guru Gobind Singh Ji, Guru Teg Bahadur Ji and Guru Hargobind Ji were commemorated, Diwali and New Year were celebrated. Contribution of renowned figures to various disciplines was marked. English Language Day, National Mathematics Day, National Science Day, Punjabi Maah and Mother Tongue Day were observed. Celebration of World Environment Day, World Aids Day, World Ozone Day, Biodiversity Day and Habitat Day created environmental consciousness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice I

**Title:** Weekly Assembly

**Objectives:** Conveying information counseling, encouraging cohesiveness, skill enhancement and celebration of important events.

**Context:** Quality enhancement in various aspects is the need of the hour.

**The Practice** The schedule of Talks/ Power Point Presentations to be presented in the Weekly Assembly at Guru Nanak Bhawan, is displayed. The assembly commences with recital of shabad. Students deliver Talks / PPTs. The Principal and staff members address the audience.

**Evidence of success:** The practice is a regular feature.

**Problems faced:** Paucity of time.

### Best Practice II

**Title:** Teej Festival/ Talent Hunt cum Welcome Party for new students

**Objectives:** To acquaint the students with traditional heritage and festivals and provide opportunity to showcase their talent as well as acclimatize to the environment of the college.

**Context:** Acquainting the students with their rich heritage, providing them a suitable platform for showcasing their talent and helping them to adjust is

important for their comprehensive development.

**Practice:** Teej Festival, traditionally associated with women is celebrated in the month of 'Saavan' .This is also the occasion to welcome new students and organize Talent Hunt. Cohesiveness among students is encouraged.

**Evidence of Success:** It has been institutionalized.

**Problems faced:** Time management.

File Description	Documents
Best practices in the Institutional website	<a href="https://kcwsidhwan.org/img_index/2122/aqar/7/7.2.1.pdf">https://kcwsidhwan.org/img_index/2122/aqar/7/7.2.1.pdf</a>
Any other relevant information	<a href="https://www.kcwsidhwan.org/img_index/2122/aqar/7/7.2.1%20Best%20practices.pdf">https://www.kcwsidhwan.org/img_index/2122/aqar/7/7.2.1%20Best%20practices.pdf</a>

### 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

Inculcation of moral-ethical values and promotion of social responsibility among students is the distinctive feature of the institution. Gender equity is promoted and safety and security of girls is of prime concern. The students actively participated in environmental promotional activities like Swachhta Pakhwada, Plantation Drives, hanging of bird nests and preparation of manure through leaf composting. Under Ek Bharat Shreshtha Bharat programme the students were sensitized on the spirit of 'unity in diversity' of India. Gurupurabs of Sikh gurus are celebrated with religious fervour. Students recited the holy scriptures and prepared Langar on these occasions. Visit to Kusht Ashram, Jagraon and 'Darpan' school for autistic children were organized on September 24, 2021 and December 16, 2021 respectively. NCC Cadets participated in Pre RDC and Annual Training Camps. Vaccination

Camps for students, teachers and community were held. Students contributed on occasions like Flag Day, Red Cross Day and Communal Harmony Week for fellow citizens. Sensitization programmes on Constitutional obligations and celebration of commemorative days/ events of National and International importance were conducted. Code of Conduct for stakeholders has been prepared and uploaded on the website.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Future Plans ? To train the faculty for preparing E-content ? To install new cameras and undertaking repair work in the campus ? To further collaborations with government and non government agencies for obtaining funds and scholarships. ? To entrance research activities. ? To organize, industrial visits and educational tours. ? To introduce online feedback forms for stakeholders. ? To spell out and map POs and COs quantitatively. ? To strengthen community outreach. ? Experiential learning will be enhanced.