



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KHALSA COLLEGE FOR WOMEN

**KHALSA COLLEGE FOR WOMEN ,SIDHWAN KHURD ,TEHSIL
JAGRAON,DISTT LUDHIANA 142024, PUNJAB
142024**

<https://www.kcwsidhwan.org>

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction:

Khalsa College for Women is a premier rural women college Established in 1950 at village Sidhwan Khurd 30 kms away from Ludhiana, nestled in green environ, it is aptly hailed as the “Shanti Niketan of Panjab”. It is a living testimony to the munificence of its pioneers Bhai Sahib Bhai Narain Singh ji and his wife Bebe Ram Kaur and later their daughter Bibi Harparkash Kaur, Padamshree awardee and daughter in law Bibi Attar Kaur. It is one of the five educational institutions run by Sri Guru Hargobind Ujagar Hari Trust.

The Trust and the institution came into being due to the great personal loss suffered by the founder Bhai Sahib Bhai Narain Singh Ji and his wife Bibi Ram Kaur Ji when they lost their only son Kaka Ujjagar Singh in a mishap in 1908. With sheer grit and determination, they resolved to transcend their personal tragedy and devoted themselves to the noble cause of educating women. This resulted in the establishment of a primary school in May 1909 with four students at a time when educating girls was a rare practice. It was the exceptional vision and exemplary courage of the Founders that the initiative succeeded.

The philanthropic spirit and preserving devotion of the pioneers to female education led to the subsequent nourishment and development of the Trust into an established organization.

Sri Guru Hargobind Ujagar Hari Trust today prides of Five Educational Institutions under its aegis, holding aloft the lamp of knowledge. Ever since its inception, the college has made an excellent contribution in imparting quality education to women, especially, of rural areas. The college strives at its best to implement its motto ‘Knowledge Dispels Darkness’. The college that started as a single faculty degree college has steadily grown into a multi- faculty Post Graduate rural women institution.

The college is affiliated to Panjab University Chandigarh and has obtained the status of 2(f) and 12(B) of UGC Act. It has NCTE recognition also.

The institution was Re accredited by NAAC (2nd Cycle) and secured Grade A in 2015.

Vision

OUR VISION

To provide environment to instill self-confidence in girls of rural Punjab to make them self-dependent, having righteous living to become good human beings, dedicated to the service of nation and humanity with a global vision.

Mission

OUR MISSION

To make quality the defining element of higher education for women in rural Punjab through multidimensional personality development, having learner-centric and personal programmes and development through co-curricular and extra-curricular activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Established in 1950 Khalsa College for Women, Sidhwan Khurd is the premier rural institution for women education in North India.

- Five educational institutions in a single complex.
- Safe and Secure environment for girls.
- Philanthropic, committed and dedicated management who help and support in providing quality education to girls is our strength.
- As the college is covered under 2(f) and 12(b) of the UGC Act, various grants are availed from the UGC and Government.
- Situated in green, clean and pollution free environment away from the hustle and bustle of cities and aptly hailed as 'Shanti niketan of Punjab' by General Jacob, Former Governor of Punjab.
- Transport fleet of 21 busses catering to more than 100 villages.
- NCC, NSS, Red Ribbon Club, Red Cross Society and Youth Club ensure participation in on and off campus extension activities.
- Student representation in CSA and other academic, administrative bodies.
- Excellent infrastructure with imposing building and spacious lawns.
- Fully furnished and well equipped separate labs for subjects such as Science, Computer, Fashion Designing, Mathematics, Psychology and English are available.
- Registered Alumni Association- Renowned personalities as alumni-Mrs Rajinder Kaur Bhatthal, Ex Chief Minister Punjab ,Mrs. Sonia Sidhu , M.P. South Brampton (Canada) , Mrs Rajinder Pal Kaur Chinna, M.L.A. Ludhiana South (Punjab) are the alumni of the institution.
- Hostel facility for students.
- On campus staff quarters are available at subsidized rates.
- Well qualified and experienced faculty.
- Scholarship by Center and State Government.
- National level achievement of students in cultural activities.
- Students achieve University positions in their respective streams.
- Bebe Ram Kaur Charitable Hospital run By SGHGU Hari Trust adjoining the institution provides health facilities.
- Bank, ATM, Tuck shop, Photographer shop and Gurudwara Sahib facilities are available inside the campus.
- 24x7 Ambulance facility available.
- Wi-Fi facility, Smart board, Visualizer, Panels, LCD and OHP available for technology aided teaching LAN facility available.
- Well maintained playgrounds, Gymnasium and excellent sports facilities and equipments.

- UGC Add on, Self Financing and Skill based courses are offered.
- Field trips, educational tours and interaction with experts in various fields are organized.
- Ample scope for development of faculty.
- The Management awards Bani Diwas (Founder's Day) scholarships to achievers. Fee concession is given.
- Highly well qualified and experienced faculty

Institutional Weakness

Inadequate resource mobilization as the institution is situated in a village.

Mass exodus of youth from rural region of Punjab has led to a fall in strength.

Inadequate Research Facility/ Research Center.

Institutional Opportunity

Opportunities to bring Higher Education to the door steps of rural girls.

Realization of potential of rural girls by providing infrastructural facilities to excel in various fields and by making them technology savvy and computer literate.

To provide scholarship to the students from socially and educationally marginalized sections of the society.

To strengthen Parent Teacher Association.

Introduce innovative skill based and job oriented courses matching the requirements and aspirations of young girls.

Scope for obtaining funds and scholarships from individuals, industries and various government and non governmental organizations.

Tie ups and collaborations with national and international agencies can be worked out.

Organizing job fests to ensure placement of students.

Organizing more seminars, workshops, conferences to enlighten the staff and faculty.

Institutional Challenge

Commercialization of Higher education.

Majority of the girls come from rural areas and belong to economically weaker sections of society. As they do not receive quality school education, it is challenge for achieving excellence in academic and other fields.

Limited Government Financial Support.

Maintaining and increasing enrollment due to flocking of youth towards foreign shores.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution is affiliated to Panjab University Chandigarh and follows the curriculum designed by the university. The Prospectus / Handbook of information provides semester- wise division of courses to be taught. The broad overview of the evaluation is also mentioned. The University Calendar is adhered to by the institution. The college also prepares its own academic calendar within this broad pattern. Besides this each department prepares a Framework of Activities.

The POs and COs are communicated to all the stakeholders at the beginning of the session. The HOD allocates the workload to the teachers according to their expertise, performance and ability. A meticulous record of the teaching-learning process is maintained.

Continuous evaluation is done through House Examination, Snap tests and activities devised by the teachers in the light of POs and COs. The Plan of Action chalked out in Framework of Activities is implemented. Record of lecture shortage and assessment is maintained.

Teachers of the institution participate in curriculum development and are involved in the assessment and evaluation procedure of the affiliating University in various capacities as syllabus designers, question paper setters, invigilators and evaluators. They also contribute as members of academic bodies.

Academic flexibility is provided by introducing a wide range of electives within the standardized pattern of the university. Add- on Courses in Communicative English, Computer Based Accountancy and Web Designing and

Multimedia are offered for curriculum enhancement.

Cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are integrated into the curriculum by Panjab University Chandigarh. The institution organizes programmes and events to sensitize students and ensure holistic development.

Students attend Internship, Project Work and Field Work prescribed by the University. Industrial visits and Educational tours are organized. Activities promoting learning by doing and Critical thinking are conducted for effective teaching and learning.

Institution takes structured feedback on curriculum from students, teachers, parents and Alumni. The suggestions are discussed with the Principal and feasible changes are implemented. Action taken report is available on the website of the institution

Teaching-learning and Evaluation

The teaching learning process focuses on the needs of the students. The admission process is fair and transparent. The applicable reservation policy is implemented for admitting students during every session.

The institution assesses the learning level of the students at the time of admission. The teachers then gauge the knowledge and skills of the students during classroom interactions at the beginning of the session. Programmes for slow learners and advanced learners are organised. Slow learners are given remedial coaching. Advanced learners are motivated to participate and excel in academic and cocurricular activities. Necessary support and guidance are provided and achievers are applauded. Student teacher ratio is optimum.

Student centric methods like group discussion, declamation, debates, project work, Power Point presentations, and internship are implied to enhance the quality of teaching learning process. Use of ICT is promoted.

Mentor mentee system has been introduced. The mentors provide counselling on personal and academic issues. The institution has appointed as adequate number of qualified faculty during the last 5 years recruitment for government aided sanctioned posts was done. 12 faculty members are Ph. D. Degree holders, 14 M.Phil. and 19 UGC (NET) qualified.

Mechanism for internal assessment and evaluation is standardized by Panjab University Chandigarh. The institution ensures continuous evaluation through snap tests and house Tests. Student attendance, participation in activities and interaction in class are also considered. There are well defined procedures to deal with internal and external examination related grievances.

POs and COs are stated in clear terms and uploaded on the college website, displayed on notice boards and made available in the library and departments for easy reference.

Direct and Indirect methods are employed for evaluating Programme Outcomes and Course Outcomes.

Performance of students in university results indicate the level of attainment. Exit survey is taken as an indirect method and is evaluated for further improvement.

The students excel in university exams in their respective streams. The performance in various programmes is better than the university pass percentage.

Research, Innovations and Extension

The institution strives to introduce initiatives for creation and transfer of knowledge. The students get an opportunity to express their ideas in college magazine 'Ujagar Kiran', newspaper articles, paper presentations in seminars and by participating in events that promote creativity, innovation and original thinking. The students attend MOOC Courses and get research work published.

IPR Cell and Research Committee have been constituted. Seminars, workshops on IPR, Research Methodology and Entrepreneurship are conducted. Saavan Fest is organized annually in which students put up stalls and sell eatables and items prepared by them. This inculcates entrepreneurship skills in the students. Exhibition-cum-sale by Fashion Designing Department promotes 'Earn While You Learn'.

The faculty is encouraged to pursue research and get their work published. Around 10 books and 87 research papers and articles have been contributed by our faculty in various disciplines during the last five years. Teachers are invited as Resource persons by other institutions to share their knowledge and expertise in their fields. The use of ICT has proved beneficial in dissemination of knowledge. Lectures prepared by teachers were posted on You tube. The college has a functional MOU and collaborates with various institutions, agencies and individuals to organize events to inculcate research aptitude and encourage self-employment. A well-stocked and computerized library caters to the needs of research and innovation.

NSS, NCC, Red Ribbon Club, Red Cross Society provide a platform to students for active engagement with contemporary societal issues. On Campus activities like plantation and cleanliness drives, gender sensitization events, Awareness programmes on Drug abuse, Environmental conservation, Health and hygiene are organized. The institution has been recognized as Social Entrepreneurship Swachhta and Rural Engagement Cell Institution. It has locational advantage of being situated in a village. Community Outreach programmes are conducted with active participation of the students and engagement of community. Rallies, door to door campaigning were undertaken. Five students completed Swachh Bharat Summer Internship in 2018. The institution was honoured by Sidhwan Khurd village panchayat for community service.

Infrastructure and Learning Resources

Established in 1950 at village Sidhwan Khurd, 30 km away from Ludhiana in lush green rural background, Khalsa College for Women, Sidhwan Khrud is one of the five educational institutions run by Shri Guru Hargobind Ujagar Har i Trust. The sprawling campus is spread in **35218.0 Sq. Mt. (8.69 Acres)**

Adequate infrastructure exists for teaching learning facilities It has put up a physical structure in the shape of well-furnished and well ventilated 23 Class Rooms, 09 Smart class rooms equipped with projectors so that ICT can be used for strengthening academic discourse. Well furnished laboratories for efficient curriculum delivery

are provided. 04 Computer Labs including ICT Lab with Projectors, Visualizers, LAN and WIFI internet facility are available. Physics, Chemistry, Botany, Zoology, Mathematics, psychology, Home Science, Geography, Fashion Designing, English Language Labs and Music Room have been set up.

01 Seminar hall with smart board and ICT facility, Bibi Attar Kaur Hall (Multi Purpose Hall), Guru Nanak Bhawan(Auditorium) cater to academic events The Auditorium has built upstage, sound system and lighting system facilities for conducting stage items. Sports and Health and Fitness infrastructure includes Gymnasium, various Play Grounds Badminton Courts and Boxing Ring. Separate Hostels for staff and students with hygienic mess facilities are provided. Gurudwara sahib Ji, Canteen, Photographer and Tuck shop are available inside the campus. Round the clock security is ensured by installing CCTV cameras.

Well stocked and computerized Library has large collection of more than 33000 print books including the rare ones. Campus Analyser and KOHA softwares are installed. N List Subscription has been taken.

The development of infrastructure is in pace with emerging academic requirements. Continual up-gradation is done in the internet access and campus network. Earlier we were using 4mbps speed of internet leased line and it was upgraded to 50 Mbps dedicated leased line during the session 2020-21. In order to create and enhance the infrastructure that facilitates effective teaching and learning, a policy is framed annually and committees are constituted for upkeep and maintenance of infrastructure

Divyang friendly facilities are provided..

The institution has a well stocked Computerized library .

Student Support and Progression

The institution is committed to extend academic, professional, financial and psychological support to students.

Bani Diwas scholarships and generous concessions are given to needy and meritorious students by the institution.

Scholarships by the government and non government agencies are notified and painstaking efforts are made to help students for applying and availing these scholarships.

Capacity enhancement programmes for developing language and communication skills, ICT and Computational capabilities, Soft skills and Life skills are conducted. Expert help is arranged for improving the capabilities of students.

The Career Guidance and Counselling Cell organizes extension lectures/training programmes to prepare students for seeking career opportunities. Competitive Examination training is provided.

The institution has a transparent mechanism for timely redressal of grievances. Grievances Redressal Committee, Anti- Ragging Committee and Prevention of Women Harassment Cell have been constituted.

Guidelines of Statutory / Regulatory bodies are implemented. Proper mechanism to deal with grievances has been laid down.

Sports and Cultural activities are organized by the college and the students are motivated to participate in events conducted by other institutions. The students have brought laurels to the Alma Mater by excelling in Youth Festivals and Inter college competitions.

CSA has been constituted and students representation is ensured by selecting students as members of various academic and administrative bodies.

The college has a registered Alumni association which contributes through financial assistance and valuable feedback. Alumni representative is the member of IQAC. Alumni Meet is organized annually

Governance, Leadership and Management

The institution has well defined vision and mission. Focused and dedicated efforts are made for imparting quality and value based education. The Management works in collaboration with Principal to implement vision and mission. The Principal along with HOD s and administrative staff steers the college towards fulfilment of its objectives.

The college promotes a culture of participative and decentralized management. A large number of committees have been constituted which are competent and empowered enough to formulate and execute plans and assess the outcome. For strategic development and deployment of its policies, the college makes prospective plans both -long and short term. These plans are executed through various committees like Advisory Committee, Purchase Committee, Maintenance Committee, and Registrar Committee.

E-Governance has been implemented in various areas of operation like admissions, examination, administration and student support services.

Welfare Schemes are available for teaching and non- teaching staff as per the Punjab University norms which include maternity leave, medical leave and duty leave. Retiral benefits are provided. Free accommodation and uniforms for Class IV employees.

Proper appraisal system is followed for teaching and non- teaching staff. The standardized Performa provided by DPI is used for assessing the performance of staff. CCTV cameras have been installed and Student Feedback is taken. PTA is held to elicit suggestions regarding teaching learning transactions and other facilities.

For financial management and resource mobilization the college depends upon the grant from DPI (Pb), UGC, DCDC ,DST and philanthropists. It conducts external and internal Audit regularly and prepares an Annual budget estimate.

In compliance with NAAC regulations, IQAC has been functioning in the college as a quality sustenance measure and it holds regular meetings for effective planning and implementation of institutional policies. Incremental improvements are recorded. Best practices are followed and institutionalized.

Collaborative initiatives are undertaken with other institutions and agencies for quality enhancement

Institutional Values and Best Practices

The institution promotes gender equity through curricular and cocurricular activities. Various topics related to gender sensitization have been introduced in the courses prescribed by Panjab University. The college regularly organizes gender equity programs to generate an inclusive culture. Safety and Security is ensured through an extensive network of CCTV cameras and security guards. The students are issued I-Cards. There is a provision of Common Room. Student Counseling for personal and academic issues is provided through Mentor Mentee groups. Programmes on Legal Rights of Women, Violence Against Women and contemporary problems faced by women are organized. Teej Festival and International Women's Day are celebrated. Annual gender sensitization plan is chalked out and implemented.

The college is environmentally conscious and uses LEDs and power efficient equipment. The institution initiated anaerobic and aerobic compost pits for waste management. The construction of water recharge system has been successfully implemented. Green campus initiatives like restricted entry of automobiles, Pedestrian friendly pathways, landscaping with trees and plants are undertaken. Green policy document is prepared. Environmental promotional like Rallies, Plogging walks, Awareness on hazards of Stubble burning and significance of water conservation are conducted. Green Audit, Energy Audit and Environment Audit are done to assess impact of the institution on environment

The college facilitates the differently abled by providing ramps, rails, wheel chairs, tactile path and signage. Policy document on support and facilities for Divyang has been made available. Academic and administrative activities foster inclusiveness for linguistic, socio economic, cultural and ethnic diversities. Zero tolerance policy for discrimination on the basis of religion, caste, creed and gender is implemented. Inclusive ambience is fostered. Sensitization on constitutional Values Rights and Obligations is encouraged by observing National integration week. National Unity Day, Vigilance awareness week, Constitution Day Code of conducted has been prepared and adherence. is monitored by a committee. National and International commemorative days, events and festivals are celebrated by staff and students. The Best Practices and distinctiveness of the institution

reflect the vision and mission of the institution.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KHALSA COLLEGE FOR WOMEN
Address	KHALSA COLLEGE FOR WOMEN ,SIDHWAN KHURD ,TEHSIL JAGRAON,DISTT LUDHIANA 142024, PUNJAB
City	SIDHWAN KHURD JAGRAON
State	Punjab
Pin	142024
Website	https://www.kcwsidhwan.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajwinder Kaur	01624-234967	9878894055	01624-234967	kcw_sidhwan@rediffmail.com
IQAC / CIQA coordinator	Roopa Kaur Rai	-	9876101463	-	iqacnaackcw@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1950

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Chandigarh	Panjab University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-12-2015	View Document
12B of UGC	09-12-2015	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
NCTE	View Document	09-06-2017	120	BABED BSCBED

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KHALSA COLLEGE FOR WOMEN ,SIDHWAN KHURD ,TEHSIL JAGRAON,DISTT LUDHIANA 142024, PUNJAB	Rural	8.69	13883.66

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	SR .SEC	English,Hindi,Punjabi	70	50
UG	BCA,Computer Science And Applications	36	SR .SEC	English	40	8
UG	BA,Arts	36	SR .SEC	English,Hindi,Punjabi	400	32
UG	BA,History	24	FIRST YEAR OF BA	English,Hindi,Punjabi	50	0
UG	BSc,Education	48	SR .SEC	English,Hindi,Punjabi	50	0
UG	B.A.BEd,Education	48	SR .SEC	English,Hindi,Punjabi	50	8
UG	BSc,Science	36	SR .SEC	English	80	10
UG	BSc,Science	36	SR .SEC	English	80	12
PG	MCom,Commerce	24	GRADUATION	English,Hindi,Punjabi	40	6
PG	MSc,Computer Science And	24	GRADUATION	English	30	2

	Applications					
PG	MA,History	24	GRADUATI ON	English,Hind i,Punjabi	60	3
PG	MA,Political Science	24	GRADUATI ON	English,Hind i,Punjabi	60	7
PG	MA,English	24	GRADUATI ON	English	60	6
PG	MA,Punjabi	24	GRADUATI ON	Punjabi	60	3
PG	MSc,Mathe matics	24	GRADUATI ON	English	60	0
PG	MSc,Physics	24	GRADUATI ON	English	40	0
PG Diploma recognised by statutory authority including university	PGDCA,Co mputer Science And Applications	12	GRADUATI ON	English	40	0
PG Diploma recognised by statutory authority including university	PG Diploma, English	12	GRADUATI ON	English	40	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				31			
Recruited	0	0	0	0	0	4	0	4	5	19	0	24
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				16			
Recruited	0	0	0	0	0	0	0	0	4	12	0	16
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	4	2	0	6
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	15	3	0	18
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	1	1	0	2
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	4	0	1	6	0	11
M.Phil.	0	0	0	0	0	0	1	7	0	8
PG	0	0	0	0	0	0	4	8	0	12

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	6	0	8

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	Male	Female	Others	Total	
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	308	3	0	0	311
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	53	0	0	0	53
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	18	0	0	0	18
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	79	116	87	56
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	41	44	30	20
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	203	195	115	83
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		323	355	232	159

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<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</p>
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	<p>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, and BA/B.Ed Four year integrated programmes offer elective courses in Social Sciences, Languages and Vocational subjects. The details of the programmes with combinations are as follows: BA Programme • Compulsory English (ENG) • Compulsory Punjabi/History and Culture of Punjab • Environmental Education, Road safety Education, and Violence against Women/Children • Elective Subjects I. Elective English/Punjabi II. Economics III. 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 Add on Course in Communicative English can be taken in addition to BA Programme. ? B.Sc. (Non-Medical) • Chemistry/ Computer Science • Physics • Mathematics Four year Integrated BA B.Ed programme offer elective subjects. ? 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 Diploma in Apparel Designing and Fashion Technology, Communicative English subject has 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 steams in myriad activities that enhance their knowledge and help them to acquire skills for all round development.</p>
2. Academic bank of credits (ABC):	<p>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</p>

	<p>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.</p>
<p>3. Skill development:</p>	<p>The college got approval for seven NSQF courses from UGC and Panjab University, Chandigarh in 2020-2021. Diploma in Fashion Technology and Apparel Designing and Diploma in Early Child Care and Development were offered during 2020-2021. 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. • Life Skills Training is a compulsory subject in BA B.Ed./BSc.BEd. Four Year Integrated Course introduced in 2018-19. • Add on 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. The college has introduced an innovative practice pertaining to skill development in view of</p>

	<p>NEP 2020. Saavan Fest is organized on Teej Festival. Students put up stalls and sell eatables and various items prepared by them. Exhibition cum sale of bedsheets and other articles prepared by the students is organized on various other occasions.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>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 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 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</p>

	<p>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.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>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.</p>
<p>6. Distance education/online education:</p>	<p>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 will be introduced as per the instructions given by the affiliating university.</p>

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
667	605	564	503	470
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	25	25	23	20

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
382	429	623	817	1047
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
495	568	617	617	666

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
124	173	264	319	497

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
41	51	51	76	64

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
48	58	57	79	81

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 23

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
31.39	109.60	132.20	126.78	122.12

4.3

Number of Computers

Response: 90

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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. A well planned and documented process has been developed by the institution for effective and timely delivery of curriculum.

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 and posted in mentor-mentee groups.

The Examination committee and Syllabus committee ensure that the uploaded syllabus is available in the library at the commencement of the session. Hard copies are provided to the teachers and they discuss POs and COs with the students. Links for syllabi and desired outcomes are also available on the college website.

The Heads of respective departments submit workload before the commencement of each semester and discuss the requirements regarding **recruitment of faculty**.

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 to discuss the extent of coverage of syllabi and activities conducted. Teachers maintain a meticulous record of curriculum delivery, number of lectures delivered in each subject, ICT tools used, sources suggested, problems faced by the students and compliance of grievance. During the COVID-19 period, department-wise **monthly reports** were submitted to the Principal.

Slow learners are identified and **remedial coaching** and extra classes are provided. Advanced learners are encouraged to improve performance.

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

Besides standardized prescribed curriculum seminars, workshops, invited talks, paper-presentations, critical analysis activities, quizzes, competitions, assignments, project work, peer teaching and educational tours and industrial visits are planned in accordance with resource potential and through effective time management. Continuous assessment of students is maintained and documented throughout the year. In case of poor performers parents are contacted and corrective action initiated.

The laboratories are maintained effectively and replenished every year as per emerging requirements.

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	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

Khalsa College for Women is a premier rural women college of Punjab. It continuously endeavours for excellence in curricular aspects and strives for holistic development of the students while imbibing moral-ethical values and inculcating qualities of good citizenship in the students. The same is reflected in the schedule followed during each academic session.

The institution is affiliated to Panjab University Chandigarh. Academic Calendar is notified by the affiliating University at the beginning of the session. The schedule provided by the University is followed for admission process, commencement of classes, semester examination (theory and practical), breaks / holidays.

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 Continuous Internal Evaluation. Celebration of important days and events pertinent to the concerns of the institution are also mentioned.

Both the calendars are displayed on notice boards and college website for the reference of students and teachers.

In addition to this each department also prepares a 'Framework of Activities' to be conducted semester wise. Duties are assigned to teachers by the HODs according to their aptitude and interest and accountability is fixed.

The semester-wise working days stipulated by the university are adhered to by the institution. The transaction of curriculum is done by the teachers in an effective way within the broad overview of the affiliating university. The Framework of Activities prepared by the departments is implemented and commemorative days and events are celebrated through time management and optimum utilization of resources.

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. The teachers are available to help and guide students during the preparatory break notified by the 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	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
Response: 18.52	
1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.	
Response: 5	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years											
Response: 40											
1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	8	8	8	8	8
2020-21	2019-20	2018-19	2017-18	2016-17							
8	8	8	8	8							
File Description	Document										
List of Add on /Certificate programs	View Document										
Brochure or any other document relating to Add on /Certificate programs	View Document										
Any additional information	View Document										

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 9.49

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
47	52	48	55	90

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The institution is affiliated to Panjab University, Chandigarh. The curriculum of various programmes and courses prescribed by the University integrates topics on cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability.

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. Activities like Extension lectures on Insurance and Human values, IPR, Copyrights, Leadership: A new way of keeping team along and Teaching competency create awareness among staff and students. Career Counselling Cell invites eminent resource persons to enlighten students about ethics of different professions.

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.

The institution is pro-active in sensitizing students and community regarding environmental problems and possible solutions for conservation. ‘Annual Bhai Sahib Bhai Narain Singh Ji Memorial Seminar’ on ‘Save Mother Earth’ is celebrated. Plantation drives, Swachhta Pakhwaras, awareness programmes on stubble burning, water conservation and hazards of plastic use are conducted and

webinars, seminars, workshops are conducted to raise environmental consciousness. National and International days related to environment and sustainability are celebrated with active participation of students. Eco-friendly measures are adopted by the institution. Environmental Education, Road Safety Education and Violence against Women / Children is a compulsory paper taught to all the first year students of UG Programmes to make them conscious for the improvement of environment for the sustainable future.

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. International Women Day and Teej Festival is celebrated. Women empowerment through various academic and co-curricular activities is ensured. Programmes on Legal Rights of Women, Poshan Mah, Beti Bachao Beti Padhao, Female Foeticide, Health and Hygiene of Women are conducted.

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. A webinar on 'Code of Ethics and Professional Conduct' was organized on December 31, 2021. The college celebrates Gurupurabs of the Sikh Gurus with religious fervor. Communal Harmony week, Integration week, Unity Day and Vigilance Awareness Week were observed. Students appeared in moral values examination. Bani Diwas celebration is an annual feature.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**Response:** 0.94**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	6	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 17.8**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 68

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 21.15

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
165	159	232	355	323

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1360	1260	1260	1160	1010

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 18.94

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	76	117	160	120

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution gauges the learning levels of students at the time of admissions. The teachers performing help-desk duty assess the initial knowledge, interest intelligence and skills of the students and counsel them. It is a rural women college and majority of students hail from weaker sections of the society. The knowledge and set of skills to be acquired by the student and procedure of assessment is clearly explained to the prospective candidates and their parents.

The prospectus/ handbook of information mentions the process of internal and external evaluation. Induction programme conducted at the beginning of the session acquaint the students about assessment parameters. Subject teachers discuss the program outcomes and course outcomes in the class.

Class test is taken within the first week of commencement of the classes in the odd semester. Group discussions, oral test, classroom interaction, dexterity in performing practical work helps in assessing student performance. The HoD of the department and the mentor remain in constant touch and discuss the progress of students.

Continuous evaluation is done. Slow learners are given remedial coaching. 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.

In case of continual poor performance mentor, subject teacher and HoD consult the parents and support the student to achieve optimum standard of learning.

The advanced learners are encouraged to participate in academic and co-curricular activities. The learners express their views in College magazine 'Ujjagar Kiran' and contribute articles to national dailies on contemporary issues. They are motivated to do MOOC courses. 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. Teachers help in preparation for participation in events organised by other institutions.

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. Training to crack competitive examination is provided.

The outstanding performers in various fields are applauded and motivated to excel.

File Description	Document
Past link for additional Information	View Document

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

Response: 9:1	
File Description	Document
Any additional information	View Document

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

Response:

The institution uses teaching methodology which focuses on giving education through various student centric methods because students vary in their ability to absorb in a teacher centric class. The teacher facilitates learning by allowing each student to comprehend by ensuring his/her involvement in class activities. The student centric methodology involves project work, industrial visits, guest lectures, debate, declamation, quizzes, discussion etc.

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. For example the projects are done in classes like M.Com and M.Sc. IT.

Interactive method

The students are encouraged to participate in group discussions, quizzes, discussions, debates, PPT competitions etc. Various topics are covered under these interactive methods.

ICT enabled methods

ICT enabled methods of teaching include use of language lab, smart classrooms etc. The ICT enabled methods help the students to achieve the best results.

Experiential learning

Experiential learning method is used by the Department of Science and students learn things through experiential learning.

Internship programmes

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

Chalk and Talk methods

The students are given opportunity to draw diagrams, solve questions on the blackboard and this boost their morale and students get prepared for practical subjects.

Peer learning

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

Lecture method

This conventional method is commonly adopted by all the teachers which helps the teacher to interpret, explain and revise the content.

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 on regular basis like tree plantation drive, Swatch Bharat Abhiyan, AIDS awareness campaigns, blood donation camps etc. In addition to it during

worldwide pandemic COVID-19, RT-PCR test, COVID vaccination camps etc. were also organised.

Independent learning

Well -furnished and stocked library of the institution provide books, journals, magazines various newspapers etc. to the faculty and students.

Free access to the internet makes the user self-reliant and independent learners.

In addition to it the college magazine Ujjagar Kiran serves as a platform where in the students can expose their literary and artistic talents. Educational trips are organised for the students.

Sports day is celebrated every year and students actively participate in the sports events and best athlete is also chosen. In addition to experiential and participative learning activities under problem solving methodology, remedial classes of the students are taken wherein they can clear their doubts and they are provided easy and quick means to score good marks.

File Description	Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

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 to enhance, optimise and support the education.

Some teachers use lecture method to convey basics, critical information, history, background, theories and equations and to expose the students to contemporary issues and find quick ways to reach large number of students for exchange of useful information.

Blending teaching is the other method used in which teaching aids like PowerPoint presentation etc. is used so as to imply active learning strategies like collaborative and individual learning activities.

In the subjects of Science and Computer laboratory demonstration is given wherein theory is verified by practical approach using various data system in the analysis. The students learn to work in teams and understand the importance of multidisciplinary courses in real-world applications.

Course hand-out method is also used wherein the notes are given to students to prepare, assignment questions are assigned and model question papers and previous years' university question papers are also discussed with the students.

The faculty have been using zoom, Google meet platforms for conducting online lectures for students flawlessly.

Also many interactive methods for effective teaching 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 available online library 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 on the new developments in the core subjects for effective teaching and learning.

Online quizzes are also prepared for the students and Google forms are prepared for this purpose.

Various technical events and management events such as poster making, project presentation, quiz, debate, paper reading contests etc are being organised with the help of various information communication tools. Students are counselled for NPTEL, MOOCS, SWAYAM etc. through morning assembly PPT by Librarian as well. The students and the faculty are registered on National Digital Library of India (NDLI) and have access to books and e-journals

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

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 13:1

2.3.3.1 Number of mentors

Response: 29

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 87.61

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 19.96

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	11	11	7

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 5.56

2.4.3.1 Total experience of full-time teachers

Response: 228

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Response:

The college follows the guidelines issued by the Panjab University, Chandigarh and follows a well-structured mechanism of internal assessment for different courses which is both transparent and robust in terms of frequency and mode. The teachers devise procedures within the broad overview provided by the university. The overall pattern is standardized by the university. The students are acquainted with internal assessment system through the prospectus at the time of admission during their orientation and induction program at the beginning of the session. The entire process is also explained to the students by their respective teachers in the class and in mentor-mentee groups.

The institution follows the direct method and indirect method for assessing student performance. The performance of the students is gauged on the basis of the desired POs and COs of a particular programme.

Continuous evaluation is done through house examination, snap tests, practical examination, attendance in class, participation in class assignments, projects and participation in co-curricular activities. Regular class tests have proved useful in gauging the knowledge and skills acquired at various levels of the programmes.

Re-tests are also organized for those students who are unable to fulfil the conditions of minimum marks in the house tests. The question papers are set as per guidelines of the university and the answer scripts are evaluated and distributed with correction notes and discussed with the students. The students who remain absent in house tests have to submit examination leave along with documentary proofs, otherwise they are answerable as per rules of college examination committee.

The students who miss their chance to appear in these exams due to their participation in Sports, Cultural, NCC, NSS activities are allowed to appear in special house tests. The Registrar's Office is responsible for conducting the House examination and maintains a complete record.

The direct method of assessment involves of computing POs and COs attainment which is based on the student performance on all assessment parametres.

A special provision of enlisting absentee record of the students every semester has enabled a ready reference of the attendance criteria for the internal assessment.

The students and their parents are duly informed about their attendance and examination awards through SMS, letters, telephone calls and Whatsapp groups.

The affiliating university has a provision for evaluating students internally in certain courses through project work. The students are guided about the structure, format and the ethics involved while working on a project report.

The assessment record of the students is displayed on the college notice board. It is also shared in Mentor-Mentee groups and their queries for the same are duly satisfied and answered.

The overall performance of students is discussed by the Registrar with the Principal and HODs of all

faculties. The results of 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	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The institution has evolved a well-defined mechanism for dealing with examination related grievances. Registrar Committee has been constituted and a senior teacher is appointed convenor. The committee is responsible for providing updates to faculty and students regarding University and House Examination schedule. 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 in the presence of the aggrieved student. If the student feels her problem has not been addressed she can contact the Principal. The Principal then convenes the meeting of Advisory Committee and Registrar Committee to resolve the issue within 3 days.

The transparency in award of assessment and evaluation of Project work is also maintained.

The complaint/suggestion boxes have been installed in the college and the students in the college and students can avail this option to voice grievances. The student has the freedom to use suggestion box to put note of dissatisfaction with the internal examination system. The awards and the attendance details are sent to the guardians of the student as SMS and letters. The students are informed regarding the requisite formalities of assessment of project reports or seminars papers by putting up the details on the main information board as well as departmental notice boards, well in time.

The students can also raise issues related to dissatisfaction with examination system in the mentor-mentee group. The mentor then reports it to the Registrar who follows the stipulated procedures.

The Registrar Committee communicates the timeline for conducting snap tests, submission of snap test record, assessment and grades/marks for assignments, projects, internship and lecture shortage through online and offline modes.

Any grievance regarding projects, assignments, and internships, is resolved by the Examination Committee in presence of the concerned teacher and HoD. The committee promptly deals with mistakes or errors related to attendance or assessment of the students.

The parents are informed about the performance of their wards on PTA Meet. Poor performance is reported by contacting parents telephonically and through letters.

The institution is affiliated to the Panjab University, Chandigarh and follows the guidelines and set procedure notified for redressal of semester examination related problems. The Registrar Committee communicates any discrepancy in the University Examination schedule to the concerned authority and requests timely resolution. Any problem faced during conduct of 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	Document
Link for additional information	View Document

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 Advisory Committee in consultation with HoDs of departments under the guidance of the Principal. Structured feedback from students, parents, teachers and alumni is taken. PTA Meet is of immense help to communicate POs and COs as majority of students hail from rural backgrounds.

The POs are stated considering the Outcome Based Education (OBE) aimed at within the broad pattern provided by the affiliating university and aligned with the National educational policies and desired goals of education specified by the State Government. This has enabled students, parents and employers to

understand the nature and level of learning outcomes. The HoDs discuss the learning outcomes associated with a particular course with the concerned subject teacher and meticulously spell out the Cos. 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 PO and COs are communicated to students, teachers and other stake holders through different means. The following mechanism is followed by the College to communicate the learning outcomes to the students:

Induction Programme: All the students are apprised of the objectives and expected outcomes of various programmes during the induction programme conducted shortly after admission.

Library: Syllabus Committee has been constituted and the hard copy of POs and COs is available in the library and in departments for reference of faculty and students.

Departmental Notice Boards: Departmental specific COs and POs are displayed on the departmental notice boards.

Mentor-Mentee Groups: The COs and POs are posted in the Mentor-Mentee groups at the beginning of every semester.

IQAC and Staff Meetings: The COs and POs are communicated to the teachers in IQAC and Staff Meetings.

College Website: Programme outcomes and Course outcomes are uploaded on college website for information of all stakeholders.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

Response: There is a well-structured mechanism to assess attainment of the Programme Outcomes and Course Outcomes in the institution. The Internal Quality Assurance Cell of the College follows a specific and systematic methodology for this. Knowledge and skills that students acquire in their subject and also their capacity for critical thinking are evaluated through continuous internal evaluation and end semester examination and personal interaction.

Direct attainment is measured by evaluating and computing 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 test, assignments and interaction with students. The knowledge and skills acquired are evaluated in the light of desired learning outcomes stated for each programme and course conducted by the college and university respectively.

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 Registrar Committee has been constituted to monitor 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

This data is analyzed to find out the pass percentage of the students and also to compare the results with the university pass percentage.

Teacher wise result is also evaluated by the Management.

Academic Audit is carried out, 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 policies and strategies are framed to encourage better performance in the future.

The learning outcomes of the students can be easily checked from the number of students in various courses placed on the university merit list.

The CO attainment in terms of analytical and critical thinking is evaluated on the basis of quality, depth and relevance of project work. The active participation of the students in activities like PPT'S, paper presentation, essay writing competitions, public debates, declamations and awareness programmes on contemporary issues related to local , national and global reflect their preparedness as agents for social good in the future.

The relevance of the curriculum is also ascertained through enthusiastic participation of students in extension and community outreach programmes.

A qualitative analysis is done on the attainment of COs for the course by the faculty after course completion. Indirect method of attainment is also employed. 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	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 83.38

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
96	153	212	242	399

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
115	171	257	305	486

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
27	25	25	23	20

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

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 Ujagar Kiran provides a platform to students to exercise their skill of writing. Various sections of the magazine add variety of ideas catering to diverse interests. The copy of the magazine is provided to students, teachers, members of the Trust and the dignitaries who visit the college.

The students expressed their opinion in 'The Open House Question' section of 'The Tribune' and presented papers in seminars and workshops. Few students have got their work published. Students of Master of Arts in English submit dissertation in the third semester and they do translation work in the fourth semester. Power Point Presentation and Talks delivered by students during the morning assembly on myriad of topics lead to creation of new knowledge. Essay writing competitions, debates and declamations are held where students discuss and express their ideas.

Saavan Fest/Talent Hunt is organized in the beginning of the session every year to give a chance to students to have practical experience as to how to carry out business transactions and inculcate in them entrepreneurial skills. Students decorate the venue and put up stalls of various eatables and artifacts prepared by them. Similar in vein the concept of 'Earn While You Learn' is put into practice by organizing exhibition cum sale of embroidered and painted bed sheets and velvet dupattas etc. made by students under the guidance of teachers. The profit earned from stalls is distributed among the students. Workshops are organized for students so that their skills could be improved like three-day painting workshop and webinar on Design Process organized in the college were such endeavors. The students are also engaged in activities like 'Best out of Waste' and "Flower Arrangements" by the department of Home Science. 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. Seminars and workshops in online/offline mode have been conducted. Webinars were organized on Copyright and Patents. Teachers have presented papers and their research work has also been published. They are also invited as resource persons. Currently 06

teachers are pursuing Ph.D. Some students have also presented papers in seminars and have also got their papers in various journals.

There are well equipped laboratories in subjects of Botany, Zoology, Physics, Chemistry, Computer Science and Language lab. A well stocked and digitalized library, equipped laboratories and ICT facilities help in providing a conducive environment for creation and sharing of knowledge. Lectures are recorded by teachers and uploaded on You tube. Seminars are organized to know the latest developments in library resources like NDLI, MOOC etc.

File Description	Document
Upload any additional information	View Document

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

Response: 21

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	5	6	2	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.69

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
15	5	8	8	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.06

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	11	8	11	21

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

The institution organizes and participates in various extension activities to sensitize students about various social evils and environmental issues. The institution has been recognized as “Social Entrepreneurship Swachhta and Rural Engagement Cell (SES REC)”. Apart from the activities of NCC and NSS the students are given opportunities to become sensitive to issues threatening human existence. The institution 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.

The institution organized seminars to spread legal awareness. INSPIRE Internship camp was organized in collaboration with DST, Govt. of India. Awareness rallies against female foeticide (Beti Bachao Beti Padhao), dowry system, pollution, drug addiction, water conservation, stubble burning, plastic free campaign and voter awareness are carried out from time to time. Apart from this various other activities like: movie telecast, poster-making competition, slogan-writing, essay writing competition, extension lectures, yoga, cycling, online survey of youth pride, webinars, cleanliness drive, Republic and Independence Day parades, annual training camp, youth leadership camp, flag collection, oath to help people in Covid-19, quiz, internship, live telecast of PM interaction, participation in farmers’ agitation and industrial visits of students are also carried out. Interactive programmes like RU-B-RU were organized by Punjabi department of the college to give opportunity to students to interact with famous writers and social activists. Buddy groups have also been formed to further the awareness drive.

Rallies are taken out by both NCC and NSS in the village to sensitize people about societal concerns. The NSS volunteers also carry out cleanliness drive in the college campus. 05 students received ‘Swachh Bharat Summer Internship 2018’ certificates from Govt. of India. NCC Cadets also went on trekking. They also appeared in BEE and CEE exams. Volunteers also paint tree trunks and flower pots to decorate the campus. Bird houses have also been hung in the in the college campus to provide shelter to birds. Women of the village were given knowledge by teacher and students of Home Science department regarding nutritious diet and vaccination of children. The college was made centre for SC/BC scholarship.

Science and Commerce workshops were also organized for school students by concerned departments. Experts are also invited to give training about yoga and self-defense. Lecture is also organized on traffic rules to guide students, teachers and transport employees. Workshop was organized for students to teach them fabric painting. An eye-check up camp was also organized by the college. Teaching and non-teaching staff also provided monetary help to save life of a student of sister institution who was very seriously injured in an accident. Flags are also sold to raise funds. A community outreach programme was organized by helping inmates of “Manukhta di Sewa Society” with clothes and eatables. Covid-19 vaccination was organized for students, teachers and villagers in the campus. Various days are also observed like Environment day, Constitution day etc. All these activities are done with an aim to make society better.

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 5

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	0	0	1

File Description	Document
Number of awards for extension activities in last 5 year	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 166

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
48	42	29	27	20

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 65.97**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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
200	365	280	600	775

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 14**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	2	4	3

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**Response: 1****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - 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.

Response:

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. It is one of the five educational institutions run by Shri Guru Hargobind Ujagar Hari Trust.**

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)

Adequate infrastructure exists for teaching learning facilities. The institution has put up a physical structure in the shape of well-furnished and well ventilated 23 Class Rooms, 10 Smart Class rooms including Seminar Hall are equipped with projectors so that ICT can be used for strengthening academic discourse. Principal office, Administrative Office, Bursar Room, IQAC Room, Staff Room, Different departmental Rooms, 02 Examination Halls is provided.

The college has well equipped laboratories for curriculum delivery. 04 Computer Labs including ICT Lab with Projectors, Visualizers, LAN & WIFI, Internet facility, Wi-Fi Facility for students and staff through firewall facilities are available. There are well furnished Laboratories for the following departments.

Physics Lab -03

Chemistry Lab -02

Botany Lab -01

Zoology Lab -01

Mathematics Lab-01

Psychology Lab-01

Home Science Lab -03

Geography Lab – 01

Fashion Designing Lab -01

English Language Lab-01

During last five years the growth in infrastructure has been in pace with academic developments. Physics Lab, Psychology Lab and Mathematics Lab were setup and equipment and apparatuses were purchased. FD lab was replenished with new requirements as per the need of new programmes. A dedicated leased line was installed and new licensed software's were acquired.

Supportive ambience is available for curricular and academic activities in the form of 01 Seminar hall with Smart Board and ICT facility. Bibi Attar Kaur Hall (Multi Purpose Hall), Guru Nanak Bhawan (Auditorium) is provided.

Gymnasium and various Multipurpose play grounds cater to the health and fitness requirements.

There is a well stocked and Computerised UG and PG Library with Koha and Campus Anlayzer software. N-list subscription has been taken.

Hostel with hygienic mess facilities for staff and students. Gurudwara Sahib Ji, Dispensary, Canteen have been provided.

The college has a Tuck Shop; Photographer Shop which provides services to the students and staff.

Bus shed with fleet of 21 buses with CCTV camera surveillance, Car, Two Wheeler Parking, Ambulance, Hygienically Cleaned separate Washrooms are available for staff, students and for Divyang students also.

02 -Power Backup with 160 KW, Inverters. Keeping the goal of ecological sustainability, the college has kept the old trees intact and built the new structures around them. For enhanced security and vigilance, CCTV (24x7 surveillance) cameras are also installed.

There is provision of Bank and ATM Facility.

In order to create and enhance the infrastructure that facilitates effective teaching and learning, a policy is framed annually according to needs of different departments. Committees have been constituted for proper implementation of the plans.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college is committed to offering resourceful infrastructure for the holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.

Co Curricular activities play a significant role in comprehensive development of students. To meet the requirements the college has a very spacious and ventilated Auditorium (Guru Nanak Bhawan) 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 of various departments. It is also venue for Annual Prize Distribution Function, Founders Day and Convocation. Music room has been provided. Musical Instruments like Sitar, Harmonium, Jal tarng, Dholak, Electronic Tanpura, Chimtta, Dafli, Daff, Khanjri, Kato, Chikka, Dhadh, Bugcha, Electronic Keyboard are also available for practice.

Seminar Hall with dimension of 129.35 Sq meters with ICT facilities (Projector, Smart Board, Visualiser, Speakers, LAN, Wi-Fi) is used for hosting Conferences, Debates, Seminars, Workshops, Extension Lectures Poetical recitation of the students. Off stage cultural items are also held in Bibi Attar Kaur Hall (Multi Purpose Hall) with dimension 294.42 sq mtr. The Lawn opposite canteen (Kaka Ujgar Singh Park) with dimension 2535.67 sq mtr is used for outdoor cultural functions like Lohri and Teej festival.

The College prides itself of organising two Zonal Youth Festivals due to excellent Infrastructure.

The College has a standard multipurpose sports Ground with dimension of 11481.69 sq meters. It is used for multipurpose sports and games like Field Hockey, Football, Cricket, Volleyball, Kho-Kho, Kabaddi (National Style), Kabaddi (Circle Style) and Handball. Boxing Ring with dimension of 20 x 20 feet, 400 mtr Six Lane Standard Athletic Track, two Badminton courts cater to diverse sports interests of the students. Facilities for indoor games like chess and table tennis are also provided. The College has prepared teams for Hand Ball, Kho-Kho, Kabaddi (National style), Netball and Athletics.

The College maintains its own fitness centre/gymnasium with dimension of 103.36 sq meters. The fitness centre possesses equipment for free weight exercises, bodyweight exercises, resistance, machine and stretching exercises

The construction of Indoor Sports Stadium is under process. The grant of Rupees Five Lakh from the MPLAD Grant fund has been received.

The students participate in various cultural and sports events and bring laurels to the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 43.48

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 2.96

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.508	1.944	0.643	5.323	8.220

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Library of KCW Sidhwan Khurd occupies a prominent position and it is an important and integral part of all the teaching programmes of the college. Library is not merely a depository of books, but an active workshop instrument in the production of original thinking. At present the library is computerized, air-conditioned and Wi-Fi enabled.

Voluminous library that supports the learning process with textbooks, reference, general books, periodicals etc. is an asset to the students. It further enhances the subscription to a number of valuable and quality journals and periodicals are being subscribed to. The library has more than 33,000 Books, 31 periodicals, e-journals, e-books and other digital resources. In addition to the course books general books for personality development, general knowledge, handbooks, yearbooks, and a rare collection of great reference books are also added to the collection. The library is tastefully furnished and it can seat more than 150 students at a time in its spacious reading halls.

Print Books: The library prides itself of large collection of more than 33000 books including the rare ones.

E-books and E-journals: The library provides access to more than 3450000 e-books and 6000 e-journals through N-LIST subscription.

Reference Section: Separate AC reference section is available in the library which has more than 1100 rare books, encyclopaedias and other reference books in its collection.

Internet Facilities: The library has a separate digital library section and 11 PCs are available for surfing the internet.

Periodicals: The library subscribes 31 journals and magazines of national and international repute. Nine newspapers are also available in the library.

Integrated Library Management System: Koha ILMS, world's best open source software along with Campus Analyser is used in the library to automate its services.

OPAC: The Online Public Access Catalogue is provided in the library for the convenience of the library users.

Previous Question Papers and Latest Syllabus: For the ease of students, theses are provided in the library and Audio-Visual Resources are available. More than 1400 CD / DVDs of books, magazines and others are available.

The Library also offers the facility of Book Bank to its Students

The library has student access catalogue through which users can search books on the basis of Author, Title, Accession number & Subject wise on campus analyzer Software.

- Name ILMS software : **Campus Analyzer /Koha**
- Nature of automation (fully or partially): **Partial**

- Year of Automation: **2010**

There is a separate reading area for staff and students. Institution has digital library and the issue/return system is computerised. Reprographic and internet facilities are available in the library. World's one of the best open source integrated Library Management System– KOHA, has been installed in the library to computerized the library services viz. issue/return of books, cataloguing, accounting, fine collection etc. N-LIST subscription is available for accessing National Library Resources and information services. For e-books, another open source software calibre has been installed and implemented in the library. A library blog (librarykcw.wordpress.com) is available for providing better library services.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.41	0.25	0.45	0.83	2.96

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 3.31

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

Response: 14

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The organization is very concerned about deployment of adequate technology. 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 Softwares. Scanners, Printers, Projectors, Photostat Machines, Click to controls , Networking Switches, Access points, Routers, Multimedia Speakers , Web cameras , Barcode readers ,Tonners, Projector Screens , External Storage media and online /offline UPS are also available.

The IT infrastructure and Facilities are updated regularly. Continual up-gradation is done in the internet access and campus network. Earlier we were using 4 Mbps speed of internet leased line and it was upgraded to 50 Mbps dedicated leased line during the session 2020-21. Access points and other infrastructural facilities were installed to increase Wi-Fi bandwidth in campus. The LAN and Wi-Fi connection is available through central firewall (Nebero System Purchased in the 2019) located in Server Room and the Internet bandwidth is distributed to Administrative Office, Principal Office, IQAC Coordinator Room, Library ,Bursar Room, Computer Labs, Library, Science Department, Commerce

Department, Education Department, Classrooms , A.C Auditorium, Gallery and Seminar Hall. All the faculty members and students of different department as per their requirement use this facility through firewall. The User ID and password are provided by the College System Administrator. The Wi-Fi Access points are also installed in Administrative Office, Principal Office, Library, Computer Department, and Science Department and other location in the campus.

The college added many new editions to its repository of licensed Softwares during the last five years including Windows Preloaded and Paper Licence, MS Office, K7 Anti Viruses ,Visual Studio Pro, Corel Draw , Redhat Linux, Oracle, Windows Server and client, Adobe Director, Adobe Flash, Busy, Wings, Tally Prime ,Quark. Apart from the purchased software, departments use a variety of Open Source Packages.

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

The institution employs ICT for a wide range of activities. During Covid -19 teaching learning transaction was carried out by using online platforms like Zoom, Google Meet and Google Class Room. YouTube Lectures which were prepared used for the teaching learning process .Webinars and online programmes were conducted by various departments. Free 5GB data is provided daily to every teacher, 1GB to students through Firewall access is provided. Unlimited data is given to the administrative office.

ICT is used for purpose like Examination , Admissions and Support Services to students

The website of the institution was developed and is being maintained by the Computer Science Department of our institution. The information related to NAAC and IQAC was updated on the college website. The Registration Forms, Prospectus, Annual Reports and schedule of admission and examinations are displayed for easy reference of the stake holders. Timeline of upcoming events and the report of activities organized are also available.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 4:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 100**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
31.39	109.60	132.20	126.78	122.12

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.**Response:**

The Institution ensures regular maintenance of the infrastructure through established systems and utilizing physical, academic and support facilities. Various Committees are constituted during every session. The college has constituted Campus Maintenance Committee and Technical Committee for maintenance and repair work. The Committee holds meetings and takes decisions regarding the requirements related to the upkeep and maintenance. A complaint register is available to enter complaints regarding furniture, technical equipments, fittings, gadgets and repair work needed.

Campus Maintenance Committee and Technical Committee monitor maintenance, repair work and replenishment of the infrastructure through an efficient mechanism. Register is maintained by faculty and students regarding infrastructure requirement. In addition charges for monitoring the upkeep of Building, Class rooms, Grounds, Laboratories, Lawns have been appointed. The committee coordinates with the In charges to ensure efficient maintenance. The support staff has been allotted floor wise and area wise responsibilities. The In charges check and monitor the maintenance of infrastructure.

The Institution has provision for on the campus Electrician, Mason, Laborers, Plumber and Carpenter for the regular maintenance of the infrastructure and gadgets. Full time workers are employed to maintain cleanliness and hygiene .The buildings are painted and white washed regularly.

Annual maintenance contracts are signed by the institution for the maintenance of computers, water coolers, CCTV cameras and Internet equipments. Technicians from various fields visits the institution and are continually engaged with the upkeep of the equipments. The job completion report is prepared by the service provider and signed by the concerned Head of the department.

The monthly and annual accounts of maintenance are reported to the Management. The College has four fully air-conditioned computer Labs with Wi-Fi facilities. To ensure effective utilization and proper maintenance of computer Labs, a teacher-in-charge for each Lab is appointed. Payment of Maintenance bills are generated and processed through the concerned authorities (Bursar) and forwarded by the Principal for final payment

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

Time Table committee ensures optimum utilization of infrastructure. Cleanliness Committee and Maintenance of Lawns Committee supervise the area of the campus put under their charge with the help of support staff .Library Committee in consultation with HoDs takes decisions regarding journals, magazines and purchase of new books.

The Trust has appointed 16 Security Guards on 24x 7 basis to keep a constant vigil and ensure perfect discipline on the campus under the charge of the expert supervisor. The institution has also installed the CCTV surveillance for the security of the students and staff. Fire Extinguishers are installed in the campus. Every Year inspection is done regarding working of the equipments at the institutional Level.

Stock registers are maintained; Annual Stock checking Committee assesses the physical, academic and support facilities at the end of the session. The redundant items are written off, physical verification of each entry is done. These stocks are subjected to inspection and physical verification by experts from various departments at the end of each year. On recommendation of these experts and with permission of the Principal, the obsolete, damaged, non-reparable and waste materials are written off. Periodic reports on requirements of repair and maintenance are submitted by the HODs. The equipments are either repaired inside the college campus or sent to their service centers. In the latter case, proper gate entry register for the equipments are maintained to take the instruments outside the campus

The electrical equipments such as generator, UPS and batteries are monitored periodically and entries about the condition/status of these equipments are recorded in the Log Book.

College has a fleet of buses and other vehicles which are maintained under the supervision of a Transport Supervisor

The college shares the infrastructure with the Jagroan administration as SC/BC /Minority Scholarship approved center of the zone and when required by them for District/State level function.

Campus Cleanliness Committee examines the cleanliness in the campus. We have allotted floor wise and area wise duties to maintain cleanliness in classrooms, wash rooms, laboratories, seminar hall, multipurpose hall, libraries, etc. on regular basis. The name and the contact numbers and portion allotted to the supporting staff are displayed on all the notice boards. Dustbins are placed at every floor These checks are often complemented by surprise checks by the college Principal and the members of the Committee.

Full time gardeners have been employed to maintain the Green Cover of the campus.

The college has four fully air conditioned Computer Labs with Wi-Fi facilities. To ensure effective utilization and proper maintenance of Computer Labs, a teacher In charge for each lab is appointed.

The institution has a Library Advisory Committee. It reviews the library from time to time. The committee holds meetings, takes decisions regarding upgrading the resources, documents and takes feedback from students and teachers for further improvement. Keeping in view the budget and demands of the readers of library, reference service to the readers is available throughout the year. In the reference section quality books are available which are helpful for teachers, alumni and students for research purposes. Many alumni visit the library. Even after the end of the session, students can borrow books by depositing an appropriate security. Library is computerised (11 computers with LAN, Internet and Wi-Fi facility). This provides great aid to students and teachers in teaching learning and recreation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 11.76

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
65	40	50	98	130

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 12.84

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
15	45	127	135	135

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 116.91

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
168	323	1219	1559	825

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.5

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
18	15	18	6	3

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 373.39

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 463

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	7	13	1	4

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	7	13	1	4

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 55

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
26	1	8	12	8

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

- Student Council has been constituted as per University Statue.
- 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 a Senior Teacher, President, Vice President and Secretary is 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.
- Student representation helps in maintaining discipline during various functions.
- CSA helps in maintaining discipline amongst students and if need arises their problems are discussed with the Principal. CSA is a bridge between administration and students.
- Conduct assembly maintain discipline and cleanliness in the campus. The College provides the students many opportunities to participate in various academic and administrative bodies. The college has various academic and administrative bodies having student representatives on them.
- The College Magazine Editorial Board comprises of Chief Editor, Staff Editors, and Student Editors.
- A Library Advisory Committee has been constituted which is responsible for the smooth functioning and maximum utilization of library resources and services. Suggestions are invited from the students for making the library atmosphere congenial. Student members of Gurudwara Committee assist teachers during religious

functions. Societies at departmental levels have been constituted.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 348.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
332	347	404	366	293

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

The College was established in 1950 and prides itself as a primer rural institution for Women. The college has illustrious alumni. Mrs. Rajinder Kaur Bhattal, Ex Chief Minister of Punjab is an alumnus of our prestigious institution. Mrs. Sonia Sidhu is Member of Parliament, South Brahmpton, Canada, and Mrs. Rajinder Pal Kaur Chhina is Member of Legislative Assembly, Ludhiana South, Punjab

The alumni are settled in India and abroad and serving the society in India and abroad and serving the society in various capacities as educators, entrepreneurs administrators and members of myriad other professions.

The KCW Sidhwan Khurd Alumni Association has been registered vide registration number LDH./23220/401 dated 26th Feb, 2019 to fulfill following objectives:

- To encourage, foster and promote close relation between the college and its Alumni and among the Alumni themselves.
- To provide and disseminate information regarding the institution, its graduates, facilities and students to Alumni.
- To ensure that programs are initiated and developed for the benefit of the Alumni.
- To guide and assist Alumni who have recently completed the courses of study to obtain employment to engage in productive pursuits useful to the society.
- To establish and maintain a link with all the students and with the community at large.
- To preserve and promote the interest of the Alma Mater through Alumni involvement in its future and governance.
- To participate and assist in the promotion of the college as a major destination for higher education.

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 program. It is a time to rewind, relive and relish the memories. They are honored with mementos. Alumni are also the part of College IQAC Cell. Financial contribution of more than 1.5 Lacs has been received by the college during the last five years from the Alumni. The Alumni also visit the institution throughout the year and due regard is given to them. Structured feedback is taken from the Alumni and their opinions are valued. Distinguished Alumni are invited as the chief guests at various functions and for extension lectures to share their experiences and expertise.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

The institution is a premier rural women institution and it envisages and endeavors to promote the empowerment and all round development of the students, under the aegis of Shri Guru HarGobind Ujagar Hari, Trust Sidhwan Khurd since 1950. The governance of the institution is reflective of and in tune with the vision and mission of the institution.

Under the motto of “**Knowledge Dispels Darkness**” we visualize *“To provide environment to instill self-confidence in girls of rural Punjab to make them self-dependent, having righteous living to become good human beings, dedicated to the service of nation and humanity with a global vision”*.

Our Mission is *“To make quality the defining element of higher education for women in rural Punjab through multi-dimensional personality development, having learner-centric and personal programmes and development through co-curricular and extra-curricular activities ”*.

The managing committee plans and makes decisions regarding the implementation of the vision and mission. The committee members being local visiting the college regularly and discuss various policy matters through monthly meetings with the Head of the institution, and also keep a check on the working of the institution. Two members from staff act as staff representatives.

The Principal leads the institution under the able guidance of the Trust. The Principal is the unifying force and coordinating link among the various internal and external agencies, holding meetings from time to time for efficient working of the college. The Principal personally interacts with various stakeholders, the faculty, non-teaching staff, students, parents and alumni. The IQAC chalks out perspective plans based on the quality parameters determined by NAAC. The perspective plan is finalized by all stakeholders by keeping in mind the vision and mission of the institution.

Various committees like Advisory committee, Admission committee, Alumni Association, Annual Prize Distribution Committee, College Development Committee, Cultural Committee, Centre Student Association (CSA), Examination Committee, Grievance Redressal and Anti Ragging Committee, Library Committee etc., are actively engaged in implementation of the plan finalized by IQAC. Some of these committees include students and non-teaching staff. Information about the various aspects regarding functioning of the college is taken from students and through self-appraisal forms from teachers. The curriculum enrichment programmes, extension activities, capacity enhancement programmes and religion-moral activities were planned and conducted in sync with the vision and mission of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The College is governed by Shri Guru HarGobind Ujagar Hari Trust, Sidhwan Khurd. 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.

CASE STUDY-

Bani Diwas (Founders' Day) is celebrated annually to commemorate the founders of Shri Guru HarGobind Ujagar Hari Trust reflecting the democratic set up that ensures effective functioning of the institution. The management awards Bani Diwas scholarships on the occasion under its aegis. The Trust instructs the Principals of all five educational institutions to provide the list of outstanding performers in various fields according to the pattern provided by the Trust. The schedule of events is chalked out and minutes prepared. The Principal then asks teachers to provide the names of the students along with their achievements to In-charges of Scholarship Committee. The teachers exercise autonomy in selection and making suggestions on the basis of record of each student. The Principal and Advisory Committee then discuss the performance of Students and finalize the names of excellent achievers in myriad fields and also the prize money for each student. The decisions regarding the celebration are governed by the management but authority to various functionaries is provided. The Management, Principals and teacher representative from Gurdwara committee of the five institutions decide the duties to be performed by each institution according to available resources . Principal of Khalsa College for Women then constitutes a team comprising of various committees under the charge of a teacher who is convener of the function. The teachers are assigned duties to prepare the students for various items like Kavishiri, Poetical Recitation, Vaar and Shabad Gayan. Gurudwara committee manages proper schedule of recital of Gurbani and its due ceremonial progress and collaborates with staff and students of Sister Institutions for the conduct of Bhog ceremony on Bani Diwas. Purchase committee, Prizes and Trophies Committee are responsible for selection and purchase of items. Discipline Committee, Decoration Committee and Hospitality Committee make arrangements for the event, under the able guidance of the Principal. The convener regularly interacts and takes decisions in consultation with conveners of Sister Institutions to make preparations and decide the schedule of the events. The CSA and other students who want to render voluntary service are involved in recital of Gurbani, preparing langar, assisting the teachers and managing discipline.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution strategically chalks out plans and then deploys them effectively. The leadership of the institution provides a clear vision and mission to the institution. The strategic development of plans and deployment involves the Managing Committee, Principal and the co-operation of the staff and students. It was envisaged by the management that an annual seminar to create environmental awareness among the students should be celebrated under the aegis of Sri Guru HarGobind Ujagar Hari Trust ,Sidhwan Khurd . The responsibility to conduct the same was given to Khalsa College for Women, Sidhwan Khurd. The committee was constituted by the college and duties were assigned to the staff and students. Considering the success of the seminar and enthusiastic participation of staff and students it was decided by honorable Management that from 2016-17, onwards Student Community from other schools and colleges should also be invited to participate in this noble endeavor. Annual seminar on “Save Mother Earth” would be celebrated on a larger scale by including more activities for students and the event will commemorate the Founder of educational institutions Bhai Sahib Bhai Narain Singh Ji, Seminar would be conducted under the chairpersonship of Principal Khalsa College for Women, Sidhwan Khurd. A renowned environmentalist would be invited on the occasion to sensitize the staff and students on protecting Mother Earth. Meeting regarding celebration of second “Annual Bhai Sahib Bhai Narain Singh Ji Memorial seminar on “Save Mother Earth” was convened by Principal, Khalsa College for Women, Sidhwan Khurd. Principals and teacher in-charges from each institution participated in the meeting and discussed the modalities of the event. Duties were assigned to each institution after taking suggestions and assessment of available resources. Principal Khalsa College for Women held a staff meeting. The committees like Decoration committee, Invitation committee, Hospitality committee, Annual Prize and Trophies committee etc. worked in tandem under the guidance of the committee convener to make arrangements and organize the function. CSA students were involved. The Principal monitored the progress. Teacher In-charges of the seminar efficiently collaborated with Sister Institutions. The second Annual Bhai Sahib Bhai Narain Singh Memorial Seminar was celebrated on November 11, 2016. It is now an annual feature

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The college is governed by a Trust, Shri Guru Hargobind Ujagar Hari Trust, Sidhwan Khurd which manages five institutions. The Trust and the Principal make joint efforts to take the organization to the pinnacles of glory. Board of Trustees (2020-2021) comprises of the President, the Secretary, the Manager and members. The College being affiliated 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 guidance of the management steers the institution in collaboration with the teaching and non-teaching staff for the smooth functioning of the college both in academics and administrative set up. The decisions related to academics like workload, calculation, library purchase, time table, maintenance of infrastructure, admission etc. are taken by the Advisory Committee, subject to provisions and ordinance of the University of Panjab. Internal Quality Assurance Cell, Admission Committee, Time Table Committee, Examination Committee, UGC Committee, General & Account Office, Registrar Office, Warden, Librarian, Senior Technical Assistant, HODs and in charge teachers of various cells, committees carry out the functions of the college. The CSA also contributes in managing academic, administrative and co-curricular activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

1. Gratuity, EPF, and leave encashment at the time of superannuation are provided as given in the guidelines of Panjab University Chandigarh.
2. Various leaves are granted like Duty leave, Medical Leave, Casual Leave, Maternity Leave according to the guidelines of the Panjab University, Chandigarh. Quarantine leaves were also provided during COVID-19 pandemic.,
3. The college encourages teachers to attend professional development Seminars and Workshops. Duty leave is given to faculty to attend online/offline professional development programmes. Faculty members of the institution actively participate in National and International Conferences. Seminars, Webinars, Workshops, FDPs, Orientation Programmes and Refresher Courses. Financial assistance is provided to faculty for attending Seminars, Conferences, Workshops
4. The institution organizes Workshops, Seminars, Invites Talk Training Programmes, and Faculty Development Programmes for Teaching and Non-teaching staff to improve their knowledge and hone their skills.
5. Uniforms and woollens are given to Class IV employees and gifts in cash on festivals.
6. Subsidized quarters for teaching and non-teaching staff are available.
7. Meals are provided on functions to staff.
8. Farewell parties are arranged. Gifts are given to the employees on superannuation as per the criteria decided by the institution. Farewell at departmental level is held for the staff leaving the college. Valedictory mementos and gifts are given.
9. Bank and ATM facility are available on college campus.
10. Parking is available for two-wheelers and four-wheelers.
11. Canteen facility.
12. Gurdwara Sahib.
13. Gymnasium
14. Transport facility for local and outside assignments.
15. Wi-Fi Facility. Free 5 GB data provided daily.
16. Medical facility at Mata Ram Kaur Charitable Hospital (working under the aegis of the Shri Guru Ujagar Hari Trust Sidhwan Khurd). Ambulance is available in the institution.
17. Free Vaccination camps, Free Eye Care camp and Health and Hygiene Awareness Programmes were held.
18. Free accommodation for class IV employees.
19. Computers allocated to staff.
20. Well-furnished staff –room.
21. Well stocked and computerized library for research.
22. Free purified water supply ensured.
23. Implementation of pay revision.
24. TA is provided to staff on official duty.

File Description	Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4.4

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	6	0	5

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	2	2	0	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 81.39

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation /

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
104	25	44	3	9

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

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. Appraisal report gauges teacher performance on parameters like achievement of students in university results, teaching methods adopted, duties performed during the academic session and conduct of co-curricular activities. Student Feedback Performa is also used as a tool for performance appraisal by the Principal. The assessment of teachers comes through Student Feedback Forms, in which set of questions answered by students helps to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students. 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. CCTV cameras are used to monitor the performance of teaching and non-teaching faculty. PTM meet is organized and suggestions are elicited on the teaching-learning transactions and performance of teachers.

Annual increment and placement in the grades are all implemented in consultation with the managing committee. Academic audit is also done on yearly basis.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution regularly conducts internal and external financial audits. It has a full time Bursar and Accounts department since inception to ensure maintenance of annual accounts and audits. Frequent checks are made by the Management to make judicious utilization of funds and to ensure financial accountability.

1. Internal Audit

Internal audit is done by internal auditor appointed by the College Management. Every year the Trust issues the audit dates to institution for conducting Internal Audit.

- The Chartered Accountant is appointed by the Trust as auditor.
- Internal Audit team consists of a member of teaching faculty appointed as the Bursar to check the bills and other relevant documents.
- Office Superintendent duly verifies all the bills and puts her initials to acknowledge the bills.

Concerned clerk assists the auditor and his team for smooth conduct of audit. Auditor team is entitled to check all the accounts and statements related to self-financed and government aided schemes. Dealing clerk assists them in providing data related to different accounts like Hostel fund, Amalgamation fund, UGC account, Bus account, 95% Grant and 75% Grant account etc.

The Internal Auditor informs the Office Superintendent and College Principal in case he finds any difficulty in assessing documents. The Audit Report is then submitted to the Trust.

2. External Audit

The institution is Government Aided. It receives salary Grant from Government of Punjab for the Grant in Aid posts. It also receives scholarship amount under various schemes of the Government and funds from various funding agencies like NAAC, UGC, DCDC, DST etc.

- The external audit is done by the Indian Audit and Accounts Department Chandigarh after 5 years.
- It is also done by DPI colleges Government of Punjab being Aided College.
- The audit of funds received for SC/ ST students is also done by the Finance Department or a Committee constituted by the Government.
- Utilization of funds received from funding agencies is also audited by CA and duly audited utilization certificates are sent to respective funding agencies.
- The institution seeks the advice of the CA in financial matters from time to time.
- The objections raised in the external audit are taken very seriously and removed as per as the guidelines issued by the auditing agency.

Miscellaneous guidelines regarding financial matters are provided by the College Management to the Principal to improve institutional mechanism to deal with audit from time to time.

File Description	Document
Paste link for additional information	View Document

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

Response: 1305451

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

2020-21	2019-20	2018-19	2017-18	2016-17
161715	83000	332114	359647	368975

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The financial resources of the College are managed in a very effective and foolproof manner by the Principal and Accounts section of the College. Frequent checks are made by the Management and staff regarding the non-teaching work. There is a fully computerized Accounts office in the college. All expenditures recurring and non-recurring incur through cheque duly signed by the Principal and Bursar. To maintain transparency in financial transactions cash payments are done up to specific limit. After that, cheques are issued for transactions.

For efficient use of financial resources the budget is prepared. There are three types of payments/ expenditures:

- * Recurring
- * Non recurring
- * Capital expenditure

Annual budget is reviewed in the annual meeting of the Trust. Necessary guidelines are provided by the College Management to the Principal to improve institutional mechanism from time to time.

The college's major sources of funding are follows:

- * Total fee collected from the students which include Tuition fee, Hostel fee etc.
- * Government funds- UGC/ Grants of Punjab Government being Grant in Aid college.
- * Contribution by MLA/ MP from the L. A. D funds.
- * Seminar Grants received from the affiliating university.
- * Grants from individuals, philanthropist.
- * Alumni Contribution.
- * ST/SC Scholarships received from government.

The institution has a transparent and well planned financial management system in which government and student fees are the main sources of funds. The resource mobilization policy focuses on achieving the goals and targets of the institution which ensures accountability and transparency. **Utilization of resources is a done as per the following:**

- * Institution prepares the budgetary plan in the beginning of the session which is presented in the local Managing committee for approval.
- * Major financial decisions are taken with the permission of honorable Management. Other day to day financial decisions are taken with the consent of advisory and purchasing committee comprising members of teaching and non-teaching staff.
- * Internal check system has been institutionalized whereby the work of one clerk is checked by the other to prevent errors and frauds.
- * Bursar checks bills and other important documents after being duly verified and initiated by the superintendent.
- * The utilization of government grants is routed through the method provided by Government of India. Financial support provided by the government agencies are audited by the respective government departments.
- * Checking is done at the end of academic year to check pilferages and to ensure proper maintenance of college infrastructure.
- * Regular external financial audit is done of the funds received from various agencies. Utilization certificate during audit by external auditor sent is to the funding agency in a time bound manner.

* Extra-curricular activities of the students are a major concern and adequate funds are provided to sports and cultural activities from Principal fund.

* Amount received as SC/ST scholarship is distributed among the respective students.

* Grants received are utilized for the betterment of institutional infrastructure and students education.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Internal Quality Assurance Cell (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 Panjab University, Chandigarh. The Principal gives direction to Head of the Department to prepare a framework of activities at the beginning of every semester. After this HoD's do meeting with their department members and prepare the framework according to their concerned interest and skills. This helps to chalk out various capacity enhancement, curriculum enrichment, and extension activities etc. at the beginning of the semester. Each department organizes programmes and events according to framework. A proper record of these activities is maintained in departmental activity register.

Some efforts of IQAC are given below:

Ø Eco-friendly and Energy conservation efforts

- Green initiatives have been undertaken. Plantation drives on the campus and beyond the campus are organized.
- Annual Bhai Sahib Bhai Narain Singh Memorial Seminar on "Save Mother Earth" is now a regular feature.
- Medicinal plants were purchased and beautification of the campus was undertaken. A well maintained botanical garden with biodiversity. Initiated "Herbal Garden".

- To reduce the wastage of water, rain water harvesting project was initiated by the suggestions of IQAC.
- Manure pit formation.
- Green Policy Document was prepared.
- Annual Green-Audit was done.
- Efforts are being made to make students aware about save electricity by issuing notice regarding this.
- Faculty Development Programme on the topic “Environmental Issues and Green Audit in HEIs” was organized.
- Activities like celebration of World Ozone day, Habitat day, Environment day, and Water day to make efforts to save environment and ecology.
- Saplings are given as awards to guests on various functions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Internal Quality assurance Cell (IQAC) has contributed significantly for institutionalizing the quality Assurance Strategies.

Due to Covid-19 pandemic the teaching learning process was conducted online. The teachers used various online platforms like Google Meet, Zoom, YouTube links, online audio/video lectures to perform teaching. 5 GB free data was provided daily to each faculty member. The mode of examination was also online. The question papers were uploaded by the University on the portal provided by Panjab University, Chandigarh. Curriculum enrichment programmes were conducted through seminars/webinars and online workshops/conferences.

The monthly teaching-learning report of each department was sent in the prescribed format provided by the Honourable Trust. It presented a precise evaluation of the teaching strategies, online tools used by the

teachers, the workload and the number of lectures taken by the teacher. Also, the problems faced by the teacher as well as the student figured in the monthly report and prompt compliance of grievances. A survey to collect feedback on the online teaching-learning was conducted and feedback was analyzed for further improvement.

Introduction of innovative programme BA.B.SC.B.ED Four Year Integrated Courses. In 2016-17 National Council of Teacher Education (NCTE) Committee at college level was setup by the Principal. The committee went through modalities, rules and regulation of these Integrated Courses for sending proposal and getting approval for these Programmes.

For the implementation of these courses required material and books were purchased and also efforts put on for setting up Psychology lab, Mathematics lab and ICT Resource Center. Art and craft room was replenished.

In 2017-18 got the approval for these Courses from NCTE and Panjab University Chandigarh. From 2018-19 onwards these courses are successfully running

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

The institution promotes gender equity and sensitization through curricular and co-curricular activities. Gender sensitization is inculcated through various topics introduced at the UG level in the curriculum of BA and BA BEd programmes 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 and Gender Studies. Literary texts exploring societal construction of gender are prescribed.

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. Aadhar card for the visitors who come to college to meet the girls is mandatory. Parents and relatives of hostelers are also Issued I-Cards. Leave Forms for day scholars and hostelers have been designed. Fleet of 21 buses catering to more than 100 villages is provided for conveyance.

Hostel facility is available within the college campus.

Counselling for problems related to academic and personal aspects is provided by the mentors. Career Counselling Cell has been constituted to guide students regarding career avenues.

Common Room is available where the girls can interact, relax and involve themselves in recreational activities. Adjoining rest rooms maintain privacy.

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. Prevention of Women Harassment Cell has been constituted. Grievance Redressal Cell and Anti Ragging Cell ensure a safe environment for girls. Feedback boxes are available for registering grievances.

The institution is committed to women empowerment. Self Defense Camp for girls was organized. Capability Building programmes make the students self-reliant and confident.

Programmes on female health and hygiene were organized. Two days Legal Awareness Seminar on Rights of Women, Extension lecture on Domestic Violence, Workshop on Beti Bachao Beti Padho were conducted. Rallies and sensitization events on Female Feticide were held. Teej Festival and International Women's Day are celebrated.

Single girl child scholarship is provided according to Panjab University guidelines.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste Management Solid Waste Management: Solid waste is segregated as biodegradable and non

biodegradable Separate bins are used for collection. Dry leaves are thrown into the composting pits and converted into manure. Surplus food from the hostel is taken away by the mess employees. Non-biodegradable waste is segregated. Separate zone has been marked to collect it. It is taken away by the junk dealers. The college is a no plastic zone. Liquid waste Management: The rain water collected on rooftops is so managed so as to water the lawns through pipes. The water in the tank opposite Canteen lawn is reused in the lawn. Ground water recharge system has been installed. Sprinkles and foundations are installed. Hazardous Waste Management: 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. Separate bins have been provided for the same in the laboratories. E-Waste Management: 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. Biomedical Waste Management : The Panjab University Curriculum does not allow dissection of animals in practical work. The students and staff who need medical help are referred to Babe Ram Kaur Charitable Hospital run by SGHU Hari Trust. There is a provision of incinerator outside the college campus, the ash is used as manure in the fields.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for 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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

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 500 words).

Response:

The philanthropic spirit and legendary munificence of the Founders of the Institution Bhai Sahib Bhai Narain Singh Ji, Bebe Ram Kaur Ji and Bibi Harparkash Kaur Ji is reflected in every endeavor of the institution. 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, creed or ethnicity is practiced.

At the beginning of the session senior students organize a reception for new students. Hostel students hold a separate welcome party for freshers. This enables the students to get acclimatized and adjusted in the college.

Majority of students come from rural background and socio-economically weaker sections of society. Information and guidance regarding various scholarships / freeships being awarded by Government and Non-Government agencies is provided and painstaking efforts are made to communicate the welfare measures notified by various agencies. Bani Diwas (Founders Day) scholarships are given by the Management. Fee concession and provision to pay fees in installments is allowed with the permission of Principal. 'Earn while you Learn' has been implemented.

Bilingual (English and Punjabi) mode is adopted in teaching-learning. Difficult words are translated by the teacher for students whose first language is Hindi. Spoken English classes are conducted. 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.

Anti-Ragging Committee, Equal Opportunities Committee, Anti Women Harassment Cell have 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 staff and students are free to profess their religious practices, customs in the private spaces without

any interference from the institution.

The institution provides free accommodation to Class IV employees. Cash gifts are given on Diwali. The staff and students provided monetary help for medical expenses to a student of GHG Public Senior Secondary School, Sidhwan Khurd. The staff provides support in cash and kind to needy students and employees.

The institution promotes tolerance and harmony by celebrating commemorative events to encourage inclusiveness. Communal Harmony Week, National Unity Day, National Integration Week, Ek Bharat Shreshth Bharat, National Youth Week were celebrated. Funds are collected for helping fellow citizens on National Flag Day. Visits to old Age Home, schools for specially gifted children and Orphanage create compassion and sensitize students towards their social responsibility

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institution strives to create responsible citizens who are aware of their constitutional rights, duties and social obligations

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.

Voter Awareness Campaigns were conducted. The college hosted SVEEP Programme. Voter registration of students was carried out.

39 NCC cadets conducted Education and Career Survey under ‘‘ Yuvah Pride of Punjab’’ movement. Pledge was taken to serve the community during Covid-19. NCC cadets participated in Republic Day Parade at Tehsil Level and attended Camps.

Five NSS volunteers completed Swachhta Internship at village Sidhwan Khurd.

The staff of the college participated in Election Duties in various capacities.

Vigilance Awareness Weeks were celebrated to promote integrity in personal and private life. Road Safety Week and ‘‘Apni Gaddi Apna Rozgar’’ programme was held to sensitize students and staff about their social responsibility.

Programmes commemorating India's struggle for independence were celebrated by organizing events on 'Yaad Karo Qurbani', "Role of Punjab in Indian Freedom struggle" and "Contribution of Bhagat Singh."

National Unity Day, National Integration Week, National Youth Day, Communal Harmony Week, Constitution Day, Armed Forces Flag Day, NSS Day, Teachers Day are celebrated to sensitize the staff and students about constitutional values.

Annual Bhai Sahib Bhai Narain Singh ji seminar on 'Save Mother Earth' is a regular feature. On campus environmental promotional activities are undertaken. Community awareness on hazards of stubble burning, need to save water, Female Foeticide and Drug Menace was conducted through Rallies, plogging walks and cleanliness drives. Swachhta Pakhwadas were observed.

Covid vaccination drives and activities to spread awareness about the disease were organized.

Clothing drive for needy people was initiated and woollens were donated to " Manukhta di Seva Society" at village Hassanpur. Visits to Old age home and school for children with special needs were organized to develop sympathy for fellow human beings.

Gifts to class IV employees are given on Diwali. Funds were raised for the needy.

Gurupurabs of Sikh Gurus are celebrated with religious fervour. Mother Tongue Day is observed.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution celebrates National and International commemorative days, events and festivals for sensitizing staff and students on issues of public concern and acknowledging the contribution made by individuals in various fields.

The college is a women college situated in a rural region. The traditional and cultural values are inculcated by celebrating Teej Festival and Lohri Festival. International Women's Day is celebrated.

'Yaad Karo Kurbani' and 'AZADI-70' programmes were dedicated to Independence of India. Essay writing competitions, speeches, choreography, candle light march and visit to Hussainiwala border were organized. 100th Anniversary of Jallianwala Bagh Massacre was observed by holding Quizzes, screening of documentaries and visit to the historical site.

Commemorative Days are celebrated to induce qualities of good citizenship among staff and students. Voter awareness day was held by organising rallies and awareness programmes. National Unity Day, Youth Day, Rashtriya Ekta Week, Communal Harmony Week were celebrated. 79th Anniversary of adoption of Indian Constitution was also observed. NCC unit marked Armed Forces Flag Day and Vijay Diwas to honour the sacrifice of Armed Forces. Programmes were conducted on NSS Day and NCC Day.

Activities are conducted to celebrate days of religious and cultural significance.

Poetical Recitation competitions, Seminars, Kavishri competitions were organized to pay homage on Birth Anniversaries of Guru Nanak Dev Ji, Guru Gobind Singh Ji and Guru Teg Bahadur Ji. Guru Arjan Dev Ji's contribution was also commemorated.

Diwali is celebrated by giving cash gifts to employees.

Contribution of renowned figures to various disciplines was marked. English Language Day, National Mathematics Day and National Science Day were observed by organizing quizzes, poetical recitation and declamation contests. Birth Anniversary of Punjabi writer Amrita Pritam was celebrated. Mother Tongue Day was marked to imbibe love for the Mother Tongue.

Celebration of World Environment Day, World Aids Day, World Ozone Day, National Sparrow Day

created environmental consciousness.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice-1

1. Title of Practice:

Annual Bhai Sahib Bhai Narain Singh Ji Memorial Seminar on 'Save Mother Earth'.

2. Objectives of Practice:

- To raise awareness regarding environmental issues among the staff, students and community.
- To commemorate the Founder of Sidhwan Group of Institutions by organizing an event on a socially relevant issue.
- To foster collaboration with sister institutions.
- Opportunity for canvassing.
- Community outreach.
- Capacity enhancement of students.

3. The Context:

Hazards of environmental damage and need for environmental conservation have acquired grave concern today. There is an urgent need to involve the student community in saving and conserving environment. The need to collaborate with sister institutions and to foster ties with schools and colleges in the neighborhood has acquired new significance in face of contemporary challenges faced by rural educational institutions. Expert advice of renowned environmentalists can help in saving environment. The institution strives to create opportunities for students to display their skills and creativity.

4. The Practice: -

At the inception of the seminar in 2015-16 it was organized at the intra- institutional level with only sister institutions participating in it. It is now celebrated on a larger scale. Now inter- school and inter – college

competitions in various categories are held. Experts from the field enlighten the audience about environmental problems and solutions. All five institutions of 'Sidhwan Group of Institutions' collaborate under the guidance of Principal, Khalsa College for Women Sidhwan Khurd who is the Chairperson of the organizing Committee. Trophies are given to 1st, 2nd and 3rd prize winners in each category. Trophy to overall winner is awarded.

5. Evidence of Success

- Environmental promotional activities have been initiated:
 - Anaerobic and Aerobic composting pits were initiated. Manure is prepared and used by the college.
 - Organic farming has been introduced.
 - Plantation drives are undertaken on various occasions. Cleanliness of the campus and the surroundings is done.
 - Swachhta Pakhwadas are celebrated.
 - Artificial Bird nests are put up.
 - As suggested by the resource persons invited in the seminar, community outreach activities were conducted. Awareness programmes on Stubble burning, water conservation and environmental protection were organized.
 - Five NSS volunteers completed Swachhta Summer Internship at Sidhwan Khurd village.
 - The institution is a Recognized, Social Entrepreneurship, Swachhta and Rural Engagement Cell.
 - The college has been honoured by the panchayat of Sidhwan Khurd village.
 - Energy Audit, Environment Audit and Green Audit are done.
 - The institution has a Green Policy Document and Policy on Energy Usage and Environment.
 - Days related to environmental consciousness like World Environment Day, World Water Day and National Sparrow Day were celebrated.
 - Water Recharge System is installed.
- ? The practice has been institutionalized.
- ? The students from various schools and colleges enthusiastically participate in the event.
- ? It has proved to be one of the best ways to commemorate the legacy of the Founder.
- ? It has encouraged collaboration and cooperation among sister institutions.
- ? It is a valuable opportunity for sensitizing community and for canvassing.

6. Problems faced:

Paucity of resources and time constraints.

Best Practice-II

1. Title:

Talks and Power-Point Presentations in the Morning Assembly

2. Objective:

To develop Communication Skills of students.

3. Context:

Majority of the students belong to rural areas. Most of them are reluctant to express themselves before the

audience.

4. Practice:

In the beginning students find it difficult to express their ideas. Efforts are made to acquaint the students with the active skill of speaking. Tentative schedule for conducting the PPTS/ Talks is displayed. The Talks and PowerPoint Presentations develop skills of communication and promote use of ICT. The ideas expressed and topics explored not only enhance the subject knowledge of the students but also touch upon meaningful themes that are pertinent to contemporary concerns.

5. Evidence of Success:

Students coming from rural areas are encouraged to take active part and are given a chance to express themselves. This practice is of immense help when they face interview, clear IELTS and apply to go abroad.

6. Problems faced:

Students feel shy and do not show much interest in the initial stage until they realize the importance of communication skills.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

- Khalsa College for Women is a premier rural women institution. Established in 1950, it was envisaged as a college that would dispel the darkness of ignorance. It grew from single faculty institution into a Multi Faculty Post Graduate college. In sync with its Vision and Mission, the college strives to harmonize physical, intellectual, ethical, social and cultural faculties of the rural girl students.
- The college provides excellent infrastructural facilities in the form of well- ventilated classrooms, fully equipped laboratories, playgrounds and other facilities to the students with modern technological methods.
- Fleet of 21 Buses ferry the students from villages situated in remote areas. Safety and security of

the girls is our prime concern. Strategically placed CCTV cameras, round the clock security services, provision of Common Room ensures safety of the students.

- The institution offers academic programmes in all four major streams namely Arts, Commerce, Science and Computer Science. Skill oriented and vocational courses have also been introduced.
- ICT enabled teaching is imparted. Experiential learning, through internships, hands on training and field work is encouraged. Assignments and Projects are given to hone research aptitude of students. Book reviews, critical analysis exercises are conducted. Industrial Visits and educational tours are arranged.
- Seminars, workshops, extension lectures are arranged. Eminent Scholars enlighten the students about latest developments in their fields.
- Power Point Presentations/ Talks in the Morning Assembly give the students an opportunity to build confidence and showcase their academic worth. The students express themselves through myriad platforms.
- Remedial coaching is given to students whenever required. Special programmes for advanced learners are planned.
- Majority of the girls come from rural background and hail from economically weaker sections of society. The institution is committed to provide support services to students. Bani Diwas (Founders' Day) scholarships are given by the Management. Fee concessions are provided. Scholarships from various Government and non- government agencies are available.
- Mentor-Mentee groups have been constituted. The mentors provide counselling on academic and personal problems. Career Counselling Cell guides the students about job avenues. Training to crack competitive examination is provided.
- The college provides ample opportunities to the students to participate in cultural and sports events. Excellent infrastructural facilities are available for the conduct of these activities. The students are

motivated to participate in the programmes organized by other institutions. The students bring laurels to their Alma Mater.

- Capacity Building in Language and Communication skills, ICT and Computational skills, Life skills and Health and Hygiene are organized to hone the skill of students.
- Grievance Redressal system is in place. Prompt redressal of problems faced is provided through a well- planned mechanism.
- Student representation is implemented by the constitution of CSA. The students are selected members of various academic and administrative bodies. This helps in decentralization of power and helps in instilling a sense of responsibility among the students.
- The students enthusiastically participate in extension activities through NSS, NCC, Red Cross society and other cells and committees. Community engagement has been enhanced and students provide voluntary services for reaching out to the society.
- Cross cutting issues on gender, environment, human values and professional ethics are integrated into the curriculum. Co- curricular activities to sensitize the students about their social responsibilities and to promote holistic development are conducted.
- The institution is committed to inculcate moral- ethical values among students to ensure their all-round personality development. Qualities of love, peace, harmony are promoted through academic and administrative practices. Staff and students are sensitized towards their constitutional values, rights and duties. Inclusiveness is implemented by providing a congenial atmosphere to students from diverse backgrounds. Necessary help and support to underprivileged sections is extended. Social Responsibility is imbibed through on campus events and community engagement on contemporary issues.

In nutshell the college is making diligent efforts for multi-dimensional personality development of the rural girls.

File Description	Document
Link for appropriate web in the Institutional website	View Document

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5. CONCLUSION

Additional Information :

The institution strives to provide quality to girls according to the changed scenario and emerging demands of the students. The following initiatives were undertaken for quality enhancement:

- New programmes and skill-oriented courses were introduced at the UG and PG levels.
- Highly qualified and experienced staff was appointed. Sanctioned Grant-in Aid posts were filled.
- The faculty prepared proposals and grants for organizing seminars were received.
- Alumni Association was registered and financial contribution was received.
- New labs were set up and modern equipment was purchased.
- Academic Audit is conducted at the end of every semester. External expert gives suggestions for improvement.
- Training programmes for non-teaching staff were organized.
- ICT was used in teaching learning transactions and examinations. Online platforms were used to conduct seminars, workshops, FDPs and Student Capability enhancement programmes.

BEST PRACTICES

- Semester wise Framework of activities submitted by Departments at the commencement of the session.
- Use of ICT in teaching learning transactions
- Saavan Fest to develop entrepreneurship skills.
- Annual Bhai Sahib Bhai Narain Singh Ji Seminar on Save Mother Earth.
- Earn while you Learn implemented.
- Induction Program at the commencement of the session.
- Green initiatives like aerobic and anaerobic decomposition pits to prepare manure. Organic Farming has been initiated.
- Community Outreach Programmes are conducted to encourage academia society interface.
- Free accommodation and gifts on festivals for class IV employees.
- Bani Diwas Scholarships for needy and meritorious students.
- Remedial coaching for slow learners whenever required.
- Value based education
- Structured feedback from students, teachers, parents and Alumni is collected, analyzed and action is taken.
- Industrial visits and educational tours are conducted.
- Workshops for school students to enhance their knowledge and acquaint them with college facilities.
- Seminars, workshops, invited talks are organized regularly to update the knowledge and skills of teachers and students
- Power Point Presentations and talks in morning assembly enhance the confidence of students and help them in acquiring new skills.

Concluding Remarks :

Khalsa College for Women, Sidhwan Khurd multi-faculty, post-graduate rural college for women in Punjab. Our worthy Trust Members who today are carrying forward the old traditions and guiding us to the right path are S. Birindar Singh Sidhu, IPS (President), S. Amarjit Singh (Secretary), S. Pardeep Singh (Manager), S. Kirpal Singh Bhathal (Member), S. Pritam Singh Johal, Retd. ADC, (Member), S. Harmail Singh Sidhu (Member), and S. Devinder Singh Mann, Chairman and Founder of Doon International Chain of Schools (Member).

A highly qualified and experienced staff under the seasoned guidance of the Principal and College Management is committed to the holistic development of students.

The college is spread over 18.75 acres of land. It has put up an excellent physical structure. Adequate infrastructural facilities exist for efficient curriculum delivery and for sports activities. Equipment and apparatus such as projectors, Multimedia speakers, Interactive panels, Visualizers and Smart Boards are also available.

The college offers BA, BSc (Medical), BSc (Non-Medical), BCA, BCom, BA/BSc BEd Four Year Integrated Course programmes at UG level. Add on courses in Communicative English, Computer Based Accountancy and Web Designing and Multimedia enhance the skills of students. Diploma in Fashion Technology and Apparel Designing and Diploma in Early Child Care and Development (career and skill-oriented courses approved from UGC under NSQF) have been introduced. Post Graduate programmes in History, English, Punjabi, Commerce, Information Technology are running successfully. Post Graduate Diplomas in Computer Applications and Mass Communication are also offered.

Bani Diwas Scholarships are provided by the Trust. Students can avail various other scholarships and freeships given by other government and non-government agencies.

Student representation is ensured through participation of students in CSA and various other administrative and academic bodies.

Career Counselling Cell organizes programmes to enlighten the students regarding job opportunities and competitive examinations. NSS, NCC, Red Cross Society, Red Ribbon Club provide a platform to students for community service. The College has maintained high standards in the field of discipline as well as academic, moral and physical development of the students