



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Khalsa College for Women
• Name of the Head of the institution		Dr. Surinder Kaur
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		01835050431
• Mobile no		9814790220
• Registered e-mail		kcw_asr@yahoo.co.in
• Alternate e-mail		dr.surinder70@gmail.com
• Address		G.T.Road
• City/Town		Amritsar
• State/UT		Punjab
• Pin Code		143002
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Women
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University	Guru Nanak Dev University, Amritsar
• Name of the IQAC Coordinator	Dr. Jitender Kaur
• Phone No.	01835050431
• Alternate phone No.	01835050432
• Mobile	9876064060
• IQAC e-mail address	kcw_asr@yahoo.co.in
• Alternate Email address	dr.surinder70@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kcwasr.org/pdf/aqar_report%202019-20%20Accepted.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://kcwasr.org/pdf/Annual%20Calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.36	2009	08/03/2009	07/03/2014
Cycle 2	A	3.04	2017	02/05/2017	01/05/2022

6.Date of Establishment of IQAC

06/10/2010

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Khalsa College for Women, Amritsar	95% Deficit Scheme	DPI Colleges, Punjab	2020-21	1,24,66,800
Khalsa College for Women, Amritsar	ICSSR	ICSSR	2020-21	3,30,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9. No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
<ul style="list-style-type: none"> • If yes, mention the amount 	7000
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Providing Pandemic safe environment with digital mode of communications, online teaching and learning	
Faculty members were encouraged to engage in Research.	
To promote social awareness of Energy protection & Energy conservation.	
To conduct Internal Academic Audit.	
Started working to apply for Autonomous status of the institution.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
To ensure effective teaching learning process in online mode	Online teaching learning process was implemented and made successful with 7 days Faculty Development Programme.
To adopt digital mode of communication in official working.	Digital mode of communication was implemented in official working, including digital documentation, digital record keeping and digital signature etc for easy data storage and access and pandemic safe environment
Helped the frontline workers and needy people.	Teachers and Students made 13,000 masks for frontline workers.
To provide counselling and stress management education to the students.	In the view of pandemic, as a part of mentor mentee program counselling activities and Stress management were held to educate students.
Faculty was encouraged to engage in research related activities following	A big number of teachers attended online conferences, seminars and webinar.
To promote social awareness of Energy protection & Energy conservation	College has Solar panel, Rain Water harvesting, Compost pit and tree plantation drive.
College conducted Internal Academic Audit.	A committee conducted Internal Academic Audit to improve quality of education.
Online Inter-department competitions	A number of online inter department competitions were conducted
Celebrating 400th Parkash Purb of Guru Teg Bahadur Sahib ji	A book on "Life and Teachings of Guru Teg Bahadur Sahib" was published.
To Discuss Regarding MOU's	The college has signed new MOUs with five different agencies.

To introduce new courses and subjects.	IQAC applied for new course B.Sc.(medical) and new subject Education in B.A to introduce in next session.				
Screening of teachers for promotion in this session.	IQAC helped the College office to prepare score cards for promotion of teachers.				
Faculty was encouraged to complete and enrol for Ph.D.	Two faculty members completed and three have enrolled for Ph. D. during 2020-21.				
To promote research, awards of excellence for best researcher (1,00,000/-) and best teacher (50,000/-)	Dr. Ritu dhawan applied and got award for best researcher.				
13.Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Khalsa College Charitable Society, Amritsar</td> <td>18/10/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Khalsa College Charitable Society, Amritsar	18/10/2021
Name	Date of meeting(s)				
Khalsa College Charitable Society, Amritsar	18/10/2021				
14.Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>26/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2021	26/02/2022
Year	Date of Submission				
2021	26/02/2022				

Extended Profile

1.Programme

1.1

23

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

File Description	Documents
Data Template	View File

2.Student

2.1 1151

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 622

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

File Description	Documents
Data Template	View File

2.3 401

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 55

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 63

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	23
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1151
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	622
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	401
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	55
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	63
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	74
Total number of Classrooms and Seminar halls	
4.2	8389872
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	210
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College follows the curriculum prescribed by the affiliating university. Academic processes in the college are expedited, with timetables, workloads, and other administrative chores in start of the session by department heads in consultation with the principal. There are certain gaps in the syllabi that have been noticed. A CURRICULAM DEVELOPMENT COUNCIL is formed for this purpose, and proposals from all departments are collected, and extra content is imparted to the concerned classes. The online system of teaching is followed in the prevailing pandemic conditions. Remedial classes are aimed at supporting learners in small groups for individual student support. Extension lectures, Value-added courses and add-on courses are also conducted to enlighten the students. Our faculty members are encouraged and supported to attend seminars, conferences, orientations, refresher courses, and workshops. In order to ensure effective curriculum delivery, IQAC hosts an induction programme for newly recruited staff. In order to give high-quality education important dates for

filling out forms for various concurrent programmes such as SWAYAM and NPTEL are communicated via mentoring groups and posted on the notice boards.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kcwasr.org/courses.php

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

The affiliating University notifies an academic calendar, which contains the date of commencement, last working day of the semester, and expected dates for examinations. The college follow the calendar and plan the activities including the conduct of Continuous Internal Evaluation (CIE). Firstly an institute-level calendar is prepared and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates .The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

Projects, assignments, quizzes, and House Test are part of the CIE of students. The house test date-sheet is prepared by the assigned persons and it is published to stakeholders through notice boards, and tests are conducted as per the schedule. Evaluation of answer scripts, are carried out by respective teachers. CIE is also done for practical courses, project work, seminars, and internships. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcwasr.org/pdf/Annual%20Calender%202020-21.pdf

1.1.3 - Teachers of the Institution participate A. All of the above

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

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

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

96

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

1.3 - Curriculum Enrichment

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

The curriculum is offered by the affiliating University to which the college adheres. However, the syllabi offered do touch upon issues like Gender, Human Values, Environment and Sustainability in various subject curricula. Along with the syllabus the faculty members are aware of their responsibility towards society. Regular discussions in the classes are held pertaining to important issues that affect our society. Seminars and lectures are also organised from time to time dealing with sensitive and important issues like Gender Discrimination, Environment Crisis, Hygiene, Literacy etc. Various committees and clubs are also established in the college. NSS, NCC, Protect the Girl Child Club, Nature Club, Red Ribbon Club etc have been working in creating sensitisation among students towards these very important and prevalent issues.

To make the students environment conscious, the university has made the subject of EVS compulsory at the under graduate level. Teachers are always geared to provide simple and effective tips to students to adopt environment friendly attitude and life style.

The college also offers certain Add on Courses, Short term Courses and organizes Workshops, Conferences, Seminars and other co-

curricular activities that endeavor to integrate the crosscutting issues relevant to the above mentioned aspects .

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

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

15

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

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

225

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.kcwasr.org/page/57
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kcwasr.org/page/57

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

421

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

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

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

147

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution recognizes that the students come from diverse economic and social backgrounds. The institution organizes orientation programme for the first year students in which they are apprised of the system and procedures of the college. The assessment of the learning level of the students is done by analyzing their percentage in qualifying examination and through entry level test conducted by each department. Class tests, group discussions and quizzes, further clarify the status of the students. During tutorial sessions also, gaps if any are identified by the teachers, are removed through bridge courses designed for newly admitted students. For slow learners remedial classes with specified syllabus are organized. Group-discussions, provision of detailed notes and explanation of tricky concepts is the teaching pedagogy followed by the teachers to cater to the needs of slow learners.

Advanced learners are paid special attention for performing exceptionally well in university examination. They are encouraged to enrol in concurrent courses in MOOCs (SWAYAM), NPTEL to attend workshops and short term training programmes conducted in college and other institutions. Eminent faculty members from various departments are selected to provide mentoring sessions to advance learners. The college has established competitive cell that provides coaching to advanced learners.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1151	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college follows student centric approach for raising the learning level of students. The teachers use different modes to develop and evaluate the actual learning of the students such as assignments, case studies, field trips, educational excursions, industrial visits, projects, internships, seminars, webinars, online sessions, workshops and interactive sessions.

Some courses have experimental learning components like field trips, projects and internships as a part of their curriculum. However many other programs beyond their curriculum are made unique by including these activities as a part of their syllabus. Group discussions, role plays, paper presentations, audio visual presentations and flipped class rooms, are extensively practiced to encourage participative learning. The teachers in these activities complement the activities as facilitators. During this session most of the teaching was through online mode, so the students were encouraged to use ICT methods.

Engagement of students in group projects helps to enhance the problem solving ability of the students. To provide holistic education, the students are encouraged to discuss current issues and challenges during various college activities like weekly assembly, seminars, training programs and lecture cum demonstration. The various departments of the college have signed MOU's with reputed agencies and organizations for providing training to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kcwasr.org/pdf/2.3.1%20link.pdf

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

To bring innovation and creativity to the process of teaching learning the college make diverse use of ICT tools to create, communicate and circulate the information to the students. The college has ICT enabled labs updated with new softwares which helps in e-learning process. The college has provision of smart classrooms, LCD projectors, digitalized library, audio- video tools to foster interest among students and to enhance the teaching learning process.

The institution has a E-portal (www.kccsstudents.in) where a number of e-lectures, Power point presentations and education materials are regularly uploaded by the faculty as per the curriculum. The students have the password of their own and they can assess the information anytime. This system of teaching helps in creating blended learning among the students.

During the Pandemic COVID - 19, Whatsapp groups are formed for every class for better communication and accessibility of teachers and students. They are kept in constant contact and regularly updated through these Whatsapp groups. Online classes are conducted through online portals like Google Meet, Zoom. WebEx. Recorded lectures are available on YouTube. Class assignments and test are conducted on Google classrooms students are motivated to participate in online courses offered by MOOCs(Swayam) and NPTEL etc.

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

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

2.3.3.1 - Number of mentors

55

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

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows the guidelines of affiliating university regarding the norms of internal assessment. The affiliating university does not have any provision for internal assessment except for M.Sc. (FD) where assessment is transparent and allotted on the basis of attendance and file work and practical assignments.

The Internal assessment for all other programmes is done regularly on the basis of house tests, practical examination, class attendance, class tests, projects, assignments, group discussion and class presentation. During the year 2020-2021, due to pandemic the entire internal exams evaluation has been carried out in an online manner. The teachers have taken assessments on email or Google Classrooms. Presentations have also been taken through Google meet wherever applicable.

While setting the question papers, previous years university papers are referred. Departmental Examination Committee members evaluate the quality of question papers and coverage of the entire Course Outcomes (Cos). The syllabus for the test is communicated to the students by the class teachers well in advance. The students get their evaluated answer scripts within one week of the date of exam and teachers discuss model answers. Absentees with genuine reasons get an opportunity to re-appear also.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcwasr.org/pdf/2.5.1.%20%20link%20exam%20policy.pdf

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

The principal appoints a coordinator examination who looks after the entire system of examination. The college strictly follows the rules and guidelines of affiliating university for the conduct of examinations (Internal as well as External). The examination schedule, evaluation criteria and syllabus for various courses are communicated to students well in advance by displaying the date on information corner of the college as well as on the information corner of respective departments. Grievances related to evaluation as requested by the students are sorted initially by the subject teacher, subsequently by the HOD, and coordinator of examination .

As far as internal assessment of project work and seminars are concerned the students are informed well in advance regarding the requisite formalities of submission as well as deadlines for completion of the various stages of projects by displaying information on information corner of college or through respective whatsapp groups. Any grievances related regarding the same is resolved by the college grievance Redressal committee in the presence of HOD and concerned teacher.

The external examinations are conducted by affiliating university and grievances related to setting of the question paper are reported immediately to the controller examination GNDU preferably on the same day.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcwasr.org/pdf/2.5.2%20link%20(list%20ofgrievances).pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has clearly stated programme/course outcome for all the programmes. The programmes offered by the college cater to multiple interests of the student community. The programme outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building students competence and personality.

The copies (soft as well as hard) of these outcomes are made available to the teachers and HODs by IQAC. He/she organise departmental meeting with the faculty to share information on POs and COs so that can plan their teaching schedule accordingly. The students are made aware of programme outcomes and course outcomes through college website and through programmes and activities conducted by the college. They are made aware of these outcomes at first instance in the induction programme where principal address all the students and subsequently at departmental level seminars and workshops

The students are also briefed regarding the same in the departments by their respective class teachers at the beginning of the session. Apart from being uploaded on the website, the guidelines are also displayed on departmental notice boards as well as available in library for easy access to students and faculty. These are constantly shared and discussed in mentoring groups.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcwasr.org/pdf/CoursesProgramOutcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution has a specific mechanism for measuring the attainment of the programme outcomes and course outcomes. The POs and Cos are communicated to the students during admission counselling and in orientation programme .

The progress of the students is assessed through personal and classroom interaction, weekly test, mid semester examination and final examination conducted by the college and affiliating university respectively. Assignments, seminars, project work, internship and college duties are the other measures to assess the attainment of the same.

As soon as the final results are declared by affiliating university, each department analyses the results of their students. A list of students is prepared so that attention can be

given to the students who are lagging behind in exams and corrective action can be taken. In addition to this final result of each class are also sent to management for evaluation and management appreciate the teachers by conferring them awards.

Moreover, in the beginning of academic year a timetable schedule and academic calendar are prepared to ensure the engagement of students as well as staff. The principal, academic committee and IQAC monitor the execution of curricular and non-curricular activities and work for the achievements of learning outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcwasr.org/pdf/Snapshots%20of%20Notes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

382

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://kcwasr.org/pdf/Annual%20report.pdf

2.7 - Student Satisfaction Survey

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

[https://kcwasr.org/pdf/feedback%20analysis%20\(1\).pdf](https://kcwasr.org/pdf/feedback%20analysis%20(1).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

3

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

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

3.2 - Innovation Ecosystem

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

The college provides an environment which is conducive to research, innovation and for the creation and transfer of knowledge.

Innovation Cell

- The Institution works under the aegis of Innovation Cell-MHRD in which innovative ideas of students are nurtured through events like Entrepreneurship Workshops, seminars, lectures, group discussions and orientation sessions.

Skill Development Center

- Skill Development Center provides various certificate, add on and skill oriented vocational courses like B.Voc in fashion designing, B.Voc in RM & IT and B.Voc in Diet & Nutrition, Communication Skills & Personality Development, Information Technology, Taxation Law etc. to promote employability possibilities of students by providing them related training.
- Activity based learning like project works, internships and field visits are also undertaken.

Incubation Cell

- The Fashion Designing and Cosmetology Departments provide

support and professional assistance to students for startups.

Research Committee

- The Research committee of the college organizes various workshops and seminars related to the promotion of research.

E-media Centre

- The E-media centre of the college helps to develop e-content. Movies/Videos relevant to the respective subjects are shown as a part of visual based learning.

IPR Committee

- Intellectual Property Rights Committee conducts IPR and Entrepreneurship related seminars and workshops to stimulate the growth of innovation and entrepreneurship among students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/3.2.1%20Proofs%20.docx.pdf

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

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

38

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	https://kcwasr.org/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

32

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities organized by the institution contribute a lot in the holistic development and help in inculcating ethical values and skills of students.

- Celebrations of important days like 'Earth Day', 'Van Mahotsav Day', 'World Health Day', 'International Yoga Day', 'National Youth Week', Sadbhawana Diwas, 'Nutrition Week', 'World AIDS Day', Women Day, Hindi Diwas, Punjabi Saptah, National Education, Science and Mathematics Day etc. play a vital role in the overall development of the students.
- Students play an active part in undertaking different social activities such as cleanliness drive, adult education, their voting rights, legal and health services etc. at their adopted village during the NSS Camps.
- Different lectures are organized by Red Ribbon Club, Protect the Girl Child Society, Nature Care Club, Home Science Department etc.
- A student council consisting of class representatives perform different duties during the functions of the college.
- Exhibition and sale of products made by specially abled children in NGO "AGOSH" is arranged on the occasion of Diwali.
- The career counseling & guidance cell provides information & assistance to the students to build their career prospects. A career vision programme is organized in which a number of

students from different schools participate to get help in choosing their career.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/Extension%20Activities_compressed.pdf
Upload any additional information	View File

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

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

35

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

58

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

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

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

4325

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

3.5 - Collaboration

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

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

34

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Khalsa College for Women was established in 1968 under the aegis of Khalsa College Charitable Society. The campus spreads over 25918 sq meters land. The college building can be grouped into six distinctive blocks (Administrative block, Arts block, Computer Science block, Fashion Designing block, Commerce block and Fine Arts block).

All the blocks have well-furnished 72 classrooms fitted with subsequent number of fans and lighting systems. Computers are available in most of the departments and can also be shared by other departments as per requirement.

The college has one central computerized library with the area of 6304 sq feet having almost 20194 books in English, Hindi and Punjabi language. The amenity of e-books is also available in the college library.

Effective curriculum implementation has been ensured through proper infrastructure in terms of labs which are well equipped with latest instruments for the students to perform all prescribed experiments. The college has 35 labs belonging to various

departments such as Computer Science, Commerce, Sciences, Fashion designing, Cosmetology, English and Home Science departments. The development of soft skills, language and presentation skills through language lab is also a part of the curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%204.1.1.pdf

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

There is one multipurpose auditorium spanning over 12000 square feet of covered area with sitting capacity of 1000 persons for conducting youth festivals and other cultural activities that offer students a platform to showcase their vibrant persona. Two seminar halls are available with latest audio-visual equipment for conducting seminars and guest lectures.

Hostel facility is available within the college campus for both under-graduate and post-graduate students. College comprises two hostel buildings with 110 rooms. The old hostel building is equipped with 70 rooms and new building with 40 rooms.

In addition, our Playground have 200 Mts Track, Volley Ball Court- 18*9 mtr, Badminton Court- 44*20 mtr, Track for High Jump- 15mtr, Track for Long Jump- 49 mtr, and Soft Ball Court 60*60 feet. The multipurpose Indoor Stadium is spanned in 12000 Sq ft with double Height Hall of 8000 Sq ft and one Balcony of 1800 Sq ft dimensions. The yoga related activities are performed time to time in open grounds of campus. The gym area for girls spans in 600 Sq ft approximately. College is proud of our players Khushbir Kaur (Rio Olympics), Navjit Kaur (Asian Championship) and singers Sunanda Sharma and Harmanpreet Kaur(India's Got Talent).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20information%204.1.2.pdf

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

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%20Images%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.98782

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is regarded as the heart of modern institutions of higher education. The principal function of a library is to educate the educated. Recognizing this purpose, the library of Khalsa College for Women, Amritsar had a fully automated library management software E-governance which was automated in the year 2015 and since then library functioning is automated. This ILMS software is used to manage all the resources of the library like books, journals, magazines, bound volumes, etc. Bar Code

technology is used in the library to issue and return all the books. All functions like Issue- return, Renewal, Reports Generation, Stock Verification, etc are fully automated.

E-GOVERNANCE SOFTWARE

The management of the library of our college are fully assisted by the e-governance software (from 2015) onwards. This integrated library management software fulfills all the requirements of the library. This software comprises modules needed for day-to-day transactions and housekeeping functions like circulation, and management which comprises cataloging, various reports, and other utilities. This user-friendly software has many fields for search in its inquiry such as author, title, accession number, publisher, and barcode. The status of any issued book can also be checked through the inquiry module and through the issue register.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kcwasr.org/pdf/4.2.1%20Additional%20information%20.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

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

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

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

7400

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

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

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

32

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

4.3 - IT Infrastructure

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

The college provides its IT infrastructure and facilities to generate an efficient teaching-learning process. It renders high speed unlimited internet facility for catering the needs of students associated to distinctive streams.

The campus keeps itself digitally equipped for effective classroom lecture delivery, knowledge assimilation and information sharing. Feedback and suggestions of faculty members are always welcomed regarding improvements in infrastructure.

Overall, 210 computers have been made available to teaching and non-teaching departments of this campus. The college has also appointed skilled technicians for the maintenance and regular updation of IT facilities. The computer systems with an appropriate internet facility have been upgraded in various labs, library, students placement cell and in some of the departments for their official work.

A dedicated computer centre has upgraded the institution through equipping it with 15 printers/scanners, 15 tablets, 6laptops,

10 projectors with all accessories, 10 web cameras, 8 active boards and 1 photocopier machine to facilitate staff and students. The college has also installed 12 wireless routers/access points for uninterrupted internet service within campus. The computers have also been updated with different 233 software like Tally ERP, SPSS.20, TNG garment CAD, Window 10, Turbo C etc. for configuration activities of information system.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%204.3.1.pdf

4.3.2 - Number of Computers

210

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

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

77.16564

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

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

The management takes care of the institution's physical, academic, and support facilities. A yearly review is done of all the facilities available both on-campus and off-campus and initiatives are taken for general maintenance and gradation to upkeep and improve the facilities. The principal assigns the work to the appropriate staff. A central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms. Advanced facilities are introduced as and when required to serve the stakeholders in a better way and to ensure fulfilment. The library is fully automated. Computerized issuing and returning of books are done to save time. The college's sports facilities and equipment are maintained by the Physical Education department. Stock checking is carried out annually, and stock books are maintained by the different departments. Weeding old books, binding, pest control, and other maintenance measures is undertaken periodically. The upkeep of the physical infrastructure and equipment is done through contracts on a requirement basis whenever needed. The maintenance of electrical items is carried out by the competent non-teaching staff. Any major repair work is carried out by professionals from outside the college. The campus is under CCTV surveillance and is safe for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%204.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

41

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

387

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://kcwasr.org/pdf/5.1.3%20proof.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

51

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

51

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

84

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

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

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

03

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

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

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

Academic governance is the framework of committees, policies, systems, and processes that govern the college's academic activities. Student representatives act as a vital channel of

communication between the college and students - representing, communicating, and giving feedback on college as well as student matters.

- The selection of student representatives is done at the beginning of the session.
- The council aids and supports other councils such as the academic council, discipline, red ribbon, NSS and NCC committee, cultural and sports committee etc.
- The personal, social, and health issues are resolved by taking the students' views and opinions.
- The student council also encourages students to participate in various co-curricular activities.
- To ensure that the students adhere to the disciplinary policies of the Institute at all times.
- College assembly is conducted by the student council at 12:20 pm every Monday.
- All the college events and festivals such as teacher's day, Sawan celebration, Diwali, and Lohri are coordinated by the student representatives.
- Collate feedback from the students to pass on to the staff for the better functioning of the college.

Thus, the student council of KCW strives for the holistic development of the student and college.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

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

5.4 - Alumni Engagement

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

In order to make the academic environment of the College more students centric, the administration gathers feedbacks also from Alumni. The College incessantly involves the past students to come forth and share their concerns. Since students are the fundamental stakeholders of an academic institution, their experiences on Academic resources, Infrastructure, Institutional Social Responsibility activities etc. are gathered.

The alumni response was collected and analyzed. The feedback report shows alumni's feel that the Infrastructure facilities provided by the College were good and require no change. They acknowledge the contribution of the college in developing their communication, leadership qualities, social commitment and responsibilities. They admit that the college provided those wings so that they can fly high to pursue their goals.

This feedback is conveyed after analysis to the IQAC for suggestive changes institutional functioning and infrastructure. To name a few Sunanda Sharma playback singer and actress, Khushbir kaur International Athletic player, Navjeet Kaur, International Athletic player, Sandeep Kaur as Intelligence Bureau in Punjab Police, Kuljeet Kaur Assistant Professor Khalsa College For women Amritsar,

The prestigious event has been scheduled every year. Due to COVID-19 the alumnae could not gather in person but celebrated in 2020-21 through virtual media on 06/02/ 2021.

File Description	Documents
Paste link for additional information	https://kcwasr.org/page/43
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

- To envision holistic growth of women by creating various teaching-learning and research opportunities.
- To develop employability skills in women for their economic independence.
- To promote multidisciplinary approach of National Education Policy 2020 for comprehensive and cohesive learning.
- To provide value-based, need-based and skill-based education to women to make them globally competent.
- To reach the zenith of prosperity and excellence.
- To spread the word of knowledge which fosters their empowerment in future

Mission

- To develop intellectual curiosity, creativity and scientific temper.
- To emphasize on productive and constructive teaching.
- To deliver excellent higher education to girls with equity.
- To prepare girls for contemporary global challenges and needs.
- To promote liberal and optimistic approach towards life.
- To contribute responsible and patriotic citizens to the nation.

- To promote multiculturalism for healthier and more tolerant new generations.
- To inculcate ethical and moral values among the students.

The institutional leadership consisting of management and Principal ensures that the policies and action plans of the institution are in line with the vision and mission statements of the institution. These action plans are decided in the meetings of the Governing Council and then in detail in the IQAC meetings and Academic Council meetings of the college.

File Description	Documents
Paste link for additional information	https://kcwasr.org/mv.php
Upload any additional information	View File

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

The institution believes that efficiency comes through decentralization of administration. Therefore, various departments of the college are given autonomy in various respects. Heads of the departments are given liberty to take important decisions regarding their respective departments. For efficient and veracious decision making, college adopts the principle of segregation and division of work to various committees such as admission committee, purchase committee, research committee, student welfare committee, examination committee, career counseling cell, placement cell, etc. These committees are reformulated on annual basis by the principal and staff members are deputed in each of these committees for smooth working of the college. Each of these committees has well defined functions and are given autonomy to run their activities according to the need.

CASE STUDY

Admission committees are formed every year in order to smoothly conduct admission procedure of different courses. Senior faculty members along with staff members are included in the committee. Committee members go through the rules of admissions and help students to select the proper subjects and course. They verify the admission form and provide guidance to the students.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.1.2%20(2).pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college believes in setting up goals and then achieving them systematically. In Today's world the role of science and technology has become indispensable especially on the onset of the Covid-19 pandemic. So, in such kind of circumstances, Khalsa College for women also adopted latest technology to promote education. This institution has already been a front runner in adopting new technology and upgrading its working accordingly as an in-built ERP system has been working successfully . In the critical situation of Covid-19, it has become a challenge for many educational institutions to conduct on-line classes and University examinations in a smooth way. The college shifted to online teaching-learning during the pandemic to maintain equilibrium in regular studies. Faculty members utilized various applications and tools such as Google Meet, Zoom, Cisco WebEx, Google Classroom, WhatsApp and shared PDF notes, YouTube links, and other audio-video study material with students. Besides using these conventional modes of teaching such as lectures and videos, faculty members also used available online MOOC platforms such as Coursera, NPTEL, SWAYAM etc, to enhance their knowledge and professional competency. Moreover, students were also encouraged to use these online digital resources. During pandemic, exams were also conducted through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcwasr.org/pdf/6.2.1.pdf
Upload any additional information	View File

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

The College Governing Council is the apex body of the institute which comprises of President, Secretary, and Principal, two representatives of the staff and some other members. At administration level, the Principal of the college is the head of the college. A council of staff members which includes all heads of departments gives suggestions to the Principal. The Principal communicates the responsibilities to head of the departments and member of various committees. There are well functional committees such Anti Ragging Committee, Discipline Committee, Library Advisory Committee, Sports Committee, , Red Ribbon club, Career Guidance and Placement Cell, etc. Each of the committees /offices has well defined functions and is given autonomy in the matter of decision making, provided the things remain in line with the vision and mission statements of the institution.

Appointment and Service rules

The institution follows the service and promotional rules as delineated by the Director Public Instructions (Colleges) Government of Punjab and also by Guru Nanak Dev University, Amritsar, the affiliating university. However, in case of faculty and other staff appointed on temporary basis, the institution has its own promotion policies.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.2.2.College%20Working%20Committee2020-21.pdf
Link to Organogram of the institution webpage	https://kcwasr.org/pdf/6.2.2.%20organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

For Teaching faculty

- CPF
- Provision of different types of leaves like casual leaves, duty leaves, medical leaves, earned leaves, maternity leaves etc. permissible as per rules.
- Separate well equipped and well-furnished staffrooms for each department.
- Fee concession to the children of faculty and other staff members.
- Accommodation to the faculty at staff quarters
- Loan against General Provident Fund.
- Gratuity
- Beauty care and cosmetology services
- Fitness GYM
- Gurudwara sahib
- Shared Swimming pool facility inside the main campus
- Subsidized agricultural Products
- Medical facility through a shared medical dispensary and Physiotherapy OPD.
- Permission to enhance one's educational qualification through higher studies, training programs etc.
- Wi-Fi facility.
- Canteen with variety of food items.
- Parking facilities.
- Provision of meals at subsidized rates for the staff from Hostel mess.
- Shared ATM inside the main campus

Non-Teaching Faculty

- CPF
- Medical Facility
- Loan against salary
- Fee concession to the wards
- Staff quarters for outstation faculty and supporting faculty inside the main campus.
- Flexibility in work for staff with major illness
- Uniform to class four employees.
- Provision of meals at subsidized rates for the staff from Hostel mess.
- Shared ATM inside the main campus.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

30

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

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

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

25

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

30

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

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

Performance appraisal of the teaching and non- teaching staff is made on the basis of the guidelines of UGC. Each faculty member has to fill detailed Self-Appraisal Performa and submit it in the end of the academic session. The forms are then evaluated in

detail by the Principal and by the Management. Annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades is done in accordance with affiliating University guidelines, UGC recommendations and the State Government policies. Cases pertaining to promotion to higher pay scales are forwarded to the appropriate authority after a thorough screening by the special committee appointed under CAS. Panel of Experts /Subject Experts are called from GNDU, Amritsar. The academic results of the college are compiled annually by individual faculty members for their own classes. Comparison of University results with the College result gives a fair idea to the Principal, Head of the Department and the concerned faculty about the academic performance of the College and scope for improvement. Each member of the non-teaching staff is assigned a specific set of duties and responsibilities. Performance appraisal is based on the competence, attainment and quality of the work performed.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.3.5%20SELF%20APPR%20AISAL%20FORM%20.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institute is government aided, but privately managed. Hence, it receives salary grants from Government of Punjab against grant-in-aid post. It also receives scholarships under various schemes of government and funds from various funding agencies. In order to make judicious utilization of funds and to ensure financial accountability, the college conducts regular internal and external audits. The institution has online financial data system connected to its own management i.e. Khalsa College Charitable Society, Amritsar. Hence, every income and expenditure has an internal check and internal audit. The internal auditors periodically does audit by verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by an approved chartered accountant appointed by the management. The chartered accountant audits the yearly accounts and financial statements of the college and submits the audited financial statements with audit reports in

every financial year regularly to the institution. Any errors and objections reported by the auditor are attended to and rectified. Moreover, precautionary steps are taken to avoid reoccurrence of such errors in future.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.4.1%20audited%20statement%202021%20(1).pdf
Upload any additional information	View File

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

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

Rs. 3,055,560

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

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

The college follows a well-defined strategy for mobilization of funds and optimal utilization of resources. The college is under grant-in-aid scheme and gets financial support from government of Punjab for covered posts against aided category. Apart from this, the college receives funds from other agencies like ICSSR. The college also runs self-financing courses and fees obtained from these courses enable the institute to meet other expenditures. Another resource for funds is donation by the philanthropists and alumni of the institution..

Expenditures strategy

The financial resources are effectively and efficiently used in the institution. The budget is prepared for optimum utilization of

resources. Conveners of various committees and teacher-in-charge of various departments are asked to provide their requirements at the beginning of the session. The idea and information collected are conveyed to the Governing council of the college which guides tentative budgetary allocation in consultation with the Principal and the IQAC. Generally, the expenses and the expenditures are kept within the budget allocations. Any department undergoing some necessary expenditure is required to seek a prior sanction for the same from the Principal. For meeting the requirements, quotations are called and the purchase committees choose the best possible quality and price.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.4.3%20income%20expenditure.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC acts as a monitoring agency working for quality assurance in institutional activities. Following are the two best practices successfully implemented as quality enhancement measures:

1. **Add-On Courses:** At the initiative of IQAC, the institution offers various Add-On courses focusing on the value addition.

These courses are:

- Certificate Course in Aviation Management, Catering and Event Management
- Certificate course in the Legal Rights of Women
- Certificate course in Communication Skills
- Certificate Course in Hair styling
- Diploma course in Aviation Management, Catering and Event Management
- Advanced Diploma Course in Aviation Management, Catering and Event Management
- Short Term Course in Idiomatic Drapes

2. E-governance Initiatives: IQAC of the college has taken following e - Governance initiatives to improve the quality of administrative work:

- A well-developed E-Governance Portal has been institutionalized for admission, examination, finance, accounts, staff attendance and leave application system.
- The college has created WhatsApp groups of faculty and students for sending e-notices and messages.
- Web Site of the College is regularly updated to provide daily updates of college activities.
- Dissemination of information on social media via Facebook, Instagram has been initiated.
- Campus has been fortified by extensive e-monitoring through CCTV.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.5.1%20%20BROCHURE%20FOR%20ADD-ON%20COURSES.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples are:

1. Advance Academic Planning: Upon the initiative of the IQAC, the institutional administration has implemented advanced academic planning system for the institution. Following this, Academic Calendar of the institution is prepared before the commencement of the session. It contains the detailed planning of the academic and co-curricular activities and their dates. It also contained the tentative dates of examination, vacations and key activities of the institution. Besides, teaching departments are also asked to provide teaching-learning and examination -evaluation blueprints to the students.

2. Enhanced involvement of ICT in Teaching Learning process: One example in implementation of teaching-learning reforms is involvement of ICT in Teaching Learning process. The college

shifted to online teaching-learning during the pandemic to maintain equilibrium in regular studies. Faculty members utilized various applications and tools such as Google Meet, Zoom, Cisco WebEx, Google Classroom, WhatsApp and shared PDF notes, YouTube links, and other audio-video study material with students. Faculty members also used available online MOOC platforms such as Coursera, NPTEL, SWAYAM etc., to enhance their knowledge and professional competency. Moreover, students were also encouraged to use the online digital resources. During pandemic, exams were conducted through online mode

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/Annual%20Calender%202020-21.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kcwasr.org/page/38
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Sensitization refers to the improvement of actions and behavior by uplifting consciousness and realization of gender equality. Students are the message bearers for the rest of the society. In light of this, Khalsa College for Women, organizes programs and events time after time in order to spread knowledge about the issue of Gender Sensitization as well as Gender Equity and to create positive values that supports the women and their rights. Women empowerment is a vital issue in the contemporary era. It includes various growths of a woman like economic, material, spiritual, social, educational and occupational empowerment. Khalsa College for Women always gives priority to the liberation of women and takes certain initiatives to fulfill all the aspects by establishing various committees and cells. Various cultural activities, seminars and workshops are conducted regularly by the students as well as faculty members to uplift and boost the morale of women so that they can feel high stated and equally important as the other sections of the society. Institute focuses on the plans and policies which are associated with the protection of a person, organization and properties against external threats that are likely to cause harm.

File Description	Documents
Annual gender sensitization action plan	https://kcwasr.org/pdf/Action%20Plan%207.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kcwasr.org/pdf/Work%20Done%207.1.1.pdf

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

A. 4 or All of the above

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

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

The primary goal of the institute is to reduce and eliminate adverse impacts of waste materials on human health. Institute use method of compost pit which is beneficial for gardening purpose and this also maintain the neatness of campus. Compost is commonly prepared by decomposing plant and food waste, recycling the organic materials so that mixture is rich in plant nutrients and beneficial organisms such as worms and fungal mycelium. The campus use these things in gardening purpose to increase the fertility of soil. Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage. The sewage system of the college is directly connected to government's sewage system through which waste liquid is purified by the authorities itself. The campus always maintain the hygiene of the environment even the waste of medical room is properly managed which comes under the biomedical waste. E-waste is electronic products that are unwanted, not working, and nearing or at the end of their "useful life." KCW donate the old computer systems to schools because at college levels we need to upgrade students with latest version of software and in schools they can use the basic software.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

A. Any 4 or all of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Khalsa means 'to be pure' or 'to be clear' or 'to be free from' or 'to be liberated'. Word came from the Arabic word "Khalis" meaning 'pure'. Similarly, KCW is free from any caste, creed, culture and racial discrimination. The institute always celebrates religious, racial, cultural and lingual identities. Students are welcomed from every part of India. Institute plays an effective role as a catalyst in the area to maintain peace and national development. Cultural and regional activities like 'Diwali Celebration', 'Holi Celebration', 'Raksha Bandhan Celebration', 'Independence Day Celebration', 'Republic Day Celebration' takes place every year without any distinction among students. On the other hand, regional activities are also performed annually with full enthusiasm, which includes the festivals like 'Basant Panchami Celebration', 'Lohri Celebration', 'Teej Celebration', 'Gurpurab Celebration', 'Ardaas Diwas Celebration', 'Procession to Golden Temple on Guru Nanak Birthday' and many more. NSS Cell of college organized Tree Plantation Programmes, Awareness to Save Water Campaign and Medical Camps for the students. To strengthen will power and to aware students, college performs activities like seminars, lectures, workshops, Yoga Day, Sports Day, Medical Camps, Swachh Bharat Abhiyaan are organized. Though, institute is

based on Sikhism but it gives respect to every festival.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

KCW undertakes various initiatives by organizing different activities, seminars, lectures and workshops to sensitize students and employees to the constitutional obligation: values, rights, duties and responsibilities of the citizens. "National Pollution Prevention Day" was celebrated to day to raise awareness about the hazards of air pollution. "Tree plantation and Swachh Bharat Abhiyan" was organized by the NSS department of the college, to aware the students about how cleanliness and tree planting maintain discipline as well as protect the human life. "National Voter's Day" was celebrated to make students aware that voting is a very important part of any democracy. By voting, citizens are participating in the democratic process. Citizens vote for leaders to represent them and their ideas, and the leaders support the citizens' interests. "International Day of Yoga" and "Sports Day" was celebrated to sensitize students about the fact that regular yoga practice creates mental clarity and calmness; increases body awareness; relieves chronic stress patterns; relaxes the mind; centers attention; and sharpens concentration. Sports help control diabetes, manage weight, enhance blood circulation, and manage levels of stress.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcwasr.org/pdf/Activities%207.1.9%20compressed%20(1).pdf
Any other relevant information	https://kcwasr.org/pdf/Information%207.1.9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, A. All of the above

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

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

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

KCW is committed to promote ethics and values amongst students and faculty. To encourage them with the same, the institute organizes National festivals, International festivals as well as Anniversaries for the great Indian Personalities. As students from various castes and religions take admission at KCW, that is why the college keeps on uniting the students with these kind of celebration which encourage the feeling of brotherhood among them. College commemorates the Basant festival, Diwali in a grand way, the festive spirit of Lohri, Teej is also known 'Teeya', festival of Colors Holi, Rakhsha Bandhan by gifting Rakhis to our Indian Military, Independence Day, Republic Day. Every year college carries a procession from KCW to Golden Temple on Guru Nanak Dev Ji's Birthday. By God's grace, every year KCW organizes "ARDAAS DIWAS" in the beginning and at the end of session. This creates a positive atmosphere for our students and encourage them to learn more. College also celebrated National Pollution Prevention Day. College takes initiatives to spread awareness about importance of voting among students and to encourage them to vote. International commemoratives like Yoga Day and Sports Day was also celebrated to keep students fit.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

First Best Practice

1. **Title of the Practice:** College provides an eco-friendly environment.
2. **Objective of the Practice:** Khalsa college for Women follows practice that saves water using Rain Water Harvesting. College also plants more and more trees for healthy environment and greenery all around. Use of compost pit in the campus for generating an organic fertilizer for plants is another best practice that college follows. Additionally, use of LED lights to conserve energy and use of solar plant installed on rooftop of college building helps to utilize save resources and to consume solar energy effectively.
3. **The Context:** Eco-friendly (Environmentally friendly, nature friendly) are synonyms used to refer to goods and services, laws, guidelines and policies considered to inflict minimal or no harm on the environment. We can contribute a lot in creating and having eco-friendly environment. It is our duty to keep our environment clean and green. We must follow the principle- RRR (Reduce, Reuse, and Recycle).
.....continued in the document.....

File Description	Documents
Best practices in the Institutional website	https://kcwasr.org/pdf/Best%20Practices%207.2_compressed%20(1)-compressed.pdf
Any other relevant information	https://kcwasr.org/pdf/Document%207.2.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Session 2020-21 effected life in general but academics the most due to the pandemic (COVID-19) lockdown from March 2020 onwards. The offline classes were put off and the university examinations of terminal classes were held much delayed in September-October. The college convocation of 1100 candidates was successfully held on March 4, 2020. Many Webinars/Workshops and talks were conducted by the departments on various current and relevant topics. Two tutorial meets (online) were conducted. Several IIC activities under MHRD were successfully initiated and completed and the college was awarded 4.5 grade stars out of 5. Sports event was organised for the teaching staff to upbeat the lockdown stress (observing all the pandemic precaution). KCW's Vista Researchers view point dedicated to Shri Guru Teg Bahadur Sahib's 400th Parkash Purb was released by the Honorary Secretary, KCCS in November, 2020. The college actively participated in community service during the pandemic time by contributing 13000 masks for the front line workers. The Honorary Secretary handed over the masks to the Deputy Commissioner, Amritsar. The college also contributed to PM care fund. 30 students were given free ship by Dhiyan Pukardian.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College follows the curriculum prescribed by the affiliating university. Academic processes in the college are expedited, with timetables, workloads, and other administrative chores in start of the session by department heads in consultation with the principal. There are certain gaps in the syllabi that have been noticed. A CURRICULAM DEVELOPMENT COUNCIL is formed for this purpose, and proposals from all departments are collected, and extra content is imparted to the concerned classes. The online system of teaching is followed in the prevailing pandemic conditions. Remedial classes are aimed at supporting learners in small groups for individual student support. Extension lectures, Value-added courses and add-on courses are also conducted to enlighten the students. Our faculty members are encouraged and supported to attend seminars, conferences, orientations, refresher courses, and workshops. In order to ensure effective curriculum delivery, IQAC hosts an induction programme for newly recruited staff. In order to give high-quality education important dates for filling out forms for various concurrent programmes such as SWAYAM and NPTEL are communicated via mentoring groups and posted on the notice boards.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kcwasr.org/courses.php

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

The affiliating University notifies an academic calendar, which contains the date of commencement, last working day of the semester, and expected dates for examinations. The college follow the calendar and plan the activities including the conduct of Continuous Internal Evaluation (CIE). Firstly an institute-level calendar is prepared and subsequently every

department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates .The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

Projects, assignments, quizzes, and House Test are part of the CIE of students. The house test date-sheet is prepared by the assigned persons and it is published to stakeholders through notice boards, and tests are conducted as per the schedule. Evaluation of answer scripts, are carried out by respective teachers. CIE is also done for practical courses, project work, seminars, and internships. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcwasr.org/pdf/Annual%20Calender%202020-21.pdf

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

A. All of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
24	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
4	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
96	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	

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

The curriculum is offered by the affiliating University to which the college adheres. However, the syllabi offered do touch upon issues like Gender, Human Values, Environment and Sustainability in various subject curricula. Along with the syllabus the faculty members are aware of their responsibility towards society. Regular discussions in the classes are held pertaining to important issues that affect our society. Seminars and lectures are also organised from time to time dealing with sensitive and important issues like Gender Discrimination, Environment Crisis, Hygiene, Literacy etc. Various committees and clubs are also established in the college. NSS, NCC, Protect the Girl Child Club, Nature Club, Red Ribbon Club etc have been working in creating sensitisation among students towards these very important and prevalent issues.

To make the students environment conscious, the university has made the subject of EVS compulsory at the under graduate level. Teachers are always geared to provide simple and effective tips to students to adopt environment friendly attitude and life style.

The college also offers certain Add on Courses, Short term Courses and organizes Workshops, Conferences, Seminars and other co-curricular activities that endeavor to integrate the crosscutting issues relevant to the above mentioned aspects .

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

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

15

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

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

225

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.kcwasr.org/page/57
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kcwasr.org/page/57

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

421

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

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

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

147

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution recognizes that the students come from diverse economic and social backgrounds. The institution organizes orientation programme for the first year students in which they

are apprised of the system and procedures of the college. The assessment of the learning level of the students is done by analyzing their percentage in qualifying examination and through entry level test conducted by each department. Class tests, group discussions and quizzes, further clarify the status of the students. During tutorial sessions also, gaps if any are identified by the teachers, are removed through bridge courses designed for newly admitted students. For slow learners remedial classes with specified syllabus are organized. Group-discussions, provision of detailed notes and explanation of tricky concepts is the teaching pedagogy followed by the teachers to cater to the needs of slow learners.

Advanced learners are paid special attention for performing exceptionally well in university examination. They are encouraged to enrol in concurrent courses in MOOCs (SWAYAM), NPTEL to attend workshops and short term training programmes conducted in college and other institutions. Eminent faculty members from various departments are selected to provide mentoring sessions to advance learners. The college has established competitive cell that provides coaching to advanced learners.

File Description	Documents
Paste link for additional information	https://kwasr.org/pdf/Additional%20Information%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1151	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college follows student centric approach for raising the

learning level of students. The teachers use different modes to develop and evaluate the actual learning of the students such as assignments, case studies, field trips, educational excursions, industrial visits, projects, internships, seminars, webinars, online sessions, workshops and interactive sessions.

Some courses have experimental learning components like field trips, projects and internships as a part of their curriculum. However many other programs beyond their curriculum are made unique by including these activities as a part of their syllabus. Group discussions, role plays, paper presentations, audio visual presentations and flipped class rooms, are extensively practiced to encourage participative learning. The teachers in these activities complement the activities as facilitators. During this session most of the teaching was through online mode, so the students were encouraged to use ICT methods.

Engagement of students in group projects helps to enhance the problem solving ability of the students. To provide holistic education, the students are encouraged to discuss current issues and challenges during various college activities like weekly assembly, seminars, training programs and lecture cum demonstration. The various departments of the college have signed MOU's with reputed agencies and organizations for providing training to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kcwasr.org/pdf/2.3.1%20link.pdf

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

To bring innovation and creativity to the process of teaching learning the college make diverse use of ICT tools to create, communicate and circulate the information to the students. The college has ICT enabled labs updated with new softwares which helps in e-learning process. The college has provision of smart classrooms, LCD projectors, digitalized library, audio- video tools to foster interest among students and to enhance the teaching learning process.

The institution has a E-portal (www.kccsstudents.in) where a number of e-lectures, Power point presentations and education materials are regularly uploaded by the faculty as per the curriculum. The students have the password of their own and they can assess the information anytime. This system of teaching helps in creating blended learning among the students.

During the Pandemic COVID - 19, Whatsapp groups are formed for every class for better communication and accessibility of teachers and students. They are kept in constant contact and regularly updated through these Whatsapp groups. Online classes are conducted through online portals like Google Meet, Zoom. WebEx. Recorded lectures are available on YouTube. Class assignments and test are conducted on Google classrooms students are motivated to participate in online courses offered by MOOCs(Swayam) and NPTEL etc.

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

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

2.3.3.1 - Number of mentors

55

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

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

521

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

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

The college follows the guidelines of affiliating university regarding the norms of internal assessment. The affiliating university does not have any provision for internal assessment except for M.Sc. (FD) where assessment is transparent and allotted on the basis of attendance and file work and practical assignments.

The Internal assessment for all other programmes is done regularly on the basis of house tests, practical examination, class attendance, class tests, projects, assignments, group discussion and class presentation. During the year 2020-2021, due to pandemic the entire internal exams evaluation has been carried out in an online manner. The teachers have taken assessments on email or Google Classrooms. Presentations have also been taken through Google meet wherever applicable.

While setting the question papers, previous years university papers are referred. Departmental Examination Committee members evaluate the quality of question papers and coverage of the entire Course Outcomes (Cos). The syllabus for the test is communicated to the students by the class teachers well in advance. The students get their evaluated answer scripts within one week of the date of exam and teachers discuss model answers. Absentees with genuine reasons get an opportunity to re-appear also.

File Description	Documents
Any additional information	View File
Link for additional information	https://kwasr.org/pdf/2.5.1.%20%20link%20exam%20policy.pdf

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

The principal appoints a coordinator examination who looks after the entire system of examination. The college strictly follows the rules and guidelines of affiliating university for the conduct of examinations (Internal as well as External). The examination schedule, evaluation criteria and syllabus for various courses are communicated to students well in advance by displaying the date on information corner of the college as well as on the information corner of respective departments.

Grievances related to evaluation as requested by the students are sorted initially by the subject teacher, subsequently by the HOD, and coordinator of examination .

As far as internal assessment of project work and seminars are concerned the students are informed well in advance regarding the requisite formalities of submission as well as deadlines for completion of the various stages of projects by displaying information on information corner of college or through respective whatsapp groups. Any grievances related regarding the same is resolved by the college grievance Redressal committee in the presence of HOD and concerned teacher.

The external examinations are conducted by affiliating university and grievances related to setting of the question paper are reported immediately to the controller examination GNDU preferably on the same day.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcwasr.org/pdf/2.5.2%20link%20(list%20ofgrievances).pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has clearly stated programme/course outcome for all the programmes. The programmes offered by the college cater to multiple interests of the student community. The programme outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building students competence and personality.

The copies (soft as well as hard) of these outcomes are made available to the teachers and HODs by IQAC. He/she organise departmental meeting with the faculty to share information on POs and COs so that can plan their teaching schedule accordingly. The students are made aware of programme outcomes and course outcomes through college website and through programmes and activities conducted by the college. They are made aware of these outcomes at first instance in the induction programme where principal address all the students and

subsequently at departmental level seminars and workshops

The students are also briefed regarding the same in the departments by their respective class teachers at the beginning of the session. Apart from being uploaded on the website, the guidelines are also displayed on departmental notice boards as well as available in library for easy access to students and faculty. These are constantly shared and discussed in mentoring groups.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcwasr.org/pdf/CoursesProgramOutcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution has a specific mechanism for measuring the attainment of the programme outcomes and course outcomes. The POs and Cos are communicated to the students during admission counselling and in orientation programme .

The progress of the students is assessed through personal and classroom interaction, weekly test, mid semester examination and final examination conducted by the college and affiliating university respectively. Assignments, seminars, project work, internship and college duties are the other measures to assess the attainment of the same.

As soon as the final results are declared by affiliating university, each department analyses the results of their students. A list of students is prepared so that attention can be given to the students who are lagging behind in exams and corrective action can be taken. In addition to this final result of each class are also sent to management for evaluation and management appreciate the teachers by conferring them awards.

Moreover, in the beginning of academic year a timetable

schedule and academic calendar are prepared to ensure the engagement of students as well as staff. The principal, academic committee and IQAC monitor the execution of curricular and non-curricular activities and work for the achievements of learning outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcwasr.org/pdf/Snapshots%20of%20Notices.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

382

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://kcwasr.org/pdf/Annual%20report.pdf

2.7 - Student Satisfaction Survey

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

[https://kcwasr.org/pdf/feedback%20analysis%20\(1\).pdf](https://kcwasr.org/pdf/feedback%20analysis%20(1).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

3

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

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

3.2 - Innovation Ecosystem

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

The college provides an environment which is conducive to research, innovation and for the creation and transfer of knowledge.

Innovation Cell

- The Institution works under the aegis of Innovation Cell-MHRD in which innovative ideas of students are nurtured through events like Entrepreneurship Workshops, seminars, lectures, group discussions and orientation sessions.

Skill Development Center

- Skill Development Center provides various certificate, add on and skill oriented vocational courses like B.Voc in fashion designing, B.Voc in RM & IT and B.Voc in Diet & Nutrition, Communication Skills & Personality Development, Information Technology, Taxation Law etc. to promote employability possibilities of students by providing them related training.
- Activity based learning like project works, internships and field visits are also undertaken.

Incubation Cell

- The Fashion Designing and Cosmetology Departments provide support and professional assistance to students for startups.

Research Committee

- The Research committee of the college organizes various workshops and seminars related to the promotion of research.

E-media Centre

- The E-media centre of the college helps to develop e-

content. Movies/Videos relevant to the respective subjects are shown as a part of visual based learning.

IPR Committee

- Intellectual Property Rights Committee conducts IPR and Entrepreneurship related seminars and workshops to stimulate the growth of innovation and entrepreneurship among students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kwasr.org/pdf/3.2.1%20Proofs%20.docx.pdf

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

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

38

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	https://kcwasr.org/research.php
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

32

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

23

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities organized by the institution contribute a lot in the holistic development and help in

inculcating ethical values and skills of students.

- Celebrations of important days like 'Earth Day', 'Van Mahotsav Day', 'World Health Day', 'International Yoga Day', 'National Youth Week', Sadbhawana Diwas, 'Nutrition Week', 'World AIDS Day', Women Day, Hindi Diwas, Punjabi Saptah, National Education, Science and Mathematics Day etc. play a vital role in the overall development of the students.
- Students play an active part in undertaking different social activities such as cleanliness drive, adult education, their voting rights, legal and health services etc. at their adopted village during the NSS Camps.
- Different lectures are organized by Red Ribbon Club, Protect the Girl Child Society, Nature Care Club, Home Science Department etc.
- A student council consisting of class representatives perform different duties during the functions of the college.
- Exhibition and sale of products made by specially abled children in NGO "AGOSH" is arranged on the occasion of Diwali.
- The career counseling & guidance cell provides information & assistance to the students to build their career prospects. A career vision programme is organized in which a number of students from different schools participate to get help in choosing their career.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/Extension%20Activities_compressed.pdf
Upload any additional information	View File

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

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

35

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

58

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

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

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

4325

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

3.5 - Collaboration

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

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

34

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Khalsa College for Women was established in 1968 under the aegis of Khalsa College Charitable Society. The campus spreads over 25918 sq meters land. The college building can be grouped into six distinctive blocks (Administrative block, Arts block, Computer Science block, Fashion Designing block, Commerce block and Fine Arts block).

All the blocks have well-furnished 72 classrooms fitted with subsequent number of fans and lighting systems. Computers are available in most of the departments and can also be shared by other departments as per requirement.

The college has one central computerized library with the area of 6304 sq feet having almost 20194 books in English, Hindi and Punjabi language. The amenity of e-books is also available in the college library.

Effective curriculum implementation has been ensured through proper infrastructure in terms of labs which are well equipped with latest instruments for the students to perform all prescribed experiments. The college has 35 labs belonging to various departments such as Computer Science, Commerce, Sciences, Fashion designing, Cosmetology, English and Home Science departments. The development of soft skills, language and presentation skills through language lab is also a part of the curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%204.1.1.pdf

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

There is one multipurpose auditorium spanning over 12000 square feet of covered area with sitting capacity of 1000 persons for

conducting youth festivals and other cultural activities that offer students a platform to showcase their vibrant persona. Two seminar halls are available with latest audio-visual equipment for conducting seminars and guest lectures.

Hostel facility is available within the college campus for both under-graduate and post-graduate students. College comprises two hostel buildings with 110 rooms. The old hostel building is equipped with 70 rooms and new building with 40 rooms.

In addition, our Playground have 200 Mts Track, Volley Ball Court- 18*9 mtr, Badminton Court- 44*20 mtr, Track for High Jump- 15mtr, Track for Long Jump- 49 mtr, and Soft Ball Court 60*60 feet. The multipurpose Indoor Stadium is spanned in 12000 Sq ft with double Height Hall of 8000 Sq ft and one Balcony of 1800 Sq ft dimensions. The yoga related activities are performed time to time in open grounds of campus. The gym area for girls spans in 600 Sq ft approximately. College is proud of our players Khushbir Kaur (Rio Olympics), Navjit Kaur (Asian Championship) and singers Sunanda Sharma and Harmanpreet Kaur(India's Got Talent).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kwasr.org/pdf/Additional%20information%204.1.2.pdf

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

29

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kwasr.org/pdf/Additional%20Information %20Images%20 4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.98782

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The library is regarded as the heart of modern institutions of higher education. The principal function of a library is to educate the educated. Recognizing this purpose, the library of Khalsa College for Women, Amritsar had a fully automated library management software E-governance which was automated in the year 2015 and since then library functioning is automated. This ILMS software is used to manage all the resources of the library like books, journals, magazines, bound volumes, etc. Bar Code technology is used in the library to issue and return all the books. All functions like Issue- return, Renewal, Reports Generation, Stock Verification, etc are fully automated.

E-GOVERNANCE SOFTWARE

The management of the library of our college are fully assisted by the e-governance software (from 2015) onwards. This integrated library management software fulfills all the requirements of the library. This software comprises modules needed for day-to-day transactions and housekeeping functions like circulation, and management which comprises cataloging, various reports, and other utilities. This user-friendly software has many fields for search in its inquiry such as author, title, accession number, publisher, and barcode. The status of any issued book can also be checked through the

inquiry module and through the issue register.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kcwasr.org/pdf/4.2.1%20Additional%20information%20.pdf

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

B. Any 3 of the above

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

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

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

7400

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

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

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

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

4.3 - IT Infrastructure

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

The college provides its IT infrastructure and facilities to generate an efficient teaching-learning process. It renders high speed unlimited internet facility for catering the needs of students associated to distinctive streams.

The campus keeps itself digitally equipped for effective classroom lecture delivery, knowledge assimilation and information sharing. Feedback and suggestions of faculty members are always welcomed regarding improvements in infrastructure.

Overall, 210 computers have been made available to teaching and non-teaching departments of this campus. The college has also appointed skilled technicians for the maintenance and regular updation of IT facilities. The computer systems with an appropriate internet facility have been upgraded in various labs, library, students placement cell and in some of the departments for their official work.

A dedicated computer centre has upgraded the institution through equipping it with 15 printers/scanners, 15 tablets, 6laptops, 10projectors with all accessories, 10 web cameras, 8 active boards and 1 photocopier machine to facilitate staff and students. The college has also installed 12 wireless routers/access points for uninterrupted internet service within campus. The computers have also been updated with different 233 software like Tally ERP, SPSS.20, TNG garment CAD, Window 10, Turbo Cetc. for configuration activities of information system.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%204.3.1.pdf

4.3.2 - Number of Computers

210

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

77.16564

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

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

The management takes care of the institution's physical, academic, and support facilities. A yearly review is done of all the facilities available both on-campus and off-campus and initiatives are taken for general maintenance and gradation to upkeep and improve the facilities. The principal assigns the work to the appropriate staff. A central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms. Advanced facilities are introduced as and when required to serve the stakeholders in a better way and to ensure fulfilment. The library is fully automated. Computerized issuing and returning of books are done to save time. The college's sports facilities and equipment are maintained by the Physical Education department. Stock checking is carried out annually, and stock books are maintained by the different departments. Weeding old books, binding, pest control, and other maintenance measures is undertaken periodically. The upkeep of the physical infrastructure and equipment is done through contracts on a requirement basis whenever needed. The maintenance of electrical items is carried out by the competent non-teaching staff. Any major repair work is carried out by professionals from outside the college. The campus is under CCTV surveillance and is safe for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kwasr.org/pdf/Additional%20Information%204.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
41	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
387	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://kcwasr.org/pdf/5.1.3%20proof.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

51

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

51

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

84

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

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

government examinations)

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

03

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

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

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

Academic governance is the framework of committees, policies, systems, and processes that govern the college's academic

activities. Student representatives act as a vital channel of communication between the college and students - representing, communicating, and giving feedback on college as well as student matters.

- The selection of student representatives is done at the beginning of the session.
- The council aids and supports other councils such as the academic council, discipline, red ribbon, NSS and NCC committee, cultural and sports committee etc.
- The personal, social, and health issues are resolved by taking the students' views and opinions.
- The student council also encourages students to participate in various co-curricular activities.
- To ensure that the students adhere to the disciplinary policies of the Institute at all times.
- College assembly is conducted by the student council at 12:20 pm every Monday.
- All the college events and festivals such as teacher's day, Sawan celebration, Diwali, and Lohri are coordinated by the student representatives.
- Collate feedback from the students to pass on to the staff for the better functioning of the college.

Thus, the student council of KCW strives for the holistic development of the student and college.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

21

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

5.4 - Alumni Engagement

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

In order to make the academic environment of the College more students centric, the administration gathers feedbacks also from Alumni. The College incessantly involves the past students to come forth and share their concerns. Since students are the fundamental stakeholders of an academic institution, their experiences on Academic resources, Infrastructure, Institutional Social Responsibility activities etc. are gathered.

The alumni response was collected and analyzed. The feedback report shows alumni's feel that the Infrastructure facilities provided by the College were good and require no change. They acknowledge the contribution of the college in developing their communication, leadership qualities, social commitment and responsibilities. They admit that the college provided those wings so that they can fly high to pursue their goals.

This feedback is conveyed after analysis to the IQAC for suggestive changes institutional functioning and infrastructure. To name a few Sunanda Sharma playback singer and actress, Khushbir kaur International Athletic player, Navjeet Kaur, International Athletic player, Sandeep Kaur as Intelligence Bureau in Punjab Police, Kuljeet Kaur Assistant Professor Khalsa College For women Amritsar,

The prestigious event has been scheduled every year. Due to COVID-19 the alumnae could not gather in person but celebrated in 2020-21 through virtual media on 06/02/ 2021.

File Description	Documents
Paste link for additional information	https://kcwasr.org/page/43
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

- To envision holistic growth of women by creating various teaching-learning and research opportunities.
- To develop employability skills in women for their economic independence.
- To promote multidisciplinary approach of National Education Policy 2020 for comprehensive and cohesive learning.
- To provide value-based, need-based and skill-based education to women to make them globally competent.
- To reach the zenith of prosperity and excellence.
- To spread the word of knowledge which fosters their empowerment in future

Mission

- To develop intellectual curiosity, creativity and scientific temper.
- To emphasize on productive and constructive teaching.
- To deliver excellent higher education to girls with equity.
- To prepare girls for contemporary global challenges and needs.
- To promote liberal and optimistic approach towards life.

- To contribute responsible and patriotic citizens to the nation.
- To promote multiculturalism for healthier and more tolerant new generations.
- To inculcate ethical and moral values among the students.

The institutional leadership consisting of management and Principal ensures that the policies and action plans of the institution are in line with the vision and mission statements of the institution. These action plans are decided in the meetings of the Governing Council and then in detail in the IQAC meetings and Academic Council meetings of the college.

File Description	Documents
Paste link for additional information	https://kcwasr.org/mv.php
Upload any additional information	View File

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

The institution believes that efficiency comes through decentralization of administration. Therefore, various departments of the college are given autonomy in various respects. Heads of the departments are given liberty to take important decisions regarding their respective departments. For efficient and veracious decision making, college adopts the principle of segregation and division of work to various committees such as admission committee, purchase committee, research committee, student welfare committee, examination committee, career counseling cell, placement cell, etc. These committees are reformulated on annual basis by the principal and staff members are deputed in each of these committees for smooth working of the college. Each of these committees has well defined functions and are given autonomy to run their activities according to the need.

CASE STUDY

Admission committees are formed every year in order to smoothly conduct admission procedure of different courses. Senior faculty members along with staff members are included in the

committee. Committee members go through the rules of admissions and help students to select the proper subjects and course. They verify the admission form and provide guidance to the students.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.1.2%20(2).pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college believes in setting up goals and then achieving them systematically. In Today's world the role of science and technology has become indispensable especially on the onset of the Covid-19 pandemic. So, in such kind of circumstances, Khalsa College for women also adopted latest technology to promote education. This institution has already been a front runner in adopting new technology and upgrading its working accordingly as an in-built ERP system has been working successfully . In the critical situation of Covid-19, it has become a challenge for many educational institutions to conduct on-line classes and University examinations in a smooth way. The college shifted to online teaching-learning during the pandemic to maintain equilibrium in regular studies. Faculty members utilized various applications and tools such as Google Meet, Zoom, Cisco WebEx, Google Classroom, WhatsApp and shared PDF notes, YouTube links, and other audio-video study material with students. Besides using these conventional modes of teaching such as lectures and videos, faculty members also used available online MOOC platforms such as Coursera, NPTEL, SWAYAM etc, to enhance their knowledge and professional competency. Moreover, students were also encouraged to use these online digital resources. During pandemic, exams were also conducted through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcwasr.org/pdf/6.2.1.pdf
Upload any additional information	View File

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

The College Governing Council is the apex body of the institute which comprises of President, Secretary, and Principal, two representatives of the staff and some other members. At administration level, the Principal of the college is the head of the college. A council of staff members which includes all heads of departments gives suggestions to the Principal. The Principal communicates the responsibilities to head of the departments and member of various committees. There are well functional committees such Anti Ragging Committee, Discipline Committee, Library Advisory Committee, Sports Committee, , Red Ribbon club, Career Guidance and Placement Cell, etc. Each of the committees /offices has well defined functions and is given autonomy in the matter of decision making, provided the things remain in line with the vision and mission statements of the institution.

Appointment and Service rules

The institution follows the service and promotional rules as delineated by the Director Public Instructions (Colleges) Government of Punjab and also by Guru Nanak Dev University, Amritsar, the affiliating university. However, in case of faculty and other staff appointed on temporary basis, the institution has its own promotion policies.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.2.2.College%20Working%20Committee2020-21.pdf
Link to Organogram of the institution webpage	https://kcwasr.org/pdf/6.2.2.%20organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

For Teaching faculty

- CPF
- Provision of different types of leaves like casual leaves, duty leaves, medical leaves, earned leaves, maternity leaves etc. permissible as per rules.
- Separate well equipped and well-furnished staffrooms for each department.
- Fee concession to the children of faculty and other staff members.
- Accommodation to the faculty at staff quarters
- Loan against General Provident Fund.
- Gratuity
- Beauty care and cosmetology services

- Fitness GYM
- Gurudwara sahib
- Shared Swimming pool facility inside the main campus
- Subsidized agricultural Products
- Medical facility through a shared medical dispensary and Physiotherapy OPD.
- Permission to enhance one's educational qualification through higher studies, training programs etc.
- Wi-Fi facility.
- Canteen with variety of food items.
- Parking facilities.
- Provision of meals at subsidized rates for the staff from Hostel mess.
- Shared ATM inside the main campus

Non-Teaching Faculty

- CPF
- Medical Facility
- Loan against salary
- Fee concession to the wards
- Staff quarters for outstation faculty and supporting faculty inside the main campus.
- Flexibility in work for staff with major illness
- Uniform to class four employees.
- Provision of meals at subsidized rates for the staff from Hostel mess.
- Shared ATM inside the main campus.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

30

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

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

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

25

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

30

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

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

Performance appraisal of the teaching and non- teaching staff is made on the basis of the guidelines of UGC. Each faculty member has to fill detailed Self-Appraisal Performa and submit it in the end of the academic session. The forms are then evaluated in detail by the Principal and by the Management. Annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades is done in accordance with affiliating University guidelines, UGC recommendations and the State Government policies. Cases pertaining to promotion to higher pay scales are forwarded to the appropriate authority after a thorough screening by the special committee appointed under CAS. Panel of Experts /Subject Experts are called from GNDU, Amritsar. The academic results of the college are compiled annually by individual faculty members for their own classes. Comparison of University results with the College result gives a fair idea to the Principal, Head of the Department and the concerned faculty about the academic performance of the College and scope for improvement. Each member of the non-teaching staff is assigned a specific set of duties and responsibilities. Performance appraisal is based on the competence, attainment and quality of the work performed.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.3.5%20SELF%20APP%20RAISAL%20FORM%20.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institute is government aided, but privately managed. Hence, it receives salary grants from Government of Punjab against grant-in-aid post. It also receives scholarships under various schemes of government and funds from various funding agencies. In order to make judicious utilization of funds and to ensure financial accountability, the college conducts regular internal and external audits. The institution has online financial data system connected to its own management i.e. Khalsa College Charitable Society, Amritsar. Hence, every income and expenditure has an internal check and internal audit. The internal auditors periodically does audit by verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by an approved chartered accountant appointed by the management. The chartered accountant audits the yearly accounts and financial statements of the college and submits the audited financial statements with audit reports in every financial year regularly to the institution. Any errors and objections reported by the auditor are attended to and rectified. Moreover, precautionary steps are taken to avoid reoccurrence of such errors in future.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.4.1%20audited%20statement%202021%20(1).pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

Rs. 3,055,560

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

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

The college follows a well-defined strategy for mobilization of funds and optimal utilization of resources. The college is under grant-in-aid scheme and gets financial support from government of Punjab for covered posts against aided category. Apart from this, the college receives funds from other agencies like ICSSR. The college also runs self-financing courses and fees obtained from these courses enable the institute to meet other expenditures .Another resource for funds is donation by the philanthropists and alumni of the institution..

Expenditures strategy

The financial resources are effectively and efficiently used in the institution. The budget is prepared for optimum utilization of resources. Conveners of various committees and teacher-in-charge of various departments are asked to provide their requirements at the beginning of the session. The idea and information collected are conveyed to the Governing council of the college which guides tentative budgetary allocation in consultation with the Principal and the IQAC. Generally, the expenses and the expenditures are kept within the budget allocations. Any department undergoing some necessary expenditure is required to seek a prior sanction for the same from the Principal. For meeting the requirements, quotations are called and the purchase committees choose the best possible quality and price.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.4.3%20income%20expenditure.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC acts as a monitoring agency working for quality assurance in institutional activities. Following are the two best practices successfully implemented as quality enhancement measures:

1. Add-On Courses: At the initiative of IQAC, the institution offers various Add-On courses focusing on the value addition.

These courses are:

- Certificate Course in Aviation Management, Catering and Event Management
- Certificate course in the Legal Rights of Women
- Certificate course in Communication Skills
- Certificate Course in Hair styling
- Diploma course in Aviation Management, Catering and Event Management
- Advanced Diploma Course in Aviation Management, Catering and Event Management
- Short Term Course in Idiomatic Drapes

2. E-governance Initiatives: IQAC of the college has taken following e - Governance initiatives to improve the quality of administrative work:

- A well-developed E-Governance Portal has been institutionalized for admission, examination, finance, accounts, staff attendance and leave application system.

- The college has created WhatsApp groups of faculty and students for sending e-notices and messages.
- Web Site of the College is regularly updated to provide daily updates of college activities.
- Dissemination of information on social media via Facebook, Instagram has been initiated.
- Campus has been fortified by extensive e-monitoring through CCTV.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.5.1%20%20BROCHURE%20FOR%20ADD-ON%20COURSES.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Two examples are:

1. **Advance Academic Planning:** Upon the initiative of the IQAC, the institutional administration has implemented advanced academic planning system for the institution. Following this, Academic Calendar of the institution is prepared before the commencement of the session. It contains the detailed planning of the academic and co-curricular activities and their dates. It also contained the tentative dates of examination, vacations and key activities of the institution. Besides, teaching departments are also asked to provide teaching-learning and examination -evaluation blueprints to the students.

2. **Enhanced involvement of ICT in Teaching Learning process:** One example in implementation of teaching-learning reforms is involvement of ICT in Teaching Learning process. The college shifted to online teaching-learning during the pandemic to maintain equilibrium in regular studies. Faculty members utilized various applications and tools such as Google Meet, Zoom, Cisco WebEx, Google Classroom, WhatsApp and shared PDF notes, YouTube links, and other audio-video study material with students. Faculty members also used available online MOOC platforms such as Coursera, NPTEL, SWAYAM etc., to enhance their knowledge and professional competency. Moreover, students were also encouraged to use the online digital resources.

During pandemic, exams were conducted through online mode

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/Annual%20Calender%202020-21.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kcwasr.org/page/38
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Sensitization refers to the improvement of actions and behavior by uplifting consciousness and realization of gender equality. Students are the message bearers for the rest of the society. In light of this, Khalsa College for Women, organizes programs and events time after time in order to spread knowledge about the issue of Gender Sensitization as well as

Gender Equity and to create positive values that supports the women and their rights. Women empowerment is a vital issue in the contemporary era. It includes various growths of a woman like economic, material, spiritual, social, educational and occupational empowerment. Khalsa College for Women always gives priority to the liberation of women and takes certain initiatives to fulfill all the aspects by establishing various committees and cells. Various cultural activities, seminars and workshops are conducted regularly by the students as well as faculty members to uplift and boost the morale of women so that they can feel high stated and equally important as the other sections of the society. Institute focuses on the plans and policies which are associated with the protection of a person, organization and properties against external threats that are likely to cause harm.

File Description	Documents
Annual gender sensitization action plan	https://kcwasr.org/pdf/Action%20Plan%207.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kcwasr.org/pdf/Work%20Done%207.1.1.pdf

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

A. 4 or All of the above

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

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

The primary goal of the institute is to reduce and eliminate adverse impacts of waste materials on human health. Institute use method of compost pit which is beneficial for gardening purpose and this also maintain the neatness of campus. Compost is commonly prepared by decomposing plant and food waste, recycling the organic materials so that mixture is rich in plant nutrients and beneficial organisms such as worms and fungal mycelium. The campus use these things in gardening purpose to increase the fertility of soil. Liquids are diluted by getting mixed with the washroom and toilet liquid wastes in to the common drainage. The sewage system of the college is directly connected to government's sewage system through which waste liquid is purified by the authorities itself. The campus always maintain the hygiene of the environment even the waste of medical room is properly managed which comes under the biomedical waste. E-waste is electronic products that are unwanted, not working, and nearing or at the end of their "useful life." KCW donate the old computer systems to schools because at college levels we need to upgrade students with latest version of software and in schools they can use the basic software.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>A. Any 4 or All of the above</p>
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

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

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

Khalsa means 'to be pure' or 'to be clear' or 'to be free from' or 'to be liberated'. Word came from the Arabic word "Khalis" meaning 'pure'. Similarly, KCW is free from any caste, creed, culture and racial discrimination. The institute always celebrates religious, racial, cultural and lingual identities. Students are welcomed from every part of India. Institute plays an effective role as a catalyst in the area to maintain peace and national development. Cultural and regional activities like 'Diwali Celebration', 'Holi Celebration', 'Raksha Bandhan Celebration', 'Independence Day Celebration', 'Republic Day Celebration' takes place every year without any distinction among students. On the other hand, regional activities are also performed annually with full enthusiasm, which includes the festivals like 'Basant Panchami Celebration', 'Lohri Celebration', 'Teej Celebration', 'Gurpurab Celebration', 'Ardaas Diwas Celebration', 'Procession to Golden Temple on Guru Nanak Birthday' and many more. NSS Cell of college organized Tree Plantation Programmes, Awareness to Save Water Campaign and Medical Camps for the students. To strengthen will power and to aware students, college performs

activities like seminars, lectures, workshops, Yoga Day, Sports Day, Medical Camps, Swacch Bharat Abhiyaan are organized. Though, institute is based on Sikhism but it gives respect to every festival.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

KCW undertakes various initiatives by organizing different activities, seminars, lectures and workshops to sensitize students and employees to the constitutional obligation: values, rights, duties and responsibilities of the citizens. "National Pollution Prevention Day" was celebrated to day to raise awareness about the hazards of air pollution. "Tree plantation and Swachh Bharat Abhiyan" was organized by the NSS department of the college, to aware the students about how cleanliness and tree planting maintain discipline as well as protect the human life. "National Voter's Day" was celebrated to make students aware that voting is a very important part of any democracy. By voting, citizens are participating in the democratic process. Citizens vote for leaders to represent them and their ideas, and the leaders support the citizens' interests. "International Day of Yoga" and "Sports Day" was celebrated to sensitize students about the fact that regular yoga practice creates mental clarity and calmness; increases body awareness; relieves chronic stress patterns; relaxes the mind; centers attention; and sharpens concentration. Sports help control diabetes, manage weight, enhance blood circulation, and manage levels of stress.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcwasr.org/pdf/Activities%207.1.9_compressed%20(1).pdf
Any other relevant information	https://kcwasr.org/pdf/Information%207.1.9.pdf

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

KCW is committed to promote ethics and values amongst students and faculty. To encourage them with the same, the institute organizes National festivals, International festivals as well as Anniversaries for the great Indian Personalities. As students from various castes and religions take admission at KCW, that is why the college keeps on uniting the students with these kind of celebration which encourage the feeling of

brotherhood among them. College commemorates the Basant festival, Diwali in a grand way, the festive spirit of Lohri, Teej is also known 'Teeya', festival of Colors Holi, Rakhsha Bandhan by gifting Rakhis to our Indian Military, Independence Day, Republic Day. Every year college carries a procession from KCW to Golden Temple on Guru Nanak Dev Ji's Birthday. By God's grace, every year KCW organizes "ARDAAS DIWAS" in the beginning and at the end of session. This creates a positive atmosphere for our students and encourage them to learn more. College also celebrated National Pollution Prevention Day. College takes initiatives to spread awareness about importance of voting among students and to encourage them to vote. International commemoratives like Yoga Day and Sports Day was also celebrated to keep students fit.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

First Best Practice

1. Title of the Practice: College provides an eco-friendly environment.
2. Objective of the Practice: Khalsa college for Women follows practice that saves water using Rain Water Harvesting. College also plants more and more trees for healthy environment and greenery all around. Use of compost pit in the campus for generating an organic fertilizer for plants is another best practice that college follows. Additionally, use of LED lights to conserve energy and use of solar plant installed on rooftop of college building helps to utilize save resources and to consume solar energy effectively.
3. The Context: Eco-friendly (Environmentally friendly, nature friendly) are synonyms used to refer to goods and

services, laws, guidelines and policies considered to inflict minimal or no harm on the environment. We can contribute a lot in creating and having eco-friendly environment. It is our duty to keep our environment clean and green. We must follow the principle- RRR (Reduce, Reuse, and Recycle).continued in the document.....

File Description	Documents
Best practices in the Institutional website	https://kcwasr.org/pdf/Best%20Practices%2007.2_compressed%20(1)-compressed.pdf
Any other relevant information	https://kcwasr.org/pdf/Document%207.2.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Session 2020-21 effected life in general but academics the most due to the pandemic (COVID-19) lockdown from March 2020 onwards. The offline classes were put off and the university examinations of terminal classes were held much delayed in September-October. The college convocation of 1100 candidates was successfully held on March 4, 2020. Many Webinars/Workshops and talks were conducted by the departments on various current and relevant topics. Two tutorial meets (online) were conducted. Several IIC activities under MHRD were successfully initiated and completed and the college was awarded 4.5 grade stars out of 5. Sports event was organised for the teaching staff to upbeat the lockdown stress (observing all the pandemic precaution). KCW's Vista Researchers view point dedicated to Shri Guru Teg Bahadur Sahib's 400th Parkash Purb was released by the Honorary Secretary, KCCS in November, 2020. The college actively participated in community service during the pandemic time by contributing 13000 masks for the front line workers. The Honorary Secretary handed over the masks to the Deputy Commissioner, Amritsar. The college also contributed to PM care fund. 30 students were given free ship by Dhiyan Pukardian.

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

7.3.2 - Plan of action for the next academic year

- Encouragement to use more ICT resources by teachers for better enhancement of learning techniques.
- Encouragement to get involved in various activities for both physical and mental health.
- Provide Vocational education: More vocational courses will be introduced in the college curriculum so that students can acquire skills based education or aptitude, so as to secure their future financially.
- Boost in the admission process.
- Improved career counselling and placement services.
- New value added and skill based courses would be started in next session. New subject of Psychology and Geography would be introduced in BA, one year PG Diploma in Cosmetology, and one year Certificate Course in French would be introduced in the college. The college is also planning to start few Skill Based Certificate Courses. These Courses would be offered by Jagat Guru Nanak Dev Open University, Patiala. College is also planning to start following Add on Courses under Life Long Skill Development Centre.
- College is also planning to introduce +1 and +2 in arts, science and commerce from 2022.