



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Khalsa College for Women,
Amritsar

- 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**
- Name of the IQAC Coordinator **Dr. Jitender Kaur**
- Phone No. **01835050431**
- Alternate phone No. **01835050432**
- Mobile **9779193434**
- 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://kcwasr.org/pdf/AQAR%202020-21%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%202021-22.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
Department of Economics	ICSSR	ICSSR	2021-22	50000
Department of Punjabi	Lok Manch Punjab	Lok Manch Punjab	2021-22	30000
Department of Commerce	ICSSR	ICSSR	2021-22	200000
Department of Economics	ICSSR	ICSSR	2021-22	175000
NSS	NSS	Guru Nanak Dev University, Amritsar	2021-22	45000

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

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

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **Yes**

- If yes, mention the amount **28100**

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

1. Enhanced focus on student centric activities 2. Activities for students' support and progression. 3. Introduction of new courses

and subjects (B.Sc. Medical and Education) by Guru Nanak Dev University and to get vocational courses and skill oriented courses from Jagat Guru Nanak Dev State Open University for the session 2021-2022. 4. Conduct of Internal/ External Audit and Green Audit 5. MOU's with national and international companies.

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
<p>To conduct Student Induction Programme</p>	<p>With the help of team members, IQAC coordinator conducted students' induction programme for the first year students on 14/09/21. The incumbents learnt about the institutional policies, processes, practices, culture and values. Around 250 students participated in this programme.</p>
<p>To discuss regarding inspection of new courses and subjects (B.Sc. Medical and Education) by university and to get vocational courses and skill oriented courses from Jagat Guru Nanak Dev State Open University for the session 2021-2022</p>	<p>To improve/strengthen the skills of students, short term skill development courses such as Diploma in Stitching and Tailoring, Diploma in Cosmetology and Diploma in Aviation and Catering etc were introduced. A new degree course B.Sc (Medical) was started and some new subjects in B.A such as Education, Psychology, Geography etc were introduced. Many Add-on /Certificate Courses such as Certificate Course in Aviation, Catering and Event Management, Certificate Course in Communication Skills etc. are also introduced. Along with this 4 courses affiliated under Jagat Guru Nanak Dev State Open University were also introduced</p>
<p>To plan activities for students' support and progression</p>	<p>Workshop cum Orientation session on "Toycathon Ideas Using Paper Art" by Mr. T.Lal</p>

	<p>(Internationally Renowned Paper Artist & Entrepreneur), Rajasthan was organized by Fashion Designing Department on 23/7/2021 A Workshop cum Orientation session on "Business Model Canvas" was organized by Fashion Designing Department on 28/07/21.</p>
To plan seminars on NEP 2020	<p>Lectures on NEP 2020 were organized by different departments and attended by the faculty members. Lecture on 'Curriculum in NEP 2020' by Mr. P. K. Sahoo, Allahabad University (Allahabad) was conducted on 21/11/2021. Webinar on 'Implementation of NEP 2020' by Commerce Department in July 2022.</p>
To plan activities for promoting research among faculty members	<p>To promote research among faculty members, Dr. Ritu Dhawan was given tWith the perspective to engage more faculty members in Research, they were encouraged to enroll and complete Ph.D. Teachers are motivated to undertake maximum research oriented tasks and projects. To promote research, awards of excellence for best researcher (1, 00,000/-) and best teacher (50,000/-) are also planned by the management. This was done to encourage reliability and authentication in the field of teaching education. An initiative for the launch of new multi-disciplinary research journal of the college has been taken and the name of the journal was finalized. The faculty members were asked to write paper for the journal and</p>

	guidelines for writing the research paper were also distributed to the faculty members.
To sensitize students towards gender equality.	To sensitize students towards gender equality, various seminars and activities were conducted to guide the students towards this issue. Students are made aware about legal provisions and legislative rights.
To make campus Eco-friendly	Lecture on "Waste Management" in collaboration with Nagar Nigam, Amritsar under the Azadi Ka Amrit Mahotsav programme was organized on 05/10/2021.
To consider the need for new MOU's with national and international companies.	New MoU's with National and International organisations have been signed during the period.

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

- Name of the statutory body

Name	Date of meeting(s)
Khalsa College Charitable Society, Amritsar	18/10/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	26/02/2022
15. Multidisciplinary / interdisciplinary	

Our institute is fortunate as it offers courses from various streams running under the same roof. College runs various Add On / Certificate Courses which can be pursued by a student with regular course of study. Three B.Voc degree programs with multiple entry and exit points are running successfully in the college. The college also provides skill based courses under Jagat Guru Nanak Dev state Open University, Patiala. Moreover, college conducts various extension activities in the area of community engagement and service.

16.Academic bank of credits (ABC):

An 'Academic Bank of Credit' (ABC) is the system that stores credit gained by the student. The college is in the process of getting registered for the ABC through the DigiLocker NAD portal. All the students have created ABC IDs. We encourage our students to attend online courses via national schemes such as SWAYAM and NPTEL . Some students have already enrolled in MOOC courses. To enable credit transfer, the College is in the process of establishing an MOU with a foreign university. The faculty attends FDPs, Webinars, refresher courses, workshops; they initiate contact with external agencies for exchange of ideas. In this connection, the college has organized One Day workshop for Teachers on the theme Choice Based Credit and Grading System

17.Skill development:

The college is running B. Voc. Programs following NSQF. The college has introduced 25 skill based add on courses such as Tally, IT Enabled Services, Waste Management, Cosmetology and Religious Studies etc. The college has well equipped computer Lab, ICT based smart classroom, MoU with industry/academia for the skill development of the students. In order to inculcate the value based education, the college organises religious and divine events and celebrates the festivals in their true spirit.

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

The institute believes in preserving the authenticity of Indian multi-lingual system under Ek Bharat Shreshtha Bharat programme. As a strategic tool, college mandates addition of Punjabi and Hindi language in the curriculum. Proficiency of faculty in languages like Hindi, Punjabi and English is maintained through various seminars and conferences. Degree courses in the above mentioned languages at both graduate and post graduate levels are offered. Festivities of Indian relevance are celebrated; additional Urdu course is taught to preserve Indian culture and

multilingualism.

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

The college has uploaded POs, PSOs, and COs on the college website in order to achieve OBE. The same are prominently displayed across the departments, and teachers disseminate COs in classroom interaction. The accomplishment of PO's, PSO's, and CO's are calculated in each department for all subjects through Bloom's Taxonomy, and the mapping of questions is done with CO's of the subject

20.Distance education/online education:

Institute has sufficient infrastructure for developing online content and conducting online courses. Senior faculty members have experience of ODL lecture delivery and content development. In addition to E-Governance portal, the platforms such as Google Meet, Microsoft Teams, Zoom, YouTube are used by faculty for various tasks. College also offers skill oriented distance education courses of Jagat Guru Nanak Dev Punjab State Open University, Patiala. The college is focusing on blending online education with experimental and activity-based learning.

Extended Profile

1.Programme

1.1	24
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1257
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	685
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	366
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	62
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	71
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	77
Total number of Classrooms and Seminar halls	
4.2	172.25396
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	248
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

Our college is affiliated to Guru Nanak Dev University, Amritsar and it strictly follows the curriculum prescribed by the University. Although we do not have autonomy in setting up the curriculum it is constantly supervised as suggestions and comments are invited every year from all the concerned stakeholders. The college makes every effort for curriculum improvement through its representatives participating in the Boards of Studies who provide suggestions and inputs for revision of the syllabi as per need. The college's academic procedures are accelerated, with department heads working with the principal to establish timelines, workloads and other administrative responsibilities at the beginning of each semester.

Students are also evaluated on the basis of seminars, class assignments, class tests, Mid -semester, quizzes, MCQs and presentations. Departmental study tours, field trips, and project-work-related activities are undertaken by respective departments. Practical examinations are conducted by an external examiner appointed by the university.

Our faculty members are encouraged and supported to attend seminars, conferences, orientations, refresher courses, and workshops. Power point presentations, seminars, conferences, field trips, internships, and other student-centered methods are common feature. Guest lectures, films, audio-programmes, industry-academia interface are also conducted to sharpen the academic and professional skills of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcwasr.org/pdf/KCW%20Prospectus%202021-2022_compressed%20(1).pdf

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

An academic calendar, which includes the start and finish dates of the semester as well as anticipated exam dates, is released by the affiliating university. The college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs, guest lectures, workshops, industrial tours, and other co-curricular and extracurricular activities are all on the department's agenda. With the exception of unforeseen situations, all activities—academic, CIE, and otherwise—are carried out in accordance with the schedule of events. The CIE of students includes projects, assignments, tests, and quizzes. The examination committee prepares the date sheet for the house exams, which is then made available to the concerned stakeholders via different media. Answer script evaluation is done by the subject teachers. CIE is also used for project work, seminars, internships, and practical training. The Principal regularly reviews the semester's progress and makes appropriate recommendations during the meetings of the academic committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcwasr.org/pdf/Academic%20Calender%202021-22%20n.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

08

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)

25

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

868

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 college corresponds to the curriculum supplied by the affiliating university. The supplied syllabi do, however, address topics like gender, human values, environment, and sustainability in a number of subject curricula. The university has made the course Environmental Studies (EVS) required for undergraduates in an effort to increase environmental awareness among students. Seminars and talks that deal with sensitive and significant problems like gender discrimination, the environmental crisis, hygiene, literacy, etc are a regular feature of the college. The college is eco-friendly which is evident from the fact that solar plants are installed for energy conservation. The College has an integrated rain water harvesting system and the stored water is reused for gardening in the college campus. Moreover, the campus supports maximum paper-less work culture through e-governance portal. The Protect the Girl Child Club, Nature Club, Red Ribbon Club, and other committees and clubs have been striving to raise awareness among students about various crucial and pervasive issues. The institution also provides a few short-term courses and add-on courses, as well as hosts workshops, conferences, seminars, and other extracurricular activities that aim to incorporate the cross-cutting concerns pertinent to the aforementioned components.

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

24

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

454

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	http://kcwasr.org/pdf/1%20AQAR%20%20fb%20analysis%2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kcwasr.org/page/138

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

635

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

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

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

266

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 college has a strong commitment towards providing a healthy teaching learning environment. The students, before admission, are made aware about the programme outcomes. Prior to the commencement of the academic session, the institution organizes personal interaction sessions with the new students. The college takes every possible measure to understand the requirements and learning levels of the students. The diagnostic assessment is done by the teachers by analyzing percentage in the qualifying examination. After diagnostic analysis, the formative assessment on the basis of understanding of subject matter is carried out. Accordingly remedial classes, special classes, class tests, tutorials, seminars, and counseling sessions, with specified syllabus are arranged for slow learners.

During tutorial sessions gaps, if any, are identified by the teachers and are removed by bridge courses designed for newly admitted students . Advanced learners are paid special attention for performing exceptionally well in university examinations. Both advanced and slow learners are encouraged to enroll in concurrent courses in MOOCs offered by SWAYAM and NPTEL. They are also motivated to attend workshops, short term training programmes and competitive examination guidance classes . Eminent faculty members from various departments (both external and internal) are selected to provide mentoring sessions to advance learners.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/agar2.2.12122.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
1257	62

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 a 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/industrial visits, projects, internships, seminars/webinars/workshops and interactive sessions. Teaching is carried out in accordance with the mission of the College to create a learning environment that nurtures exploration of various skills and critical thinking in subjects.

Field/Industry visits are organized by different departments to provide the students with live experiences of what they learn. In departments like Computer, Fashion Designing etc, weightage is given for practical courses which help students to acquire practical knowledge. The seminars/workshops enable students to have exposure to the latest trends/issues in their discipline.

Group discussions, quiz, paper presentations, presentations etc. are extensively practiced to encourage participative learning. Club activities develop leadership qualities in students and inculcate the spirit of teamwork among the students.

Engagement of students in projects and case-study analysis/problem-solving questions helps to enhance the problem solving ability of the students. The various departments of the college have signed MOU's with the agencies/organisations for providing training and support to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://kcwasr.org/pdf/aqar%202.3.1%20link%20compressed%20(1).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 makes 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, digitized library, audio-video tools to foster interest among students. The institution has a e-portal (www.kccsstudents.in) where a number of e-lectures, Powerpoint presentations and education materials are regularly uploaded by the faculty as per the curriculum. This system of teaching helps in creating blended-learning among students. The College has used the potential of ICT to transform the nature and process of teaching and learning environment..

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 as per requirement. Recorded lectures are available on YouTube. Students are motivated to participate in online courses offered by MOOCs like Swayam and NPTEL etc. ICT practices corroborate with the vision of the college of providing skilled based globally competent education.

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

62

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

62

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

485

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 basis of attendance, file-work and practical assignments.

The Internal assessment for all other programmes is done regularly on basis of house tests, practical examination, class attendance, class tests, assignments, group discussion and class presentations.

The following steps are undertaken for the notification of house tests:

- The tentative schedule is displayed on the student's notice board.
- College releases the Academic Calendar at the beginning of the session.

Allotment of marks for the house tests/class tests is decided by the class teacher and overseen by the HoDs and the Principal. While setting the question papers, previous years university papers are referred to. 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.

File Description	Documents
Any additional information	View File
Link for additional information	http://kcwasr.org/pdf/agar%202.5.1%20link.pdf

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

To ensure transparent, time-bound and efficient mechanism to deal with internal examination related grievances, the principal appoints an examination coordinator. The college strictly follows the rules and guidelines of affiliating university for the conduct of examinations (both Internal and External).

The examination-schedule, evaluation-criteria and syllabus for courses are communicated to students well in advance by displaying on notice boards of respective departments. Grievances related to evaluation, as requested by the students, are sorted initially by the subject-teacher, in case the student is still unsatisfied, she can contact the HOD, and coordinator of examination. Principal is the highest authority to resolve any examination related issue at internal level.

As far as internal assessment of project work/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 grievance related to project work or seminars is resolved in the presence of HOD and concerned teacher. The external examinations are conducted by affiliating university and grievances related to setting of question paper are reported immediately to controller examination GNDU on same day.

File Description	Documents
Any additional information	View File
Link for additional information	http://kcwasr.org/pdf/agar%202.5.2%20link.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 by HOD. He/she organise departmental meeting with the faculty to share information on POs and COs so that they can plan their teaching schedule accordingly. The students are made aware of programme outcomes and course outcomes through college website . 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

Then 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. Besides POs and Cos 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 the practice of measuring the level of attainment of programme outcomes, programme specific outcomes and course outcomes. The POs and COs are communicated to the students during admission counseling 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	http://kcwasr.org/pdf/aqar%202.6.2.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

332

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	http://kcwasr.org/pdf/aqar%202.6.3.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)

<http://kcwasr.org/pdf/Student%20Satisfaction%20Survey%20%20Analysis.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)

455000

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

4

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

3

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

Innovation Cell

The Institution operates under the direction of the MHRD's Innovation Cell, which fosters innovative ideas through activities like entrepreneurship workshops, seminars, lectures, and orientation sessions. KCW IIC has been awarded 3.5 stars and is the second highest Golden star winner among all the institutes across the country.

Skill Development Center

It offers a variety of certificate and skill-oriented vocational courses, such as B.Voc in Fashion Designing, B.Voc in RM & IT, B.Voc in Diet & Nutrition, B.Voc in Information Technology & B.Voc in Taxation law to increase the employability prospects of students by giving relevant training. Activity based learning like project works, internships and field visits are also undertaken.

Incubation Cell

The Departments of Fashion Designing and Cosmetology offer advice and assist anceto students in starting their own businesses.

Research Committee

Research committee hosts a number of lectures, workshops & seminars at National & International Level.

E-media Centre

The college's E-media centre aids in the creation of electronic content. As part of visual oriented learning, movies and videos related to subjects are shown.

IPR and Entrepreneurship Development Committee

To stimulate the growth of innovation and entrepreneurship among students, the College conducts IPR and EDC related seminars and workshops.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/AQAR%203.2.1.%20Additional%20Information.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

55

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.kcwasr.org/page/97
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

59

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

143

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 college organizes a number of extension activities through NSS, NCC and various committees to sensitize the students towards community needs and social welfare. The students of our college

actively participate in social service activities leading to their overall development.

NSS organizes a special seven day camp in nearby adopted village and several activities were carried out by NSS volunteers to address social issues which include Cleanliness, Tree Plantation, Save the Girl Child, Environmental awareness, Women Empowerment, Gender Issues, National Integrity, AIDS Awareness, Blood Donation Camp, Health Check up Camp, Road Safety Awareness, Ekta Diwas, Swachhta Abhiyan etc.

The NCC unit of the college aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

The various committees of the college are conscious about their responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Personal Health and Hygiene, Diet awareness, Voters awareness etc.

All these mentioned activities have a positive impact on the students and they develop student-community relationships, leadership skills and self confidence. It has also helped in cultivating the personality of students and creating awareness among students.

File Description	Documents
Paste link for additional information	http://kcwasr.org/page/88
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

56

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

117

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

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

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

1257

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

3.5 - Collaboration

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

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

26

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

23

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, Amritsar was established in 1968 under the aegis of Khalsa College Charitable Society, Amritsar. The campus spreads over 27164 square meters land with magnificent

surroundings. The college has an exquisite infrastructure with six distinctive blocks (Administrative, Arts, Computer Science, Fashion Designing, Commerce and Fine Arts block).

In addition, the college features 72 spacious, well-furnished classrooms equipped with a subsequent supply of fans and lighting systems. Adequate number of computers are installed in all the departments and can also be shared as per the requirement. The college has a 6304 square feet central computerized library, having almost 26168 books in English, Hindi and Punjabi language. The amenity of e-books is also available in the college library. All the faculty members are provided with an individual login to access NLIST portal.

Effective curriculum implementation has been ensured through proper infrastructure, with well-structured and fully equipped labs with the latest instruments. Various departments categorized as Computer Science, Commerce, Sciences, Fashion designing, Cosmetology, English and Home Science have 35 laboratories for the students to perform all the prescribed experiments. The development of soft skills 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%20Final-1.pdf

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

The college has a well-structured and acoustically designed auditorium, spanning over 12000 square feet of covered area with capacity of 1000 persons for conducting youth festivals and other cultural activities, that offers a platform for students to showcase their exceptional talent. A seminar hall with capacity of 50 persons and a conference hall with capacity of 120 persons, equipped with latest audio-visual/ ICT devices for conducting seminars, guest lectures, conferences and workshops, and also, for academic purposes.

Hostel facility with 110 rooms, is available within the college

campus for both under-graduate and post-graduate students. The old hostel building comprises of 70 rooms and new building with 40 rooms.

The college encourages both indoor and outdoor games. The College playground has an athletic track, volley ball court, badminton court, track for high and long jump, and soft ball court whereas the cricket ground, boxing ring and swimming pool are facilities shared with sister institute. The yoga related activities are performed timely in open grounds of the campus. The gym area for girls spans over 600 square ft approximately.

Moreover, there is also a provision of Recording studio and TV channel (KCGC TV) for live telecast of the important events of the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%20Final-1.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/4.1%20agar%20led%20pictures.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)

31.12795

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 a gateway to knowledge and culture. The library of Khalsa College for Women, Amritsar has 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. The college library is enriched with the all the textual and E-resources of education. The college has subscribed to INFLIBNET which gives us an easy access to 6000+ e-journals as well as e-books on N-list. These e-resources are easily accessible to both the teachers and the students. The college library comprises of 26,168 books, 16 magazines, 4 newspapers, 168 dictionaries, and 47 newspapers. The college library also contains a digital repository of syllabi, previous year question paper sets, e-dissertations, e-abstracts, Online-open access resources, competitive exam resources, etc.

Furthermore, the updation of library software is done from time to time by a full-time librarian and a library restorer. Daily usage of library by the students and teachers are recorded regularly by the librarian. Library cards are also issued to all the students so that they can get an easy access to the library. Other than this, the college library is fully under CCTV surveillance security and also has Wi-Fi connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kcwasr.org/pdf/4.2%20NEW%20INDEX-1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more 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)

0.93878

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

40.6

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 has a well-developed and secured IT infrastructure in terms of Hardware, Software, and Internet Facilities to meet the needs of the students and the faculty members of distinctive streams. Presently, this campus' teaching and non-teaching department manage all activities with 256 computers having a bandwidth of 50mbps. The classrooms, labs, and seminar halls supports ICT based educational process with 10 projectors and 8 smart boards. Apart from this, the institution is also equipped with 15 printers, 15 tablets, 10 web cameras, 1 photocopier, and 12 wireless routers for providing uninterrupted internet service within the campus. The whole campus including different departments, libraries, hostel, administrative block, and student placement cells is facilitated with a Wi-Fi facility. Furthermore, realizing the needs of the students and the staff, the college library is equipped with e-learning resources, and various licensed software like Turbo, SPSS.20, etc are procured for fulfilling various curricular and research requirements. The institution has a well-implemented auditorium with a plug-and-play facility and a recording studio for dispersing educational knowledge through seminars and cultural activities. Moreover, an adequate number of CCTV cameras are installed in every classroom, hostel, library, and college entrance for student monitoring and security.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/4.3.1%20NEW%20INDEX.pdf

4.3.2 - Number of Computers

248

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

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

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

140.31101

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 college has well-established systems and procedures for maintaining and utilizing physical, academic, and support facilities. The management takes care of the institution's physical, academic, and support facilities. The principal of the college is the Estate Officer and takes care of all the assets of the college. She is overall in-charge of all charges and coordinates the same through the maintenance committee, Heads of

Departments, faculty, administrative staff, lab attendants and librarian, etc. A central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms. The routine activities of the library are managed by the librarian. Computerized issuing and returning of books are done to save time. The library is fully automated. All the computer labs are accessible to all the faculty members and the students. The college ground is utilized by the staff and the students to the maximum. The playgrounds, gymnasium, and sports infrastructure are under the custody of the Physical Education Department. Security personnel are always on duty round the clock on the campus to ensure the safety and security of all estate, infrastructure, roads and entry points, etc. The classrooms/seminar halls are cleaned by support staff. The whole campus is under CCTV Surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/4.4.1%20NEW%20INDEX.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

68

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

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

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

511

File Description	Documents
Upload any additional information	View File
Number of students benefitted 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	http://kcwasr.org/pdf/5.1.3%20AQAR_compressed%20(1)2122.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

768

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

768

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

112

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

39

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

35

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.

26

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The Student Council is a forum where the students cumulatively experience the connect between their formal learning and its application in real life situations. It provides opportunity to develop leadership skills by proactively participating in all learning processes and also to sensitize students towards the community welfare. The Student Council ensures adherence to student code of conduct thereby providing a safe and conducive environment for learning. Realising this motive, the student council of KCW is the voice of the students to the administration and vice versa. It is a democratic support system for holistic development of the students and it works in consonance with the respective departments/clubs /groups of the college. An implicit view behind the constitution of students' council in our college is also to improve the quality of higher education. The main objectives of the student council are:-

1. To inculcate among the students the vision and mission of the college.
2. To promote an environment for healthy and effective use of student facilities.
3. To foster communication among students, administrators, staff,

and the community.

4. To provide a platform where the students can showcase their talent without hesitation.

5. To promote friendship and respect among pupils.

6. To support the management and staff in the development of the college.

7. To represent the views of the students on matters of general concern to them.

8. Student Council also assists in organising and developing sports and cultural activities within the college, including, for example, sports days and drama or musical events.

File Description	Documents
Paste link for additional information	https://www.kcwasr.org/page/80
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

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Alumni Association of Khalsa College for Women is the registered alumni body which was registered on March 29, 2022. This association has been actively working since 2011. The member signatories have unanimously elected the members of General Body and Governing Body. Dr Sharanjeet Kaur has been elected as the president of the association. All alumni feel proud and often want to stay connected to their alma mater. They also help future generations of alumni have the same opportunities and positive experiences as they had. Alumni Association of the college adopts a number of ways to pay back to their institution which includes gifts, endowments and volunteer opportunities. Alumni association pays back by keeping the legacy going and ensuring that the future generation of the students have the wider opportunities to pursue quality higher education. The alumni are able to provide real-world connection to the college. Another major visible activity of the alumni is providing financial help to the college. Financial assistance can be of any size and can be either directed towards a specific activity or to support a range of activities. Some of the notable alumni of Khalsa College for Women are Sunanda Sharma, playback singer and actress; Khushbir Kaur, International Athletics player; Navjeet Kaur, International Athletics player and Sandeep Kaur, Intelligence Bureau in Punjab Police.

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

Our vision is to identify, incorporate and foster all the effective strategies that help in students' holistic and multidisciplinary development while continuously upgrading the pedagogic skills of the teachers. Our focus is to provide need based, skill based and value based education to the students in order to enhance their employability skills and make them globally competent through their comprehensive excellence.

Mission

- To develop intellectual curiosity, creativity, critical thinking, problem solving ability, scientific temper and team work among the students and to make them confident, committed and communicative individuals.
- To promote the multidisciplinary approach of National Education Policy 2020, sustain quality in teaching-learning and research, and encourage industry-academia collaboration.
- To inculcate ethical, moral and environmental values in the students & mold them as intellectually competent, psychologically integrated, morally upright and responsible citizens.
- To emphasize on optimal use of technological advancement, innovations and on effective use of ICT to meet the requirements of high-tech 21st century world.

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

File Description	Documents
Paste link for additional information	https://www.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 and participative management. 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 such as framing of departmental time-table, assigning classes to the teachers etc. 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, Student Welfare Committee, Career Counseling and Placement Cell, etc. These committees are reformulated on annual basis. The principal and staff members are deputed in each of these committees. All these committees have well defined functions and are given autonomy to run their activities according to the need.

CASE STUDY

Introduction of New Add-on/Certificate Courses

After seeing the response of Add-on and Certificate courses introduced in the previous year, it was decided to increase the number of Add-on/certificate courses. The suggestions of the staff regarding the introduction of new Add-on Courses/Certificate Courses were taken in meeting of staff members held on August 23, 2021. It was then decided to start 17 Add-on/Certificate Courses. Different Teachers from various Departments were assigned the responsibility of running courses successfully.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/merged%20duty%20list%20agrar2122.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 putting continuous efforts in achieving them. To make the campus Eco-friendly is the main aim. Keeping this in mind, the college has installed rooftop solar panels. The College started the practice of Green, Environment and Energy Audit to analyze green and environmental practices adopted by it. Due to the rapid increase in day-to-day demand for water, the institute is using the method of rain water harvesting for conservation of water. The institution has replaced all the lights with LED bulbs because LED bulbs are more energy efficient and less expensive to maintain.

Solid waste in the college is collected and then separated into biodegradable and non-biodegradable waste. The institute is also using the method of compost pit (vermin-compost) which is beneficial for gardening purpose and this also maintains the neatness of the campus. Vermicomposting or worm composting is a simple technology for converting biodegradable waste into organic manure with the help of earthworms. The campus of the college is a house of greenery where variety of plants and beautiful gardens are well maintained. The students are sensitized on the issue of environment pollution by persuading them to celebrate pollution free Diwali.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://kcwasr.org/pdf/strategic%20perspective%20plan.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.

Administrative Setup

Khalsa College for Women, Amritsar has a well-defined organizational structure. The college is managed by Khalsa College Charitable Society. The office of the Principal plays a vital role in the internal administration with the assistance of teaching and non-teaching staff. The Governing Council is responsible for the appointment of Principal, teaching and non-teaching staff. The Principal functions in co-ordination with Governing Council to frame and implement policies for smooth and progressive functioning of the institution. The Principal is assisted by Heads of the departments and faculty members. For the official matters, there are senior and junior accountants, clerks, and support staff. Different committees are constituted for quality administration such as Anti Ragging Committee, Discipline Committee, Purchase Committee, Red Ribbon Club etc. Staff members have been designated as coordinators or members of various committees and cells. Students are also involved as active members of the committees and cells.

Appointment, Promotional and Service Rules: The institution

follows the rules and regulations as delineated by the Director Public Instructions (Colleges) Government of Punjab and also by Guru Nanak Dev University, Amritsar to which college is affiliated. However, the institution has its own promotion policies for appointment of faculty on temporary basis.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/6.2.1%20service%20rulesagar2122.pdf
Link to Organogram of the institution webpage	http://kcwasr.org/pdf/organogram.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 interfaces	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

Effective Welfare measures for Teaching and Non-Teaching staff are:

- Provision of different types of leaves like casual leaves, duty leaves, medical leaves, earned leaves and maternity leaves permissible as per rules.
- Well-equipped and well-furnished staffroom for teaching staff and office cabins for non-teaching staff.
- Fee concession to the children of faculty and other staff

members.

- Loan against General Provident Fund.
- ESI
- EPF, Gratuity, leave encashment at the time of superannuation.
- Beauty care and cosmetology services at concessional prices to the staff.
- Fitness Centre (GYM).
- Gurudwara Sahib.
- Permission to enhance one's educational qualification through higher studies, training program etc.
- Wi-Fi facility.
- Canteen with variety of food items.
- Two-wheeler and Four-wheeler Parking facility.
- Provision of meals at subsidized rates for the staff from the Hostel mess.
- Uniform for class IV employees.
- Shared swimming pool facility inside the main campus.
- Subsidized agricultural and dairy products at reasonable rates to the staff.
- Medical facility through a shared Medical Dispensary, Physiotherapy OPD and Diagnostic lab (inside the main campus).
- Shared Guest House, Staff quarters for outstation faculty and supporting faculty inside the main campus.
- Shared PNB e- lobby and ATM inside the main campus.
- Best Teacher and Best Researcher Award by Khalsa College Governing Council.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/welfare%20measures%20proofsaqar2122.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

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

26

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

54

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance appraisal of each faculty member is assessed according to Performance Based Appraisal System (PBAS). This performance is based on various determinants such as their academic qualification, teaching and evaluation duties performed by them such as paper setting and invigilation, research projects carried out by them, papers presented or published by them in various conferences, seminars or journals, workshops attended etc. Besides academics, the institution also undertakes a wide range of activities for which faculty members are assigned additional duties and responsibilities. Increments and Promotions are completely based upon the performances. Monetary benefits such as annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades as the conditions permit for the Permanent teaching staff are provided. This is done in accordance with affiliating University guidelines, UGC recommendations and State Government Policies.

The assessment of the non-teaching staff is done on the basis of the remarks from immediate supervisor or superintendent of the concerned employee. Then their performance is evaluated by the Principal with the help of these remarks and the feedback that has been collected from the students or by the personal interactions of the Principal with the concerned employee.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/pbasagar2122.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 institution is government aided but privately managed. In order to make judicious utilization of funds and to ensure financial accountability, the college has both the system of internal and external audit. The institution has online financial data system connected to its own management. The college has appointed a member of teaching faculty as Bursar to check bills and other relevant documents after they are duly verified and initialized by the respective Accountant. An internal audit is carried out by the internal auditor appointed by the management. He along with his team visits the college and checks the account records by verifying bills, vouchers, receipts, cash books etc. Furthermore, institute's accounts are routinely audited by a Chartered Accountant in compliance with government rules. The Chartered Accountant audits the financial statements and submits audited financial statements with audit reports in every financial year to the institution. Utilization of funds received from funding agencies are also audited by Chartered Accountant and duly audited Utilization Certificates are sent to respective funding agencies. External audit is carried out by Statuary auditors appointed by the DPI Colleges and Indian Audit and Accounts Department. Any errors and objections raised by auditors are attended to and rectified.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/audited%20statements%2021-22aqar2122.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)

41.65357

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

Efficacy of governance depends upon the ability to mobilize funds and put resources to optimum use. Following strategies are adopted for fund mobilization

- The college is under grant-in-aid scheme and gets financial support from government of Punjab for covered posts.
- Fees obtained from self-financing courses enable the institute to meet other expenditures such as salaries of uncovered and adhoc staff.
- The college also receives funds from other funding agencies like ICSSR, UGC etc.
- Another source of funds is donation by the philanthropists and alumni of the institution.
- The college offers its infrastructure to various agencies for conducting their recruitment exams.
- Apart from this, college also offers consultancy services to various sectors.
- Department of Cosmetology provides beauty services to college teachers at nominal rates.

Expenditure Strategy

Every year annual budget is prepared well in advance as per the needs and requirements of the college. Any committee or department undergoing some necessary expenditure is required to seek a prior sanction for the same from the Principal. The amount is allowed and bills are submitted to the office when the expenditure is met. For meeting larger expenses, quotations are called and the purchase committee chooses the best possible quality at affordable

price.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/audited%20statements%2021-22aqar2122.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

Two practices institutionalized by IQAC as quality enhancement measures are:

Skill Enhancement: IQAC of the college has the focussed approach towards skill development of the students to realize the vision and mission of the college. At the initiative of IQAC, College has introduced various Certificate/Add-on Courses during the year to bridge the gap between the industry-academia deliveries. The departments are given autonomy to decide the course contents, time schedule, examination pattern and result declaration for the Add on courses being offered to the students. College has also started four Certificate Courses affiliated to Jagat Guru Nanak Dev Open University, Patiala.

Academic and Administrative Audit: IQAC has institutionalized the annual conduct and follow-up of Academic and Administrative Audit (AAA) at internal and external level. Internal academic audit is conducted by IQAC Co-coordinator and the members. The External Audit is conducted by an audit team comprising academicians of repute. Curricular Aspect; Teaching, Learning and Evaluation; Research, Innovation and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; Best Practices are the quality parameters considered in the audit. Audit report is submitted to the coordinator of IQAC. This process has brought substantive improvement in academic performance of the institution.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/6.5.1%20AQAR%2021-22%20BROCHURE%20ADD%20ON%20COURSES%20AND%20JAGAT%20URU%20NANAK%20DEV%20UNIV.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 of teaching-learning reforms brought about by IQAC are:

Student Centric Teaching Learning Process

College issues its Annual/Academic Calendar and plans all the academic and curricular activities accordingly. Students are informed about Programme/Course outcomes and are given curriculum planning. Mid-term tests are conducted to evaluate the performance of the students and additional assistance is provided to slow learners through remedial teaching and bridge courses to improve the results.

Teachers follow student centric approach such as participative learning including presentations, group discussions and competitions etc., lab sessions, internships, field visits and project/assignments etc. Seminars, webinars, workshops, extension activities are organized by the college to provide mentoring sessions to the students. College has signed MOU's with National/International institutions to provide training to the students.

ICT in Teaching Learning Process: Faculty uses ICT enabled smart classrooms, LCD projectors, digitalized library, audio-video tools to enhance the teaching-learning process. Teachers use online platforms like Google Meet, Zoom, Google Classroom, WhatsApp, YouTube and share PDF notes and audio-video study material with students. Besides, faculty members also use online MOOC platforms such as Coursera, NPTEL, SWAYAM etc., to provide e-content to the students. Students are also encouraged to use e-library and e-journals for their learning.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/CoursesProgramOutcome.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)

A. All 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

Since 1968, the Khalsa College for Women has been committed to the cause of women's emancipation. The college is affiliated to Guru Nanak Dev University, Amritsar, and numerous topics pertaining to gender issues are covered in the variety of courses. Besides this, sensitization efforts over the years have focused on educating women and society in general about the deteriorating sex ratio, women's health, legal rights of women, entrepreneurship and financial independence of women, self-defense skills for girls in an emergency etc. Various committees and cells such as Anti-Ragging Cell, Grievance Redressal cell and Protection of Girl

Child Society are formulated to supervise the safety measures for women at both individual as well as collective level. Additionally, the college provides various concessions and scholarships to the needy and deserving student to make them self-dependent.

Seminars, conferences, campaigns, competitions, and programs that deal with significant issue of gender equity are a regular feature in the college. A special Day Care Centre has been set up in the college which functions on the days when the staff has to work for longer hours.

File Description	Documents
Annual gender sensitization action plan	http://kcwasr.org/pdf/7.1.1%20Annual%20Gender%20Sesitization%20Action%20Plan.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/7.1.1%20Specific%20facilities%20provided%20for%20womenindex.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 institution is committed to the cause of environmental sustainability and consciously makes efforts for the same. We close ly adhere to the three R's of waste management: reduce, reuse, and recycle.

1) Solid waste management:

Kitchen waste from the hostels, canteens is separated at the source and delivered to the solid waste management unit for processing. Vermi-composting unit is active in the college to decompose degradable waste into organic manure. This manure is then used to nourish the college plants.

2) Liquid waste management:

The college has an installed rain water harvesting system to recharge the depleting ground water. Waste water from the AC and ROs is also collected in buckets and used for watering the plants and sweeping floor.

3) Bio medical waste management:

Waste from the various labs is kept in red dustbin, and duly disposed of as per norms.

4) E-waste management:

E-waste and defective items from computer labs are being stored properly. The institution has decided to contact approved e -waste management and disposable facility in order to dispose of e- waste in a scientific manner.

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

B. Any 3 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	No File Uploaded
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).

KCW aims at providing value education by providing an inclusive environment to its students. The institute is based on principles of sikhism which teaches equality, social justice and service to humanity. KCW is free from discrimination on the basis of caste, creed, culture and race. The institution believes in equality of all the cultures and traditions as is evident from the fact that the students belonging to different backgrounds study here.

Institute plays an effective role as a catalyst to maintain peace and bring national harmony. Cultural and regional activities like Diwali Celebration, Holi Celebration, Raksha Bandhan Celebration, Independence Day Celebration, Republic Day Celebration, take place every year with great enthusiasm. In addition, regional activities are also performed annually with great fervor which includes festivals like Basant Panchami Celebration, Lohri Celebration, Ardaas Diwas Celebration, Procession to Golden Temple and many more. The college organizes various seminars, lectures and workshops to bring tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. This also creates the inclusive environment in the college and society.

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

The faculty members are always aware of their responsibility towards society. Regular discussions about constitutional obligations in the classes are a regular feature in the college. Besides this the college inculcates these values in its students by organizing seminars, lectures and workshops to sensitize students and employees.

Divinity exams and essay writing competitions are conducted every year. Oath taking ceremonies on swachh Bharat Abhiyan, Sadhbhawana divas etc. are celebrated to inculcate the value of fraternity, equality and peace among students. The NCC, NSS, Red Ribbon club and Anti Ragging etc. have been working towards creating sensitization among students.

Electoral Literacy Club of Khalsa College for Women Amritsar organised a seminar on "The Importance of votes in democracy under Sweep Action plan 2021" and also conducted an Election Awareness rally to spread awareness among the local residents regarding the importance of voting through the means of slogans. The NSS unit organized the Seminar on "Road Safety and Traffic Awareness to benefit the society on a long run.

Every year the college celebrates 26th day of November as 'Constitution Day' to promote Constitution values among citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://kcwasr.org/pdf/7.1.9%20AQAR%202122%20web%20link%201.pdf
Any other relevant information	http://kcwasr.org/pdf/7.1.9AQAR21221web%20link%202.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.

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 one of the leading centers of excellence in Punjab. Khalsa means "to be pure" or "to be clear" or "to be liberated". Institution is free from discrimination on the basis of any caste, creed, culture and race. The institution always celebrates national and international commemorative days, events and festivals to promote unity, integrity, harmony, and effective socialization, and relationship among the students and the staff. Celebration of cultural and constitutional festivals is an integral part of college's co-curricular activities. The academic calendar, brimming with important events shows great enthusiasm of this institution in celebrating many national and international days like Republic Day, Constitution Day and National Youth Day. In addition, NSS cell of the institution organizes many seminars and lectures on mental and physical well-being, tree plantation and many more. Along with this, International days and commemorative events like World AIDS Day, Rashtriya Ekta Diwas, National Girl Child Day, International Yoga Day and Sports Day were also celebrated to keep the students fit. The events and

festivals organized at the college are often celebrated with great pomp and gaiety.

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

7.2 - Best Practices

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

1. Title of the First Best Practice : Scholarships and Free- Ships to the Needy Students

2. Objectives of the Practice: To empower student's career and academic goals by providing financial assistance to the deserving students.

3. The Context: The majority of the students studying in the college belong to the economically weaker section of the society. From time to time the students are informed about the scholarships provided by govt. and non govt. agencies. The Scholarship Committee guides them to apply for the same.

4. The Practice: The aim of the New Education Policy isto make education accessible to all, irrespective of candidate's caste, creed, or race. The college makes sure that no student is deprived of education due to financial constraints.

5. Evidence of success: There is a constant progression in the number of students availing scholarships. At present, nearly forty percent of our students are getting financial assistance under various scholarship schemes.

6. Problems encountered and resources required: The main problem faced in the process of scholarships was to find and approach non-government organizations who are dedicated to the cause of education and ready to contribute funds for..... continued in any other relevant information

File Description	Documents
Best practices in the Institutional website	https://kcwasr.org/pdf/proof%20of%20best%20practice%20aqar2122.pdf
Any other relevant information	https://kcwasr.org/pdf/write%20up%207.2.1%20AQAR2122.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

Our institution has its own mission statement as we always try to function uniquely, innovatively and distinctively from the other institutions. The main aim of the college is to develop and inculcate values among the students. With this view, institution organizes "Ardas Diwas" in the beginning of the session to develop academic as well as religious values among the students. Along with this a procession to Golden Temple has been organized on Guru Nanak birthday. In addition, many exams like Naitik Sikhya, Nishkaam sikh welfare, Sikh Vihar Patrika have been conducted to develop values among the students. The institution believes that college life is not about academics, games, friends but is also about learning ethics and values. This practice help our students to become intellectuals, problem solvers and agents of change. Many kirtans have also been performed by the students at Gurudwara Sahib that are aimed to spread to Guru Sahib's messages of secular humanism to the contemporary world. KCW is engaged in professional and other service activities for the humanity in Amritsar and beyond.

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

Our college is affiliated to Guru Nanak Dev University, Amritsar and it strictly follows the curriculum prescribed by the University. Although we do not have autonomy in setting up the curriculum it is constantly supervised as suggestions and comments are invited every year from all the concerned stakeholders. The college makes every effort for curriculum improvement through its representatives participating in the Boards of Studies who provide suggestions and inputs for revision of the syllabi as per need. The college's academic procedures are accelerated, with department heads working with the principal to establish timelines, workloads and other administrative responsibilities at the beginning of each semester.

Students are also evaluated on the basis of seminars, class assignments, class tests, Mid -semester, quizzes, MCQs and presentations. Departmental study tours, field trips, and project-work-related activities are undertaken by respective departments. Practical examinations are conducted by an external examiner appointed by the university.

Our faculty members are encouraged and supported to attend seminars, conferences, orientations, refresher courses, and workshops. Power point presentations, seminars, conferences, field trips, internships, and other student-centered methods are common feature. Guest lectures, films, audio-programmes, industry-academia interface are also conducted to sharpen the academic and professional skills of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcwasr.org/pdf/KCW%20Prospectus%202021-2022_compressed%20(1).pdf

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

Continuous Internal Evaluation (CIE)

An academic calendar, which includes the start and finish dates of the semester as well as anticipated exam dates, is released by the affiliating university. The college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs, guest lectures, workshops, industrial tours, and other co-curricular and extracurricular activities are all on the department's agenda. With the exception of unforeseen situations, all activities—academic, CIE, and otherwise—are carried out in accordance with the schedule of events. The CIE of students includes projects, assignments, tests, and quizzes. The examination committee prepares the date sheet for the house exams, which is then made available to the concerned stakeholders via different media. Answer script evaluation is done by the subject teachers. CIE is also used for project work, seminars, internships, and practical training. The Principal regularly reviews the semester's progress and makes appropriate recommendations during the meetings of the academic committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kwasr.org/pdf/Academic%20Calendar%202021-22%20n.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

08

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)

25

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

868

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 college corresponds to the curriculum supplied by the affiliating university. The supplied syllabi do, however, address topics like gender, human values, environment, and sustainability in a number of subject curricula. The university has made the course Environmental Studies (EVS) required for undergraduates in an effort to increase environmental awareness among students. Seminars and talks that deal with sensitive and significant problems like gender discrimination, the environmental crisis, hygiene, literacy, etc are a regular feature of the college. The college is eco-friendly which is evident from the fact that solar plants are installed for energy conservation. The College has an integrated rain water harvesting system and the stored water is reused for gardening in the college campus. Moreover, the campus supports maximum paper-less work culture through e-governance portal. The Protect the Girl Child Club, Nature Club, Red Ribbon Club, and other committees and clubs have been striving to raise awareness among students about various crucial and pervasive issues. The institution also provides a few short-term courses and add-on courses, as well as hosts workshops, conferences, seminars, and other extracurricular activities that aim to incorporate the cross-cutting concerns pertinent to the aforementioned components.

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

24

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

454

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	http://kcwasr.org/pdf/1%20AQAR%20%20fb%20analysis%2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kcwasr.org/page/138

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

635

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

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

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

266

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 college has a strong commitment towards providing a healthy teaching learning environment. The students, before admission, are made aware about the programme outcomes. Prior to the commencement of the academic session, the institution organizes personal interaction sessions with the new students. The college takes every possible measure to understand the requirements and learning levels of the students. The diagnostic assessment is done by the teachers by analyzing percentage in the qualifying examination. After diagnostic analysis, the formative assessment on the basis of understanding of subject matter is carried out. Accordingly remedial classes, special classes, class tests, tutorials, seminars, and counseling sessions, with specified syllabus are arranged for slow learners.

During tutorial sessions gaps, if any, are identified by the teachers and are removed by bridge courses designed for newly admitted students. Advanced learners are paid special attention for performing exceptionally well in university examinations. Both advanced and slow learners are encouraged to enroll in concurrent courses in MOOCs offered by SWAYAM and NPTEL. They are also motivated to attend workshops, short term training programmes and competitive examination guidance classes. Eminent faculty members from various departments (both external and internal) are selected to provide mentoring sessions to advance learners.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/aqar2.2.12122.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
1257	62

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 a 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/industrial visits, projects, internships, seminars/webinars/workshops and interactive sessions. Teaching is carried out in accordance with the mission of the College to create a learning environment that nurtures exploration of various skills and critical thinking in subjects.

Field/Industry visits are organized by different departments to provide the students with live experiences of what they learn. In departments like Computer, Fashion Designing etc, weightage is given for practical courses which help students to acquire practical knowledge. The seminars/workshops enable students to have exposure to the latest trends/issues in their discipline.

Group discussions, quiz, paper presentations, presentations etc. are extensively practiced to encourage participative learning. Club activities develop leadership qualities in students and inculcate the spirit of teamwork among the students.

Engagement of students in projects and case-study analysis/problem-solving questions helps to enhance the problem solving ability of the students. The various departments of the college have signed MOU's with the agencies/organisations for providing training and support to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://kcwasr.org/pdf/aqar%202.3.1%20link_compressed%20(1).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 makes 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, digitized library, audio-video tools to foster interest among students. The institution has a e-portal (www.kccsstudents.in) where a number of e-lectures, Powerpoint presentations and education materials are regularly uploaded by the faculty as per the curriculum. This system of teaching helps in creating blended-learning among students. The College has used the potential of ICT to transform the nature and process of teaching and learning environment..

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 as per requirement. Recorded lectures are available on YouTube. Students are motivated to participate in online courses offered by MOOCs like Swayam and NPTEL etc. ICT practices corroborate with the vision of the college of providing skilled based globally competent education.

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**

62

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**

62

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

485

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 basis of attendance, file-work and practical assignments.

The Internal assessment for all other programmes is done regularly on basis of house tests, practical examination, class attendance, class tests, assignments, group discussion and class presentations.

The following steps are undertaken for the notification of house tests:

- The tentative schedule is displayed on the student's notice board.
- College releases the Academic Calendar at the beginning of the session.

Allotment of marks for the house tests/class tests is decided by the class teacher and overseen by the HoDs and the Principal. While setting the question papers, previous years university papers are referred to. 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.

File Description	Documents
Any additional information	View File
Link for additional information	http://kcwasr.org/pdf/aqar%202.5.1%20link.pdf

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

To ensure transparent, time-bound and efficient mechanism to deal with internal examination related grievances, the principal appoints an examination coordinator. The college strictly follows the rules and guidelines of affiliating university for the conduct of examinations (both Internal and External).

The examination-schedule, evaluation-criteria and syllabus for courses are communicated to students well in advance by displaying on notice boards of respective departments. Grievances related to evaluation, as requested by the students, are sorted initially by the subject-teacher, in case the student is still unsatisfied, she can contact the HOD, and coordinator of examination. Principal is the highest authority to resolve any examination related issue at internal level.

As far as internal assessment of project work/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 grievance related to project work or seminars is resolved in the presence of HOD and concerned teacher. The external examinations are conducted by affiliating university and grievances related to setting of question paper are reported immediately to controller examination GNDU on same day.

File Description	Documents
Any additional information	View File
Link for additional information	http://kcwasr.org/pdf/agar%202.5.2%20link.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 by HOD. He/she organise departmental meeting with the faculty to share information on POs and COs so that they can plan their teaching schedule accordingly. The students are made aware of programme outcomes and course outcomes through college website . 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

Then 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. Besides POs and Cos 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 the practice of measuring the level of attainment of programme outcomes, programme specific outcomes and course outcomes. The POs and COs are communicated to the students during admission counseling 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	http://kcwasr.org/pdf/agar%202.6.2.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****332**

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	http://kcwasr.org/pdf/aqar%202.6.3.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)**

<http://kcwasr.org/pdf/Student%20Satisfaction%20Survey%20%20Analysis.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)****455000**

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**

4

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**

3

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

Innovation Cell

The Institution operates under the direction of the MHRD's Innovation Cell, which fosters innovative ideas through activities like entrepreneurship workshops, seminars, lectures, and orientation sessions. KCW IIC has been awarded 3.5 stars and is the second highest Golden star winner among all the institutes across the country.

Skill Development Center

It offers a variety of certificate and skill-oriented vocational courses, such as B.Voc in Fashion Designing, B.Voc in RM & IT, B.Voc in Diet & Nutrition, B.Voc in Information Technology & B.Voc in Taxation law to increase the employability prospects of students by giving relevant training. Activity based learning like project works, internships and field visits are also undertaken.

Incubation Cell

The Departments of Fashion Designing and Cosmetology offer advice and assistance to students in starting their own businesses.

Research Committee

Research committee hosts a number of lectures, workshops & seminars at National & International Level.

E-media Centre

The college's E-media centre aids in the creation of electronic content. As part of visual oriented learning, movies and videos related to subjects are shown.

IPR and Entrepreneurship Development Committee

To stimulate the growth of innovation and entrepreneurship among students, the College conducts IPR and EDC related seminars and workshops.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kawasr.org/pdf/AQAR%203.2.1.%20Additional%20Information.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**

55	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File
3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
0	
File Description	Documents
URL to the research page on HEI website	https://www.kcwasr.org/page/97
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	
59	
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

143

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 college organizes a number of extension activities through NSS, NCC and various committees to sensitize the students towards community needs and social welfare. The students of our college actively participate in social service activities leading to their overall development.

NSS organizes a special seven day camp in nearby adopted village and several activities were carried out by NSS volunteers to address social issues which include Cleanliness, Tree Plantation, Save the Girl Child, Environmental awareness, Women Empowerment, Gender Issues, National Integrity, AIDS Awareness, Blood Donation Camp, Health Check up Camp, Road Safety Awareness, Ekta Diwas, Swachhta Abhiyan etc.

The NCC unit of the college aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

The various committees of the college are conscious about their responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Personal Health and Hygiene, Diet awareness, Voters awareness etc.

All these mentioned activities have a positive impact on the students and they develop student-community relationships, leadership skills and self confidence. It has also helped in cultivating the personality of students and creating awareness among students.

File Description	Documents
Paste link for additional information	http://kcwasr.org/page/88
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

56

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

117

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

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

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

1257

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

3.5 - Collaboration

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

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

26

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

23

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, Amritsar was established in 1968 under the aegis of Khalsa College Charitable Society, Amritsar. The campus spreads over 27164 square meters land with magnificent surroundings. The college has an exquisite infrastructure with six distinctive blocks (Administrative, Arts, Computer Science, Fashion Designing, Commerce and Fine Arts block).

In addition, the college features 72 spacious, well-furnished classrooms equipped with a subsequent supply of fans and lighting systems. Adequate number of computers are installed in all the departments and can also be shared as per the requirement. The college has a 6304 square feet central computerized library, having almost 26168 books in English, Hindi and Punjabi language. The amenity of e-books is also available in the college library. All the faculty members are provided with an individual login to access NLIST portal.

Effective curriculum implementation has been ensured through proper infrastructure, with well-structured and fully equipped labs with the latest instruments. Various departments categorized as Computer Science, Commerce, Sciences, Fashion designing, Cosmetology, English and Home Science have 35 laboratories for the students to perform all the prescribed experiments. The development of soft skills 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%20Final-1.pdf

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

The college has a well-structured and acoustically designed auditorium, spanning over 12000 square feet of covered area with capacity of 1000 persons for conducting youth festivals and other cultural activities, that offers a platform for students to showcase their exceptional talent. A seminar hall with capacity of 50 persons and a conference hall with capacity of 120 persons, equipped with latest audio-visual/ ICT devices for conducting seminars, guest lectures, conferences and workshops, and also, for academic purposes.

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

The college encourages both indoor and outdoor games. The College playground has an athletic track, volley ball court, badminton court, track for high and long jump, and soft ball court whereas the cricket ground, boxing ring and swimming pool are facilities shared with sister institute. The yoga related activities are performed timely in open grounds of the campus. The gym area for girls spans over 600 square ft approximately.

Moreover, there is also a provision of Recording studio and TV channel (KCGC TV) for live telecast of the important events of the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/Additional%20Information%20Final-1.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/4.1%20agar%20led%20pictures.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)**

31.12795

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 a gateway to knowledge and culture. The library of Khalsa College for Women, Amritsar has 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. The college library is enriched with the all the textual and E-resources of education. The college has

subscribed to INFLIBNET which gives us an easy access to 6000+ e-journals as well as e-books on N-list. These e-resources are easily accessible to both the teachers and the students. The college library comprises of 26,168 books, 16 magazines, 4 newspapers, 168 dictionaries, and 47 newspapers. The college library also contains a digital repository of syllabi, previous year question paper sets, e-dissertations, e-abstracts, Online-open access resources, competitive exam resources, etc.

Furthermore, the updation of library software is done from time to time by a full-time librarian and a library restorer. Daily usage of library by the students and teachers are recorded regularly by the librarian. Library cards are also issued to all the students so that they can get an easy access to the library. Other than this, the college library is fully under CCTV surveillance security and also has Wi-Fi connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kawasr.org/pdf/4.2%20NEW%20INDEX-1.pdf

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

A. Any 4 or more 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)

0.93878

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

40.6

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 has a well-developed and secured IT infrastructure in terms of Hardware, Software, and Internet Facilities to meet the needs of the students and the faculty members of distinctive streams. Presently, this campus' teaching and non-teaching department manage all activities with 256 computers having a bandwidth of 50mbps. The classrooms, labs, and seminar halls supports ICT based educational process with 10 projectors and 8 smart boards. Apart from this, the institution is also equipped with 15 printers, 15 tablets, 10 web cameras, 1 photocopier, and 12 wireless routers for providing uninterrupted internet service within the campus. The whole campus including different departments, libraries, hostel, administrative block, and student placement cells is facilitated with a Wi-Fi facility. Furthermore, realizing the needs of the students and the staff, the college library is equipped with e-learning resources, and various licensed software like Turbo, SPSS.20, etc are procured for fulfilling various curricular and research requirements. The institution has a well-implemented auditorium with a plug-and-play facility and a recording studio for dispersing educational knowledge

through seminars and cultural activities. Moreover, an adequate number of CCTV cameras are installed in every classroom, hostel, library, and college entrance for student monitoring and security.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcwasr.org/pdf/4.3.1%20NEW%20INDEX.pdf

4.3.2 - Number of Computers

248

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

140.31101

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 college has well-established systems and procedures for maintaining and utilizing physical, academic, and support facilities. The management takes care of the institution's physical, academic, and support facilities. The principal of the college is the Estate Officer and takes care of all the assets of the college. She is overall in-charge of all charges and coordinates the same through the maintenance committee, Heads of Departments, faculty, administrative staff, lab attendants and librarian, etc. A central timetable is designed in such a way that there is maximum utilization of infrastructure and classrooms. The routine activities of the library are managed by the librarian. Computerized issuing and returning of books are done to save time. The library is fully automated. All the computer labs are accessible to all the faculty members and the students. The college ground is utilized by the staff and the students to the maximum. The playgrounds, gymnasium, and sports infrastructure are under the custody of the Physical Education Department. Security personnel are always on duty round the clock on the campus to ensure the safety and security of all estate, infrastructure, roads and entry points, etc. The classrooms/seminar halls are cleaned by support staff. The whole campus is under CCTV Surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kwasr.org/pdf/4.4.1%20NEW%20INDEX.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	
68	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
511	
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	http://kcwasr.org/pdf/5.1.3%20AQAR_compressed%20(1)2122.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

768

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

768

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

112

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

39

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

35

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.

26

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The Student Council is a forum where the students cumulatively experience the connect between their formal learning and its

application in real life situations. It provides opportunity to develop leadership skills by proactively participating in all learning processes and also to sensitize students towards the community welfare. The Student Council ensures adherence to student code of conduct thereby providing a safe and conducive environment for learning. Realising this motive, the student council of KCW is the voice of the students to the administration and vice versa. It is a democratic support system for holistic development of the students and it works in consonance with the respective departments/clubs /groups of the college. An implicit view behind the constitution of students' council in our college is also to improve the quality of higher education. The main objectives of the student council are:-

1. To inculcate among the students the vision and mission of the college.
2. To promote an environment for healthy and effective use of student facilities.
3. To foster communication among students, administrators, staff, and the community.
4. To provide a platform where the students can showcase their talent without hesitation.
5. To promote friendship and respect among pupils.
6. To support the management and staff in the development of the college.
7. To represent the views of the students on matters of general concern to them.
8. Student Council also assists in organising and developing sports and cultural activities within the college, including, for example, sports days and drama or musical events.

File Description	Documents
Paste link for additional information	https://www.kcwasr.org/page/80
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**

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Alumni Association of Khalsa College for Women is the registered alumni body which was registered on March 29, 2022. This association has been actively working since 2011. The member signatories have unanimously elected the members of General Body and Governing Body. Dr Sharanjeet Kaur has been elected as the president of the association. All alumni feel proud and often want to stay connected to their alma mater. They also help future generations of alumni have the same opportunities and positive experiences as they had. Alumni Association of the college adopts a number of ways to pay back to their institution which includes gifts, endowments and volunteer opportunities. Alumni association pays back by keeping the legacy going and ensuring that the future generation of the students have the wider opportunities to pursue quality higher education. The alumni are able to provide real-world connection to the college. Another major visible activity of the alumni is providing financial help to the college. Financial assistance can be of any size and can be either directed towards a specific activity or to support a range of activities. Some of the notable alumni of Khalsa College for Women are Sunanda Sharma, playback singer and actress; Khushbir Kaur, International Athletics player; Navjeet

Kaur, International Athletics player and Sandeep Kaur, Intelligence Bureau in Punjab Police.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

Our vision is to identify, incorporate and foster all the effective strategies that help in students' holistic and multidisciplinary development while continuously upgrading the pedagogic skills of the teachers. Our focus is to provide need based, skill based and value based education to the students in order to enhance their employability skills and make them globally competent through their comprehensive excellence.

Mission

- To develop intellectual curiosity, creativity, critical thinking, problem solving ability, scientific temper and team work among the students and to make them confident, committed and communicative individuals.
- To promote the multidisciplinary approach of National Education Policy 2020, sustain quality in teaching-learning and research, and encourage industry-academia collaboration.
- To inculcate ethical, moral and environmental values in the students & mold them as intellectually competent, psychologically integrated, morally upright and

responsible citizens.

- To emphasize on optimal use of technological advancement, innovations and on effective use of ICT to meet the requirements of high-tech 21st century world.

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

File Description	Documents
Paste link for additional information	https://www.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 and participative management. 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 such as framing of departmental time-table, assigning classes to the teachers etc. 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, Student Welfare Committee, Career Counseling and Placement Cell, etc. These committees are reformulated on annual basis. The principal and staff members are deputed in each of these committees. All these committees have well defined functions and are given autonomy to run their activities according to the need.

CASE STUDY

Introduction of New Add-on/Certificate Courses

After seeing the response of Add-on and Certificate courses introduced in the previous year, it was decided to increase the number of Add-on/certificate courses. The suggestions of the staff regarding the introduction of new Add-on Courses/Certificate Courses were taken in meeting of staff

members held on August 23, 2021. It was then decided to start 17 Add-on/Certificate Courses. Different Teachers from various Departments were assigned the responsibility of running courses successfully.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/merged%20duty%20listagar2122.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 putting continuous efforts in achieving them. To make the campus Eco-friendly is the main aim. Keeping this in mind, the college has installed rooftop solar panels. The College started the practice of Green, Environment and Energy Audit to analyze green and environmental practices adopted by it. Due to the rapid increase in day-to-day demand for water, the institute is using the method of rain water harvesting for conservation of water. The institution has replaced all the lights with LED bulbs because LED bulbs are more energy efficient and less expensive to maintain. Solid waste in the college is collected and then separated into biodegradable and non-biodegradable waste. The institute is also using the method of compost pit (vermin-compost) which is beneficial for gardening purpose and this also maintains the neatness of the campus. Vermicomposting or worm composting is a simple technology for converting biodegradable waste into organic manure with the help of earthworms. The campus of the college is a house of greenery where variety of plants and beautiful gardens are well maintained. The students are sensitized on the issue of environment pollution by persuading them to celebrate pollution free Diwali.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://kcwasr.org/pdf/strategic%20perspective%20plan.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.

Administrative Setup

Khalsa College for Women, Amritsar has a well-defined organizational structure. The college is managed by Khalsa College Charitable Society. The office of the Principal plays a vital role in the internal administration with the assistance of teaching and non-teaching staff. The Governing Council is responsible for the appointment of Principal, teaching and non-teaching staff. The Principal functions in co-ordination with Governing Council to frame and implement policies for smooth and progressive functioning of the institution. The Principal is assisted by Heads of the departments and faculty members. For the official matters, there are senior and junior accountants, clerks, and support staff. Different committees are constituted for quality administration such as Anti Ragging Committee, Discipline Committee, Purchase Committee, Red Ribbon Club etc. Staff members have been designated as coordinators or members of various committees and cells. Students are also involved as active members of the committees and cells.

Appointment, Promotional and Service Rules: The institution follows the rules and regulations as delineated by the Director Public Instructions (Colleges) Government of Punjab and also by Guru Nanak Dev University, Amritsar to which college is affiliated. However, the institution has its own promotion policies for appointment of faculty on temporary basis.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/6.2.1%20service%20rulesaqar2122.pdf
Link to Organogram of the institution webpage	http://kcwasr.org/pdf/organogram.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

Effective Welfare measures for Teaching and Non-Teaching staff are:

- Provision of different types of leaves like casual leaves, duty leaves, medical leaves, earned leaves and maternity leaves permissible as per rules.
- Well-equipped and well-furnished staffroom for teaching staff and office cabins for non- teaching staff.
- Fee concession to the children of faculty and other staff members.
- Loan against General Provident Fund.
- ESI
- EPF, Gratuity, leave encashment at the time of superannuation.
- Beauty care and cosmetology services at concessional

prices to the staff.

- Fitness Centre (GYM).
- Gurudwara Sahib.
- Permission to enhance one's educational qualification through higher studies, training program etc.
- Wi-Fi facility.
- Canteen with variety of food items.
- Two-wheeler and Four-wheeler Parking facility.
- Provision of meals at subsidized rates for the staff from the Hostel mess.
- Uniform for class IV employees.
- Shared swimming pool facility inside the main campus.
- Subsidized agricultural and dairy products at reasonable rates to the staff.
- Medical facility through a shared Medical Dispensary, Physiotherapy OPD and Diagnostic lab (inside the main campus).
- Shared Guest House, Staff quarters for outstation faculty and supporting faculty inside the main campus.
- Shared PNB e- lobby and ATM inside the main campus.
- Best Teacher and Best Researcher Award by Khalsa College Governing Council.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/welfare%20measures%20proofsagar2122.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

26

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

54

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance appraisal of each faculty member is assessed according to Performance Based Appraisal System (PBAS). This performance is based on various determinants such as their academic qualification, teaching and evaluation duties performed by them such as paper setting and invigilation, research projects carried out by them, papers presented or published by them in various conferences, seminars or journals, workshops attended etc. Besides academics, the institution also undertakes a wide range of activities for which faculty members are assigned additional duties and responsibilities. Increments and Promotions are completely based upon the performances. Monetary benefits such as annual increments and multiple increments (such as those for M. Phil and PhD), and promotion to next grades as the conditions permit for the Permanent teaching staff are provided. This is done in accordance with affiliating University guidelines, UGC recommendations and State Government Policies.

The assessment of the non-teaching staff is done on the basis of the remarks from immediate supervisor or superintendent of the concerned employee. Then their performance is evaluated by the Principal with the help of these remarks and the feedback that has been collected from the students or by the personal interactions of the Principal with the concerned employee.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/pbasagar2122.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 institution is government aided but privately managed. In order to make judicious utilization of funds and to ensure financial accountability, the college has both the system of internal and external audit. The institution has online financial data system connected to its own management. The college has appointed a member of teaching faculty as Bursar to check bills and other relevant documents after they are duly verified and initialized by the respective Accountant. An internal audit is carried out by the internal auditor appointed by the management. He along with his team visits the college and checks the account records by verifying bills, vouchers, receipts, cash books etc. Furthermore, institute's accounts are routinely audited by a Chartered Accountant in compliance with government rules. The Chartered Accountant audits the financial statements and submits audited financial statements with audit reports in every financial year to the institution. Utilization of funds received from funding agencies are also audited by Chartered Accountant and duly audited Utilization Certificates are sent to respective funding agencies. External audit is carried out by Statuary auditors appointed by the DPI Colleges and Indian Audit and Accounts Department. Any errors and objections raised by auditors are attended to and rectified.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/audited%20statements%2021-22aqr2122.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)

41.65357

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

Efficacy of governance depends upon the ability to mobilize funds and put resources to optimum use. Following strategies are adopted for fund mobilization

- The college is under grant-in-aid scheme and gets financial support from government of Punjab for covered posts.
- Fees obtained from self-financing courses enable the institute to meet other expenditures such as salaries of uncovered and adhoc staff.
- The college also receives funds from other funding agencies like ICSSR, UGC etc.
- Another source of funds is donation by the philanthropists and alumni of the institution.
- The college offers its infrastructure to various agencies for conducting their recruitment exams.
- Apart from this, college also offers consultancy services to various sectors.
- Department of Cosmetology provides beauty services to college teachers at nominal rates.

Expenditure Strategy

Every year annual budget is prepared well in advance as per the needs and requirements of the college. Any committee or department undergoing some necessary expenditure is required to seek a prior sanction for the same from the Principal. The amount is allowed and bills are submitted to the office when

the expenditure is met. For meeting larger expenses, quotations are called and the purchase committee chooses the best possible quality at affordable price.

File Description	Documents
Paste link for additional information	http://kcwasr.org/pdf/audited%20statements%2021-22aqar2122.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

Two practices institutionalized by IQAC as quality enhancement measures are:

Skill Enhancement: IQAC of the college has the focussed approach towards skill development of the students to realize the vision and mission of the college. At the initiative of IQAC, College has introduced various Certificate/Add-on Courses during the year to bridge the gap between the industry-academia deliveries. The departments are given autonomy to decide the course contents, time schedule, examination pattern and result declaration for the Add on courses being offered to the students. College has also started four Certificate Courses affiliated to Jagat Guru Nanak Dev Open University, Patiala.

Academic and Administrative Audit: IQAC has institutionalized the annual conduct and follow-up of Academic and Administrative Audit (AAA) at internal and external level. Internal academic audit is conducted by IQAC Co-coordinator and the members. The External Audit is conducted by an audit team comprising academicians of repute. Curricular Aspect; Teaching, Learning and Evaluation; Research, Innovation and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; Best Practices are the quality parameters considered in the audit. Audit report is submitted to the coordinator of IQAC. This process has brought substantive improvement in academic performance of the institution.

File Description	Documents
Paste link for additional information	https://kcdwasr.org/pdf/6.5.1%20AQAR%2021-22%20BROCHURE%20ADD%20ON%20COURSES%20AND%20JAGAT%20URU%20NANAK%20DEV%20UNIV.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 of teaching-learning reforms brought about by IQAC are:

Student Centric Teaching Learning Process

College issues its Annual/Academic Calendar and plans all the academic and curricular activities accordingly. Students are informed about Programme/Course outcomes and are given curriculum planning. Mid-term tests are conducted to evaluate the performance of the students and additional assistance is provided to slow learners through remedial teaching and bridge courses to improve the results.

Teachers follow student centric approach such as participative learning including presentations, group discussions and competitions etc., lab sessions, internships, field visits and project/assignments etc. Seminars, webinars, workshops, extension activities are organized by the college to provide mentoring sessions to the students. College has signed MOU's with National/International institutions to provide training to the students.

ICT in Teaching Learning Process: Faculty uses ICT enabled smart classrooms, LCD projectors, digitalized library, audio-video tools to enhance the teaching-learning process. Teachers use online platforms like Google Meet, Zoom, Google Classroom, WhatsApp, YouTube and share PDF notes and audio-video study material with students. Besides, faculty members also use online MOOC platforms such as Coursera, NPTEL, SWAYAM etc., to provide e-content to the students. Students are also encouraged to use e-library and e-journals for their learning.

File Description	Documents
Paste link for additional information	https://kcwasr.org/pdf/CoursesProgramOutcome.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)

A. All 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

Since 1968, the Khalsa College for Women has been committed to the cause of women's emancipation. The college is affiliated to Guru Nanak Dev University, Amritsar, and numerous topics pertaining to gender issues are covered in the variety of courses. Besides this, sensitization efforts over the years have focused on educating women and society in general about the deteriorating sex ratio, women's health, legal rights of women, entrepreneurship and financial independence of women,

self-defense skills for girls in an emergency etc. Various committees and cells such as Anti-Ragging Cell, Grievance Redressal cell and Protection of Girl Child Society are formulated to supervise the safety measures for women at both individual as well as collective level. Additionally, the college provides various concessions and scholarships to the needy and deserving student to make them self-dependent.

Seminars, conferences, campaigns, competitions, and programs that deal with significant issue of gender equity are a regular feature in the college. A special Day Care Centre has been set up in the college which functions on the days when the staff has to work for longer hours.

File Description	Documents
Annual gender sensitization action plan	http://kcwasr.org/pdf/7.1.1%20Annual%20Gender%20Sesitization%20Action%20Plan.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/7.1.1%20Specific%20ofacilities%20provided%20for%20womenindex.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 institution is committed to the cause of environmental sustainability and consciously makes efforts for the same. Wecl

oselyadheretothethreeR'sofwastemanagement:reduce,reuse,andrecycle.

1) Solid waste management:

Kitchen waste from the hostels, canteens is separated at the source and delivered to the solid waste management unit for processing. Vermi-composting unit is active in the college to decompose degradable waste into organic manure. This manure is then used to nourish the college plants.

2) Liquid waste management:

The college has an installed rain water harvesting system to recharge the depleting ground water. Waste water from the AC and ROs is also collected in buckets and used for watering the plants and sweeping floor.

3) Bio medical waste management:

Waste from the various labs is kept in red dustbin, and duly disposed of as per norms.

4) E-waste management:

E-waste and defective items from computer labs are being stored properly. The institution has decided to contact approved e-waste management and disposable facility in order to dispose of e-waste in a scientific manner.

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

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

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

A. Any 4 or All of the above

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

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

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
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).

KCW aims at providing value education by providing an inclusive environment to its students. The institute is based on principles of sikhism which teaches equality, social justice and service to humanity. KCW is free from discrimination on the

basis of caste, creed, culture and race. The institution believes in equality of all the cultures and traditions as is evident from the fact that the students belonging to different backgrounds study here.

Institute plays an effective role as a catalyst to maintain peace and bring national harmony. Cultural and regional activities like Diwali Celebration, Holi Celebration, Raksha Bandhan Celebration, Independence Day Celebration, Republic Day Celebration, take place every year with great enthusiasm. In addition, regional activities are also performed annually with great fervor which includes festivals like Basant Panchami Celebration, Lohri Celebration, Ardaas Diwas Celebration, Procession to Golden Temple and many more. The college organizes various seminars, lectures and workshops to bring tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. This also creates the inclusive environment in the college and society.

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

The faculty members are always aware of their responsibility towards society. Regular discussions about constitutional obligations in the classes are a regular feature in the college. Besides this the college inculcates these values in its students by organizing seminars, lectures and workshops to sensitize students and employees.

Divinity exams and essay writing competitions are conducted every year. Oath taking ceremonies on swachh Bharat Abhiyan, Sadhbhawana divas etc. are celebrated to inculcate the value of fraternity, equality and peace among students. The NCC, NSS, Red Ribbon club and Anti Ragging etc. have been working towards creating sensitization among students.

Electoral Literacy Club of Khalsa College for Women Amritsar organised a seminar on "The Importance of votes in democracy

under Sweep Action plan 2021"and also conducted an Election Awareness rally to spread awareness among the local residents regarding the importance of voting through the means of slogans. The NSS unit organized the Seminar on "Road Safety and Traffic Awareness to benefit the society on a long run.

Every year the college celebrates 26th day of November as 'Constitution Day' to promote Constitution values among citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://kcwasr.org/pdf/7.1.9%20AQAR%202122%20web%20link%201.pdf
Any other relevant information	http://kcwasr.org/pdf/7.1.9AQAR21221web%20link%202.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 one of the leading centers of excellence in Punjab. Khalsa means "to be pure" or "to be clear" or "to be liberated". Institution is free from discrimination on the basis of any caste, creed, culture and race. The institution always celebrates national and international commemorative days, events and festivals to promote unity, integrity, harmony, and effective socialization, and relationship among the students and the staff. Celebration of cultural and constitutional festivals is an integral part of college's co-curricular activities. The academic calendar, brimming with important events shows great enthusiasm of this institution in celebrating many national and international days like Republic Day, Constitution Day and National Youth Day. In addition, NSS cell of the institution organizes many seminars and lectures on mental and physical well-being, tree plantation and many more. Along with this, International days and commemorative events like World AIDS Day, Rashtriya Ekta Diwas, National Girl Child Day, International Yoga Day and Sports Day were also celebrated to keep the students fit. The events and festivals organized at the college are often celebrated with great pomp and gaiety.

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

7.2 - Best Practices

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

1. Title of the First Best Practice : Scholarships and Free-Ships to the Needy Students

2. Objectives of the Practice: To empower student's career and academic goals by providing financial assistance to the deserving students.

3. The Context: The majority of the students studying in the college belong to the economically weaker section of the society. From time to time the students are informed about the scholarships provided by govt. and non govt. agencies. The Scholarship Committee guides them to apply for the same.

4. The Practice: The aim of the New Education Policy isto make education accessible to all, irrespective of candidate's caste, creed, or race. The college makes sure that no student is deprived of education due to financial constraints.

5. Evidence of success: There is a constant progression in the number of students availing scholarships. At present, nearly forty percent of our students are getting financial assistance under various scholarship schemes.

6. Problems encountered and resources required: The main problem faced in the process of scholarships was to find and approach non-government organizations who are dedicated to the cause of education and ready to contribute funds for..... continued in any other relevant information

File Description	Documents
Best practices in the Institutional website	https://kcwasr.org/pdf/proof%20of%20best%20practice%20agar2122.pdf
Any other relevant information	https://kcwasr.org/pdf/write%20up%207.2.1%20AQAR2122.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

Our institution has its own mission statement as we always try to function uniquely, innovatively and distinctively from the other institutions. The main aim of the college is to develop and inculcate values among the students. With this view,

institution organizes "Ardas Diwas" in the beginning of the session to develop academic as well as religious values among the students. Along with this a procession to Golden Temple has been organized on Guru Nanak birthday. In addition, many exams like Naitik Sikhya, Nishkaam sikh welfare, Sikh Vihar Patrika have been conducted to develop values among the students. The institution believes that college life is not about academics, games, friends but is also about learning ethics and values. This practice help our students to become intellectuals, problem solvers and agents of change. Many kirtans have also been performed by the students at Gurudwara Sahib that are aimed to spread to Guru Sahib's messages of secular humanism to the contemporary world. KCW is engaged in professional and other service activities for the humanity in Amritsar and beyond.

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

At KCW, we seek to pursue our vision of providing need based, skill based and value based education to the students in order to enhance their employability skills and make them globally competent through their comprehensive excellence. To integrate the teaching process with research, teachers are encouraged to do doctoral studies. The college has taken steps to ensure psychological well-being of the students by providing them free counselling. The college has made progress towards holistic development of the students and assisting the entire fraternity in reaching their full potential.

The future plans of action for the next academic year are as follows:

- To organise National and International seminars on various themes.
- To introduce new Diploma and Certificate Courses
- To provide Government and non-Government scholarships to the needy, deserving and meritorious students.
- To collabrate with National and International agencies for the benefit of students.
- To enhance teaching-learning infrastructure of the

College, both online as well as offline.

- To encourage the students to register for online courses on MOOC and NPTEL portals.
- To organize Inter-school and Inter-college competitions
- To augment infrastructural facilities and construct new washrooms, drinking area for the students and purchase of new generator for the hostel.