# Yearly Status Report - 2017-2018

| Part A | |
|--------|--|
| **Data of the Institution** | |
| **1. Name of the Institution** | **KHALSA COLLEGE FOR WOMEN** |
| Name of the head of the Institution | **Dr. (Mrs.) Sukhbir Kaur Mahal** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **01835050431** |
| Mobile no. | **9888248711** |
| Registered Email | **kcw_asr@yahoo.co.in** |
| Alternate Email | **dr.surinder70@gmail.com** |
| Address | **G.T. Road** |
| City/Town | **Amritsar** |
| State/UT | **Punjab** |
| Pincode | **143002** |

**2. Institutional Status**

| Affiliated / Constituent | **Affiliated** |
|---|---|
| Type of Institution | **Women** |
| Location | **Urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **Dr. (Mrs.) Manpreet Kaur** |
| Phone no/Alternate Phone no. | **01835050431** |
| Mobile no. | **9501114497** |
| Registered Email | **kcw_asr@yahoo.co.in** |
| Alternate Email | **dr.surinder70@gmail.com** |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | http://www.kcwasr.org |
|---|---|

## 4. Whether Academic Calendar prepared during the year

**Yes**

| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.kcwasr.org |
|---|---|

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| 1 | A | 3.36 | 2009 | 08-Mar-2009 | 07-Mar-2014 |
| 2 | A | 3.04 | 2017 | 02-May-2017 | 01-May-2022 |

## 6. Date of Establishment of IQAC

**06-Oct-2010**

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **FDP on ICT Based Teaching Methods** | **23-Jan-2018 1** | **65** |
| **Pledge taken by NSS** | **04-Nov-2017** | **100** |

| students for Environment Sustainability | 1 | |
|---|---|---|
| Seminar on Gender Equality | 07-Aug-2017 1 | 98 |
| Seven days Workshop for the students | 26-Jul-2017 7 | 70 |
| [View File](#) | | |

## 8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Khalsa College for Women, Amritsar | ICSSR | ICSSR | 2017 730 | 200000 |
| Khalsa College for Women, Amritsar | UGC | UGC | 2017 365 | 435000 |
| [View File](#) | | | | |

| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
|---|---|
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **2** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

1. Seven Days Workshop for the Students. 2. Development of innovative Practices of Internship Programme. 3. Sensitizing Students towards gender equality. 4. Provide necessary ICT training to faculty 5. Tieups with the Industries.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| Development of Innovative Practices of Internship Programme | Students were acquainted with the modifications and enhanced internship practices for effective teaching learning outcomes. Use and need of appropriate tools for teaching were made clear to the students. |
| Seven days Workshop for the Students | With the help of team members IQAC Music Department organized a seven day workshop for the students from 26th July 2017 to 2nd Aug. 2017. A music, society and cultural are closely related. To promote cultural values among students, such type of workshops is need of the hour |
| Planning of NSS activities | The college NSS unit, various club and committees worked in collaboration for the eco-friendly practices, conducted periodic counseling session to discuss issues regarding mental health and road safety with the students. Students pledged to use environment friendly behavior for the sustainable growth of the nation as a whole. |
| Planning of Transport facility for the students coming from rural areas | Necessary arrangements were made to ensure smooth transportation for the students by respective members of the college. The college took an initiative to provide college transportation to curb all challenges faced by the students coming from distant places |
| Sensitizing students towards Gender Equality | A seminar on 7th Aug. 2017 was conducted to guide the students towards gender equality. Legal provisions and legislative rights were discussed with the students to ensure awareness amongst the students. |
| Framing of Research Policies for Promoting research Culture among Faculty | Teachers were motivated to undertake maximum research oriented tasks and projects. This was done to encourage reliability and authentication in the field of teaching education. |
| [View File](#) | |

| **14. Whether AQAR was placed before statutory body ?** | Yes |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| | |

| Khalsa College Charitable Society, Amritsar | 10-Nov-2021 |
| --- | --- |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **Yes** |
| --- | --- |

| Date of Visit | **27-Mar-2017** |
| --- | --- |

| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| --- | --- |

| Year of Submission | **2016** |
| --- | --- |

| Date of Submission | **31-Dec-2016** |
| --- | --- |

| **17. Does the Institution have Management Information System ?** | **Yes** |
| --- | --- |

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **The Institution has a strong focus on improving the quality of its teaching and learning, research and development and at the same time gives importance to the community engagement of students and the faculty members. To ensure better governance and management, the college has fully computerized MIS. Communication between college and management, faculty and administrative office is effectively handled through egovernance portal. The entire academic and administrative work such as student data, attendance record, leave record, admission process, Electures, examination results, fee collection, staff profile, salary bills and all other administrative data is managed, regulated and coordinated through egovernance portal. Egovernance is an exclusive feature of finance and accounts aspect of the institutional working. The institutional website acts as a portal to view the updated information on academic and cocurricular planning. Most of the administrative work i.e., accounting of salary and fee, students' database, staff information, details of infrastructure, Electures and inventory is maintained under egovernance. It is used to simplify and support routine office functions, improve communication, increase office productivity and enhance the quality of** |
| --- | --- |

clerical output. Many office tasks including maintenance of stocks, preparation of reports, correspondence, communications, file maintenance, duplication and distribution of written materials, maintenance of books can be facilitated and improved through egovernance software. All financial transactions are electronically recorded and so any record can be viewed easily. Payment of salaries to the employees takes place by digital transfer in their accounts. The college hostel, teaching departments and different wings of institute carry out their working in electronic mode. The library of the college is fully automated. Modules in detail Learning Module: Online Assignments EResources as study material ICT Student Log in: Project Assignment Marks detail Syllabus Study Material Teaching Staff Log in: Records of staff designation, Type and job role Professional Details Human Resources: Archiving of all employee data Online as well as offline application collection with applicant database (a) Short listing (b) Call letter (c) Selection Joining – Teaching Staff database (a) Professional Information (b) Journals/ Publications/ Conference / Seminars Library Module: Book Search Book Issue Finance and Accounts: Cash Book Ledger Balance Sheet CCTV Software: CCTV cameras in classes for fair conduct of examination and maintaining discipline inside classes. For maintaining discipline in campus For maintaining discipline in the college hostel.

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college imparts teaching to students as per the curriculum designed by the affiliating university. In the beginning of the academic year, the Time Table committee, headed by the Principal, with senior faculty members and HODs, prepares the time table according to the prescribed schedule provided by the affiliating university. Time Tables are displayed on the notice board as well as on the website. There is a systematic and transparent mechanism for effective curriculum delivery. The heads of various departments distribute work load, allot subjects for teaching and plan other activities of the department. The subjects are allotted after careful consideration of their subject

specialisation, experience and performance of the faculty. Regular departmental meetings are conducted to discuss teaching strategy, syllabi, reference books and journals etc. All the teachers divide their syllabus and maintain teacher diary in the beginning of the semesters and same is conveyed to the students too. Faculty members always complete their syllabus in time so that adequate time can be spared for revision of the syllabus. Moreover, tutorials, class tests and remedial classes are taken by faculty members to prepare the students for university examination. Teachers also recommend supplementary books to be studied for a better understanding of the subject. The college utilizes maximum potential of available human and material resources through innovative techniques like team-teaching, co-operative teaching, project method and ICT-based teaching with the help of well-equipped classrooms, labs, e-library etc. The teachers prepare PPTs, wherever possible, for better dissemination of coursework. Mid semester exams are also conducted to evaluate the preparedness of the students for the forthcoming final examination. Students are encouraged to make full use of resources like library, computer labs and Internet. Almost all the courses have ICT as a part of their curriculum and computer awareness programs are also provided to almost all the students. Departments have been provided with internet facility for the use of the teachers as well as for the students. The facility of e-library, loaded with an extensive collection of books on all the subjects is also available and easily accessible. Interdisciplinary approach is followed by Add-on courses, skill development classes and hobby classes which are open to every student. Celebration of days of national and international importance, various competitions, quiz competitions, excursions and other techniques of higher learning are executed in the college. College organises various educational as well as industrial trips for the exposure of the students. These trips are highly beneficial for students as they provide them a hands-on industry experience. Extension lectures by experts from different universities, and from different fields are also organized from time to time. All these activities are performed under the able guidance and supervision of college Principal and faculty members as per annual college calendar which is pre-planned and developed before the beginning of new session.

## 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| Certificate Course in Aviation Management and Catering | NIL | 01/07/2017 | 180 | Employabil ity Entrepre neurship | Jobs avenues in Aviation Sector and Catering Buisness |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | NA | Nill |
| No file uploaded. | | |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|

| Nill | NA | Nill |
|------|----|----|

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Course |
|------|------|------|
| Number of Students | 23 | Nil |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|------|------|------|
| Certificate course in Tally | 07/08/2017 | 33 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------|------|------|
| BSc | Internship B.Sc FD & B.Sc. IT | 68 |
| BVoc | Industrial Training B.Voc (FS&G) | 40 |
| MSc | Internship M.Sc FD | 23 |
| MSc | Research/Design project M.Sc FD | 23 |
| BCA | Project BCA | 50 |
| MSc | Project M.Sc CS & IT | 37 |
| [View File](#) | | |

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|------|------|
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | No |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The growth of any educational institution depends on a well-structured feedback framework. The College follows a systematic mechanism of collecting feedback from its stakeholders. The feedback forms are prepared by the relevant committees and these are discussed and approved by the IQAC. The data collected from various stakeholders is analysed and presented before the IQAC, prior to uploading this analysis on the college website. Analysis of feedback from students Feedback from the students is collected through well-structured questionnaire. The parameters for the feedback includes the relevance of the course content, completion of syllabus, use of teaching aids and overall experience in the college. The data analysis shows that: • 96 of the students felt that curriculum is relevant to the students for real life situations,

Still, efforts to achieve 100 course content satisfaction is taken as a future goal of our College. • 100 students strongly agree that syllabus is fully covered in the classes. • 91 students agree that ICT and various other teaching aids are extensively used by teachers to facilitate teaching. It would be ensured that 100 all the teachers should use ICT and various other teaching aids in future. • 90 students agree that the syllabus is structured to enhance the employability skills of the students but there is a dire need that syllabus should be upgraded according to the demands of the industry. • 99 students strongly agree that overall learning experience is good. Analysis of feedback from Alumni College organizes alumni meetings almost every year to tap this useful resource. Most importantly, we believe that alumni perceptions can be utilized for prioritising certain topics. • 94 alumni agreed on that the courses were useful for employment and entrepreneurship. Course content was suitable and relevant. • 99 of alumni were highly satisfied with the quality of teaching. • Respondents were highly appreciative on various aspects of the college and responded proudly that their overall impression of the college was excellent. Analysis of feedback from faculty • More than 79 of the faculty members have expressed that the course content was relevant. Many suggestions have been received to consider the introduction of new courses. The consolidated feedback report of all stakeholders is shared with the HODs and Coordinators and also discussed with the concerned departments for further suitable actions and decisions making. Actions Taken After collecting and analysing the feedback from the various stakeholders on curriculum aspects, suggestions are placed before the university Board of Studies for discussion and for possible changes in the curriculum. Syllabus review is also done by the concerned subject faculty so that it can be implemented in future. The suggestions of the alumni have also been taken into account and many of them have been implemented and included through newly added Add-on self-finance courses. Various companies are invited for the campus placement and expert lectures are being organized on time management, leadership skills, entrepreneurship etc. The college encourages the faculty to pursue higher education, authoring books, and publishing papers

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BVoc | Retail Management & IT | 50 | 7 | 7 |
| BVoc | Fashion Styling & Grooming | 50 | 34 | 34 |
| BSc | Fashion Designing | 45 | 39 | 39 |
| BCom | Hons | 40 | 27 | 27 |
| BSc | Information Technology | 60 | 17 | 17 |
| BBA | BBA | 60 | 35 | 35 |
| BCom | BCom | 225 | 124 | 124 |
| BCA | BCA | 120 | 49 | 49 |
| BSc | Economics,Non-Medical, | 450 | 129 | 129 |

| | Computer Science | | | | |
|---|---|---|---|---|---|
| BA | BA | 200 | 112 | 112 | |

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## 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017 | 1261 | 125 | 67 | 17 | 17 |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 67 | 67 | 16 | 6 | 6 | 10 |

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Response: The College practices a well-structured system of mentoring to provide proper guidance to the students in not only choosing the right career path but also to help them to become confident and emotionally secure individuals. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed. The college has a Students Advisory Committee which takes care of all issues related to the students. This committee counsels, mentors and advises the students of all the classes whenever needed. It deals with the Socio-Psycho problems and reasons too in consultation with the parents of the students. The college conducts special sessions with regard to anti-ragging, social responsibilities, general awareness, law and order sensitization, traffic rules etc., every year. Each teacher in every department is assigned as a Class Incharge with task of mentoring students. The mentor is responsible for certain issues like attendance, academic performance, positive attitude towards learning and College as well as involvement in asset building activities. The interaction sessions are conducted between a mentor and mentees where students can share their problem with their mentors. The students also meet their mentor atleast once in a month for guidance. The students feel free to confide in their mentors, their academic problems. The mentor is also responsible to monitor the performance of the mentees in curricular and co-curricular activities throughout the semester. Depending upon the general or specific nature of the weaknesses of the students our institution also takes appropriate steps for the organization of remedial teaching for the slow learners. Remedial teaching includes remedial classes, supervised tutorials, mentoring and vocabulary building exercises. In this system the usual composition and structure of the class is distributed into some homogeneous group on the basis of their common learning difficulties and identical weaknesses in the acquisition of the learning experiences in some or the other areas or aspects of the subject. These groups are then taught separately by the same teacher or different teachers according to the nature of difficulties and deficiencies. The weak area or aspects of the curriculum identified through diagnostic testing are properly attended by the teacher according to the needs of the students of the group. In addition, the students are regularly assisted by their mentors to prepare practical files and to complete their project work as per the syllabus assigned by Guru Nanak Dev University. Peer learning is also motivated among students so that they can learn with and from each other. This is usually facilitated through teaching and learning activities such as workshops, study groups, and group work. It involves the system of seniors teaching juniors so they can share their experience, knowledge and insights.

| Number of students enrolled in the | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|

| institution | | |
|---|---|---|
| 1386 | 67 | 1:21 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 79 | 67 | 12 | 45 | 10 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | Dr.Sukhbir Kaur Mahal | Principal | Maa Boli Sanman |
| 2017 | Dr.Sukhbir Kaur Mahal | Principal | Eminent Sikh Personality Award |
| 2017 | Dr.Jatinder Kaur | Associate Professor | Saraswati Kala Award |
| 2017 | Dr.Jatinder Kaur | Associate Professor | Best Teacher Award By Virsa Vihar |
| 2017 | Dr.Jatinder Kaur | Associate Professor | Chaired a Session "Regional Folk Echoes" in National Seminar Organized by Naad-Nartan, Delhi |
| 2017 | Dr.Jatinder Kaur | Associate Professor | Deliverd a Lecture on Shabad Kirtan Vilakhantan Sambhal Ate Prasad" at Bhai Veer Singh Gurmat Collge. |
| 2017 | Mrs. Ravinder Kaur | Associate Professor | Delivered Extension Lecture on "Assa Di Var: Smaj Sabhaya Charik Prepekh" at Khalsa College for Education, G.T,Road |
| 2017 | Mrs. Manbir Kaur | Assistant Professor | Delivered Extension Lecture on "Life of Srinivasa Ramanujan" at Khalsa College for Education, Ranjit Avenue, Amritsar |
| 2017 | S. Manjit Singh | Assistant | Delivered |

| | | Professor | Extension Lecture on "Role of ICT in Education" at Khalsa College for Education, Ranjit Avenue, Amritsar |
|---|---|---|---|

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester- end/ year- end examination |
|---|---|---|---|---|
| BA | NIL | III | 28/02/2018 | 13/04/2018 |
| BBA | NIL | III | 07/02/2018 | 29/03/2018 |
| BCA | NIL | III | 03/03/2018 | 29/04/2018 |
| BCom | NIL | III | 05/02/2018 | 31/03/2018 |
| MCom | NIL | III | 05/02/2018 | 11/04/2018 |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College strictly follows the evaluation reforms suggested by affiliating university. The evaluation reforms of the university received from time to time are communicated to faculty members and students. The Examination Committee of the college makes the timetable for different tests to be taken during the semester and the students are informed about the same well in advance. The College administration has specified free hand to teachers regarding the internal assessment of the students. The teachers have the liberty to assess the students on the basis of their attendance in the classes along with the tests and assignments. They also prepare the marks list accordingly. After the evaluation, the performance is discussed with the students and necessary guidelines are given for their better performance. Moreover, regular PT meets are organized in the college to inform the parents about the academic performance of their children. Pre-University examination, as per the university examination pattern, is conducted prior to university examinations to let the students know about the university examination pattern. The teachers identify the slow learners by taking class tests at the beginning of the semester and they plan their classes accordingly. The advance learners are also identified at the beginning of every semester on the basis of their class performance. The special measures are adopted to guide them to grab university ranks in academic and curricular activities. The project works are carried out by few departments as part of the evaluation process. The remedial classes are arranged to clarify the doubts of the students. The evaluated answer booklets are shown to the students and their doubts are cleared

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

KCW is affiliated to Guru Nanak Dev University, Amritsar. The academic activities and schedule of examination are generally worked out according to the academic calendar provided by the university. On the basis of academic calendar, the College prepares its own academic calendar to carry out all activities as per the schedule. The objective behind the preparation of

academic calendar is that there should be maximum working days to complete the syllabus and focus should be on all round development of the students. The admission schedule, commencement of classes, class tests, monthly short-term tests, pre-university exam, project submission and every activity is carried out as per academic calendar. The college conducts quiz competitions and inter-departmental competitions for all-round growth of the students. The students are given plenty of time before the examination to prepare and practice their concepts. The academic calendar is followed and respected by teachers of all departments. Generally, the students are informed well in advance about the deadline for assignment submissions, dates for class tests presentations and their final semester exams. Students are encouraged to seek guidance from teachers about how to utilize the time given to them for preparation for a test or an assignment. They are free to approach the teachers in case of any doubts or queries.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.kcwasr.org

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| NIL | MCom | MCOM IV Sem | 60 | 60 | 100 |
| NIL | MCom | MCOM III Sem | 60 | 58 | 96.66 |
| NIL | BCom | BCOM IV Sem | 120 | 100 | 83.33 |
| NIL | BCom | BCOM III Sem | 124 | 95 | 76.61 |
| NIL | BCA | BCA IV Sem | 48 | 43 | 89.58 |
| NIL | BCA | BCA III Sem | 49 | 37 | 75.51 |
| NIL | BBA | BBA IV Sem | 34 | 28 | 82.35 |
| NIL | BBA | BBA III Sem | 36 | 29 | 80.55 |
| NIL | BA | BA III Sem | 109 | 77 | 70.64 |
| NIL | BA | BA IV Sem | 108 | 85 | 78.7 |

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.kcwasr.org

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

**3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations**

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Total | 730 | ICSSR | 500000 | 200000 |
| Major Projects | 730 | ICSSR | 500000 | 200000 |

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Training on the use of E-Library | Computer Science | 08/08/2017 |
| Workshop on Mathematical Software | Mathematics | 14/08/2017 |
| Workshop on Networking | Computer Science | 09/09/2017 |
| Training on E-Governance | Computer Science | 12/09/2017 |
| Seminar on E-Resources and ICT in Teaching and Research | Computer Science | 16/01/2018 |
| FDP on ICT based teaching methods | Computer Science | 23/01/2018 |
| Training on MS-Office | Computer Science | 15/02/2018 |
| Soft Skill Training | English Department | 09/04/2018 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| NA | NA | NA | Nill | NA |

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| NA | NA | NA | NA | NA | Nill |

No file uploaded.

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| NA | NA | NA |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|---|---|
| Commerce | 2 |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| National | Music | 2 | 0 |
| National | Computer Science | 3 | 4 |
| National | Commerce | 5 | 5 |
| International | Fashion Designing | 6 | 0 |
| International | Computer Science | 2 | 0 |
| International | Commerce | 13 | 2 |
| [View File](#) | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| Commerce | 8 |
| Computer Science | 2 |
| English | 1 |
| Fashion Designing | 3 |
| Hindi | 1 |
| Mathematics | 2 |
| Punjabi | 3 |
| [View File](#) | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| Carreer Advancement Obstacles for women exectives | Dr. Suman Nayyar | Indian Journal of Research | 2017 | 4.301 | Research Development Research Foundation Jaipur | Nill |
| Preception towards De monitzation : Study of Punjab | Dr. Suman Nayyar | Commerce Spectrum | 2017 | 0 | Post Graduate and Research Department of Commerce of St. Peters College, K olenchery, Ernakulam, Kerala (af filiated to Mahatma Gandhi Uni | Nill |

| | | | | | versity, Kottayam, Kerala) | |
|---|---|---|---|---|---|---|
| Post Demonetization effect on Paytm A Case Study | Dr. Suman Nayyar | Journal of Management Outlook vol 7 | 2017 | 6.881 | Research Development Association (RDA) Jawahar Nagar, Jaipur | Nill |
| Portrayal of Women in Television Advertisement Perception of male and Female Viewrs' | Dr. Suman Nayyar | NICE Journal of Business vol 12 | 2017 | 0 | Shobhit Deemed University Meerut | Nill |
| A survey of Metrics for assessing the quality of an Ecommerce website | Kirandeep Kaur | Indian Journal of Research, Special Volume 3 | 2018 | 4.301 | Research Development Research Foundation Jaipur | Nill |
| A survey of Metrics for assessing the quality of an Ecommerce website | Sumit Chhabra | Indian Journal of Research, Special Volume 3 | 2018 | 4.301 | Research Development Research Foundation Jaipur | Nill |
| Digital Locker-A move towards Digital India | Manjit Singh | Indian Journal of Research, Special Volume 3 | 2018 | 4.301 | Research Development Research Foundation Jaipur | Nill |
| Guru Gobind Singh Ji di Sarvpakhi Shakhsiat | Ravinder Kaur | Shiraza | 2017 | 0 | J K Academy of Art, Culture and Languages ,Jammu | Nill |
| Guru Gobind Singh Ji | Dr. Jitender Kaur | Shiraza [82-88] | 2017 | 0 | JK Academy of Art, | Nill |

| de jeewan vich Sangeet Da Mahatav | | | | | Culture and Languages ,Jammu | |
|---|---|---|---|---|---|---|
| Manav Jivan mein sangeet ka mahatav | Dr. Jitender Kaur | Bhairvi Sangeet Shodh Patrika, Ank 13 [Page 24-26] | 2017 | 0 | Mithilan chal Sangeet Parishad, Darbanga | Nill |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| Empirical model for quantifica tion of co nfidential ity in OO system | Rakesh Kumar | Internat ional Journal of Engineerin g Technolo gy, [S.l.], v. 7, n. 2.30, p. 1-5, | 2018 | 26 | Nill | Science Publishing Corporatio n |
| Load Balanced and Link Break Prediction Routing protocol for Mobile Ad hoc Networks | Mandeep Gulati | Journal of Communi cations | 2017 | 35 | 3 | 0 |
| View File | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Semi nars/Workshops | 2 | 5 | Nill | Nill |
| Presented papers | Nill | 17 | Nill | Nill |
| Resource persons | Nill | 1 | Nill | Nill |
| No file uploaded. | | | | |

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| Poster making Competition Awareness to Vote | Legal Literacy Club | 2 | 50 |
| Drama depicting social evils entitled 'Vehngi' | NSS, Legal Literacy Club | 4 | 500 |
| Documentary movie on life of Vivekananda | NSS, Legal Literacy Club | 4 | 500 |
| Oath Ceremony | Legal Literacy Club | 2 | 500 |
| Naitik Sikhya Examination | Divinity | 2 | 215 |
| Yoga | NSS | 2 | 60 |
| Ardass Diwas | Divinity | 6 | 500 |
| Medical Checkup Camp | Red Cross Society, NSS | 3 | 45 |
| Blood Donation Camp | Red Cross Society | 3 | 10 |
| Seminar and Documentary Movie | LLC | 2 | 500 |

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| Naitik Sikhya Examination | Grade A Trophy and Certificate | Guru Gobind Singh Study Circle | 17 |
| Naitik Sikhya Examination | Grade A Medal and Certificate | Guru Gobind Singh Study Circle | 22 |
| Naitik Sikhya Examination | Grade A Medal and Certificate Grade B, B, C Trophy Certificate | Guru Gobind Singh Study Circle | 176 |
| Naitik Sikhya Examination | Scholarship/Cash Amount | Guru Gobind Singh Study Circle | 39 |
| Patar Vihar | Scholarship/Cash Amount | SGPC | 34 |
| Dharmik Prikhiya | Scholarship/Cash Amount | Khalsa College Charitable Society Amritsar | 28 |
| Gurudwara Sewa Sambhal | Scholarship/Cash Amount | Khalsa College Charitable Society Amritsar | 8 |
| Kirtan | Scholarship/Cash | Khalsa College | 11 |

| Amount | Charitable Society Amritsar | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| Social Awareness | Punjab National Bank Circle Office | Essay Writing Competition | 2 | 50 |
| Social Awareness | Save the girl child society | Lecture | 2 | 55 |
| Swatch Bharat | NSS | Swachh Bharat Abhiyaan Rally | 2 | 100 |
| National Science Day | Department of Science | Lecture, Poster making related to environment | 2 | 42 |

## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Extension Lecture on "Assa Di Vaar Samaj SabhyaCharik Prepekh | Khalsa College for Education GT Road Amritsar | NIL | 1 |
| Extension Lecture on "Role of ICT in Education" | Khalsa College of Education Ranjit Avenue Amritsar | NIL | 1 |
| Extension Lecture on "Shabad Kirtan Vilakhantan Sambhal ate Prasad" | Bhai Veer Singh Gurmat College | NIL | 1 |
| Lecture on "Folk Music of Punjab" | Hindu kanya College Kapurthala | NIL | 1 |
| Extension Lecture on "Life of Srinivasa Ramanujan" | Khalsa College of Education Ranjit Avenue Amritsar | NIL | 1 |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact | Duration From | Duration To | Participant |
|---|---|---|---|---|---|

| | | details | | | |
|---|---|---|---|---|---|
| Internship | Training | Hypercity Amritsar | 01/06/2018 | 30/06/2018 | 07 |
| Internship | Industrial training in garment construction and manufacturing | KC Mills Amritsar | 01/06/2018 | 30/06/2018 | 10 |
| Internship | Industrial training in garment construction and manufacturing | Vijay fabrics Ludhiana | 01/06/2018 | 30/06/2018 | 20 |
| Internship | Industrial training in garment construction and manufacturing | Oswal Ludhiana | 05/06/2018 | 05/07/2018 | 16 |
| Internship | Industrial training in garment construction and manufacturing | Vijay fabrics Ludhiana | 05/06/2018 | 05/07/2018 | 18 |
| Internship | Industrial training in garment construction and manufacturing | Nagpal Exports Ludhiana | 10/06/2018 | 30/07/2018 | 35 |
| Project Work | Computer Applications Project Training | DLink Institute Amritsar | 10/01/2018 | 31/05/2018 | 13 |
| Project Work | Computer Applications Project Training | Real Infotech Amritsar | 10/01/2018 | 31/05/2018 | 10 |
| Project Work | Computer Applications Project Training | VMM Amritsar | 10/01/2018 | 31/05/2018 | 10 |
| Project Work | Computer Applications Project Training | SAM Institute of Information Technology Amritsar | 10/01/2018 | 31/05/2018 | 20 |
| [View File](#) | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Mission Aagaaz | 03/07/2017 | Stitching, Fabric Printing, Embroidery | 7 |
| Preet Vocational Charitable School | 10/07/2017 | Block Printing, Stenal Printing, Embroidery | 7 |
| Waves Hair and Beauty | 01/08/2017 | Hair Colour, Rebonding | 22 |
| Khalsa College for Education GT Road | 10/07/2017 | Extension Lectures | 41 |
| Khalsa College of Education Ranjit Avenue Amritsar | 10/07/2017 | Extension Lectures | 51 |

View File

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 18225000 | 17297711 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Classrooms with Wi-Fi OR LAN | Existing |
| Video Centre | Existing |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |

View File

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| E Goverance | Fully | 1.0 | 2014 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text | 20000 | 978524 | 459 | 110275 | 20459 | 1088799 |

| | | | | | |
|---|---|---|---|---|---|
| Books | | | | | |
| Reference Books | 140 | 6849 | 23 | 5526 | 163 | 12375 |
| e-Books | 400 | Nill | 200 | Nill | 600 | Nill |
| Journals | 18 | 19500 | Nill | Nill | 18 | 19500 |
| CD & Video | 35 | 450 | 10 | 200 | 45 | 650 |
| Library Automation | 1 | Nill | Nill | Nill | 1 | Nill |

**No file uploaded.**

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NA | NA | NA | Nill |

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## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 210 | 20 | 100 | 9 | 2 | 13 | 8 | 12 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 210 | 20 | 100 | 9 | 2 | 13 | 8 | 12 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

**12 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| Technology Lab | http://www.kcwasr.org |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| 15525000 | 10980019 | 2700000 | 5019461 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has established systems and procedures for the maintenance of physical academic and support facilities. • To ensure proper maintenance of Infrastructure, various committees of the Library, Sports, Purchase, Stock right off, News update, E-library and Student Feedback have been set up at the beginning of the academic session. • Regarding the maintenance and utilisation of infrastructure facilities, proper plans and policies have been framed by the principal along with the IQAC team. • A suitable budget is allocated for Infrastructure augmentation and Utilisation. • UGC grants and management funds are used for Infrastructure augmentation and Maintenance of classrooms, sports complexes, and library etc. • Specific duties have been assigned to ensure the maintenance of the campus. Moreover, for this purpose various committees meet regularly to monitor the optimum use of resources. • The Examination and Timetable committee is responsible for finalising the timetable in consultation with the principal for optimal use of classrooms as well as the laboratories. • The central Library remains open from 9 AM to 4 PM. Well stacked library has e-journals in addition to regular books, journals, magazines, newspapers etc. Maintenance and utilisation of these library sources are done in accordance to the library rules. • Two central facility Seminar halls are available for the conduct of conferences, seminar, extension lectures and workshops. The seminar halls are also properly maintained from time to time. • Departmental labs exists in all the departments for immediate usage by staff and students. • Adequate grade IV staff is employed to maintain hygiene, cleanliness of the infrastructure. • The campus is monitored through surveillance cameras. • Maintenance of playgrounds is done by employing full-time gardeners. • Request for the use of College Infrastructure by outside agencies is dealt directly by the principal. • The Institution allows its infrastructure for university evaluation and marking of papers as well.

www.kcwasr.org

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | College Management/Youth Festival/Father Less/Marks/Sports, Khalsa College Charitable Society (Religious Test Based) | 116 | 521200 |
| Financial Support from Other Sources |  |  |  |
| a) National | Post Matric Scholarship for SC, OBC Minorities, Merit-Cum-Means, Guru Gobind Singh Study Circle (Religious Test Based), GNDU/National Sports Scholarship | 113 | 1224265 |
| b)International | NIL | Nill | 0 |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Certificate Course in Aviation Management | 21/08/2017 | 7 | Institution |
| Advance Diploma in Aviation Management | 24/08/2015 | 9 | Institution |
| Certificate in Communication Skills | 07/08/2017 | 17 | Institution |
| Certificate in Cosmetology | 07/08/2017 | 1 | Institution |
| Diploma in Cosmetology | 01/08/2016 | 24 | Institution |
| Diploma in Banking Services | 08/08/2016 | 22 | Institution |
| Advance Diploma in Banking Services | 03/08/2015 | 23 | Institution |
| Advance Diploma in Communication Skills | 03/08/2015 | 1 | Institution |
| Remedial Classes | 02/10/2017 | 110 | Institution |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2017 | Career Vision | Nill | 1000 | Nill | Nill |
| 2017 | Career Counselling | 30 | 200 | 3 | 81 |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| Nill | Nill | Nill |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-----------|---|---|------------|---|---|
| Name of organizations visited | Number of students participated | Number of stduents placed | Name of organizations visited | Number of students participated | Number of stduents placed |
| Concentric | 200 | 57 | Various Organizations | 17 | 17 |

View File

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|------|---|---|---|---|---|
| 2017 | 5 | BA /B.Sc. | Economics | GNDU, ASR | M.Sc. (Economics) |
| 2017 | 38 | BBA/B.Com | Commerce | GNDU, ASR | MBA/M.Com |
| 2017 | 3 | B.Sc. (FD) | Fashion Designing | BBKDAV College, Amritsar | M.Sc. (FD) |
| 2017 | 6 | B.Sc. (FD) | Fashion Designing | Khalsa College, Amritsar | M.Sc. (FD) |
| 2017 | 1 | B.Sc. (NM) | Science | GNDU, ASR | M.Sc. (Maths) |
| 2017 | 1 | B.Sc. (NM) | Science | GNDU, ASR | M.Sc. (Physics) |
| 2017 | 1 | B.Sc. (NM) | Science | Tasmania University | M.Sc. (IT) |
| 2017 | 1 | B.Sc. (NM) | Science | Melbourne University | M.Sc. (IT) |
| 2017 | 5 | B.Sc. (NM) | Science | Khalsa College of Education, Amritsar | B.Ed. |
| 2017 | 3 | B.A | English | GNDU, ASR | M.A. English |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|-------|------------------------------------------|
| NET | 7 |

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|----------|-------|------------------------|
| Group Shabad | Zonal youth festival at GNDU, Amritsar | 6 |
| Tug of war team | Intercollege Sports | 9 |

| | | | |
|---|---|---|---|
| | competition held at GNDU, Amritsar | | |
| Boxing team | Intercollege Sports competition held at GNDU, Amritsar | 10 | |
| Baseball team | Intercollege Sports competition held at GNDU, Amritsar | 16 | |
| Water sports team of canoeing | Intercollege Sports competition held at GNDU, Amritsar | 5 | |
| Volleyball team | Intercollege Sports competition held at GNDU, Amritsar | 12 | |
| Softball team | Intercollege Sports competition held at GNDU, Amritsar | 18 | |
| Kabaddi team | Intercollege Sports competition held at GNDU, Amritsar | 12 | |
| Handball team | Intercollege Sports competition held at GNDU, Amritsar | 16 | |
| Cross country team | Intercollege Sports competition held at GNDU, Amritsar | 6 | |
| [View File](#) | | | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2017 | North zone held at Chandigarh. / Gold Medal | National | 1 | Nill | 1763 | Manpreet Kaur |
| 2017 | North zone held at Chandigarh. / Gold Medal | National | 1 | Nill | 1764 | Simarandeep Kaur |
| 2017 | Federation cup held at Narwan. / Silver Medal | National | 1 | Nill | 3115 | Navroop Kaur |
| 2017 | Senior National | National | 1 | Nill | 1729 | Veerpal Kaur |

| | | | | | | |
|---|---|---|---|---|---|---|
| | held at Hyderabad. / Bronze Medal | | | | | |
| 2017 | Federation cup held at Mumbai. / Bronze Medal | National | 1 | Nill | 1729 | Veerpal Kaur |
| 2017 | Federation cup in discus throw held at Patiala. . / Bronze Medal | National | 1 | Nill | 3124 | Kirandeep Kaur |
| 2017 | Senior National held at Duttapulia Nadia (West Bengal). / Silver Medal | National | 1 | Nill | 7163 | Manpreet Kaur |
| 2017 | AIIU held at Gwaliar./ Bronze Medal | National | 1 | Nill | 3085 | Ranjeet Kaur |
| 2017 | AIIU held at Gwaliar. / Bronze Medal | National | 1 | Nill | 3117 | Harpreet Kaur |
| 2017 | AIIU held at Gwaliar. / Bronze Medal | National | 1 | Nill | 3106 | Rajwinder Kaur |
| [View File](#) | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The establishment of student council plays an integral and important role in the student community. Student council provides a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the college and the wider community. Khalsa College for Women believes that students have a voice and a contribution to make to their college. It feels that they should be given the opportunity to express their views on issues of concern to the college. It is important that they are listened to and encouraged to take an active part in promoting the aims and

objectives of the college.The work of student council:- The duties and responsibility of student council starts at the beginning of the session. 1. The college conducts a meeting with students at the beginning of the session and select class representatives of different courses. 2. The meetings comprises of Academic staff and student representatives who meet every month. 3. The student council meet the CR's on regular intervals to discuss and allot different tasks. 4. The council assist the Academic Council, Discipline, Red Ribbon, NSS, Cultural and Sports committee. Drug Abuse, Placement, Student Grievance Cell. 5. The student council listens to students' views and concerns and solve various personal, social and health issues. 6. It is also responsible to encourage students for participation in different religious, cultural and sports activities and helps in organizing ArambicArdas, Nagar Kirtan, Youth Festival, Talent Hunt, Farewell. 7. The student council also conducts assembly on every Monday and checks college uniform of students and conveys important information related to college students. 8. The council supervises and manages various seminars held in college and checks that proper decorum is maintained by the students. 9. The student council is responsible for organizing and arranging events and festivals such as Teacher's Day, Sawan celebration, Diwali, Lohri, Basant, Holi. 10. The student council ensures that proper discipline is maintained in college premises by practising following measures:- i) By checking proper uniform every Monday. ii) Not letting students leave the college premises until permission has been taken from the Head of Departments Student advisor. iii) Ensuring that no student is missing classes. iv) Makes sure that no mobile phones are used during lectures. v) Makes sure that proper and clean environment is maintained in college. The main idea behind development of student council of KCW is to give an opportunity to come forward and faster skills like leadership, communication, teamwork, organization and public speaking. Not only does it help in providing conducive environment for the college but also provides with holistic and all round development of the students.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

169

5.4.3 – Alumni contribution during the year (in Rupees) :

27000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting on 24.03.2018

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Though the top management supervises the design of plans and policies, the actual governance of the institutional affairs is brought about by a decentralized system which gives autonomy to departments at operational levels. The departments are run independently by the Heads in association with their staff members. They are given liberty to take important decisions regarding their respective departments such as: (i) Framing of Departmental Time Table

(ii) Assigning classes to teachers (iii) Conduct of Examination (iv) Formation of Departmental Student's Bodies (v) Conducting of Departmental Academic and Cultural activities (vi) Organize and conduct Parent-Teacher meetings (vii) Conduct special and remedial classes for the students Regular meeting of the departments with proper agenda are convened under HOD's of respective departments. Regular feedback and suggestions are taken from staff and students to improve the functioning of the department. The principal also conducts regular staff meetings. The administrative office works under the leadership of office superintendent. Another good example of decentralization and participative management is the system of formation of various committees such as Academic Council, Admission Committee, Canteen Committee, Library Committee, Purchase Committee, Time Table Committee, Anti-Ragging Committee, Campus Beautification Committee, Sports Committee etc. These committees have been formed at institutional level which takes decisions regarding their respective fields. Each committee has well defined functions. They hold meetings at regular intervals and take into account the opinion of all members. There are several clubs / associations in the college with a large number of students as their members. The students are given the responsibility of managing and organizing events under the guidance of teacher in charge. The efforts of NSS, and Youth club are really praiseworthy in regard to grooming the leadership potential of the students. Besides these committees, other administrative roles have been assigned to many staff members: a Staff Secretary to convey the requests of the staff to the Principal, Registrar to deal with affairs related to University, Bursar for financial matters. The governing body also includes two staff representatives to look into the overall policy and governance of the institution. There is also an active unit of teachers' union.

| 6.1.2 – Does the institution have a Management Information System (MIS)? |
| --- |
| Yes |

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | Since the college is affiliated to Guru Nanak Dev University, Amritsar, therefore, development of the curriculum is not finalized at the college level for the regular courses. However, the faculty members of the college have representations on various Board of Studies of the University where they make rich contribution to upgrade the curriculum. The college is also having B-vocational schemes and skill development courses for which the college designs the syllabi in association with the industry partners and subject experts and same is sent to the University for approval. The college also analyses the feedback from students and other stakeholders on curriculum and initiates necessary action on the same. |
| Teaching and Learning | To ensure a systematic, efficient effective teaching mechanism, teaching staff prepares time table and teaching |

| | |
|---|---|
| | plans for each semester. Teachers use IT gadgets to make classroom teaching more efficient attractive. In order to enhance the quality of teaching, faculty members attend faculty development programmes conducted by other institutes. Academic council regularly reviews the various policies related to examinations, various courses and programmes. Academic results of various classes are analysed department wise and the areas which need special attention are identified and rectified through implementing fruitful suggestions and remedial classes. Add-on Courses and skill development programmes are offered to the students to enhance their interdisciplinary knowledge. Regular industrial visits and industry-academia interactions are organized so as to get the practical exposure about the functioning of the organisation. Apart from this, personality development programmes are also conducted to develop their overall personality harmoniously. |
| Examination and Evaluation | Regarding examination and evaluation the college follows the rules and regulations as proposed by the affiliating university, Guru Nanak Dev University, Amritsar. Mid-term tests are conducted regularly before the final semester examination of the university. The answer sheets of the Mid-term tests are shown to the students whereby they are made to see their shortcomings and encouraged to work hard. Class tests are taken regularly. The college conducts monthly tests, Mid-term tests and university exams from time to time. Seminars using power point presentations, Quizzes and interdepartmental competitions are regularly conducted for the holistic growth of the students. Remedial teaching is done after evaluation of student's performance based on internal house examination. The College Academic Council meets once in a semester to discuss various academic matters of the college including student progression. |
| Research and Development | To promote quality research, faculty members participate in various conferences, present and publish papers in Journals of repute. They are motivated to take up UGC minor and |

| | |
|---|---|
| | major research projects. The college provides resource rooms, internet facility and other administrative assistance for research. The teachers are given liberal permission for higher studies like M.Phil, Ph.D. and are provided flexible timings for doing course work for Ph.D. Besides, college library has subscribed national journals in various subjects. Students of post graduate classes are encouraged to learn research tools and methodology through class assignments and project works. They acquire skills in writing literature review, conducting surveys and analysing data by using statistical package like SPSS |
| Library, ICT and Physical Infrastructure / Instrumentation | • College library is fully computerized and latest books and journals are subscribed and purchased every year. PG departments of college have separate departmental book banks that ensure an easy access to books. The new comers, both faculty members and students are given an orientation on effective use of library resources. • The institution facilitates extensive use of ICT resources by imparting education through the use of E-library, E- journals and power point presentations. Teachers use resources from various websites/ web links for regular teaching/ learning process. The learning material in the form of notes, PPTs are uploaded on the E-Governance site and made available to the students. College has a well established internet facility within the campus. The entire campus has access to Wi-Fi. • CCTV cameras are installed at the necessary places for ensuring discipline and smooth functioning of the college |
| Human Resource Management | After every semester, the faculty and staff undergoes the self-appraisal assessment. The feedback is also received from other stakeholders like students, parents and other agencies. The reports and feedbacks are analyzed at the level of the Principal on the regular basis and improvements are made in the administrative and teaching work in the college on the basis of such assessments.The college encourages the faculty members to attend workshops/seminars and to pursue further studies particularly research |

| | |
|---|---|
| | leading to Ph.D. A good support is extended by the institution to faculty members in taking research and consulting activities and presenting papers in various national and international conferences and articles to be published in journals. |
| Industry Interaction / Collaboration | The college has MoUs with various industries for providing academic inputs and collaborations in training and appointment of the students. As per the MoUs, regular meetings are held, industrial visits are arranged and internship programmes are made where necessary. The linkage with the industry is also used for improvement of the curriculum and teaching methodologies. College has signed MoU with Trip Zinnies for providing training to B.Voc (RMT) students. Department of FD has MoUs with Mission Agaaz and Department of Cosmetology has MoU with Waves Hair and Beauty Institute. Extension lectures by the experts and workshops for the staff and students sharpen the professional skills which in turn facilitate attractive employments. Moreover, faculty members also act as resource persons in various seminars /conference conducted by other institutions. |
| Admission of Students | The college has a full-fledged Admission Committee with a senior teacher acting as a Co-ordinator. Visits are paid to schools in adjoining areas to acquaint the students with courses, subjects, facilities, infrastructure and the like available in the college. Admission process of students is transparent and on merit basis and also on first come first serve basis. Admission dates are well advertised through newspapers and college website and the admission process is ensured to be student friendly. Student counseling is done at the time of admission and the details about the various courses, eligibility criteria, student welfare schemes and admission process is discussed with the students. College prospectus with the details of all courses, requirements, fee structure and rules and regulations, etc. is printed and made available well on time. Students are allowed to deposit admission fee in installments. Concessions are offered |

| to the deserving students. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | Planning and development activities of the institution have involvement of e-governance. The institutional website acts as a portal to view the updated information on academic and co-curricular planning. It also highlights its developments in the fields of academics, sports and cultural activities on its website. The website displays notices before admission. Communication between college and management, faculty and administrative office is efficiently handled through e-governance portal. Employees profiles and information about their salaries is also managed through it. |
| Administration | Most of the administration work i.e. accounting of salary and fee, library work, students database, staff information, details of infrastructure, E-lectures and inventory is maintained under e-governance. E-governance is used to simplify and support routine office functions, improve communication, increase office productivity and enhance the quality of clerical output. Many office tasks including maintenance of stocks, preparation of reports, correspondence, communications, file maintenance, duplication and distribution of written materials, maintenance of books can be facilitated and improved through e-governance software. The college library, hostel, teaching departments and different wings of the institution carry out their working in electronic mode. |
| Finance and Accounts | E-governance is an exclusive feature of finance and accounts aspect of the institutional working. Account entries are made and statements are prepared electronically. All financial transactions are electronically recorded and so any record can be viewed easily. Transactions such as University payments, Provident Fund, Income Tax etc. are done online. Payment of salaries to the employees takes place by digital transfer in their accounts. Remuneration data of teachers on examination duties is forwarded to the university online. |

| Student Admission and Support | Admission notice is put up on the college website. Besides, admission form is available for download. Email as well as phone number is provided on the college website for any kind of admission query or counseling. Admission data of the students is maintained electronically and can be retrieved very easily. Admission fee record, Student Roll number and other details are also electronically maintained. Application to different scholarship schemes are made electronically. Information on different student support services is made available on the college website. Students can convey their grievances through emails to their respective redressal cells. |
| --- | --- |
| Examination | Record of the students admitted to various courses in the first semester is shared with GNDU online. Similarly, absentee list of the students appeared in Final Exams of each semester is sent to GNDU electronically. Marks of practical exams are also communicated to GNDU online. The college regularly conducts monthly tests, house tests and university exams and save all the records on computers. |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
| --- | --- | --- | --- | --- |
| 2018 | Ms. Amrit | International Workshop on Mathematical Software (Sanctioned Paid Leave) | Post Graduate Deptt. Of Mathematics, Khalsa College, Asr | Nill |
| 2018 | Mrs. Manbir Kaur | International Workshop on Mathematical Software (Sanctioned Paid Leave) | Post Graduate Deptt. Of Mathematics, Khalsa College, Asr | Nill |
| 2018 | Dr. Namrata | Refresher Course on 'E-Resources and ICT in Teaching and Research' (Sanctioned | HRDC, GNDU | Nill |

| | | | Paid Leave) | | | |
|---|---|---|---|---|---|---|
| **No file uploaded.** |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2017 | Training on the use of E-Library | NA | 08/08/2017 | 09/08/2017 | 12 | Nill |
| 2018 | FDP on ICT Based Teaching Methods | NA | 23/01/2018 | 23/01/2018 | 65 | Nill |
| 2018 | Seminar on E-Resources and ICT in Teaching and Research | NA | 16/01/2018 | 16/01/2018 | 50 | Nill |
| 2018 | Workshop on Mathematical Software | NA | 14/08/2018 | 14/09/2017 | 25 | Nill |
| 2017 | NA | Training on E-Governance | 12/09/2017 | 14/09/2017 | 6 | 6 |
| 2018 | NA | Training on MS-Office | 15/02/2018 | 17/02/2018 | 5 | 8 |
| 2018 | NA | Soft Skill Training | 09/04/2018 | 09/04/2018 | 5 | 10 |
| **No file uploaded.** |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Refresher Course on E-Resources and ICT in Teaching and Research at HRDC, GNDU | 1 | 23/11/2017 | 13/12/2017 | 21 |

| International Workshop on Mathematical Software | 2 | 16/04/2018 | 23/04/2018 | 8 |
|---|---|---|---|---|

**No file uploaded.**

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 30 | 38 | 9 | 28 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| • CPF for the employees of the institution. • Provision of different types of leaves like casual leaves, duty leaves, medical leaves, earned leaves, maternity leaves etc. permissible as per rules. • The faculty members are provided with separate staffrooms for each department. • Fee concession to the children of faculty and other staff members. • Accommodation to the faculty and other staff members in staff colony, hostel. • Financial assistance by providing loan against General Provident Fund. • Gratuity • ESI • Beauty care and cosmetology • GYM • Subsidized agricultural Products • Medical facility through a medical dispensary and Physiotherapy OPD. • Permission to enhance one's educational qualification through higher studies, training programmes etc. • Wi-Fi facility. • Grievance Redressal Cell. • Canteen with adequate facilities and hygienic and variety of food items. • Provision of parking facilities. | • CPF contribution • Medical Facility • Loan against salary • Fee concession to the wards • Flexibility in work for staff with major illness • Maternity leave to women employees. • Uniform to class four employees | • Scholarships from Government and NGO's • Liberal concessions for the deserving students • Fatherless students are also given fee concession. • Free hostel and mess facility for the players in addition to fee concession. • Cash prizes for outperforming students. • Books are also given to needy students. • Medical facility for the students • Reading room and Computer Lab facility for the hostel students. • Fitness Zone for resident scholars as well as for day scholars. • Mentoring and Counselling sessions are provided to the students. |

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In order to have fairness and transparency in financial matters, the institution has introduced the system of regular internal and external audits on basis. Internal and external audits both are conducted to ensure proper, justified and valid use of funds. Internal audit is done by qualified auditors on yearly basis. These auditors check, cross check and verify the transactions carried out in the financial year. Audited financial statements include income and expenditure account, balance sheet is prepared by qualified auditors and is submitted to banks and other regulatory agencies. External audit is carried out by Statuary auditors appointed by the DPI Colleges, Government of Punjab for the purpose. Any errors and objections, if ever pointed out by the auditors are immediately attended to and rectified and precautionary steps are taken to avoid recurrence of such errors in future

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
| --- | --- | --- |
| Management (Khalsa College Charitable Society, Amritsar) | 112800 | Divinity Examination conducted by Khalsa College Charitable society |

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6.4.3 – Total corpus fund generated

125000

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Guru Nanak Dev University | Yes | Employer |
| Administrative | Yes | Guru Nanak Dev University | Yes | Employer |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent teacher interaction helps the institution in a number of ways in improving its working and is thus contributive towards quality enhancement. It is ensured that the feedback of the parents is taken and considered while planning institutional activities. Feedback on course contents is also taken from the parents as parents are also one of the different stakeholders in education process. Feedback collected from the parents on course contents informs the institution about the needed changes in existing curriculum. Parents also provide their suggestions on infrastructure and student facilities during their interaction with teachers, department heads and the principal. Parents also act as brand ambassadors of the institution and their appreciation motivates the institution to work.

6.5.3 – Development programmes for support staff (at least three)

- Computer Training on MS-OFFICE • Training on E-governance • Soft Skill training

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Research Cell has been formed to promote academic research among staff and students. 2. ICT enabled teaching-learning has been promoted to make curriculum delivery more effective and engaging. 3. Skill/capability enhancement certificate courses have been introduced to boost the employability of the students.

## 6.5.5 – Internal Quality Assurance System Details

| | |
|---|---|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | Yes |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2017 | Seven days Workshop for the students | 26/07/2017 | 26/07/2017 | 02/08/2017 | 70 |
| 2017 | Seminar on Gender Equality | 07/08/2017 | 07/08/2017 | 07/08/2017 | 98 |
| 2017 | Pledge taken by NSS students | 04/11/2017 | 04/11/2017 | 04/11/2017 | 100 |
| 2018 | FDP on ICT Based Teaching Methods | 23/01/2018 | 23/01/2018 | 23/01/2018 | 65 |

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# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Seminar on 'Financial Planning' for students to show information on the rules of money and how knowing these rules may result in exponential benefits for | 29/07/2017 | 29/07/2017 | 178 | Nill |

| | | | | |
|---|---|---|---|---|
| them. | | | | |
| Seminar on 'Healthy Eating Habits' to make aware the employees as well as the students for maintaining good health | 06/09/2017 | 06/09/2017 | 143 | Nill |
| Inter Departmental Competition by Youth Welfare Society of KCW | 29/09/2017 | 29/09/2017 | 567 | Nill |
| Seminar on Road Safety by Department of NSS | 29/09/2017 | 29/09/2017 | 135 | Nill |
| Poster Making Competition on Women Entrepreneurs | 21/10/2017 | 21/10/2017 | 126 | Nill |
| Vigilance Awareness Week by Vigilance Awareness Cell | 30/10/2017 | 30/10/2017 | 700 | Nill |
| Celebration of Basant Panchmi by Student Advisory Committee of KCW | 24/01/2018 | 24/01/2018 | 643 | Nill |
| Seminar on 'Writing Skills' to enhance the writing capabilities of the students for their better future. | 10/02/2018 | 10/02/2018 | 165 | Nill |
| Inter College Youth Festival by Youth Welfare Society of KCW | 09/03/2018 | 10/03/2018 | 650 | 450 |
| Farewell organized by Student Advisory Committee of KCW | 25/04/2018 | 25/04/2018 | 376 | Nill |

| | | | | |
|---|---|---|---|---|
| 'No Tobacco Day' Celebrated by Legal Literacy Club | 31/05/2018 | 31/05/2018 | 245 | Nill |
| Add-On Courses organized to Enhance Overall Personality of Students | 01/08/2017 | 30/04/2018 | 700 | Nill |
| Committee constituted for Student's Grievance Redressal | 01/08/2017 | 30/04/2018 | 100 | Nill |
| Committee Constituted for Prevention of Cast Based Discrimination in College | 01/08/2017 | 30/04/2018 | 100 | Nill |
| Buddy group for creating awareness about Punjab Rights to Service Act among Students | 01/08/2017 | 30/04/2018 | 250 | Nill |
| Establishment of Students Legal Literacy Club in College | 01/08/2017 | 30/04/2018 | 150 | Nill |
| Establishment of Committee on Physiological Study of Ragging in Colleges | 01/08/2017 | 30/04/2018 | 100 | Nill |
| Tutorial meets conducted regularly to interact with students and to guide them with the rules and regulations of the campus | 01/08/2017 | 30/04/2018 | 1300 | Nill |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| KCW is very much concerned and conscious about the environment. Many programmes and seminars are organized time to time to spread environmental consciousness and sustainability among college youth such as Swachh Bharat Abhiyaan, Tree Plantation campaigns by NSS cell, No Tobacco Day celebration and National Pollution Prevention day celebration. Some of the alternate Energy initiatives |

are as follows: Solar Panel: Solar power is completely clean, it produces no air pollution, no water pollution, and no greenhouse gas effects. It is also carbon-free, no harmful emissions are released when electricity is being produced by solar panels. It also reduces the need for finite resources. Keeping this in my mind, KCW took the initiative of installing solar panels at the campus. The institute has installed rooftop solar projects which could reduce harmful air pollution, help the environment and enhance student learning while cutting electricity costs. At the same time, solar panels could help colleges to unplug them from grids fed by natural gas and coal power plants that produce air pollutants. Compost Pit: Institute use the method of compost pit which is beneficial for gardening purpose and this also maintain the neatness of the campus. Compost is commonly prepared by decomposing plant and food waste, recycling the organic materials so that the mixture is rich in plant nutrients and beneficial organisms such as worms and fungal mycelium. The campus use these things in gardening purpose to increase the fertility of soil. LED lighting: LED lighting is a green way to improve campus safety. The institution has replaced all lights with LED bulbs because it is more energy efficient and less expensive to operate and maintain. Solid Waste Management: The primary goal of the institute is to reduce and eliminate adverse impacts of waste materials on human health. Institute use the method of compost pit which is beneficial for gardening purpose and this also maintain the neatness of the campus. Compost is commonly prepared by decomposing plant and food waste, recycling the organic materials so that the mixture is rich in plant nutrients and beneficial organisms such as worms and fungal mycelium. The campus use these things in gardening purpose to increase the fertility of soil. E-Waste Management: E-waste is electronic products that are unwanted, not working, and nearing or at the end of their "useful life." KCW donate the old computer systems to schools because at college levels we need to upgrade students with latest version of software and in schools they can use the basic software. Moreover, the institute sell the hardware, which is written off by the write off committee, to vendors, through management office, so that they can further recycled, repaired and used for another purposes. Rain Water Harvesting: Due to rapid increase in day-to-day demand for water among fast growing human population, the institute is using the method of rain water harvesting.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 1 |
| Provision for lift | No | Nill |
| Ramp/Rails | Yes | 1 |
| Braille Software/facilities | No | Nill |
| Rest Rooms | Yes | 1 |
| Scribes for examination | Yes | Nill |
| Special skill development for differently abled students | No | Nill |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages | Number of initiatives taken to engage with and | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|

| | and disadvantages | contribute to local community | | | | | |
|---|---|---|---|---|---|---|---|
| 2017 | 1 | 1 | 01/07/2017 | 1 | Seminar on 'Financial Planning' | Seminar on 'Financial Planning' for the students to show information on the rules of money and how knowing these rules may result in exponential benefits for them. | 178 |
| 2017 | 1 | 1 | 05/08/2017 | 1 | Raakhi celebration with military personals | Raakhi celebration with military personals | 56 |
| 2017 | 1 | 1 | 06/09/2017 | 1 | Seminar on 'Healthy Eating Habits' | Seminar on 'Healthy Eating Habits' to make aware the employees as well as the students for maintaining good health. | 143 |
| 2017 | 1 | 1 | 11/09/2017 | 1 | Medical Campaign | Medical campaign in the college | 231 |
| 2017 | 1 | 1 | 29/09/2017 | 1 | Seminar on Road Safety | Seminar on Road Safety by Department of NSS | 135 |
| 2017 | 1 | 1 | 30/10/2017 | 7 | Vigilance Awareness Week | Vigilance Awareness Week by | 700 |

| 2017 | 1 | 1 | 25/01/2018 | 7 | Voter Awareness | Voter Awareness Campaign at adopted village by NSS | 34 |
| 2017 | 1 | 1 | 10/02/2018 | 1 | Seminar on 'Writing Skills' | Seminar on 'Writing Skills' to enhance the writing capabilities of the students for their better future. | 165 |
| 2017 | 1 | 1 | 17/02/2018 | 1 | Seminar on 'Fabric and Stencil Painting' | Seminar on 'Fabric and Stencil Painting' to increase the painting skills of the students. | 234 |
| 2017 | 1 | 1 | 31/05/2018 | 1 | 'No Tobacco Day' | 'No Tobacco Day' Celebrated by Legal Literacy Club | 245 |
| No file uploaded. | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| For students (prospectus), for aims and objectives, code of conduct, anti-ragging rules | 01/06/2017 | The college follows the professional code of conduct specified by the UGC, Guru Nanak Dev University Amritsar and the Punjab Government. The code for students is |

| | | |
|---|---|---|
| | | published in college prospectus. Teachers also communicate the code to the students in respective classes. It is also ensured by the faculty that the code is being duly followed by the students. |
| For teaching and non-teaching staff (UGC Gazette) | 07/11/2016 | There is a well-defined code of conduct for teaching and non-teaching staff published in latest UGC Gazette, by Government of India. The code of staff is conveyed to them through staff meetings conducted time to time. The principal ensures that the teaching and non-teaching staff follows the code appropriately. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Swachh Bharat Abhiyan | 10/07/2017 | 02/10/2017 | 132 |
| Teej Celebration | 19/08/2017 | 19/08/2017 | 345 |
| Committee Constituted for Prevention of Cast Based Discrimination in College | 22/08/2017 | 22/08/2017 | 700 |
| Independence Day Celebration | 14/08/2017 | 14/08/2017 | 367 |
| Ardaas Diwas Celebration | 16/09/2017 | 16/09/2017 | 674 |
| Prayers at Gurudwara Sahib | 23/09/2017 | 23/09/2017 | 129 |
| Diwali Celebration | 07/10/2017 | 07/10/2017 | 700 |
| Inter-Khalsa College Youth Festival | 09/03/2018 | 10/03/2018 | 1100 |
| Integrity Pledge Taken by Vigilance Awareness Cell | 30/10/2017 | 30/10/2017 | 700 |
| Gurupurab Celebration | 04/11/2017 | 04/11/2017 | 1100 |
| [View File](#) | | | |

| 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five) |
|---|

1. Solar Panel: Solar power is completely clean, it produces no air pollution, no water pollution, and no greenhouse gas effects. It is also carbon-free, no harmful emissions are released when electricity is being produced by solar panels. It also reduces the need for finite resources. Keeping this in my mind, KCW took the initiative of installing solar panels at the campus. The institute has installed rooftop solar projects which could reduce harmful air pollution, help the environment and enhance student learning while cutting electricity costs. At the same time, solar panels could help colleges to unplug them from grids fed by natural gas and coal power plants that produce air pollutants. 2. LED lighting: LED lighting is a green way to improve campus safety. The institution has replaced all lights with LED bulbs because it is more energy efficient and less expensive to operate and maintain. 3. Rain Water Harvesting: Due to rapid increase in day-to-day demand for water among fast growing human population, the institute is using the method of rain water harvesting because it's very cost effective and relatively easier method of conserving water. 4. E-Waste Management: E-waste is electronic products that are unwanted, not working, and nearing or at the end of their "useful life." KCW donate the old computer systems to schools because at college levels we need to upgrade students with latest version of software and in schools they can use the basic software. Moreover, the institute sell the hardware, which is written off by the write off committee, to vendors, through management office, so that they can further recycled, repaired and used for another purposes. 5. KCW is a house of greenery there are various plants and beautiful gardens which are well maintained. The pluck cards are displayed in the campus. Variety of flowers makes the campus green, colourful and attractive. There is a little nursery which is well maintained by the gardeners.

## 7.2 – Best Practices

| 7.2.1 – Describe at least two institutional best practices |
|---|

First Best Practice: College provides an eco-friendly environment. Due to rapid increase in day-to-day demand for water among fast growing human population, the institute is using the method of rain water harvesting because it's very cost effective and relatively easier method of conserving water. KCW is a house of greenery there are various plants and beautiful gardens which are well maintained. The pluck cards are displayed in the campus. Variety of flowers makes the campus green, colourful and attractive. There is a little nursery which is well maintained by the gardeners. Institute use the method of compost pit which is beneficial for gardening purpose and this also maintain the neatness of the campus. Compost is commonly prepared by decomposing plant and food waste, recycling the organic materials so that the mixture is rich in plant nutrients and beneficial organisms such as worms and fungal mycelium. The campus use these things in gardening purpose to increase the fertility of soil. LED lighting is a green way to improve campus safety. The institution has replaced all lights with LED bulbs because it is more energy efficient and less expensive to operate and maintain. Solar power is completely clean, it produces no air pollution, no water pollution, and no greenhouse gas effects. It is also carbon-free, no harmful emissions are released when electricity is being produced by solar panels. It also reduces the need for finite resources. Keeping this in my mind, KCW took the initiative of installing solar panels at the campus. The institute has installed rooftop solar projects which could reduce harmful air pollution, help the environment and enhance student learning while cutting electricity costs. At the same time, solar panels could help colleges to unplug them from grids fed by natural gas and coal power plants that produce air pollutants. Second Best Practice: Making the students physically, mentally and spiritually strong: Developing self confidence in our students and making them independent has always been our topmost priority. We

are striving hard to make our female students self-dependent and not only to stand against the protection of their rights, but also to protect themselves from any physical abuse from others. To fulfil this purpose, we are providing free Karate and Yoga classes every academic session to them, encouraging them to use gym to keep themselves physically fit and strong, and holding lectures in the seminar hall to inform them of their rights and duties so that they not only live their life freely, but also remember their duties towards themselves, their families, society and nation. Free Communication skills classes are also held annually so that our students can confidently communicate in English and present their opinions effectively in the public. Organising regular Debate competitions and other extracurricular activities in the college also serve in generating self-confidence and self-reliance in them and making them mentally strong. To make them spiritually strong and stable, we hold various religious activities annually such as Ardaas Diwas, Akhand Path (which is held twice a year), give tests on various topics in Divinity and also provide scholarships. All this is being done just for the overall personality development, safety and security of our students in life.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.kcwasr.org

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

KCW Vision • To envision multidimensional growth of the girls. • To create numerous possibilities of learning and research for them. • To develop employability skills in women for their economic independence. • To promote multidisciplinary approach of new National Education Policy for holistic and cohesive learning. • To provide value-based and skill-based education to the girls so that they can build strong future of India. • To reach the zenith of prosperity and excellence. • To spread the word of knowledge which fosters their empowerment in future. KCW Mission • To develop intellectual curiosity, creativity and scientific temper. • To emphasize on productive and constructive teaching. • To deliver excellent higher education to girls with equity. • To prepare girls for contemporary global challenges and needs. • To promote liberal and optimistic approach towards life. • To contribute responsible and patriotic citizens to the nation. • To promote multiculturalism for healthier and more tolerant new generations. • To inculcate ethical and moral values among the students. College aims to impart university education and to spread the light of knowledge among women folk, especially the rural and underprivileged section of the society. KCW Aims and Objectives The progress and prestige of any society is determined by the prominence and dignity of its women. The key objectives of the college are: • To educate the women of Punjab and surrounding areas as per the needs of the contemporary society. • To develop and inculcate human values of life and learning as directed and taught by the great Gurus in Sri Guru Granth Sahib. • To impart formal and informal educational excellence and skill to meet the requirements of high-tech 21st century world. • To groom confident, courageous, committed, communicative and competent citizens in society. ? KCW was rated among Top Ten Science Colleges of India ? College has a lots of 'Sports Accomplishments' details of which are provided in webpage of the college. ? College has a strong alumni in all the departments including Computer Science Department, Fashion Designing Department, Music Department, Commerce Department, Science Stream, Punjabi Department, English Department and Hindi Department.

Provide the weblink of the institution

## 8.Future Plans of Actions for Next Academic Year

- **Improvement in admission:** Our one of the prime concerns for the next year will be to increase the number of students in our college. To attain this goal, we will use every possible method to advertise the college because advertisement is the best source of spreading awareness among the population regarding the merits and achievements of any organization. Therefore, we will not only distribute pamphlets at all the public places in Amritsar as well as the villages in the outskirts of the city, but will also use posters to inform people about us. Alongside, we will also encourage our students as well as staff members to reach maximum acquaintances and motivate the potential students to study from our college. • **Encouragement to get engaged in more physical activities for both physical and mental health:** As our admissions are important for us, so is the well-being of our students. A well-known proverb says, "all work and no play makes Jack a dull boy". In order to keep our students develop not just mentally through gaining knowledge from books, but to become physically active and vigorous too, we will do everything to encourage students to engage in various sports. For this purpose, we will organize more inter-college competitions exclusively for the students who are not regular sports students with a well-developed stamina to win any competition, and the victorious ones will be awarded. Even participants who are unable to win will be given a certificate of participation so that their morale remains unaffected and other students also feel motivated to take part in such competitions. • **Provide Skill based education:** Education in contemporary era demands more of teaching the skills than providing just theoretical knowledge to the educatees. More vocational courses will be introduced in the college curriculum so that students can acquire skills which they are passionate about or have inclination or aptitude, so as to secure their future financially. Being females living a country where patriarchy has been prevailing since centuries and decades, it is quintessential for every girl to become self-dependent and opting the vocational course(s) of their choice out of those offered in the institution will ensure their future stability. So, more skill based courses will be included in the existing curriculum. • **Improved career guidance and placements:** One of our main aims will also be to provide better and up to date career guidance to our students so that they do not feel lost or confused while choosing the best suitable profession for themselves. To carry out this plan, a new career counselling committee will be set up to conduct monthly seminars pertaining to helping the students in selecting the most appropriate vocation out of all the opportunities available to them as per their qualification and interests. We will also give some aptitude evaluating tests in the form of questionnaires to the potential students coming to our college for admission in order to check their mental abilities.