Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**KHALSA COLLEGE FOR WOMEN**
Name of the head of the Institution	**Dr. Manpreet Kaur**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01835050431**
Mobile no.	**9501114497**
Registered Email	**kcw_asr@yahoo.co.in**
Alternate Email	**dr.surinder70@gmail.com**
Address	**G.T. Road, Amritsar**
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. Amarjit Kaur**
Phone no/Alternate Phone no.	**01835050431**
Mobile no.	**9501114450**
Registered Email	**kcw_asr@yahoo.co.in**
Alternate Email	**dr.surinder70@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.kcwasr.org/
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://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
Student Induction Program	**23-Jul-2018** **6**	**250**
Lecture on Job Prospects	**17-Aug-2018**	**200**

in field of commerce	1	
Workshop on Waste Material	21-Aug-2018 1	148
Lecture on GST and Tally	12-Sep-2018 1	260
Workshop on Verbal and Soft Skills	21-Jan-2019 1	100
FDP on ICT Tools	02-Feb-2019 1	60
Alumni Reunion	09-Mar-2019 1	100
Skill Development Course in Painting	16-Jul-2018 7	50
Lecture on Nutrition & Fitness	10-Dec-2018 1	70
Cooking competition of TRI Color Recipes	25-Jan-2019 1	50
	[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	Impress	ICSSR	2019 730	1100000
Khalsa College for Women, Amritsar	ICSSR	ICSSR	2018 2	150000
		[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	**Yes**

during the year?	
If yes, mention the amount	**32000**
Year	**2018**

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

1. To conduct Students Induction Programme 2. To discuss regarding MOUs 3. To discuss regarding IIC star Rati 4. Use of ICT in teaching and learning process 5. To discuss regarding green audit, Energy Audit and environment audit

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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
To enhance skills of students by introducing skill related courses	To enhance skills of students, short term skill development courses namely, Diploma in Stitching and Tailoring, Diploma in Cosmetology and Diploma in Aviation and Catering were introduced. A new degree course "B.Voc in Nutrition and Diet Planning" was also started.
To conduct Students Induction Programme	With the help of team members, IQAC coordinator conducted students induction programme for the first year students from 23rd July to 28th July 2018. The incumbents learnt about the institutional policies, processes, practices, culture and values. Around 250 students participate in this programme.
To finalize academic calendar	The academic calendar was prepared by academic committee and it was reviewed and finalized by the IQAC members.
To promote academic interactions by organizing seminars/workshops in various departments	A lecture on Job Prospects in the field of Commerce was organised on 17th August, 2018 in the College. A workshop on waste Material was organized by P.G. department of Fashion Designing on 21st Aug. 2018. In order to promote academic interactions, an ICSSR Sponsored National Seminar on "The Making of Digital India" was coordinated by Dr.Ritu Dhawan and organized by P.G. department of commerce and Management on Aug, 29-30, 2018. A lecture on GST and Tally in Business was held on 12th Sept. 2018 by P.G. department of commerce and Management.

To discuss regarding green audit, Energy Audit and environment audit	As far as Green Audit, Energy Audit and Environment Audit are concerned water conservation has been achieved through rain water harvesting. For conservation of energy,solar energy panels were installed. It was decided to collect solid waste separately as biodegradable and non-biodegradeable waste.
To discuss regarding MOUs	Principal informed the committee members that as per the discussion in the meeting that the college has entered into following MOUs for a period of five years:
To discuss regarding convocation for the session 2017-18	The date for the convocation was finalised and duties for the same were assigned to the faculty memebers by the IQAC coordinator.
To discuss regarding IIC star Rating	For IIC Star Rating, a team of 10 members was composed and roles and responsibilities were assigned to them.
Efforts to enhance the Verbal and Soft Skills of the students	To enhance the verbal and soft skills of the students, a workshop on Poetical Recitation and creative writing was conducted by English department.
To discuss the infrastructural requirements	The requirement for the books was assessed and books worth rupees 50777/- were purchased for different departments.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Khalsa College Charitable Society, Amritsar	12-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**22-Mar-2019**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**26-Feb-2019**

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 give importance to the community engagement of students and the faculty members. To ensure better governance and management, the college has fully computerized MIS. The college has adopted eservices whose main aim is to improve the delivery of services to students by providing a regularly maintained and updated website. The admission related news, admission procedures, information about the courses with learning outcomes future prospects and faculty qualification details can be easily accessed through an updated website. In addition to this, other information such as latest developments in the college, student notices and deadlines, facilities provided by the college, student events are regularly being updated in the website to update students. Communication between college and management, faculty and administrative office is effectively handled through egovernance portal. Annual budget and other expenses are pre planned and implemented through recommendation of Principal and approval by Khalsa College Charitable Society. Communication between college and management, faculty and administrative office is efficiently handled through egovernance portal. Employees profiles and information about their salaries is also managed through it. 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. The administrative activities involve maintenance of records related to infrastructure, faculty, support staff and students, inventory etc. of the college. Most of the administration work i.e., accounting of salary and fee, student's database, staff information, details of

infrastructure, Electures and inventory is maintained under egovernance. The college library, hostel, teaching departments and different wings of the institution carry out their working in electronic mode. Egovernance has an exclusive feature of finance and accounts aspect of the institutional working. Many of the financial activities such as: salary payment, deposit of PF/ESI, deposit of TDS, approval of leaves is done online. The institutional website acts as a portal to view the updated information on academic and cocurricular planning. 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

As the college is affiliated with Guru Nanak Dev University, Amritsar, the curriculum is designed by the university and implemented in the college. The curriculum provides a framework for the college's core-teaching and learning. Apart from the traditional teaching-learning methods of whiteboard and lecturing, our college places great emphasis on curriculum delivery through practical learning. The process of curriculum delivery is well planned, documented, and transparent. The IQAC of the college prepares an academic calendar before the beginning of the session. The list of holidays provided by the university or state government is also factored into it. The academic calendar within which all activities are circumscribed is distributed to all departments. The teaching workload is allocated by the HODs, keeping in view

the specialization of the teacher. The workload for the curriculum is distributed appropriately and the timetable is made available to the teachers well before the commencement of the academic year, which enables them to plan and prepare for their lectures effectively. Assiduous planning by the college IQAC precedes punctilious delivery by faculty members. Teaching methodology is a balance of the traditional chalk and talk method and modern, innovative ICT-enabled pedagogy. Besides innovative and technological pedagogy, guest lectures, field visits, and other classroom activities like debates, group discussions, role playing, newspaper reading, etc. are frequently held in the college at departmental level. Remedial lectures are given on a regular basis to help students cope with curriculum difficulties and to streamline and support students who are learning in a vernacular medium. To monitor and to improve the preparedness of the students for final examinations, mid-semester exams, surprise tests, and class tests are the regular practices and prominent features of the college. The college pays utmost attention, through the adoption of various measures, to the holistic completion and execution of the prescribed curriculum and syllabus. The Principal conducts regular meetings with all faculty members to ensure that the plans are being implemented. The college's focus is on imparting quality education, leading to enhancement of employability and skills. In order to bridge the industry-academia gap, the college offers various value-added courses, add-on courses, short-term courses, and one-week workshops which are designed as per the requirements of the industry. The faculty is encouraged to attend seminars, conferences, and workshops, as well as Faculty Development Programmes and Quality Improvement Programmes conducted by the university, so that the quality of the dissemination of education can be enhanced.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Diploma in Stitching and Tailoring	16/07/2018	365	Employability Entrepreneurship	Job avenues in Tailoring Industry/ Self Employed Tailoring
NIL	Diploma in Cosmetology	16/07/2018	365	Employability Entrepreneurship	Job avenues in Makeup, Cosmetology and Beautification Industry/ Self Employed
NIL	Diploma in Aviation Management and Catering	06/08/2018	365	Employability Entrepreneurship	Job Avenues in Air and Hotel Industry

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

BVoc	Nutrition and Diet Planning	16/07/2018
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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	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	32

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
Waste Management	01/08/2018	46
Software Engineering	01/08/2018	18
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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	38
BVoc	Internship B.Voc (RM & IT)	7
BSc	Project B.Sc IT, Non-Medical and Fashion Designing	119
BCA	Project BCA	47
BVoc	Industrial Training B.Voc (FS & G)	30
BVoc	Training Report B.Voc (RM & IT)	7
BA	Seminar	135
MA	Seminar	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
The institute has a well-organized feedback system to monitor and evaluate the quality of teaching and learning. The standard feedback forms based on different matrices are prepared by the relevant committees and these are discussed and approved by the IQAC. The data collected from various stakeholders is analysed and then presented before IQAC prior to uploading it on the college website. Analysis of the feedback from students Feedback from students is collected by using a standardized questionnaire, which includes matrices like completion of the syllabus on time, relevance of the course content, use of teaching aids by the teacher, and overall teaching learning experience in the college. The data analysis shows that: All the students agree that the syllabus is fully covered and that also well in time. More than 90 per cent of the students agree on the relevance of the course content for employability and real-life situations. More than 95 of students agree that teachers use various e-resources and ICT as needed. Analysis of feedback from Alumni The Alumni meetings are a regular feature in the college, the aim of which is to take input from the former students. • Most of the alumni were highly appreciative of the college's infrastructure, its teaching, and the environment it provides for overall growth. Most of the alumni agreed that the courses were useful for employment and entrepreneurship. Analysis of feedback from Faculty • Most of the faculty members have expressed that the course content was relevant. Some suggestions given by the faculty like inclusion of practical training or on the job training, wherever relevant, must be introduced, were conveyed to the members of the BOS of the affiliating university. Analysis of feedback from Parents Feedback from the parents is taken by interacting with them during Parent Teacher Meet. • 96 of the parent respondents are satisfied with the curriculum. • 4 of the parents have emphasized the need for soft skills and personality development in the curriculum. 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 decision-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 possible changes in the curriculum. Syllabus review is also done by the concerned subject faculty so that it can be implemented in the future. To incorporate the suggestions of the students, tutorial groups are made. Each group is allocated a teacher in-charge who reviews their grievances and takes their feedback regarding the problems/difficulties they face related to the curriculum of different subjects. The suggestions of the alumni have also been taken into account, and many of them have been implemented and included through newly added self-finance courses. Personality development classes are oriented towards making smart students fluent in English by polishing their skills so that they can express themselves efficiently and effectively. The college is also running various courses

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
MA	MA in Punjabi	60	10	10
BVoc	Fashion Styling & Grooming	50	35	35

BVoc	Retail Mgmt & IT	50	7	7
BCom	Commerce	225	98	98
BCA	BCA	120	34	34
BBA	BBA	60	20	20
BSc	Fashion Designing	45	30	30
BSc	Information Technology	60	15	15
BSc	Economics, Computer Science, Non-Medical	450	69	69
BA	BA	200	120	120
[View File]()				

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
2018	468	121	59	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
59	59	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)

The college mentoring programs are designed to pair students with mentors or fellow students so that they can assist in students' growth. The goal of mentorship is to help mentees learn skills and information that will help lead them to success in their careers. Mentors are available to offer and serve as a resource to the mentees whenever a need may arise. This system helps the students to improve their academic performance, choose right career option and to become confident and self-dependent. The Students Advisory Committee is also framed for counseling, mentoring and guiding the students and for sensitizing the students about various issues like ragging, traffic rules, some socio-psycho problems etc. Naturally, one of the most important aspects of a successful mentorship program is the connection between a mentor and the mentee. Hence, in every department the Class Incharges deal with certain issues like attendance, academic performance etc. of the students by utilizing a variety of different tools, like social media, forums and group lectures. The mentor also examines the performance of the mentees in curricular and co-curricular activities. The mentors provide personal guidance to the weak students and support them for any kind of difficulty in their curriculum. They also make provision of remedial coaching for them and support them when required. The remedial coaching includes remedial classes, supervised tutorials and class tests. The students sharing identical problems and weaknesses

related to their syllabus are clubbed into some homogeneous groups. These groups are then separately taught by different teachers according to the nature of their difficulties. In addition, regular interaction sessions with the parents of the mentees are also conducted and they are informed about the academic progress of their children in each semester. Bridge courses have been created by the college. As per the initiative taken by the departments the students are divided on the basis of class, subjects into groups of 15-20 students. In this system the mentors meet the students individually to offer guidance and to impart basic knowledge. Peer-learning is recognized as the best-practice strategy for enhancing students learning experience and for promoting college student success. So, the mentees are encouraged to learn from their peers through workshops, group discussions and study groups. The mentor also works for finding out hidden talent of the students in various aspects of academic, co- curricular, and extra – curricular activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentors also contact and meet the parents of the mentees to discuss their progress or any other matter, as and when required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
589	59	1:10

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
67	59	8	34	17

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
2018	Dr. Manpreet Kaur	Principal	Nation Builder Award
2018	Dr. Manpreet Kaur	Principal	Teacher Day Award by Khalsa Collge for Education
2018	Dr. Jitender Kaur	Associate Professor	International Women Day Award
2018	Dr. Jitender Kaur	Associate Professor	Best Teacher Award
2018	Mrs. Ravinder Kaur	Associate Professor	Best teacher Award on Women Day by Central Khalsa Yatim Khana.
2018	Dr. Suman Nayyar	Assistant Professor	Best Teacher Award by Bharat Vikas Parishad
2019	Dr. Ritu Dhawan	Assistant Professor	Bagged a grant from ICSSR amounting to Rs.1,50000/-for organizing a Seminar on "The making of Digital India"

| 2019 | Dr. Ritu Dhawan | Assistant Professor | Best Teacher Award by Rotary Club |

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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
BCA	NIL	I Sem	22/12/2018	27/02/2019
BBA	NIL	I Sem	18/12/2018	23/02/2019
BVoc	NIL	I Sem	29/12/2018	11/03/2019
BVoc	NIL	I Sem	29/12/2018	11/03/2019
BSc	NIL	I Sem	18/12/2018	27/02/2019
BSc	NIL	I Sem	22/12/2018	07/02/2019
BSc	NIL	I Sem	12/12/2018	27/02/2019
BSc	NIL	I Sem	10/12/2018	09/03/2019
BSc	NIL	I Sem	10/12/2018	09/03/2019
BA	NIL	I Sem	18/12/2018	09/03/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation of the students on the basis of examinations is an integral part of the teaching-learning process. The College follows the guidelines of GNDU for internal evaluation and assessment procedure. At the beginning of new semester, the teaching faculty orients the students with the syllabus, its objectives and paper pattern. Counseling is also provided to students by the faculty members from time to time. The Examination Committee is created by the college for the smooth organization of internal examination and for the continuous assessment of the students. Along with the test results, home assignments, seminars, quiz, general behavior and attendance are taken into consideration while awarding internal scores to the students. The question papers for internal test examinations are prepared giving appropriate weightage to units/modules of the course as per the syllabus. Exams are conducted in a very disciplined and fair manner, wherein almost whole faculty of the college gets involved. Performance of the students in Internal Assessment is used for faculties to identify slow and advance learners in their subjects. Slow learners are encouraged to improve the performance in future by counseling sessions. Through continuous monitoring and evaluation of students on campus, the college identifies students requiring special attention and offers them necessary remedial measures. The intellectual and skill based development of the student is evaluated and monitored on continuous basis.

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

The academic and cultural calendar is prepared before the commencement of new session by the college faculty as per the guidelines of the affiliated university. The academic activities are carried out in the college throughout

the year as per university rules and regulations. The institute complies with the schedule given in the calendar for available working days, short and long Holidays, National Public holidays, Admission process, Semester wise Teaching Plans, Tentative University Examination days of semester, Tentative practical examination days and allocation of Internal Assessment work i.e. Project Assignment, Theory Assignment , Class tests, Practical assignment. As per academic calendar Institution follows all the related Curricular, Co-curricular and Extra-curricular activities for the better academic work and for all-round development of the students. The students are given preparatory break for preparation of their exams. They are also encouraged to seek the guidance of their teachers in case of any difficulty in their examination preparation. They are also intimated by their teachers well in advance about the deadline for assignment submissions, dates for class tests, presentations and their final semester exams. Various other activities performed by the institution included in calendar are as follows: Picnic / excursions to various places or institutes, Honoring alumni/ eminent persons, Women Day Celebration, Parent Teacher Meetings.

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)

https://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	BSc	BSC IT II Sem	13	11	84.61
NIL	BSc	BSC IT I Sem	13	7	53.84
NIL	BSc	BSC NM II Sem	17	5	29.41
NIL	BSc	BSC NM I Sem	25	16	64
NIL	BSc	BSc CS II Sem	16	8	50
NIL	BSc	BSc CS I Sem	20	13	65
NIL	BSc	BSc Economics II Sem	19	10	52.63
NIL	BSc	BSc Economics I Sem	20	12	60
NIL	BA	BA II Sem	100	42	42
NIL	BA	BA I Sem	117	80	68.37
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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)

https://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
Major Projects	730	ICSSR	1100000	440000

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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
Webinar on IPR	IIC and Computer science	10/01/2019
Webinar on IPR	IIC and Computer science	19/01/2019
Workshop on IPR	IIC and Computer science	24/01/2019
FDP on ICT Tools	IQAC	02/02/2019
Workshop On Waste Material	Fashion Designing	21/08/2018
Workshop On 'Gents Trouser'	Fashion Designing	11/09/2018
Workshop On 'Bridal And Party Makeup'	Fashion Designing	12/03/2019
Seminar on Opportunities, Challenges and Perspectives in Higher Education	Commerce	14/03/2019
Workshop On Weaving	Fashion Designing	08/04/2019
Workshop On Cosmetology	Fashion Designing	11/04/2019
Workshop on Information Technology	Computer Science	02/07/2018
National seminar on The making of Digital India	Commerce	29/08/2018
Workshop on Verbal and Soft Skills	IQAC	21/01/2019
Webinar on IPR	IIC and Computer science	08/01/2019
Workshop on Painting	Fine Arts	09/07/2018
Workshop on Paper Flower Making	Fine Arts	06/03/2019
National Seminar on Prof. Pritam Singh: Sahit ate Chintan Darishti	Punjabi	25/02/2019

Workshop Sahit Utsav te Charya Basant	Punjabi	06/03/2019
Seminar on Guru Nanak Dev Ji Di Baani:Vichaardhaarak Prepekh	Punjabi	26/10/2018
Seminar on Women's health	Home Science	08/03/2019
Workshop on Poetical Recitation and Creative Writing in English	English	13/09/2018
Workshop on Art of Story Telling	English	28/08/2018
Seminar on Agricultural Crisis in Punjab	Economics	18/01/2019
Seminar on Types and Applications of Gas Sensors	Science and Mathematics	23/02/2019
Workshop on Skill Development Course in Painting	IQAC and Fine Arts	16/07/2018

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
International Women Day Award	Dr. Jitender Kaur	Dainik Jagran Punjabi Jagran	08/03/2019	Cultural
Best Teacher	Dr. Jitender Kaur	Punjab Kesari Group	05/09/2018	Academics
Teacher Day Award	Dr. Manpreet Kaur	Khalsa College For Education GT Road Amritsar	05/09/2018	Academics
Best Teacher on Women's Day	Mrs. Ravinder Kaur	Central Khalsa Yatim Khana	08/03/2019	Academics
Best Teacher Award	Dr. Ritu Dhawan	Rotary Club	05/09/2018	Academics
Best Artist Award	Ms. Mandeep Kaur	KCW Asr	09/03/2019	Art and Craft
Best Artist Award	Ms. Harmandeep Kaur	KCW Asr	09/03/2019	Art and Craft
Best Singer Award	Ms. Harjit Kaur	KCW Asr	01/09/2018	Cultural
Best Dancer Award	Ms. Jobanpreet Kaur	KCW Asr	01/09/2018	Cultural
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement

NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
8	0	1

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
Computer	1

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	Hindi	2	0
National	Punjabi	2	0
International	Sociology	2	1.92
International	Maths	1	6.94
International	Music	2	5.41
International	Economics	2	6.61
International	Computer Science	2	4.82
International	Commerce	17	6.65

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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
Punjabi	6
Sociology	1
Fashion Designing	5
Commerce	18
Computer Science	12
English	1
Economics	2

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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
Impact of Digital	Dr. suman	Indian journal of	2019	7.14	Research Developmen	Nill

isation on Indian Economy	Nayyar	research			t Research Foundation Jaipur	
A study on consumer adoption towards E-Wallets	Dr. Ranjandeep Kaur Khera	Indian journal of research	2019	7.14	Research Development Research Foundation Jaipur	Nill
Data mining technique	Dr. Ranjandeep Kaur Khera	International Journal of Electronics Engineering	2018	5.1	Kurukshetra university, Haryana	Nill
Jivni Park Upnayas: Khanjan Ka Bhaumukhi Adhayan	Dr. Chanchal Bala	Rachnakar	2019	0	NIL	Nill
Pravasi Sahitya Aur Sahityakar	Dr. Chanchal Bala	Katha Kram	2018	0	NIL	Nill
Uses of Fractional Order Differential Equations with Matlab Tools	Mrs. Manbir Kaur	International Journal of Scientific Research and Review	2019	6.94	Centre of scientific innovation and Research Foundation.	Nill
Patar Kaav Jivan de Sehaj Marag da Kavv	Mrs. Ravinder Kaur	Ajoke Shilakha	2019	0	NIL	Nill
Nazam di Aatam Katha: Manukhi dard da dartaver	Mrs. Ravinder Kaur	Sahitak Ekam,	2019	0	NIL	Nill
Guru Nanak: Sikh Dharam Sasthapak	Dr. Jitender Kaur	Ajanta	2019	4.2	Ajanta Prakashan	Nill
Guru Nanak Dev Ji Ke jiwan mein sangeet ka	Dr. Jitender Kaur	Research Journal	2019	6.62	Prashant Publications, Jalgaon.	Nill

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	11	Nill	Nill
Presented papers	7	14	Nill	8
View File				

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
Yoga	NSS and RRC	4	60
Ardas Diwas	Divinity	6	700
Medical Health Camp	NSS and Red Cross Society	3	100
Games on Teachers Day	Commerce Club	1	300
Inter Class Quiz Competition on Logo Identification	Commerce Club	1	120
Quiz and Debate Competition on Green Diwali and Clean Diwali	Commerce Club	1	290
Declamation Contest on National Youth Day	NSS and RRC	4	10
Poster Making and Slogan Writing on Drug Abuse and Aids	RRC	2	45
Free Eye checkup Camp	Red Cross Society	2	100
Patar Vihar Course	Divinity	2	50
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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 Shield and Certificate	Guru Gobind Singh Study Circle	10
Naitik Sikhya Examination	Scholarship/Cash Amount	Guru Gobind Singh Study Circle	16
Patar Vihar	Scholarship/Cash Amount	SGPC	22
Dharmik Sikhiya	Scholarship/Cash Amount	Khalsa College Charitable Society Amritsar	17
Gurudwara Sewa Sambhal	Scholarship/Cash Amount	Khalsa College Charitable Society Amritsar	7
Kirtan	Scholarship/Cash Amount	Khalsa College Charitable Society Amritsar	8
View File			

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
AIDS Awareness	NSS	Drugs and AIDS awareness rally	2	60
Swatch Bharat	NSS	Campus Cleaning Programme	2	50
Social Awareness	Anti-Ragging Cell	Orientation programme on various issues of ragging and its effects	2	600
Social Awareness	Anti-Ragging Cell	Lecture on Teachings of Guru Nanak Dev Ji	2	100
Social Awareness	Anti-Ragging Cell	Competition of Powerpoint Presentation on Ragging and its Effects	2	34
Social Awareness	Computer Science Department	Poster making Competition on Voting rights	2	55
Social Awareness	Traffic Police	Seminar on Road Safety	3	500

	Department	Awareness		
Social Awareness	Khalsa College Amritsar	Seminar on Environmental Issues, Air Pollution and Control	2	80
Gender Sensitization	Khalsa College of Education Ranjit Avenue Asr	Seminar on Women Empowerement	2	100
Faculty Exchange	Khalsa College of Education GT Road Asr	Extension Lecture on Parameters of Teaching Effectiveness	2	154
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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
An Extension lecture on Job Prospects in the field of Commerce	Regional Campus, Gurdaspur, GNDU, Amritsar	NIL	1
A lecture on GST and Tally	NIIT	NIL	1
A lecture on Retailing strategy	Regional Campus, Gurdaspur, GNDU, Amritsar	NIL	1
A lecture on Shri Guru Nanak Dev ji context of: Electronic, Printed and Social Media.	Shaheed Baba jeevan Singh Khasa College, Satlani Sahib, Amritsar.	NIL	1
A Lecture on Hindi Bhasha ki Utpati	Dev Hindavi Famous writer and Poet, Amritsar	NIL	1
A lecture on Application of Mathematics in real life	SBBSU, Jalandhar	NIL	1
An Extension lecture on Personal Tax Planning	Swami Satyanand College Ajnala Road Amritsar	NIL	1
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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/	Duration From	Duration To	Participant

		industry /research lab with contact details			
Project Work	Computer Applications Project Training	SAM institute of Information Technology Amritsar	15/01/2019	15/06/2019	30
Internship	Industrial training in garment construction and manufacturing	Space fashion Ludhiana	10/06/2019	30/07/2019	15
Internship	Industrial training in garment construction and manufacturing	Space Knitwear Ludhiana	05/06/2018	05/07/2018	18
Internship	Industrial training in garment construction and manufacturing	The Royal New Delhi	05/06/2018	05/07/2018	16
Internship	Industrial training in garment construction and manufacturing	AP Hosiery Industries Ludhiana	01/06/2018	30/06/2018	19
Project Work	Brand Study	Alpha one Mall, Amritsar	04/08/2018	04/08/2018	100
Industrial Visit	Training	Rubber Industry Amritsar	15/09/2018	15/09/2018	20
Industrial Visit	Training	Guru Ramdass Textiles Amritsar	15/09/2018	15/09/2018	20
Project Work	Training	Hypercity, Alpha one Mall,Amritsar	08/11/2018	08/11/2018	07

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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	Academics	41
Khalsa College of Education Ranjit Avenue Amritsar	10/07/2017	Academics	52
Naad Pragaas	15/01/2019	Faculty, Student and Cultural Exchange	20
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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
20775000	16327053

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Others	Existing
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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
EGovernance	Fully	1.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text	20459	1088799	231	48072	20690	1136871

Books						
Reference Books	163	12375	13	2705	176	15080
e-Books	600	Nill	200	Nill	800	Nill
Journals	18	19500	Nill	Nill	18	19500
e-Journals	Nill	Nill	10	Nill	10	Nill
CD & Video	45	650	10	100	55	750
Others(specify)	10	3500	Nill	Nill	10	3500

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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
Mrs. Pritika	Basics of Internet	Video and Media center	14/11/2018
Mrs. Geet Bawa	IOT and the Environment: The Greener World	Video and Media center	20/12/2018
Dr. Suman Nayyar	An Understanding of Capital Gains	Video and Media center	17/01/2019
Dr. Ritu Dhawan	Theories of Motivation	Video and Media center	14/02/2019
Dr. Jaswinder Singh	Elasticity of Demand	Video and Media center	07/03/2019
Mrs. Ravinder KAur	Teachings of Guru Nanak Dev Ji	Video and Media center	12/03/2019

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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	https://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
18075000	11478470	2700000	2737711

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 takes up a direct initiative in maintenance and upkeep of physical, academic and support facilities. The college has various committees of the Library, Sports, Purchase, Stock right off and News update to ensure maintenance of campus. Proper plans and policies have been formulated each year by the principal along with the IQAC team. Moreover, the campus maintenance is also monitored through the surveillance cameras. Laboratory There are around 12 labs belonging to various faculties like computers, fashion designing, home science, commerce, languages and sciences. Adequate non -teaching staff is trained for maintenance of these departmental laboratories. Classrooms The maintenance and cleaning of the classrooms is done with the efforts of the non -teaching staff. Every class room and seminar hall has a provision for smartness, including LCD, Projector, Laptop etc. All the class rooms and seminar halls are Wi-Fi enabled. At the Departmental level, HODs submit their requirements to the principal from time to time regarding furniture and other equipments. Every department maintain a stock register for the available equipment. Proper inspection and verification of stock takes place at the end of every year. The Examination and Timetable committee finalise the timetable in consultation with the principal for optimal use of the classrooms. Library The college has one central Library that remains open for the students from 9 AM to 4 PM. The central library consists of about 24700 books, encyclopedias, periodicals, journals, magazines and newspapers etc. which can be easily accessed even by the outsiders. Maintenance and utilisation of these library sources are done in accordance to the library rules. The requirements and list of books is taken from the concerned department and HODs are involved in the process. The finalised list of required books is duly approved and signed by principal. Suggestion box is installed inside the reading room to take user's feedback. Sports amenities All the sports amenities are under the in-charge of the department of Physical Education. The maintenance of court is done regularly. Common facilities like ground and multi-purpose indoor sport facilities are provided to the sister institutions on prior request. Maintenance of playgrounds is done by employing full-time gardeners. Additionally: In order to ensure maintenance and repairs, adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, staffrooms, seminar halls and laboratories are cleaned regularly.

https://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)/Scholarship for Kirtan and Gurudwara Sewa	159	1019905
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC/Post Matric Scholarship for Minority/Merit-cum-Mean Scholarship/Guru Gobind Singh Study Circle (Religious Test Based)/Sikh Dharam Adhaiyan, Pattar Vihar, SGPC/GNDU/National Sports Scholarship	107	805338
b)International	Dheeian Pukardian Inc.	29	348000
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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
Seminar on The Making of Digital India	29/08/2018	125	ICSSR
Certificate in Communication Skills	02/07/2018	28	Institution
Remedial Classes	01/10/2018	124	Institution
Yoga Camp	15/11/2018	215	Institution
NSS Camp	26/12/2018	100	Institution
Computer Application Project Training	10/01/2019	66	Institution
Tutorial Meet	07/09/2018	1104	Institution
B.Voc Fashion Style and Grooming	02/07/2018	36	GNDU, ASR
B.Voc Retail	02/07/2018	7	GNDU, ASR

Management Information Technology					
B.Voc Nutrition Diet Planning	02/07/2018	3		GNDU, ASR	
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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
2018	Career Vision	Nill	780	Nill	Nill
2018	Career Counselling	70	300	5	90
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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Concentric, ICICI	265	70	Various Organizations	22	20
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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
2019	2	B.Sc.(FD)	Fashion Designing	Lovely Professional University	M.Sc.(FD)
2019	10	B.Sc.(FD)	Fashion Designing	Khalsa College for Women, Asr	M.Sc.(FD)
2019	1	B.Sc.(FD)	Fashion Designing	Australia	M.Sc.

2019	35	BBA/B.Com	Commerce	GNDU	MBA/ M.Com
2019	9	B.Com	Commerce	Khalsa College for Women, Asr	M.Com
2019	3	BA/B.Sc.	Economics	GNDU	MSc. Economics
2019	1	BA/B.Sc.	Economics	Khalsa College, Asr	MA Economics
2019	5	BA	English	GNDU	MA English
2019	5	BA	Punjabi	Khalsa College for Women, Asr	MA Punjabi
2019	5	BA	Punjabi	GNDU	MA Political Science

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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	8

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

Activity	Level	Number of Participants
Cross country team	Intercollege Sports competition held at GNDU, Amritsar, 2nd position	6
Handball team	Intercollege Sports competition held at GNDU, Amritsar, 2nd position	16
Softball team	Intercollege Sports competition held at GNDU, Amritsar, 1st position	18
Volleyball team	Intercollege Sports competition held at GNDU, Amritsar, 2nd position	12
Boxing team	Intercollege Sports competition held at GNDU, Amritsar, 2nd position	10
Athletic team	Intercollege Sports competition held at GNDU, Amritsar, 2nd position	12
Group Shabad	Zonal youth festival at GNDU, Amritsar	6
Lok geet	Zonal youth festival at GNDU, Amritsar	1
Gidha	Zonal youth festival at GNDU, Amritsar	11

	Kawishri	Zonal youth festival at GNDU, Amritsar	3

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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
2018	Junior National Championship Bronze Medal	National	1	Nill	153	Prabhjeet Kaur
2018	AIIU held at Moodbidri Manglore Bronze Medal	National	1	Nill	153	Prabhjeet Kaur
2018	North Zone Competition at Rohtak / Gold Medal	National	1	Nill	153	Prabhjeet Kaur
2018	Federation cup held at GNDU. / Silver Medal	National	1	Nill	3103	Manpreet Kaur
2018	Inter zonal league championship held at Punjab university Patiala / Gold Medal	National	1	Nill	3103	Manpreet Kaur
2018	Federation cup held at GNDU / Silver Medal	National	1	Nill	3102	Simrandeep Kaur
2018	InterZonal League at Punjabi University Patiala / Gold Medal	National	1	Nill	3102	Simrandeep Kaur

2018	AIIU held at Jaipur / Bronze Medal	National	1	Nill	3022	Jaspreet Kaur
2018	AIIU held at Jaipur / Bronze Medal	National	1	Nill	3026	Baljeet Kaur
2018	North Zone Inter versity, at Chitkara UNIVERSITY Solan / Bronze Medal	National	1	Nill	3022	Jaspreet Kaur

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

The student council plays a fundamental role on the academic and administrative bodies of the institution. The purpose of the student council is to serve as the effective communication medium between the administration and students. Student council act as the interactive body facilitating primary level of communication. Student council assists in planning and development of various cultural, sports, social, recreational and other educational interests of the students. The student council provides scope to contribute in the development of the students leadership skills, program planning and volunteering. The primary objectives and duties of the student council are:- 1. To represent the views of the students on the matter of general concerns. 2. To support the management, administrative officials and faculty in the development of institution by means of showing sharing the opinion and suggestion of the council 3. The student council is responsible for conducting meeting with CR's on the regular interval to discuss as well as assign different tasks. 4. The council manages various seminars and ensure that proper decorum is maintained 5. The student council shall promote the interests of the college and the involvement of students in the affairs of the college in cooperation with the college and teachers. 6. The council should be the representative of the student community. 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:

177

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

32000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting on 09.03.2019

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)

College believes in participative management and decentralized governance. For efficient and veracious decision making, college adopts the principle of segregation and division of work to various committees and cells such as admission committee, purchase committee, research committee, student welfare committee, examination committee, career counselling cell, placement cell, discipline committee, academic council committee, anti-ragging cell, canteen committee, student grievance redressal cell, etc. These committees are reformulated on annual basis by the principal and the staff members are deputed in each of these committees for smooth working of the college. The institution believes that efficiency comes through decentralization of administration. Therefore, various departments of the college are given autonomy in various respects. All departments are being run by respective heads and supported by the faculty members. The departmental heads are given powers to manage various tasks related to their departments. All HODs organise departmental meetings on regular basis to discuss upcoming events or to assign responsibilities to the faculty members. Principal also calls department wise meetings on regular basis for having an insight into their work and also provide a platform to the faculty for healthy discussion, thereby, carrying forward the tradition of participative management of the college. Each department has constituted different associations comprising of its faculty and students in the form of clubs and societies to organise various departmental activities such as extension lectures, quiz competitions, conferences and seminars etc.

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	The College being affiliated to Guru Nanak Dev University follows the

	curriculum developed by the University. The teachers enrich the curriculum by planning the teaching strategy and adopting different pedagogical techniques. Members of the faculty who are members of different bodies at the University level give their inputs as well as the inputs of the students, their parents and employers regarding curriculum in their respective meetings. To bridge the gap between the academic and industry need, Value Added and Skill Oriented Courses are conducted regularly in our College in addition to regular courses. During this session, college started "Diploma in Aviation Management and Catering" course 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.
Teaching and Learning	The college has well qualified and experienced faculty. The college follows the academic calendar as per the GNDU, Amritsar guidelines, To keep the teachers and students up-to-date with latest developments in their respective field different seminars, workshops and extension lectures are organised . For all round development of students, add- on courses and skill development programs are successfully running in the college. Faculty members make their planning calendar for the whole semester of successful implementation of curricular and co-curricular activities.
Examination and Evaluation	The evaluation process is carried out on the basis of Mid Semester Test, class tests, assignments, projects, presentations as well as attendance. The evaluation is done carefully by faculty members according to university standards. The subject teachers analyze the marks or results obtained by the students in the examination. Students who fail and get low marks are selected as slow learners and remedial classes are conducted for those students. The remedial classes are conducted after the class hours or in free time for the students who need the coaching in the required courses.
Research and Development	To bring the quality in the area of academics, the faculty is motivated to pursue research in their respective

	subjects. The faculty members attend seminars, workshops, orientation and refresher courses which are organised by the universities and other institutions. The faculty writes research papers for National and International Journals and Books that enrich their academic record. The teachers are given liberal permission to pursue higher studies like M.Phil and Ph.D. Two teachers from the college completed their Ph.D during this session. Dr. Mandeep Kaur Gulati and Dr. Neeru completed their Ph.D from IKG, PTU.
Library, ICT and Physical Infrastructure / Instrumentation	College library is fully computerized and latest books and magazines are added every year in the library to benefit students and faculty to keep the academics in tune with the globalization. To upgrade the ICT, the college bought required softwares for different courses. The maintenance is done regularly for smooth working of computers, scanners and printers already installed in the departments. The physical infrastructure is very rich with spacious class rooms, laboratories and seminar hall. Few more CCTV cameras are also installed for the fair conduct of examination. To ensure clean and green environment, college is using methods of rain water harvesting and E-waste management.
Human Resource Management	The College recruits additional teaching and non-teaching staff as per requirement, within the parameters provided by UGC, Guru Nanak Dev University. Advertisements are given in major national dailies of the region to attract and recruit the best talent. Performance Appraisal Performas have been designed to appraise the performance of teaching and non-teaching staff.
Industry Interaction / Collaboration	Every year the college takes the initiative of contacting various companies for campus placement so that jobs can be offered to them. Alumni also provides career related guidance to students. The college has MoUs with various industries for providing academic inputs and collaborations in training and appointment of the students. Department of FD has MoUs with Mission Agaaz and Preet Vocational Charitable School. Department of

	Cosmetology has MoU with Waves Hair and Beauty Institute. College has also signed MoU with Khalsa College of Education, GT Road and Khalsa College of Education, Ranjit Avenue for student and faculty exchange programmes. 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/conferences 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 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	Annual budget and other expenses are pre planned and implemented through recommendation of Principal and approval by Khalsa College Charitable Society. 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. The institutional website of the college 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.
Administration	The administrative activities involve maintenance of records related to infrastructure, faculty, support staff and students, inventory etc. of the college. Most of the administration work i.e., accounting of salary and fee, student's database, staff information, details of infrastructure, E-lectures and inventory is maintained under e-governance. The college library, hostel, teaching departments and different wings of the institution carry out their working in electronic mode.
Finance and Accounts	E-governance has an exclusive feature of finance and accounts aspect of the institutional working. Many of the Financial Activities such as: salary payment, deposit of PF/ESI, deposit of TDS, approval of leaves is done online.
Student Admission and Support	College regularly updates its website to improve the delivery of services to the students. The admission related news, admission procedures, information about the courses with learning outcomes and future prospects, faculty qualification details are easily accessed through a updated website. In addition to this, other information such as latest developments in the college, student notices and deadlines, facilities provided by the college, student events are regularly being updated in the website to update students. E-lectures are also uploaded on e-governance portal for the benefits of the student.
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. Samandeep Kaur Gill	Faculty Development Program under UGC-CPE phase III scheme(College sanctioned paid leave)	Khalsa College, Amritsar.	720
2018	Dr. Saurabh Grover	Workshop on "Internal Quality Assurance Cell (IQAC)" (College sanctioned paid leave)	NAAC, Guru Nanak Dev University, Amritsar	720
2019	Dr. Suman Nayyar	FDP on" The Road ahead: Opportunities, Challenges and Perspectives in Higher Education"(College sanctioned paid leave)	BBK DAV College, Amritsar	2663
2019	Dr. Ritu Mehta Dhawan	FDP on" The Road ahead: Opportunities, Challenges and Perspectives in Higher Education" (College sanctioned paid leave)	BBK DAV College, Amritsar	2663
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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)
2018	NIL	A lecture on GST and Tally	12/09/2018	12/09/2018	Nill	10

2018	Workshop on "Information Technology"	NIL	02/07/2018	07/07/2018	20	Nill
2018	Workshop on Waste Material	NIL	21/08/2018	21/08/2018	10	Nill
2018	Seminar on "The Making of Digital India"	NIL	29/08/2018	30/08/2018	125	Nill
2019	Webinar on IPR	NIL	08/01/2019	08/01/2019	15	Nill
2019	Workshop on IPR	NIL	24/01/2019	24/01/2019	30	Nill
2019	FDP on ICT Tools	NIL	02/02/2019	02/02/2019	60	Nill
2019	Workshop on "Bridal and Party Makeup"	NIL	12/03/2019	12/03/2019	10	Nill
2019	Workshop on Opportunities, Challenges and Perspectives in Higher Education	NIL	14/03/2019	14/03/2019	60	Nill
2019	Workshop on weaving	NIL	08/04/2019	09/04/2019	15	Nill
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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
Workshop on "Internal Quality Assurance Cell (IQAC)", organized by NAAC, Guru Nanak Dev University, Amritsar	1	12/10/2018	12/10/2018	1
Faculty Development Program (under	1	26/12/2018	01/01/2019	7

UGC-CPE phase III scheme) organised by Khalsa College, Amritsar.				
FDP on" The Road ahead: Opportunities, Challenges and Perspectives in Higher Education" organized by BBK DAV College, Amritsar	2	21/02/2019	27/02/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	31	Nill	19

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. •	• 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.

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.			

6.4 – Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an on-going continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all transactions that are carried out in each financial year. Likewise, an external audit is also carried out in an elaborate way on quarterly basis.

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
Khalsa College Charitable society	1087505	Scholarship for religious activities for Needy Students
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6.4.3 – Total corpus fund generated

708000

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, Amritsar	Yes	Employer
Administrative	Yes	Guru Nanak Dev University, Amritsar	Yes	Employer

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

For ensuring the parental participation, the college arranges parent - teacher meetings to discuss the various problems of theirs wards. The parents are intimated time to time by the college regarding fee issues, discipline, attendance and other university related information. Feedback on course contents is also taken from parents during Parent - Teacher Association.

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

1. Regular Staff meetings for support staff to address their need and upgrade their skills are conducted. 2. College has organised various extension lectures/ workshops/ seminars for creating general awareness and enriching knowledge of the support staff 3. The support staff is encouraged to attend workshops and training program conducted by competent authority outside the College.

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

1. College library is upgraded with new books of different teacher training programs. 2. ICT enabled classrooms 3. Upgradation of website of the college. 4. To bridge the gap between the academic and industry need, College has started many short term skill development courses. Diploma in stitching and tailoring, Diploma in Cosmetology and Diploma in Aviation Management and Catering were introduced. A new degree course "B.Voc in Nutrition and Diet Planning was also started.

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
2018	Student Induction Program	23/07/2018	23/07/2018	28/07/2018	250
2018	Lecture on Job Prospects in field of commerce	17/08/2018	17/08/2018	17/08/2018	200
2018	Workshop on Waste Material	21/08/2018	21/08/2018	21/08/2018	148
2018	Lecture on GST and Tally	12/09/2018	12/09/2018	12/09/2018	260
2019	Workshop on Verbal and Soft Skills	21/01/2019	21/01/2019	21/01/2019	100
2019	FDP on ICT Tools	02/02/2019	02/02/2019	02/02/2019	60
2019	Alumni Reunion	09/03/2019	09/03/2019	09/03/2019	100
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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
Aarambik Ardaas Diwan Celebration	08/08/2018	08/08/2018	675	Nill
Saawan Celebration	10/08/2018	10/08/2018	265	Nill
Workshop on Breast Cancer	25/08/2018	09/10/2018	539	Nill
Seminar on "The Making of Digital India"	29/08/2018	30/08/2018	213	Nill
Talent Show program for fresher students.	01/09/2018	01/09/2018	487	Nill
Tutorial Meet	07/09/2018	07/09/2018	1100	Nill
Inter Departmental Competition by Youth Welfare Society of KCW	11/09/2018	11/09/2018	567	Nill
A short video film on 'Dheaan Pukardiaan' about female foeticide	09/10/2018	09/10/2018	213	Nill
Books exhibition by Janchetana Society	13/10/2018	13/10/2018	109	Nill
Diwali Celebration	06/11/2018	06/11/2018	467	Nill
Career Vision	12/11/2018	12/11/2018	1376	Nill
Yoga Class by certified Yoga Instructor	29/11/2018	29/11/2018	97	Nill
Lohri Celebration	12/01/2019	12/01/2019	287	Nill
Sports Day Celebration	09/02/2019	09/02/2019	298	Nill
Celebration of Basant Panchmi by Student Advisory	12/02/2019	12/02/2019	643	Nill

Committee of KCW				
Khalsa Colleges Youth Festival	01/03/2019	02/03/2019	845	Nill
Women's Day Celebration	08/03/2019	08/03/2019	162	Nill
Holi Celebration	20/03/2019	20/03/2019	124	Nill
Ardass Diwas	06/04/2019	06/04/2019	573	Nill
Farewell organized by Student Advisory Committee of KCW	12/04/2019	12/04/2019	376	Nill
Three new diploma courses started namely; Diploma in Stitching and Tailoring, Diploma in Cosmetology and Diploma in Aviation and Catering	01/06/2018	31/05/2019	59	Nill
One new degree course started namely; BVoc. in Nutrition and Diet Planning	01/06/2018	31/05/2019	1	Nill
Two new value added courses	01/06/2018	31/05/2019	Nill	Nill
Add-On Courses organized to Enhance Overall Personality of Students	01/06/2018	31/05/2019	700	Nill
Committee constituted for Student's Grievance Redressal	01/06/2018	31/05/2019	50	Nill
Committee Constituted for Prevention of Cast Based Discrimination in College	01/06/2018	31/05/2019	50	Nill
Deputation of	01/06/2018	31/05/2019	45	Nill

Nodal Officer for creating awareness about Punjab Rights to Service Act among Students				
Establishment of Students Legal Literacy Club in College	01/06/2018	31/05/2019	40	Nill
Establishment of Committee on Physiological Study of Ragging in Colleges	01/06/2018	31/05/2019	45	Nill
Tutorial meets conducted regularly to interact with students and to guide them with the rules and regulations of the campus	01/06/2018	31/05/2019	1100	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 and Tree Plantation campaigns by NSS cell. Moreover, the campus supports maximum paperless work culture through the use of E-Governance Portal. 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. Solar based energy conservation: Instead of sensor based energy conservation, the institution has the facility of Solar based energy conservation. The lights of the campus use solar energy and are sensor based they automatically get off at daytime and switched on at night. 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. This saves the sources of money, which are used for the betterment of the students. 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.

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
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	24/08/2018	1	Raakhi celebration with military personals	Raakhi celebration with military personals	78
2018	1	1	25/08/2018	1	Workshop on Breast Cancer	Workshop on Breast Cancer showing the reasons, treatement and precautions to avoid Breast Cancer	539
2018	1	1	29/08/2018	1	Seminar on "The Making of Digital India"	Seminar on "The Making of Digital India" to aware students	213

2018	1	1	06/10/2018	1	Medical Check-up Camp by Red Cross unit	Medical Check-up Camp by Red Cross unit	376
2018	1	1	09/10/2018	1	A short video film on 'Dheaan Pukardiaan' about female foeticide	A short video film on 'Dheaan Pukardiaan' about female foeticide	456
2018	1	1	16/10/2018	1	Vigilance Awareness Week	Vigilance Awareness Week by Vigilance Awareness Cell	700
2019	1	1	14/01/2019	1	Voter Awareness	Voter Awareness Campaign at adopted village by NSS	36

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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	01/06/2018	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)	07/11/2018	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
Aarambik Ardaas Diwan Celebration	08/08/2018	08/08/2018	675
Saawan Celebration	10/08/2018	10/08/2018	265
Workshop on Breast Cancer	25/08/2018	25/08/2018	539
Seminar on "The Making of Digital India"	29/08/2018	30/08/2018	213
Talent Show program for fresher students	01/09/2018	01/09/2018	487
Tutorial Meet	07/09/2018	07/09/2018	1100
Inter Departmental Competition by Youth Welfare Society of KCW	11/09/2018	11/09/2018	567
A short video film on 'Dheaan Pukardiaan' about female foeticide	09/10/2018	09/10/2018	213
Books exhibition by Janchetana Society	13/10/2018	13/10/2018	109
Diwali Celebration	06/11/2018	06/11/2018	467
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 best practices are those which add value to human life and support main cause of an institution. It helps in development of an institution-a source to perform social responsibility. It can change the life of whole institution as well as individual.Colleges undertake different types of best practices as per their institutional environment, try to bring about innovations and new ideas. Traditional system of teaching-learning and college as the place meant only to cater knowledge. KCW is a hub of greenery there are various plants and beautiful gardens which are well maintained. 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 uses these things in gardening purpose to increase the fertility of soil. The NSS and NCC wings of the college take up planting saplings regularly. The Botany department of the college maintains a green house which houses a large variety of medicinal plants and wide variety of plant species. The campus is also smoke free. The dead leaves and waste papers are not allowed to be put on fire. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil. Use of pesticides and other harmful chemicals in the garden is replaced by adopting organic methods of gardening wherever possible. In order to dispose the acid fumes, chemistry labs are equipped with exhaust fans and fume hoods. Mild chemicals are used for cleaning and maintaining the campus. The College conducts awareness programmes on energy conservation and adopts measures to ensure that energy is conserved wherever possible. Every department follows a policy of switching on power only when required and switching off when not in use. The institution strictly observes to see that no electric equipments run unnecessarily. Thus enough measures are taken to use electricity carefully. Almost all the computer monitors in use are LED, LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation. 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: Inculcating religious and moral values among students: 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. Quality in many respects is an attitude of mind. There is a strong feeling among many that quality education is resource specific. The advocacy for quality education is countered many times by resource specific arguments. These arguments are only partially valid. Our experience shows that attitudes play a more critical role in quality assurance 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 ArdaasDiwas, 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. The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. This helps in keeping the campus as much clean as possible. CCTV is installed at strategic locations in the campus and the monitoring unit is housed in the Principal's chamber to get a quick review of the activities in the college at different locations. This enhances the security system in the college as it also has recording facility. Technology enabled learning environment is ensured. The basic computer knowledge has been made compulsory for all the students and the teachers. All the teachers have been instructed to have an email ID, so that important information could be shared instantly. This practice has enabled the teaching faculty to use computers and internet to improve their teaching practices. An acknowledgement is provided to the students for receiving applications showing the date of receipt and signature of the official-incharge along with the college seal. v. The details of applications received are entered into the computer by data entry operators. The details involve student name, application number, marks obtained in PU or equivalent examination, institution last studied, category, Parental Annual Income, etc. Admissions are carried out by a group of teachers with a senior faculty as the Admission Committee convener. Students desirous of claiming admission under special categories like Sports, NCC, or excellence in cultural activities are suggested to submit a copy of the application with necessary documents to either the Principal or Sports Director in person. Based on being satisfied with the documentary evidence, admissions are provided. Students from outside the state are encouraged to join the college and such of those students are required to meet the Principal in person and seek admission. Subject to eligibility certificate and migration certificate issued by the concerned universities, admission is made either on the basis of merit or from the Management quota. To ease the admission process and hasten the process, dedicated computers with good printers and high speed internet are essential. A Robust admission software is required to be generated and custom made due to various constraints in generating the admission register, day book entries, receipt generation,

etc. Academic planner along with the calendar of events is uploaded on the website for information to students. The teaching learning committee along with the heads of different departments monitor the pace of coverage of the syllabus. Informal feedback is obtained from students regarding the content delivery by different teachers. The teaching – learning committee members and the class teachers hold frequent informal meetings and cull out the information needed. Frequent assignments, tests and evaluation are conducted to improve performance in the semester – end examinations.

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

https://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. That we are undertaking the different rules that applied in day to day routine. Students desirous of claiming admission under special categories like Sports, NCC, or excellence in cultural activities are suggested to submit a copy of the application with necessary documents to either the Principal or Sports Director in person. Based on being satisfied with the documentary evidence, admissions are provided. Students from outside the state are encouraged to join the college and such of those students are required to meet the Principal in person and seek admission. We want to increase the productivity in our system of education. We want to acquire and enhance the knowledge with different strategies and techniques that should be applied efficiently to get good results. 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
https://www.kcwasr.org/

8.Future Plans of Actions for Next Academic Year

- Encouragement to use more ICT resources by teachers for better enhancement of learning techniques: Today there is a need to use ICT resources in our learning much more better than before. There are other tools like multi-link headphones, web cam, audio recording software and telephones that also encourage the development of these resources. ICT can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum for better learning of the students. • Encouragement to get involved in various activities for both physical and mental health: As our admissions are important for us, so is the well-being of our students also. 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 strong and vigorous too, we will do everything to encourage students to engage in various sports activities. 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 Vocational education: Education in contemporary era demands more of teaching the skills than providing just theoretical knowledge to the educators. More vocational courses will be introduced in the college curriculum so that students can acquire skills based education or aptitude, so as to secure their future financially. 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. • Boost in the admission process: Our one of the prime issue for upcoming year will be to increase the strength of students in our college. To accomplish this objective, we will use every possible technique to advertise the college because advertisement is the best source of spreading awareness among the youth and adults regarding the merits and accomplishments 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. • Improved career counselling and placement services: One of our main motto will also be to provide to build career guidance to our students so that they do not feel lost or confused while choosing the best suitable profession for themselves.