

# The Annual Quality Assurance Report (AQAR) of the IQAC

## KHALSA COLLEGE AMRITSAR

### Part – A

AQAR for the year

2012-13

#### I. Details of the Institution

1.1 Name of the Institution

KHALSA COLLEGE AMRITSAR

1.2 Address Line 1

G. T. ROAD

Address Line 2

City/Town

AMRITSAR

State

PUNJAB

Pin Code

143002

Institution e-mail address

khalsacollegeamritsar@yahoo.com

Contact Nos.

0183 -2258097

Name of the Head of the Institution:

Dr.Daljit Singh

Tel. No. with STD Code:

0183-2258097

Mobile:

Name of the IQAC Co-ordinator:

Dr. Taminder Singh

Mobile:

099881 95770

IQAC e-mail address:

iqackca@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/56/RAR/90 dated 16.09.2011

1.5 Website address:

www.khalsacollegeamritsar.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | A     | -    | 2003                  | 5 years         |
| 2       | 2 <sup>nd</sup> Cycle | A     | 3.41 | 2011                  | 5 years         |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2011-12 submitted to NAC in

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Agriculture, Physiotherapy

1.11 Name of the Affiliating University (for the Colleges)

Guru Nanak Dev university,  
Amritsar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

|  |                                |                              |  |
|--|--------------------------------|------------------------------|--|
| Autonomy by State/Central Govt. / University | <input type="text"/>           |                              |  |
| University with Potential for Excellence     | <input type="text"/>           | UGC-CPE                      | <input type="text" value="√"/>               |
| DST Star Scheme                              | <input type="text" value="√"/> | UGC-CE                       | <input type="text"/>                         |
| UGC-Special Assistance Programme             | <input type="text"/>           |                              | <input type="text"/>                         |
| UGC-Innovative PG programmes                 | <input type="text"/>           | Any other ( <i>Specify</i> ) | <input type="text" value="DBT Star Scheme"/> |
| UGC-COP Programmes                           | <input type="text"/>           |                              |  |

**2. IQAC Composition and Activities**

|  |                                 |
|--|---------------------------------|
| 2.1 No. of Teachers  | <input type="text" value="5"/>  |
| 2.2 No. of Administrative/Technical staff                      | <input type="text" value="1"/>  |
| 2.3 No. of students  | <input type="text"/>            |
| 2.4 No. of Management representatives                          | <input type="text" value="1"/>  |
| 2.5 No. of Alumni  | <input type="text" value="1"/>  |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/>  |
| 2.7 No. of Employers/ Industrialists                           | <input type="text"/>            |
| 2.8 No. of other External Experts                              | <input type="text" value="1"/>  |
| 2.9 Total No. of members                                       | <input type="text" value="10"/> |
| 2.10 No. of IQAC meetings held                                 |                                 |

2.11 No. of meetings with various stakeholders: No  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC chalks out an Academic plan in the beginning of the session which helps the faculty and students in making the teaching –learning process more effective. The IQAC monitors the academic activities throughout the year, makes suggestions and incorporates the remedial measures.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action   | Achievements   |
|--|--|
| 1. To provide computer laboratory with internet connections for an easy access of the students and the faculty.  | 1. A centralized computer laboratory with internet connection has been established. The staff and the students have been given free access to computer and internet services.  |
| 2. To have effective mechanism for maximum utilization of the facilities available in the institution for maintaining the quality of academics and other pursuits. | 2. The college has taken effective measures for maximum utilization of the facilities available in the institution. Seminar hall is frequently used for conducting various seminars. The students have a free access |

|   |   |
|---|---|
| <p>3. To update library, computer facilities and other learning resources, with easy access to all stake holders.</p> <p>4. To meet the community needs, the institution aims at conducting relevant extension programmes in the form of NSS, NCC, Red ribbon club, Legal cell and Women cell</p> <p>5. To seek funds from various academic organizations for updating laboratories and instrument facilities.</p> <p>6. To establish language lab for improving the language proficiency.</p> <p>7. To promote interactions with other institutes and to encourage exchange programmes.</p> <p>8. To further strengthen the Career guidance and placement cells.</p> <p>9. To organize Seminars/Workshops and extension lectures by eminent speakers</p> | <p>to computers, instrument facilities in the laboratories and to the books and journals in departmental as well as the main libraries.</p> <p>3. A number of books have been added in the library, new computers have been purchased</p> <p>4. The institution has active NSS, NCC, Red ribbon club, Legal cell and Women cell. Students participated in NSS Camps and enrolled in NCC.</p> <p>5. The college has sent proposals to funding agencies such as UGC, DBT, DST etc. for the procurement of funds for various programmes.</p> <p>6. The language laboratory, which is a major requirement of the English, Punjabi, Hindi and Dramatics curriculum, has been established.</p> <p>7. The faculty and students from other institutes visited the college and interacted with the students and staff of the college.</p> <p>8. Career guidance and placement cells have been further strengthened. Many companies visited the campus during the year and a number of students got placement in these companies.</p> <p>9. The college has organized six seminars/workshops in this session. A Tech Fest was organized by the Computer department. The various departments organised extension lectures for imparting current and in-depth knowledge of the subject to the students.</p> |
|---|---|

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | 15                            | -  | 6                                   |  |
| UG                     | 14                            |  | 6                                   |  |
| PG Diploma             | 2                             |  | 2                                   |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | 31                            |  | 14                                  |  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Semester ~~II~~ <sup>III</sup> ~~IV~~ <sup>V</sup> 1

Num

1.3 Feedback from stakeholders (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The curricular design and transaction is under the preview of affiliating university, i.e., Guru Nanak Dev University Amritsar. However, the faculty members, as members of board of studies of respective faculties of Guru Nanak Dev University Amritsar take active part in reviewing, formulating and devising the new curriculum.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No such programme/provision has been provided by affiliating university, i.e., Guru Nanak Dev University Amritsar. However, all the students of M.Sc. (Botany, Zoology, Physics, Chemistry and Agriculture) study Mathematics and Computers as Interdisciplinary subjects.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 92    | 61               | 31                   |            | 01     |

2.2 No. of permanent faculty with Ph.D.

40

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors |   | Associate Professors |   | Professors |   | Others |   | Total |   |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R                | V | R                    | V | R          | V | R      | V | R     | V |
| 1                | - | -                    | 2 | -          | - | -      | - | -     | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

85

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 1                   | 17             |             |
| Presented papers |                     |                |             |
| Resource Persons | 1                   | 17             |             |



2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Effective teaching-learning programmes.
- Well Equipped Laboratories
- Conducive atmosphere and Healthy rapport between staff and students
- Highly enriched main library and departmental libraries.
- Spacious class rooms, Sprawling lawns and play fields
- Strict discipline
- Motivation to students to attend and organize research seminars and conferences in and outside the college.
- Active Placement Cell and Systematized Career Counseling
- Special emphasis on moral values, Divinity education and competitions
- Boarding and lodging facility and Well equipped Open Gymnasium.
- Highly qualified and experienced staff
- The Sikh History and Research Department has rich collection of historical books, documents and rare manuscripts. The department has played a major role in preserving old photographs, historical artefacts. It is a rich source of information to research scholars from within and even outside India.

2.7 Total No. of actual teaching days

during this academic year

|     |
|-----|
| 180 |
|-----|

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

|   |
|---|
| Examination and evaluation processes are prescribed by Guru Nanak Dev University, Amritsar. The college conducts the internal examinations and evaluation is done strictly according to University norms. The final examinations and their evaluation are conducted by the University itself. |
|---|

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

|    |  |  |
|----|--|--|
| 45 |  |  |
|----|--|--|

2.10 Average percentage of attendance of students

|    |
|----|
| 75 |
|----|

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division      |     |      |       |        |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
|                        |                                | Distinction % | I % | II % | III % | Pass % |
| M.Sc. Botany           | 19                             |               | 100 |      |       | 100    |
| B.Sc. Medical          | 14                             |               | 50  |      |       | 93     |
| M.Sc. Horti.           | 8                              |               | 100 |      |       | 100    |
| M.Sc. Agro.            | 12                             |               | 92  |      |       | 100    |
| M.Sc. Agri. Eco        | 20                             |               | 95  |      |       | 100    |
| B.Sc. Agri             | 73                             |               | 100 |      |       | 100    |
| B.Sc. Non Med          | 29                             |               | 28  |      |       | 90     |
| M.Sc. Maths            | 11                             |               | 73  |      |       | 100    |
| M.A. Punjabi           | 6                              |               | 50  |      |       | 100    |
| M.Sc. Physics          | 22                             |               | 73  |      |       | 100    |
| M.Com.                 | 27                             |               | 100 |      |       | 100    |
| BBA                    | 31                             |               | 23  |      |       | 97     |
| B.Com.                 | 135                            |               | 24  |      |       | 89     |
| B.P.T.                 | 15                             |               | 73  |      |       | 100    |
| M.Sc. Zoology          | 21                             |               | 81  |      |       | 95     |
| B.F.S.T.               | 20                             |               | 90  |      |       | 100    |
| M.A. Pol. Sci.         | 11                             |               | 45  |      |       | 100    |
| M.A. English           | 14                             |               | 1   |      |       | 100    |
| B.A.                   | 97                             |               | 4   |      |       | 89     |
| M.Sc. Comp.Sci         | 16                             |               | 100 |      |       | 100    |
| M.Sc. IT               | 21                             |               | 90  |      |       | 100    |
| B.Sc. IT               | 48                             |               | 15  |      |       | 98     |
| BCA                    | 71                             |               | 38  |      |       | 92     |
| B.Sc. Comp Sci         | 61                             |               | 30  |      |       | 85     |
| M.A. Eco.              | 3                              |               | 33  |      |       | 33     |
| B.Sc. Eco.             | 36                             |               | 17  |      |       | 97     |
| B.Sc. Biotech          | 34                             |               | 85  |      |       | 100    |
| M.Sc. Chemistry        | 14                             |               | 71  |      |       | 93     |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The academic plan for the session is prepared and distributed among the faculty and students at the beginning of the session. The splitting of the syllabus term wise helps the teachers and students to prepare themselves for the session. The feedback from the students and teachers helps the administration to incorporate the necessary remedial actions.

### 2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 5                                   |
| UGC – Faculty Improvement Programme            |                                     |
| HRD programmes                                 |                                     |
| Orientation programmes                         |                                     |
| Faculty exchange programme                     |                                     |
| Staff training conducted by the university     |                                     |
| Staff training conducted by other institutions |                                     |
| Summer / Winter schools, Workshops, etc.       | 2                                   |
| Others   |                                     |

### 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 54                            | 1                          |  | 25                                     |
| Technical Staff      | 31                            |                            |  | 3                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The teachers are advised and encouraged to participate in various conferences/seminars/workshops etc. The faculty is also encouraged to publish papers and submit research projects to various funding agencies. The college also holds

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           | 2       | 2          | 2         |
| Outlay in Rs. Lakhs |           | 19.38   | 28.73      |           |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           | 5       | 1          |           |
| Outlay in Rs. Lakhs |           | 6.75    | 1.0        |           |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 10            | 5        |        |
| Non-Peer Review Journals |               |          |        |
| e-Journals               |               |          |        |
| Conference proceedings   |               | 2        |        |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   | 3             | UGC/DBT                    | 28.73                  |          |
| Minor Projects   | 1.5           | UGC                        | 1.0                    |          |
| Interdisciplinary Projects   |               |                            |                        |          |
| Industry sponsored   |               |                            |                        |          |
| Projects sponsored by the University/ College                                  |               |                            |                        |          |
| Students research projects<br><i>(other than compulsory by the University)</i> |               |                            |                        |          |
| Any other(Specify)   |               |                            |                        |          |
| Total  |               |                            |                        |          |

□

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          | 3     |            | 6       |
| Sponsoring agencies |               |          |       |            |         |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied |        |
|                | Granted |        |
| International  | Applied |        |
|                | Granted |        |
| Commercialised | Applied |        |
|                | Granted |        |

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       |               |          |       |            |      |         |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

The affiliating university does not permit the teachers from the colleges to become Ph.D. guides.

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The Department of Physiotherapy organised a Blood Donation Camp.
- A Bone Mineral Density Checkup camp was held in the College.
- The Health Dispensary runs an OPD and provides necessary medical aid to the people of nearby areas.
- The Department of Physiotherapy runs an OPD and provides rehabilitation to the needy people of the nearby areas.
- The Farmer Training Centre holds short term training courses for ketchup, sharbat, pickles etc, making.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing | Newly created | Source of Fund | Total |
|---|----------|---------------|----------------|-------|
| Campus area   | 300      |               |                |       |
| Class rooms   | 150      |               |                |       |
| Laboratories  | 74       |               |                |       |
| Seminar Halls   | 3        |               |                |       |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. |          |               |                |       |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   |          | 27.28         |                |       |
| Others  |          |               |                |       |

#### 4.2 Computerization of administration and library

- The administrative office dealing with the process of admissions, examination results and, issue of certificates is fully automated.
- The library is fully automated. The books have been bar coded and the circulation of books is computerised.

#### 4.3 Library services:

|                  | Existing |           | Newly added |           | Total    |            |
|------------------|----------|-----------|-------------|-----------|----------|------------|
|                  | No.      | Value     | No.         | Value     | No.      | Value      |
| Text Books       | 1,78,354 | 780 lacs  | 1646        | 10.1 lacs | 1,80,000 | 790.1 lacs |
| Reference Books  | 2496     | 8.49 lacs | 52          | 0.82 lacs | 2548     | 9.31 lacs  |
| e-Books          |          |           |             |           |          |            |
| Journals         | 70       | 0.67 lacs | 15          | 0.25 lacs | 85       | 0.92 lacs  |
| e-Journals       |          |           |             |           |          |            |
| Digital Database |          |           |             |           |          |            |
| CD & Video       | 291      |           | 10          |           | 301      |            |
| Others (specify) |          |           |             |           |          |            |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet   | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|------------|------------------|------------------|--------|-------------|--------|
| Existing | 147             | 8             | Broad band | 1                | 1                | 5      | 22          |        |
| Added    | -               | -             | -          | -                | -                | -      | -           |        |
| Total    | 147             | 8             |            | 1                | 1                | 5      | 22          |        |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The Centralised Computer Laboratory is available for the teachers and students with internet access. The Faculty Development Programme for the teachers are organised to make them abreast about the computer and information technology.



4.6 Amount spent on maintenance in lakhs :

|  |               |
|--|---------------|
| i) ICT                                   | 7.21          |
| ii) Campus Infrastructure and facilities | 25.76         |
| iii) Equipments                          | 27.28         |
| iv) Others                               | 177.35        |
| <b>Total :</b>                           | <b>237.60</b> |

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Establishment of Internal Quality Assurance Cell (IQAC)
- Personal Attention to students
- Counseling Cell
- Tutorial meets
- Regular seminars/workshops/extension lectures.
- Feed back from students on teachers performance.
- In the beginning of every session, a 'Talent Search' programme for the fresher's is organized.
- Students express their views in college magazine 'Darbar'.

5.2 Efforts made by the institution for tracking the progression

- The Internal Quality Assurance Cell (IQAC) consists of renowned academicians and other stakeholders. The meetings are held to evaluate and seek opinion of its members.
- Class wise teachers take up and solve the problems faced by the students in the classroom or in the campus.
- Deliberations by Eminent Speakers.
- Talent search of the students

5.3 (a) Total Number of students

| UG   | PG  | Ph. D. | Others |
|------|-----|--------|--------|
| 3295 | 646 |        |        |

(b) No. of students outside the state

134

(c) No. of international students

-

| Men | No   | %  | Women | No   | %  |
|-----|------|----|-------|------|----|
|     | 2204 | 56 |       | 1737 | 44 |

3508 26 ST IAS Year Physically 3545 3901 19 ST IAS Year Physically 3941  
Challenged Challenged

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The UGC Centre for coaching in competitive examinations organized a month long coaching classes for aspirants of CSAT 2012. There was an overwhelming response from the students of the college and outside to get training for the CSAT exams. The students were issued identity cards on which they could get the library books issued.

No. of students beneficiaries

55

5.5 No. of students qualified in these examinations

NET 4 SET/SLET State PSC 6 GATE UPSC CAT Others IAS/IPS etc

5.6 Details of student counselling and career guidance

Khal

This session saw a lot of activities for the students of the college. Indore bases management and true life guru Mr. Vishvas Vaishnav presented a lecture to the students on topics like motivation, inspiration, confidence building measures in life. It was a highly appreciated measure by the cell to help students gain confidence and face the challenges of life. The session also witnessed a week long training awareness programme organized jointly by the Department of Tourism

No. of students benefitted

500

### 5.7 Details of campus placement

|                                 | <i>On campus</i>                | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed |
| 5                               | 300                             | 35                        |

### 5.8 Details of gender sensitization programmes

- Data regarding male and female students is available in the office.
- Instructions are given from time to time to the staff regarding admission and to solve problems of male and female students.
- Appointment of Dean Student Welfare (Boys)
- Appointment of Dean Students Welfare (Girls)
- Establishment of Women Redressal Cell

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

205

National level

56

International level

No. of students participated in cultural events

State/ University level

81

National level

International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

173

National level

16

International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

|  | Number of students | Amount   |
|--|--------------------|----------|
| Financial support from institution                                   | 51                 | 1,60,850 |
| Financial support from government                                    | -                  | -        |
| Financial support from other sources                                 | 36                 | 67,080   |
| Number of students who received International/ National recognitions |                    |          |

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievance was reported during the session

## Criterion – VI

### **6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

The goals and objectives of the institution as envisaged in its constitution are:

- i) To impart value based education and promote high standards of research in Humanities, Commerce, Science and Agriculture.
- ii) To provide opportunities for educational, vocational, professional, social, linguistic and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations.
- iii) To develop multidimensional personality of the students by providing an opportunity to participate in religious, cultural, co-curricular, theatrical, literary and sports activities.
- iv) To inculcate in students high standards of morality, culture and character as taught by Sikh Gurus and laid down in the holy Guru Granth Sahib
- v) To value originality and vision, encourage initiative and promote creativity.
- vi) To instill a sense of pride and achievement of personal accomplishment

The vision statement is translated into activities by:

- Inculcating progressive attitude of mind by imparting value to intelligence and logic.
- Believing in the dictum of 'sound mind in a sound body', the institute lays stress on physical and mental growth.
- Providing congenial and healthy environment conducive to learning and teaching.
- Offering Job Oriented & Professional courses to make students self dependent.
- For the overall development of personality the emphasis is laid on extra and co-curricular activities like NCC, NSS, sports, youth and cultural activities.

## 6.2 Does the Institution has a management Information System

The college has admission, examination and student cell fully automated. The college is planning to have e-governance in all sectors for which initial mapping has already been done.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

The curricular design and transaction is under the preview of affiliating university, i.e., Guru Nanak Dev University Amritsar. However, the faculty members, as members of board of studies of respective faculties of Guru Nanak Dev University Amritsar take active part in reviewing, formulating and devising the new curriculum.

### 6.3.2 Teaching and Learning

- The academic calendar is prepared at the beginning of the session
- The latest teaching tools are available and are frequently used by the faculty.
- The seminars and extension lectures are organised to keep the teachers and students abreast of latest developments.
- The library houses more than 1.75 lacs of books and subscribes to many journals and periodicals

### 6.3.3 Examination and Evaluation

Examination and evaluation processes are prescribed by Guru Nanak Dev University, Amritsar. The college conducts the internal examinations and evaluation is done strictly according to University norms. The final examinations and their evaluation are conducted by the University itself.

### 6.3.4 Research and Development

- The teachers are encouraged to get minor and major research projects from various funding agencies.
- The teachers also participate in National and International Conferences and present their research papers.
- The college also organises conferences and seminars etc. To keep the faculty and students abreast of latest developments in various fields.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library boasts of a huge collection of books and rare manuscripts. The following measures are being undertaken for upgrading the library facilities.

- Computerization of the library services,
- Creation of separate reading rooms for post-graduate students and girls.
- Setting up additional display boards for latest arrivals and magazine racks.
- Purchase of recent books and journals.
- The library has Reprography, Computer, Printer, Display devices and Telephone connection
- Regular exhibitions by publishers/suppliers.
- Reprographic facility
- Copies of university syllabii, current magazines, journals, employment news are available.
- Information of competitive exams is also available.
- Books/material for competitive examination available.

### 6.3.6 Human Resource Management

Apart from academic responsibilities, staff is involved in other activities also such as holding of seminars/workshops/talent search/subject societies campus committees etc.

6.3.7 Faculty and Staff recruitment

To recruit the staff, the advertisement is given in the newspapers and the reservation policy is adopted as per Punjab Government/ Guru Nanak Dev University/UGC norms.

6.3.8 Industry Interaction / Collaboration

Students are encouraged to visit various industries and institutes of higher learning. Experts from industries are invited for guiding and interacting with students.

6.3.9 Admission of Students

- Eligibility Criteria for General, Professional and Vocational Courses is determined by Guru Nanak Dev University, Amritsar.
- College admits students to some courses on entrance test basis and others on first come first serve basis. However, where admission is made on first come first serve basis, the cut off percentage is above the minimum qualifying or eligibility percentage set by the University.

6.4 Welfare schemes for

|              |  |
|--------------|--|
| Teaching     |  |
| Non teaching |  |
| Students     |  |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

| Audit Type | External |         | Internal |            |
|------------|----------|---------|----------|------------|
|            | Yes/No   | Agency  | Yes/No   | Authority  |
| Academic   | Yes      | Through | Yes      | Management |

|                |     |                          |     |   |
|----------------|-----|--------------------------|-----|---|
|                |     | Committee                |     |   |
| Administrative | Yes | S. Gurmeet<br>Singh C.A. | Yes | M/s. Sehgal<br>Khanna Mundra<br>Mehra &<br>Associates |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The College is not an autonomous college

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The College has applied for the Autonomous status to the University Grants Commission.

6.11 Activities and support from the Alumni Association

- Interaction of students with distinguished alumni who have occupied the top associations.
- Prominent Alumni are honoured on the occasion of convocation and prize distribution functions every year

6.12 Activities and support from the Parent – Teacher Association

The College plans to have Parent-Teacher Association in the next year.

6.13 Development programmes for support staff

The support staff is provided all the needed assistance

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Khals
- Vanmahautsav is celebrated every year with the plantation of samplings.
  - The campus itself has a huge number of trees and plants.
  - The campus houses a Botanical Garden in which rare



## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Department wise meet of the Principal with all the students
- Starting of classes from the very first day of the academic session. The students are given provisional admission without the declaration of result.
- Ensure maximum number of teaching days available to the students.
- Regular addresses by top academicians/ eminent scholars/legal luminaries/internationally renowned sportsmen/administrators and prominent alumni etc.
- Strict Discipline
- Cash prizes, medals and certificates to the toppers
- Personal Guidance
- Free access to authorities
- Regular divinity classes and discourses by learned scholars.
- Honouring of teachers for their services to the institution.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. A centralized computer laboratory with internet connection has been established. The staff and the students have been given free access to computer and internet services.
2. The college has taken effective measures for maximum utilization of the facilities available in the institution. Seminar hall is frequently used for conducting various seminars. The students have a free access to computers, instrument facilities in the laboratories and to the books and journals in departmental as well as the main libraries.
3. A number of books have been added in the library, new computers have been purchased
4. The institution has active NSS, NCC, Red ribbon club, Legal cell and Women cell. Students participated in NSS Camps and enrolled in NCC.
5. The college has sent proposals to funding agencies such as UGC, DBT, DST etc. for the procurement of funds for various programmes.
6. The language laboratory, which is a major requirement of the English, Punjabi, Hindi and Dramatics curriculum, has been established.
7. The faculty and students from other institutes visited the college and interacted with the students and staff of the college.
8. Career guidance and placement cells have been further strengthened. Many companies visited the campus during the year and a number of students got placement in these companies.
9. The college has organized six seminars/workshops in this session. A Tech Fest was organized by the Computer department. The various departments organised extension lectures for imparting current and in-depth knowledge of the subject to the students.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Fostering Global Competences among students
- Inculcating a value system among students
- Promoting the use of Technology
- Quest for Excellence

7.4 Contribution to environmental awareness / protection

- Vanmahautsav is celebrated every year with the plantation of samplings.
- The incandescent bulbs have been replaced by CFLs

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Khalsa College Amritsar is a premier institution of Northern India, running a number of courses in various faculties. Students from urban, rural and remote areas prefer to join this institution. The college has been conferred a status of "College with Potential for Excellence" by UGC and Star status by DBT. NAAC has recently awarded A grade (CGPA 3.41) to the college. Being a century old institution it needs more funds for infrastructural development.

### **8.Plans of institution for next year**

1. To lay more stress on practical training, field study, seminars and research assignments. This is necessary to inculcate deep understanding of the subject and to promote creativity in the work.
2. To inspire students to participate in Educational Fairs, provide education through the use of multimedia, CDs & DVDs etc and to organize Industrial trips for students.
3. To arrange seminars/workshops on various topics by eminent academicians and have their interactive sessions with the students and the faculty.
4. To impart proper physical training to students by encouraging their participation in games.
5. To update library facilities so that the students have calm and quiet surroundings and ready access to the information they seek for.
6. To provide computer and internet access to the students.
7. To promote research in various disciplines.
8. To seek funds from various academic organizations for updating laboratories and instrument facilities.
9. To provide better health facilities to common people.
10. To create better work culture where every faculty member and student associated with the college opts for creativity in whatever they do.
11. To provide assistance to students for choosing the right career and help them out for job placements.
12. To provide internet services in departments and main library.