KHALSA COLLEGE AMRITSAR
BEST PRACTICES

The college observes number of practices like

(i)   Institutional Social Responsibility

- Farmer training centre
- Physiotherapy OPD for everyone
- Centre for lifelong learning
- Scholarships for needy students
- Career counselling/guidance cell
- Awareness campaigns
- Gender equality
- Environment Friendly Approach
- Heritage Conservation

(ii)   Use of IT in Administration

(iii)   Staff Club: Staff club was established with the sole of objective of addressing the problems of staff and organized staff meeting and functions. The faculty members are also provided financial assistance in case of medical emergency and untimely death.

(iv)   Subject Societies in the Departments: The societies are managed by the students under the supervision of teacher incharge. The students are encouraged to participate in these seminars not only in the college but also in other colleges/universities.

(v)   Inculcating Religious and Moral Values Among Youth

- By Nagar Kirtan (Religious procession)
- Kirtan Darbars
- Arambhic Aradas (Session beginning prayer)
- Shukrana Aradas (Session ending prayer)
- Divinity Classes

(vi)   Student Social Activities: Units of NSS, Red Ribbon Club are functioning in the College and they involve students in the activities like

- Field work and village visits.
- Organizing camps like AIDS awareness, Drug menace, Female foeticide etc.
- Blood donation and blood testing camps.
- Frequent visits to old age homes, homes for physically/mentally challenged people.
- Tree plantation drives.
- Cleanliness drives.

- Student theatre groups.
- Classes of children of labourers.

However, the two best practices which have contributed significantly in improvement of academic as well as administrative functioning of the College are:

- Institutional Social Responsibility
- Use of IT in Administration or e-governance

BEST PRACTICE – I

1. Title of the Practice:

Institutional Social Responsibility

2. Objectives of the Practice:

The objectives of this practice are in accordance with the mission of our institution i.e. to imbibe students with moral values taught by the Gurus for the benefit of the community and the country. The emphasis is on development of moral values, sensitizes and involve the students in their social responsibility of serving the society. The college is committed to address the needs of vulnerable section of the society like SC/ST's, minorities and rural population. The problems like gender inequality/discrimination, drug abuse etc. also need the attention of educational institutions. Therefore, Khalsa College Amritsar, being a pioneer educational institution of this rural area, has accepted its responsibility for social well being in consonance with the policies of the nation.

3. The Context:

The issues are multidimensional as these involve heterogeneous population having multiple problems of different magnitudes. Therefore, keeping in view the availability of resources alongwith physical, academic and administrative infrastructure, the specific issues of wider concern are focussed.

4. The Practice:

The college fulfils its social responsibility in the following manner:

(i) **Farmer Training Centre**: The college caters to the large rural area and major occupation of people is agriculture. A farmer training centre has been functioning in the college since 1969 to provide latest information by experts to supplement income of the farmers of the area through farmer trainings, field demonstrations and expert extension lectures in the field of agriculture to the farmers. The centre organises more than 100 block level and district level camps annually in collaboration with state agriculture department It also imparts training in bee keeping, mushroom cultivation, pest control, food and vegetable processing. The centre is also actively working to improve the socio economic status of women in farming business by organizing training camps on food processing techniques like pickle, jam, jellies, squash, sauces making etc. especially for them.

(ii) **OPD and Treatment in Physiotherapy Department**: The college runs out-patient facility along with treatment using latest machinery in physiotherapy department for everyone at nominal charges of Rs. 10/- per visit as compared

to Rs. 200 to 300 per visit charged by private physiotherapy centres of this area . Moreover, the department also organizes free medical camps where free medical checkups, physiotherapy treatment, homeopathic treatments and free medicines are provided to poor patients

(iii) Vocational Training Centre: The centre under lifelong learning program offers free three months certificate courses to provide training in cutting, tailoring, embroidery, food processing and preservation to economically weak women from nearby areas. Free education to under privileged childrens is provided by NSS volunteers of the college in this centre.

(iv) Scholarships for Needy Students: The college provides 63 scholarships to meritorious and needy students as per the guidelines for the scholarships. Fee concessions to economically poor students for their education are also provided.

(v) Free Career Guidance Information: The college organizes free career guidance seminar for Principals and students of all the schools of this region. Free career guidance books are provided to all the schools of Amritsar and nearby districts so as to guide students regarding career options in their field of choice. The career guidance is also provided to our own students through a cell working under the guidance of Director Career Guidance who happens to be a senior faculty member of the college.

(vi) Awareness Campaigns: The college organizes one seminar and a poster making competition every year in collaboration with Red Ribbon Club, so as to generate awareness in youth against social evils like drug abuse, AIDS etc. Moreover, the theatre group of the college organises plays, street plays on social issues such as drug addiction, women victimization, female foeticide, terrorism, cultural crisis and environment issues etc. within and outside the campus regularly.

(vii) Gender equality: In the society where adverse sex ratio due to female foeticide and poor literacy among females persists, the college fulfils its responsibility in promoting gender equality. The college provides equal educational opportunity to women and has created Cell for Grievance Redressal and Dean Student Welfare (girls) is a senior member who takes care of the problems of girl students. This has resulted in a considerable increase in the strength of girl students and more than 50% of the total students admitted are girls.

- **Environment Friendly Approach**: The degradation of environment due to human interference is an issue of wider concern as it effects human and animal health. Therefore, conservation of environment for reducing the level of pollution, increasing vegetative cover, providing clean and green environment for everyone is a challenge in the present world. For these objectives, the college has adopted eco-friendly approach to reduce air and water pollution by sensitizing the students, staff members and society for environmental conservation for its sustainability. The environmental friendly approach involves many practices such as:

- **Organic Farming:** Organic farming is undertaken on 65 acres of college farm to discourage use of agrochemicals (insecticides, pesticides and weedicides), improve soil health, reduce water pollution and conserve the ecosystem. One Bio-pest control lab has been established for multiplication of friendly insects for control of pests. Experts from agriculture faculty and from organic field supervise farming from time to time. Outlet for organic products have been opened at college gate where organically produced fruits, vegetables and cereals are sold so as to popularize organic food among masses.

- **Plantation and Maintenance of Plants:** Van-mahotsava is observed every year and new trees are planted in the College campus by NSS/NCC students, teachers, management members. Students are sensitized and encouraged to be part of plantation drives. The college has its own landscaping management committee and a man force of forty (40) workers especially for maintenance of plants.

- **Nursery:** The college has its own nursery where ornamental, fruit, flower plants are available at nominal charges. It caters to the demand of rural as well as urban people by providing them qualitative plant material.

- **Use of Renewable Sources of Energy:** Twenty solar lights have been installed in the campus for providing green energy and saving energy. One solar water heater has been installed in the boys hostel and the process of installation of three more solar water heaters in the student hostels are in the pipeline.

- **Ground Water Recharge**: All the new buildings constructed have rain water harvesting bore to recharge the sub-soil water. Moreover eleven new rain water harvesting bores have been installed for ground water recharge. All rain water flows from the buildings of the college to lawns and grounds, thus, irrigating them and recharging sub surface water level.

- **Energy Conservation**: The main building of the college has thick walls (18-24 inches) with high ceilings (20 to 24 feet) it makes classrooms airy and well lit. More energy consuming electrical gadgets like air conditioners are not required. Also, CFL and LED bulbs have been installed in place of incandescent bulbs. The students and staff members ensure switching off all electrical fittings before leaving their classrooms or labs.

- **Reduction in CO_2 Emission**: Zero tolerance policy against crop residue/garbage burning in the college campus and on agricultural farm is enforced. Ban on entry of four wheelers of students in the college campus to reduce vehicular pollution within the campus. Moreover, e-governance has reduced paper usage considerably in the campus thereby reducing CO_2 emission.

- **Efficient Waste Management**
    a) The college has installed separate coloured dustbins at different places for biodegradable and non-biodegradable waste management. The waste is collected by municipal van every day for it proper disposal.

b) Two large septic tanks for recycling of animal waste (urine and dung) and organic waste to generate compost (organic manure) to be used on agricultural farm.

c) Practice of dumping damaged glassware and wastes at specified locations.

d) Bio medical waste is disposed by a liaison agency "Amritsar Bio-medical Waste Disposal" under annual contract with them since the year 2011.

- **E-waste management**: A government registered company "Attero Recyclying" has been engaged and 3865 kg of e-waste was disposed off in environment friendly manner.

5. Evidence of Success:

- There is great demand for skill development courses run by Centre for Lifelong Learning which highlights the popularity of these programmes. Most of the pass outs are self employed and successfully running their own business. As majority of them are women therefore, it has helped in gender upliftment through financial independence.

- The increase in number of patients every year in physiotherapy OPD highlights the success of this programme.

- The increased demand for farmer trainings and camps by villages of Amritsar and adjoining districts is an evidence of the success of Farmer Training Centre.

- Increase in number of SC/ST students and girl students in the college.

- Increase in the green cover and clean environment of the college.

- The reduction in paper usage due to e governance has made environment more clean.

- The increase in number of people from the vicinity for morning and evening walks in the campus highlight lower pollution level in the college.

6. Problems Encountered and Resources Required:

- To accommodate large number of persons who apply for skill development programmes run by our Centre for Life Long Learning.

- Majority of the children who are given free education are of labourers and as they are migratory in nature, thereby making the teacher's job difficult.

- The college dispensary and the physiotherapy departments find it difficult to fulfil the health care needs of all economically weaker sections of the society.

- The farmer training centre has limited space and resources to meet the aspirations of the farming community of this region.

- The following resources are required for fulfilling institutional social responsibility:
  - Larger Farmer Training Centre with research and development facility, more manpower and increased annual budget.

- Multi speciality hospital with inpatient facilities for at least 100 patients. Latest medical equipment and machinery for specialised treatments for under privileged sections of the society.
- The students from SC/ST and economically weaker section of society sometime get involved in self earning practices due to financial compulsions which increases their dropout rate. The college is ready to provide free education to these students but providing financial stability to them is beyond the college domain.
- As the college is located on the main G.T. road therefore, pollution due to heavy traffic becomes a big challenge. The college has undertaken construction work on a large scale in the last three years which has disturbed the clean environment of the campus.

BEST PRACTICE – II

1. Title of the Practice

Use of Information Technology for Administration or e-governance.

2. Objectives of the Practice

- To improve management/governance by helping exchange of information and communication transaction between management, faculty and students i.e. better coordination.
- To make administrative work systematic, quick and transparent by exchange of information among all stake holders.
- To provide information regarding inventory of all the departments and labs, number of students, number of faculty members (department wise), annual budget (department wise) and other relevant information for effective management and planning.
- To help in effective communication transaction from departments to the administrative wing and vice versa as all official as well as unofficial letters and information is exchanged via e-governance.
- To provide information regarding salary statements, leave record and provident fund of the employee.
- To provide information to students regarding their lecture statements, award lists, information about holidays, online lectures for them and results.

3. Context

The challenging issue for implementation of e-governance in this big institution was to make available large information from widely spread departments at one place and maintain a communication network which can provide effective governance.

4. Practice

- A centralized e-governance office has been established in the administrative block of the college with two full time employees for uploading of information.
- An e-governance cell has been established in every department of the college with a teacher incharge of e-governance and facilities like one computer system along with Wi-Fi internet facility. Eighteen teacher incharges for e-governance have been appointed for uploading departmental information. The uploads regarding inventory of the department, student strength, budget, future expansion plans e-lectures for students are done regularly.
- In the initial years, the teaching and non teaching staff members were trained for administration and usage of e-governance for administrative services. In the succeeding years, more services were included specially regarding teaching and learning and the students were also provided access to e-governance.
- All the employees have been provided with one e-governance account for sharing information from their department via e-governance with the administration or students.
- The students have been provided e-governance user ID for downloading information regarding e-lectures, fee slips, lecture statements and award lists.

- The management of the college has administrative password for downloading information from this website and on the basis of the information available on this website suitable policy is framed from time to time to manage the affairs of the college.

5. Evidence of Success:

- The e-governance has become a useful tool for staff (salary statements, leave record, provident fund and notices), students (lecture statements, award lists, information about holidays, online lectures and results), principal and management for their diverse needs.

- The paper usage for the academic and administrative work in the campus has decreased significantly and evidence of success corroborated with constant upgradation of more services to the stake holders through e-governance.

- The admission process has expedited resulting in increase of college strength.

- Examination system has become more time efficient, effective and economical as all results are available online.

6. Problems Encountered and Resources Required:

- Training of staff members: As all the members of non teaching were not computer literate/technology savvy, it required extra effort in the form of trainings by experts.

- Handling of data: As this service involves huge data uploading/ requirement/management more manpower and man-hours are required for handling of data.

- The students from rural areas could not access their e-governance accounts due to lack of internet accessibility at their end.

- The following resources are required for e-governance:
  - One server
  - Department wise access points with computer systems and internet facility
  - Manpower